

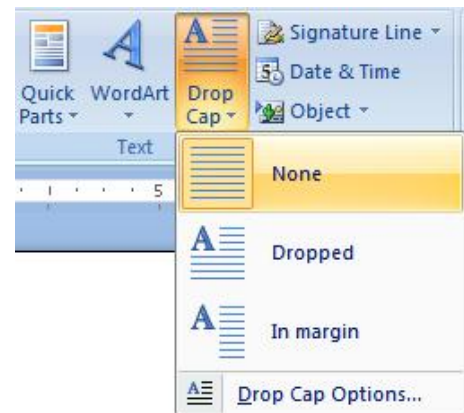
Graphics in WORD 2007

In Word you can modify objects, including graphics, in many ways to add sparkle to even the most mundane document. You can add drop caps, group two or more objects into one object, and change the layering of overlapping objects. You can also position graphics anywhere on a page, change text wraps around an object, and modify how objects are aligned relative to each other and to the page. You can enhance graphic objects with gradient color fills, textures, shadows, and 3-D effects and by adding a watermark and page border.

Create drop caps

A drop cap is the initial character of a paragraph that is formatted significantly larger than the surrounding text.

1. Start your paragraph; place the blinking cursor next to the letter that you would like to change to a Drop Cap.
2. Click the **Insert** tab
3. The **Text** grouping contains the **Drop Cap**, function.
4. Click the **drop-down arrow**, you can select from **Dropped**, **In Margins** or **Drop Cap Options**.
5. Selecting **Options** lets you customize the Font, number of lines and the spacing.



Note: Remember with Office 2007 you are working in **Live Preview** mode so you will preview the change before you actually implement it.

Inserting Clip Art

Adding Clip Art to your document is a way to illustrate ideas. Clip art is a collection of graphic images that can be inserted in documents.

1. Click the **Insert** tab, from the **Illustrations** grouping click on **Clip Art**.
2. The Clip Art Task pane will open on the right of the screen.
3. In the three fields that are provided you **Search** for a particular topic, in all the collections provided by Microsoft and all media types.
4. After clicking the **Go** button the search will return a list of clip art.
5. Use the scroll bar to locate a clip you like. **Note:** the small world in the left hand corner of a clip art means this clip comes from Microsoft's web collection.
6. Click once on the clip art to insert it into your document.

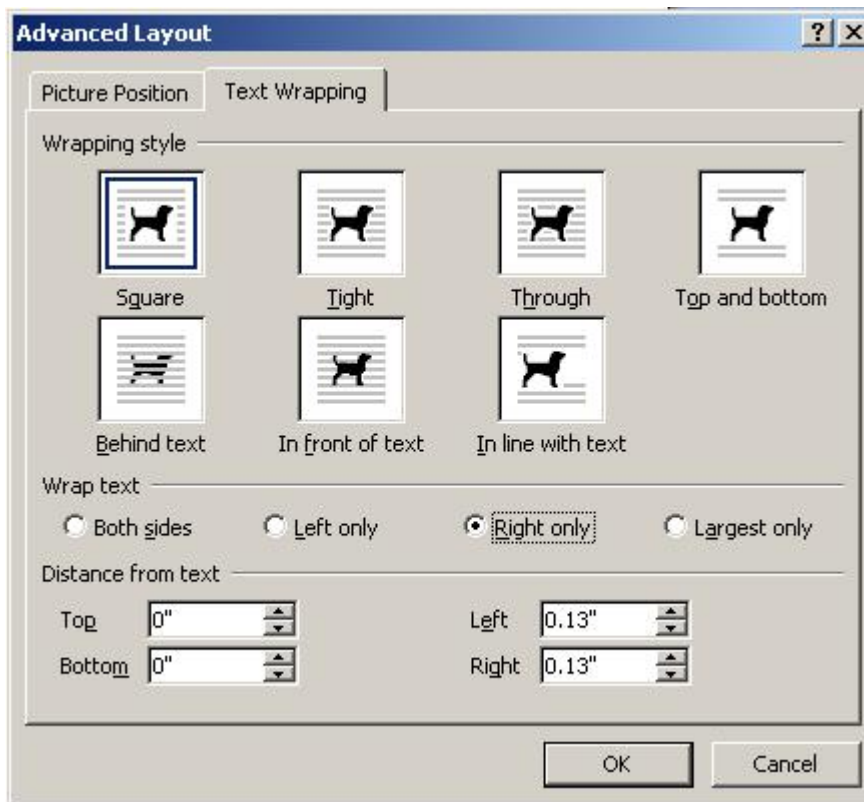
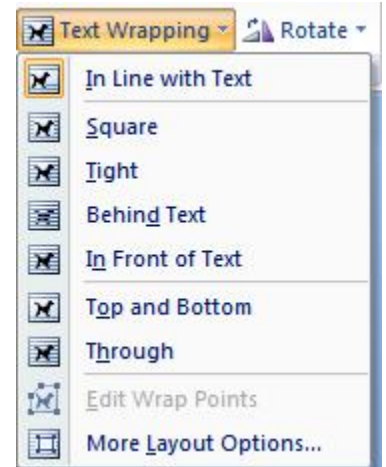
Note: When you insert an image, in Office 2007 the Content Sensitive Picture Ribbon appears.



