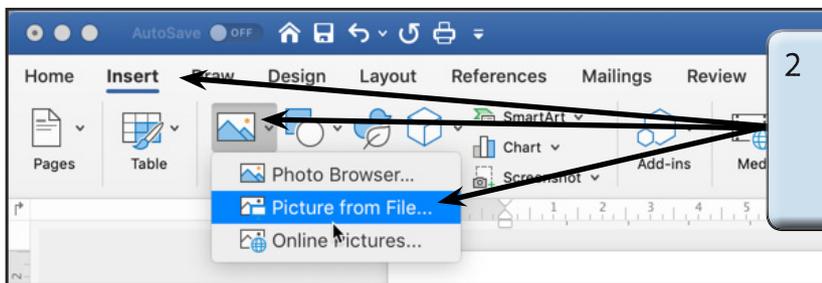


Inserting Media Into Documents

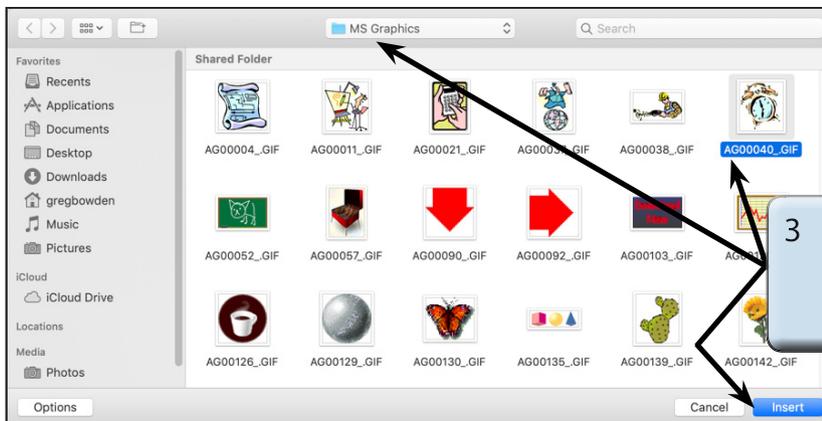
Microsoft Word allows you to insert images and video media into documents. This includes graphics created in other programs such as Adobe Photoshop, Adobe Illustrator or CoralDRAW. The inserted media can be formatting using the same tools that you used for shapes in the previous chapter.

Inserting an Image

- 1 Load Microsoft Word or close the current file and start a NEW DOCUMENT.



- 2 Open the INSERT tab of the RIBBON, click on the PICTURES icon and select PICTURE FROM FILE.



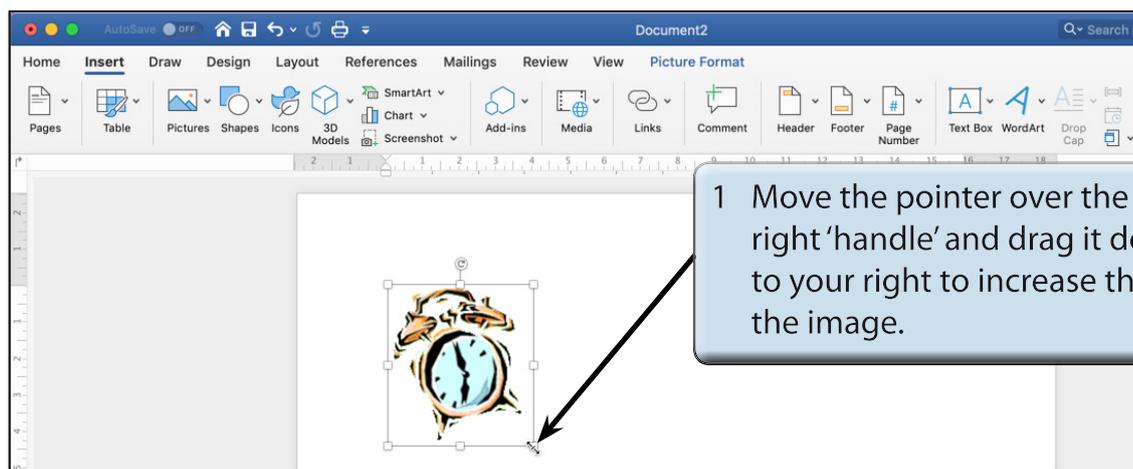
- 3 Access your school's graphics library, select an image and click on INSERT.

NOTE: i The ONLINE PICTURES icon in the INSERT tab of the RIBBON can be used to find images from the internet.

- ii If you cannot find an image, there are two images in the CHAPTER 11 folder of the WORD 2019 SUPPORT FILES that can be used.

