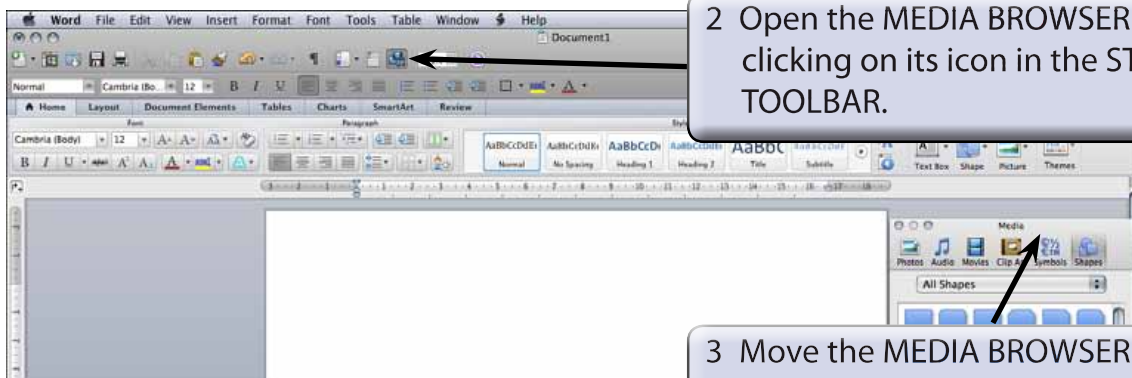


Inserting Images Into Documents

Microsoft Word has its own library of graphics, called Clip Art, which can be inserted into documents when required. You can also insert graphics created in other programs such as Adobe Photoshop, Adobe Illustrator, Coral Draw or Paintbrush Pro.

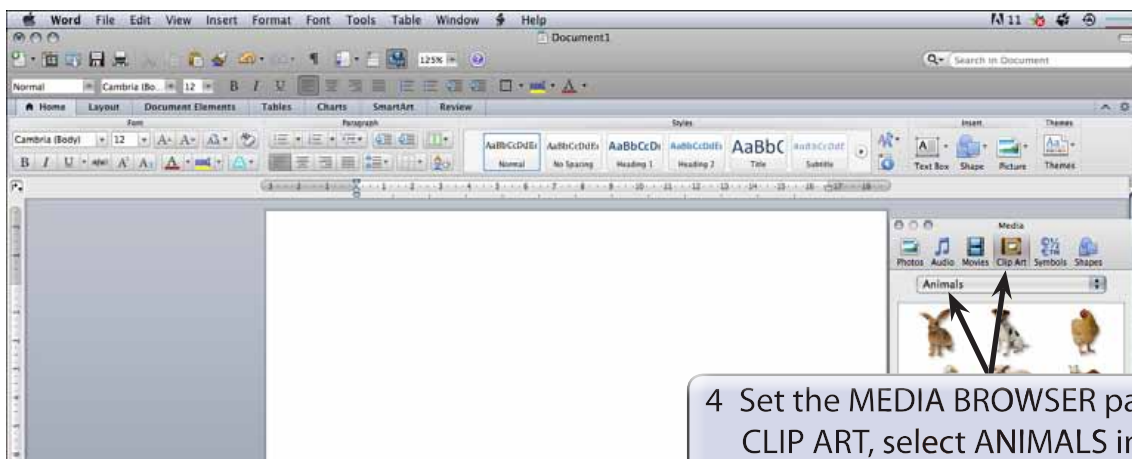
Inserting a Clip Art Image

- 1 Load Microsoft Word and start a NEW WORD DOCUMENT, or close the current file and select NEW BLANK DOCUMENT from the FILE menu.