Wrapping Text Around Graphics

When you first insert a graphic using either Clip Art or a Picture positioning that graphic near text is the next step. You can specify how you would like the text to wrap around the graphic. Wrapping means that text flows around a graphic object rather than over it.

1. With the Graphic selected (When selected, squares called **sizing handles** will appear at the edges of the object and the **Picture Tools** Ribbon appears).
2. From the **Arrange** grouping select the **Text Wrapping** drop-down. Click one of the text wrapping options that appear or
3. Click **More Layout Options**, to change which sides of the object to place text or change the distance between the text and object.
4. When the Graphic is selected you can also click-hold and drag the graphic to a new position, which allows you to control how many lines of text are above to the right or left of the graphic.

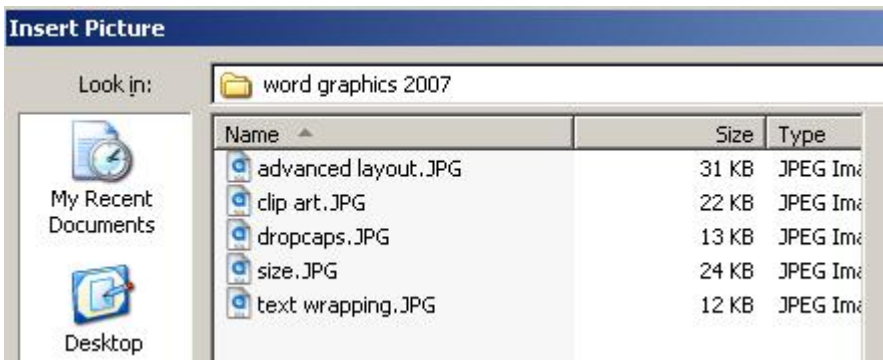


Inserting Pictures from Files

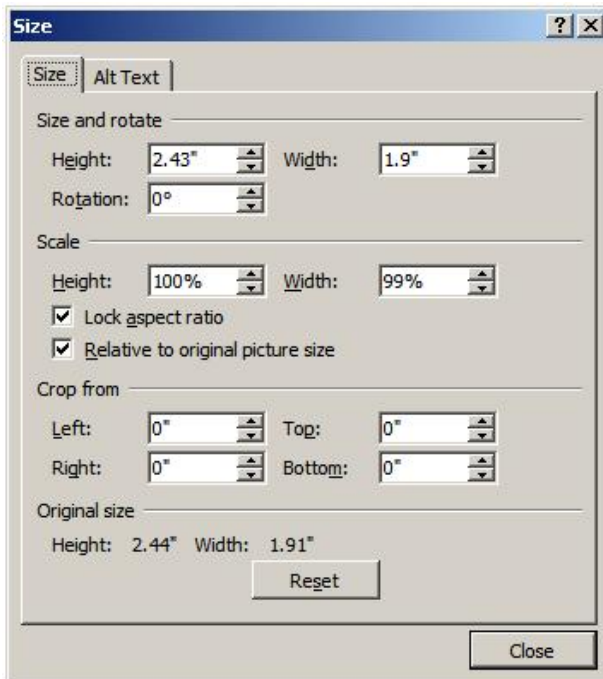
In addition to the clip art graphics that come with Word, you can insert graphics that were scanned or created in the other graphics programs into your documents. (Example: this document's screen snap shots (pictures) were created using print screen and the Paint program to select just what I wanted to show you.)