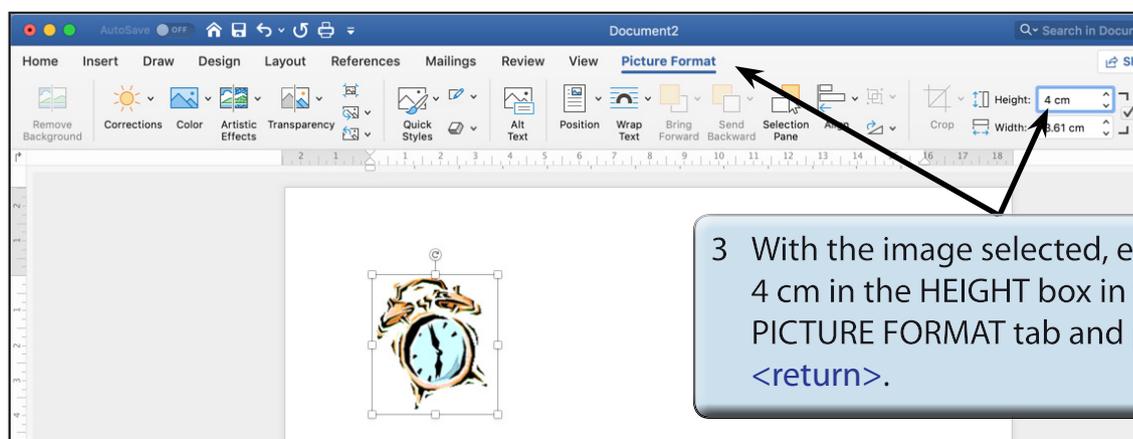
Changing the Size of the Image

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.



1 Move the pointer over the bottom right 'handle' and drag it down and to your right to increase the size of the image.

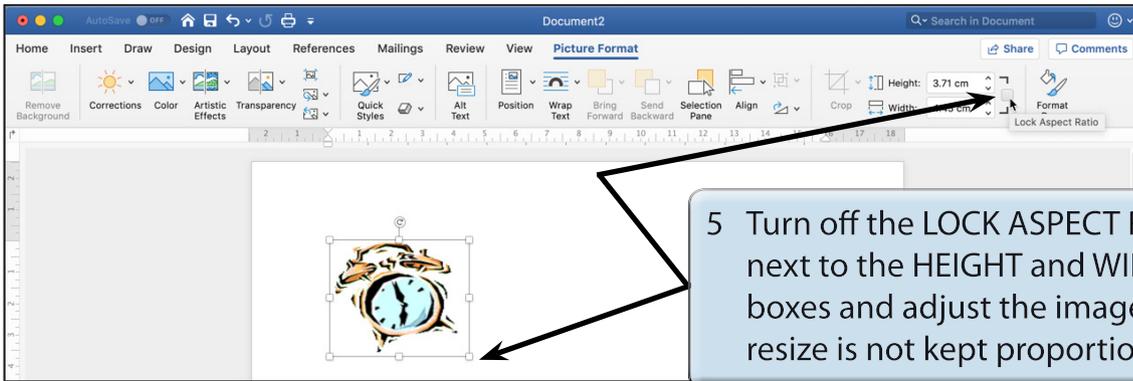
2 You can accurately resize an object using the PICTURE FORMAT tab.



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

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

4 If you want to adjust the size of an image without maintaining its proportions, then the ASPECT RATIO can be turned off.



5 Turn off the LOCK ASPECT RATIO next to the HEIGHT and WIDTH boxes and adjust the image. The resize is not kept proportional.

6 Turn the LOCK ASPECT RATIO box back on and press COMMAND+Z to UNDO the last resize.

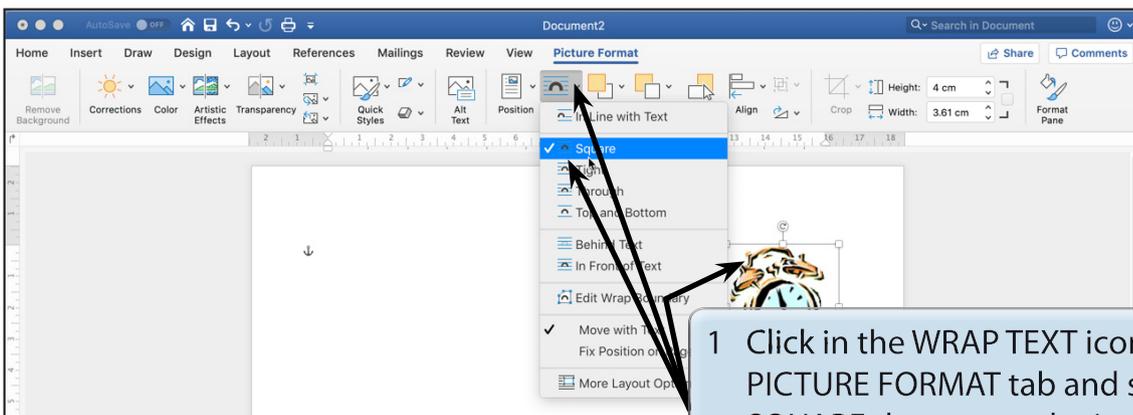
NOTE: Lock Aspect Ratio ensures that the proportions of the image are always kept the same so that the image is not distorted.