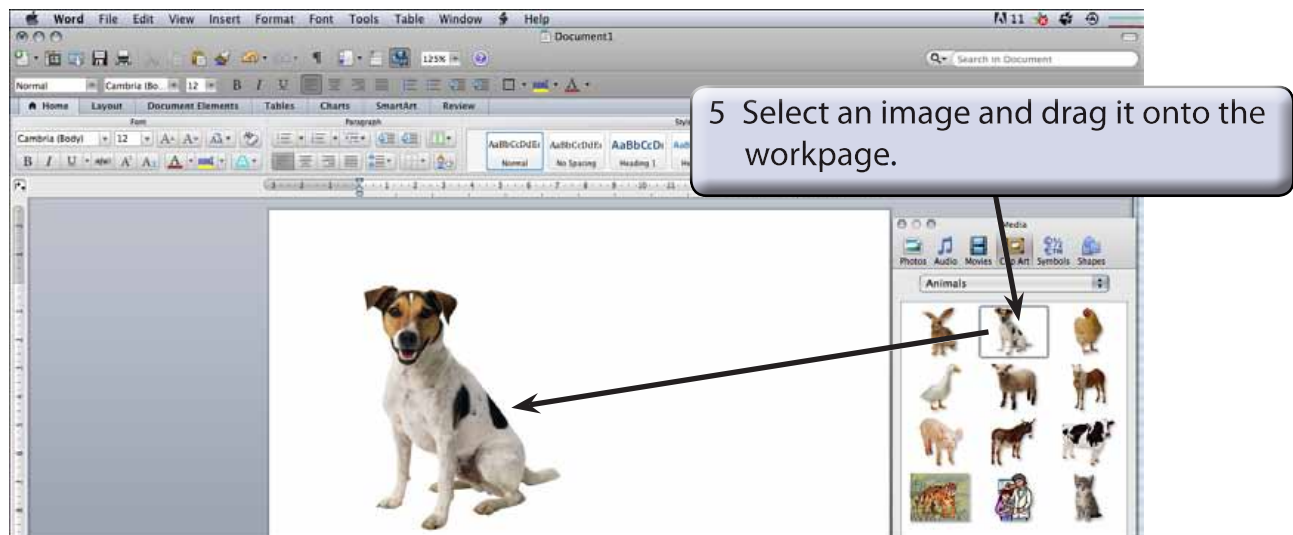


2 Open the MEDIA BROWSER pane by clicking on its icon in the STANDARD TOOLBAR.

3 Move the MEDIA BROWSER pane to the right of the screen.

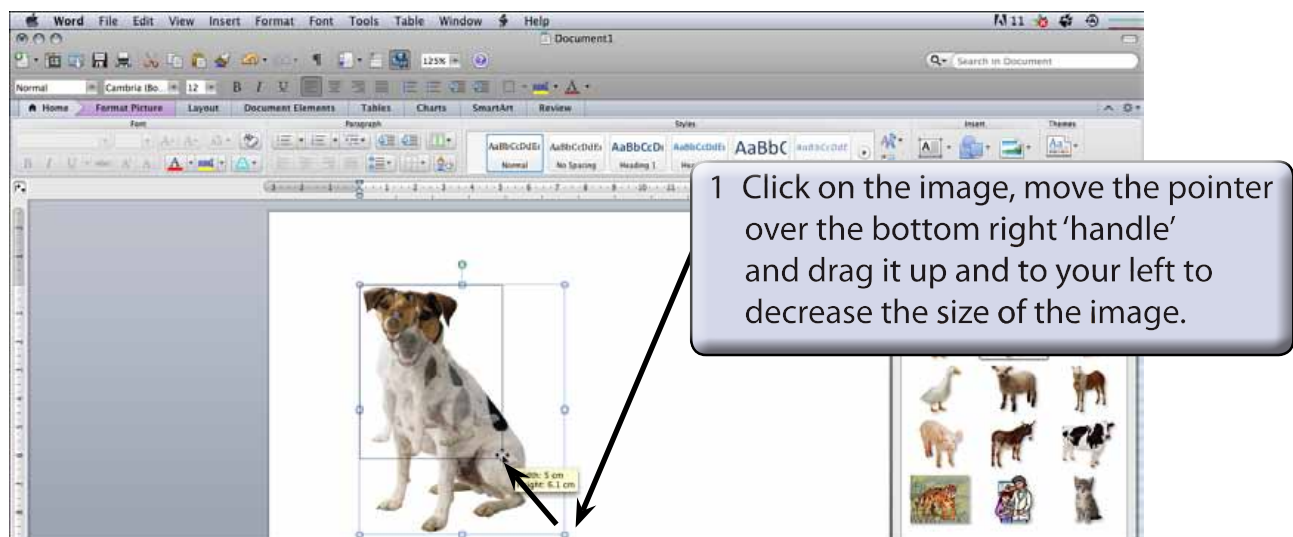


4 Set the MEDIA BROWSER pane to CLIP ART, select ANIMALS in the top box and a list of animal pictures should be provided.