Note: The From Scanner or Camera option for adding pictures to a document is not available in Microsoft Office Word 2007. Instead, you can add pictures from your camera or scanner by downloading the pictures to your computer first and then insert them into your Word document.

1. Click the **Insert** tab, from the **Illustrations** grouping click on **Picture**.
2. Use the **Look in field** to locate your folders and files.
3. Double click the graphic to be inserted.



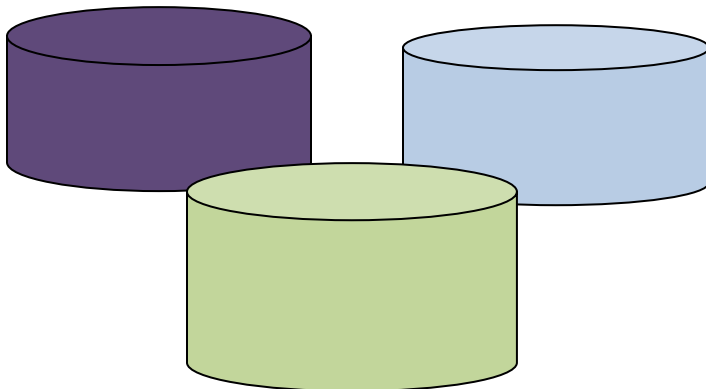
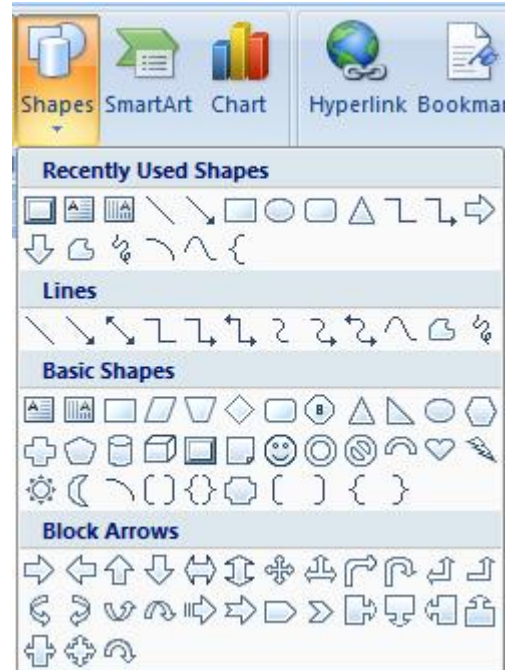
4. From the Size grouping, click the Dialog box launcher to review the Size options. The default is to **Lock aspect ratio** and **Relative to original picture size** are checked. This means if you decide to resize the picture it will not be distorted by adjusting just one side.
5. From the Arrange grouping you can select another **Position** other than **In line with text** or change the **Text Wrapping**.
6. Select the graphic, if necessary, and drag it to your desired location



Drawing Auto Shapes

You are not limited to clip art and graphics created in other programs to illustrate your documents. You can also create your own graphics using the Drawing tools.