Picture Adjustments

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

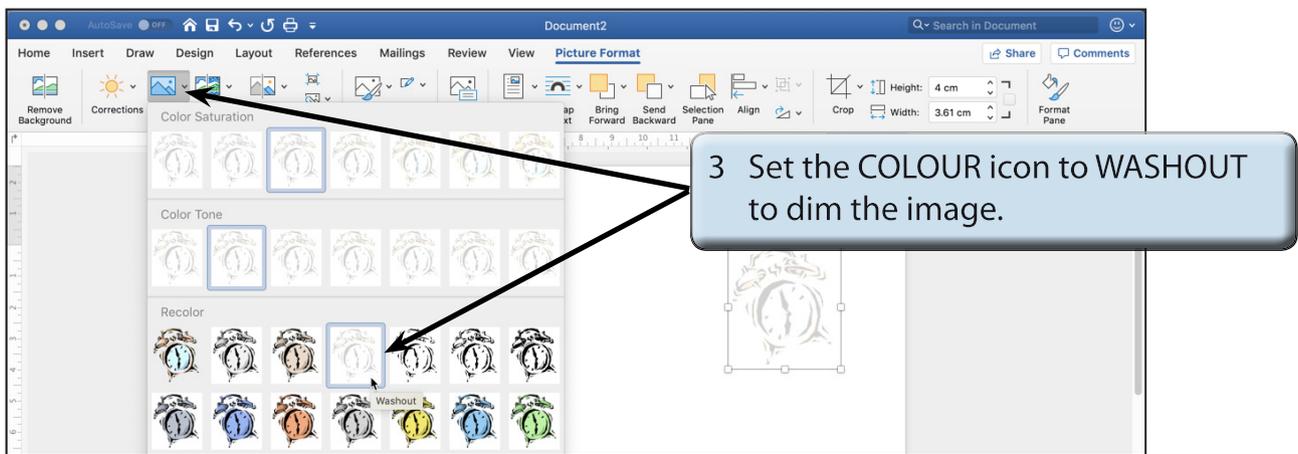
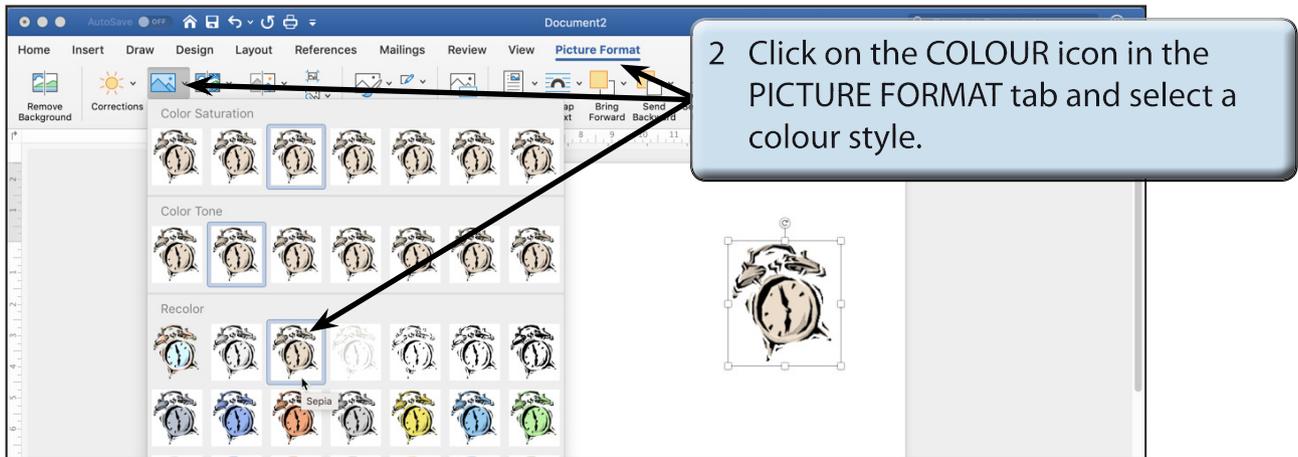
A Colour Adjustment

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



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

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



NOTE: Washout is used to create a watermark image when you want text to flow over the dimmed picture.