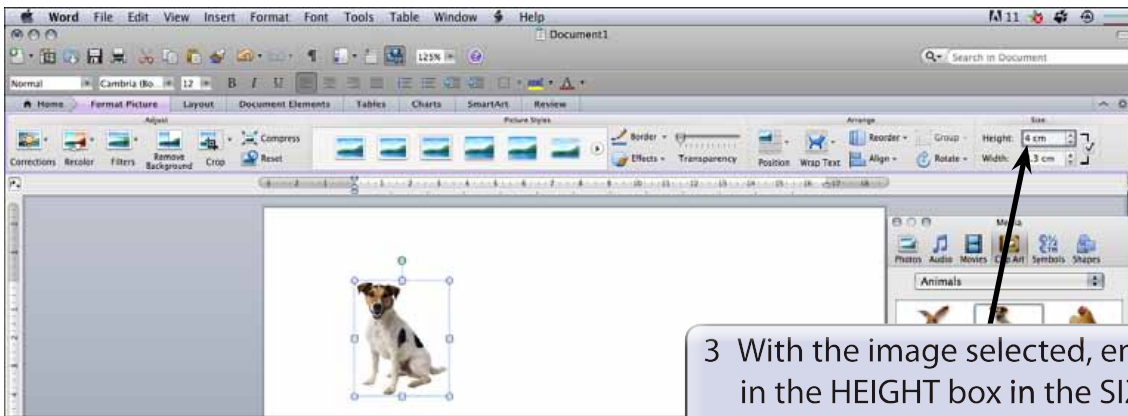


Changing the Size of the Image

You can change the size of the image as you did for shapes by dragging the 'handles' or by using the SIZE group of the RIBBON.

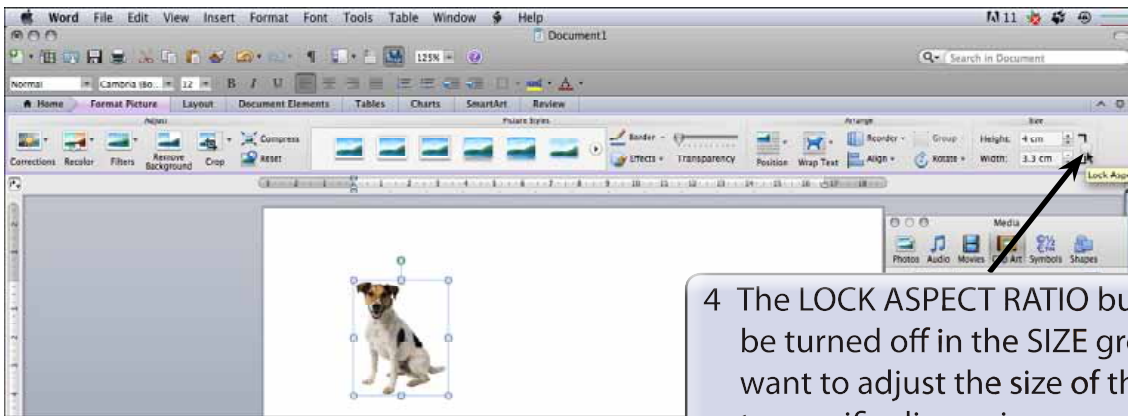


- 2 You can accurately resize an object using the SIZE group in the FORMAT PICTURE tab of the RIBBON.



3 With the image selected, enter 4 cm in the HEIGHT box in the SIZE group of the FORMAT PICTURE tab and press <return>.

NOTE: The image is resized and the WIDTH box in the SIZE group adjusted in the same ratio to keep the image size proportional.



4 The LOCK ASPECT RATIO button can be turned off in the SIZE group if you want to adjust the size of the image to specific dimensions.