1. Click the **Insert** tab, from the **Illustrations** grouping click on **Shapes**.
2. When you select a Shapes feature from the list of Recently Used, Lines, Basic, Block Arrows, Flowcharts, Callouts and Stars and Banners you receive the **Drawing Tools Format** Ribbon
3. The Ribbon groups are Insert Shapes, Shape Styles, Shadow Effects, 3 D Effects, Arrange and Size. These grouping change slightly to reflect what you insert.
4. When you select a shape, the pointer changes to +. This allows you to control where and how big the shape will be. Drag this + pointer to draw the Auto shape.
5. **To Move:** Position the pointer over the shape so that it changes to a 4-way arrow. Click hold and drag to desired location.
6. **To Resize:** Click hold and drag the handles until you reach the desired size of your shape.
7. With the shape selected, the fun begins as you fill with color, change the shadowing, rotate the object, add text, arrows almost anything you can think of.



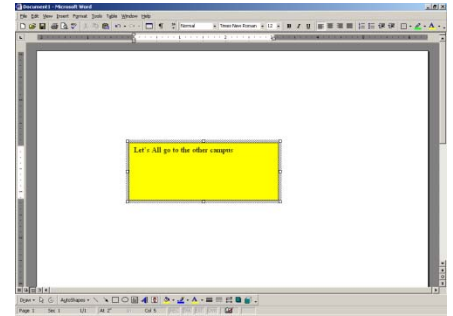
Inserting Text Boxes

A **text box** is a graphic image that contains text that you have typed.

1. Click the **Insert** tab, from the **Illustrations** grouping click on **Shapes** to save time select an object that displays text, you will then have to apply any format changes manually.

or

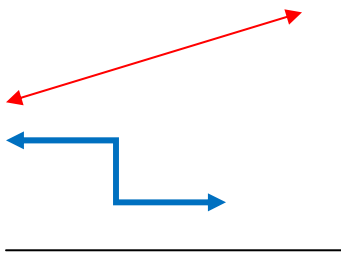
2. You can insert **Preformatted Text Boxes** from the **Text** grouping drop down. Scroll through the listing to see if something meets your needs. If you select a Preformatted Text Box you may not be able to change all the elements related to the preformatted boxes.
3. If you inserted the text box from the **Shapes** using the Text Box Formatting Ribbon you can choose to apply a style, change the fill color, change the shape, put on shadows or 3D effects.



Drawing Lines

Lines that you draw are also graphic objects. You can draw straight lines, arrows, curved, or free-form lines, and you can insert and format lines using the **Insert** tab, **Illustrations** grouping, **Shapes** then **Lines**.

1. Click the style of choice from the **Shapes Line** dropdown. Position the + pointer and drag the pointer so that the line will appear on your screen
2. To change the line color, weight of line or line style you must use the Using the Drawing Tools Format Ribbon. Under the **Shape Styles** grouping select the **Shape Outline** dropdown.



Inserting Word Art

Word Art is another powerful graphics tool that you can use to give your documents visual impact. Text in Word Art is formatted in unique shapes, orientations, and patterns that you can easily modify and customize.

1. Click the **Insert** tab, from the Text grouping click the **Word Art** dropdown arrow.
2. Click a style of WordArt from the Gallery



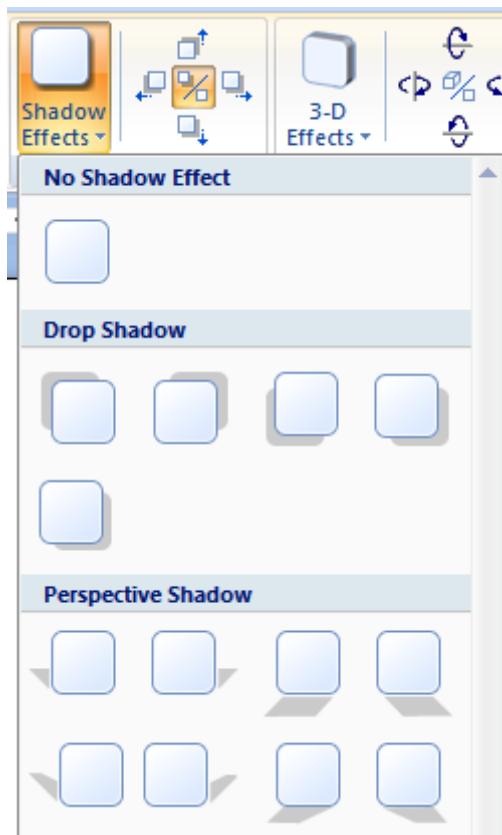
3. Type your text in the **Your Text here** box, you can change the font and size before Clicking **OK**
4. Resize by dragging the white handles and position as desired.
5. Check out the WordArt Tools Format Ribbon for text edit, style changes, spacing and height

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Modifying Shadow and 3-D Settings

You can use the shadow and 3-D effects groupings on the Drawing Format Ribbon to create a wide variety of exciting effects. For example, you can change a 2-D object to a 3-D object or you can add an attractive shadow to a clip art image. Once you have added a 3-D or shadow effect to an object, you can modify the shadow or 3-D settings in a wide variety of ways.



Applying a Shadow

1. Click on the object to select it, if not already selected.
2. Click Shadow Effect dropdown. Select the type of Shadow you would like to the object to have.
3. If you would like to change the shadow color, click the dropdown again, the last item will supply you with the color pallet from which to make your selection.
4. If you would like to change the shadow just select any other shadow from the listing. If you want to delete the shadow, select No Shadow Effect.

Note: Do not try to select the shadow as it is the object that you are working with.

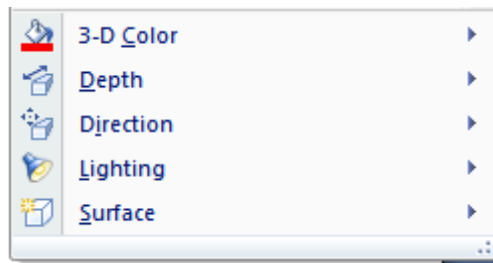
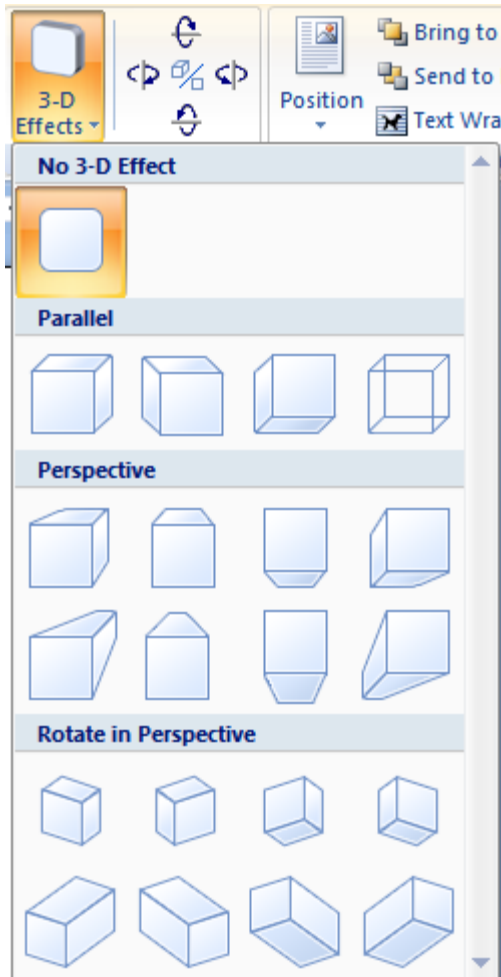
Moving the Shadow

You can nudge the shadow in any directions by using the 4 one of the four directional arrows located in the Shadow Effects grouping.

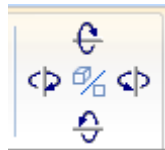


3-D Settings

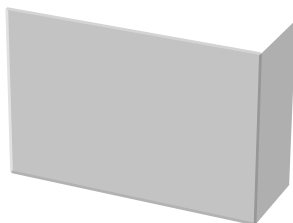
From the 3-D Effects grouping click the drop-down for see the 3-D Effects listing. Select the type of Effect you would like placed on the object. You can then change the 3-D Color, the Depth, Direction, Lighting and Surface. The live preview showing is perfect for this type of effect.