5 Turn the LOCK ASPECT RATIO button back on.

NOTE:

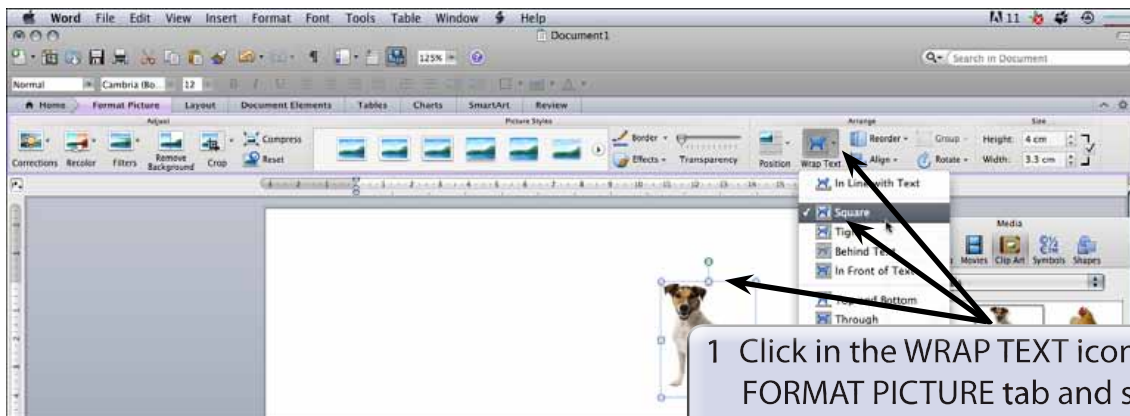
- i Lock Aspect Ratio ensures that the proportions of the image are always kept the same so that the image is not distorted.
- ii There are more size options in the FORMAT PICTURE dialogue box. It can be opened by selecting PICTURE from the FORMAT menu and selecting the SIZE category.

Picture Adjustments

The appearance of an image can be adjusted using the icons in the ADJUSTMENT group.

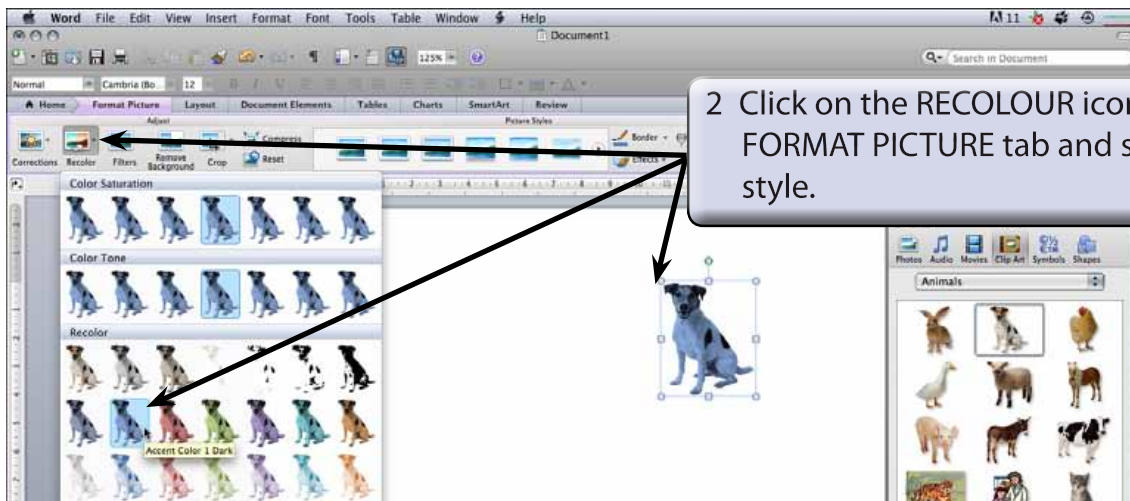
A The Recolour Command

The RECOLOUR icon allows you to set the colour style of the image.



1 Click in the WRAP TEXT icon in the FORMAT PICTURE tab and select SQUARE then move the image to the right of the page.

NOTE: Moving the image to the right of the page will allow you to see the adjustment effects that can be applied to it.



2 Click on the RECOLOUR icon in the FORMAT PICTURE tab and select a style.