You can also change the **Tilt** of the 3-D object with one of the directional arrows located in the 3-D Effects grouping.



You can change the 3-D Effect by selecting another type or remove it the effect completely by selecting **No 3-D Effect** from the listing.



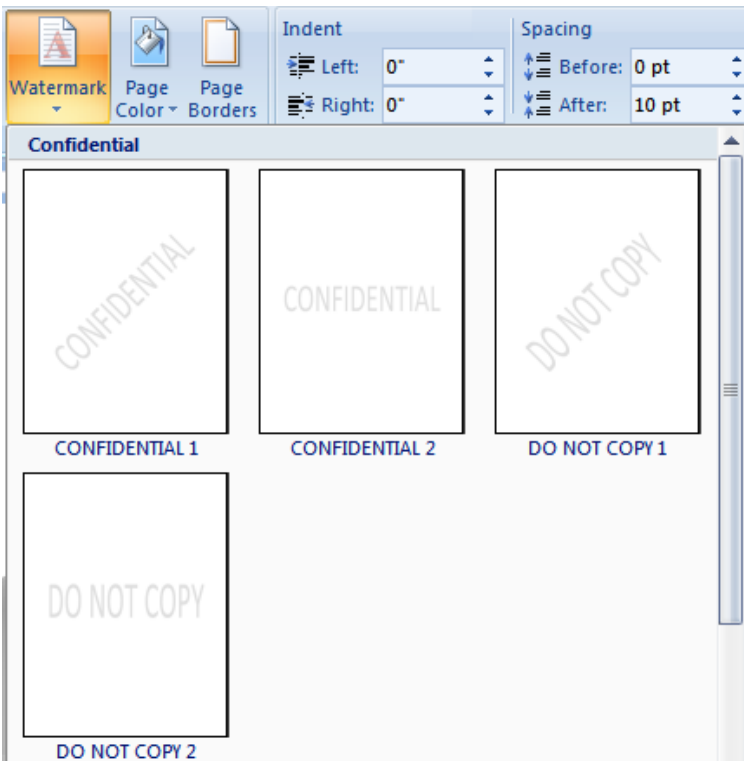
Adding a Watermark or a Page Border

A **watermark** is a picture or other type of graphic object that appears grayed out or lightly tinted behind text in a document. For example, a document could include a text box containing the word "DRAFT" formatted in very large letters that appear in gray behind the document text. Also, a lightly tinted picture of a company logo could appear behind the document text.

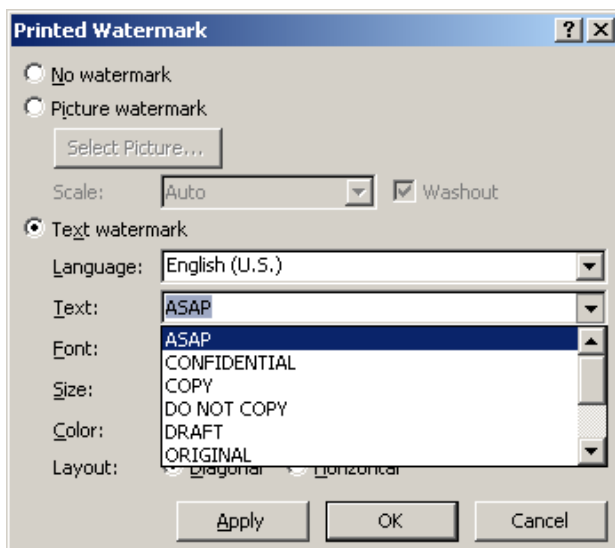
A Text Watermark

Word 2007 has a pre-set list of text watermarks to select from or you can customize one.

1. Click the Page Layout Ribbon.
2. From the **Background** grouping click the Watermark drop-down to see the listing.



3. Scroll through this listing and click on the one you want applied to the document or you can select Custom if nothing meets your needs from the pre-set list.



4. From the custom Watermark dialog box, select the **Text watermark**. In the Text field type what you want to appear in the background. You can now change the font, color, size and place of the layout before clicking apply.

To delete a Watermark, click on the Watermark drop-down then select **Remove Watermark** from the list.

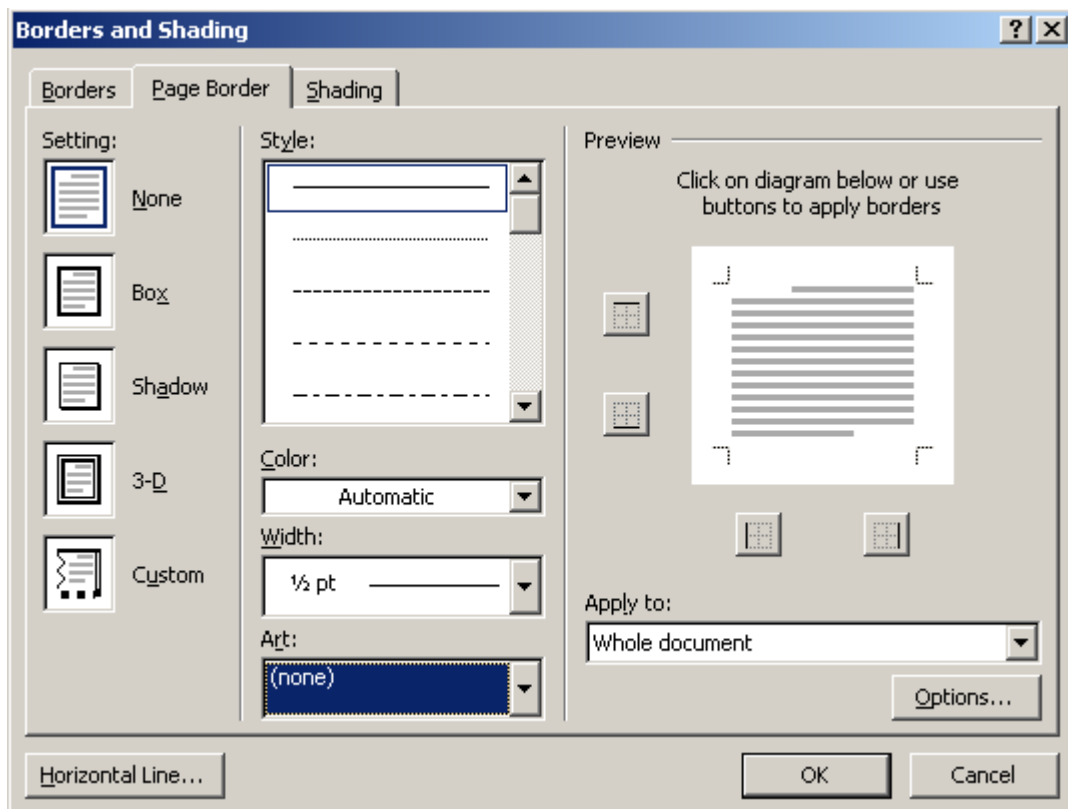
A Picture Watermark

Start with the custom Watermark, click Picture watermark then **Select picture** button. Locate the picture to be inserted. The scale at Auto and Washout are defaults that work very well. Clip Art does not work as a Watermark; however, you can resize and make adjustments to the contrast and brightness along with placing it behind text to a Clip Art look like a watermark.

Page Border

A page border will also enhance a Word document. You can choose to insert a simple box border then modify the color or thickness. You might select to one of the many art borders from fruit, holidays to graphic design.

1. Click the **Page Layout** Ribbon,
2. From the Page Background grouping, click **Page Borders**.



3. From the Page Border tab select the type of border on the left, Box, Shadow, 3-D or Custom.
4. If you are selecting a line border, scroll through the Styles given. You can now change the width and color of the border. OR
5. If you would like click the drop-down for **Art** borders. Select the one that is appropriate to the document.