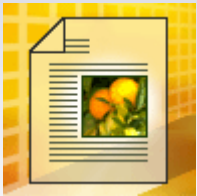


NCI Technologies presents:

Microsoft® Office Word® 2003 Training



Insert and position graphics

Course contents

- Overview: Add and position graphics
- Lesson 1: Graphic basics: Pictures and drawing objects
- Lesson 2: Inserting a graphic

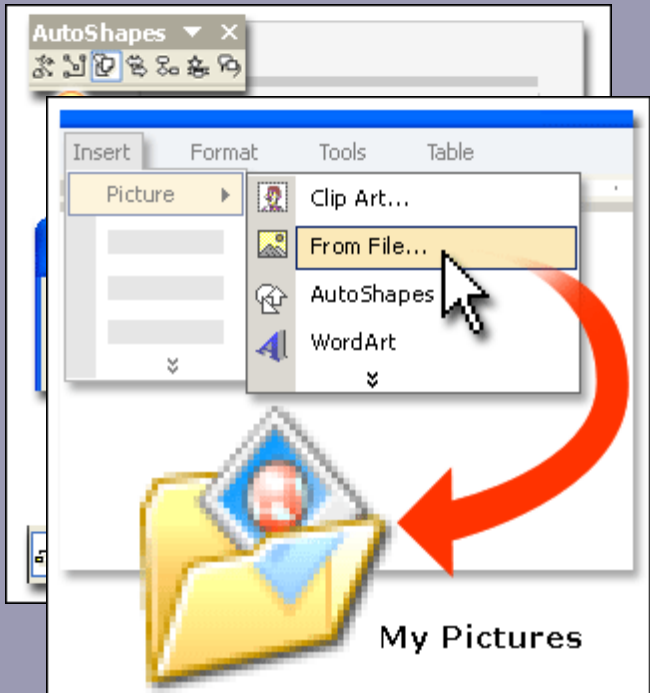
(Continued on next slide.)

Course contents, cont'd.

- Lesson 3: Positioning a graphic exactly where you want it
- Lesson 4: Floating graphics and keeping them in place

Each lesson includes a list of suggested tasks and a set of test questions.

Overview: Add and position graphics



No matter the purpose and tone of your document, strategically placed graphics can add visual interest, support key points, and highlight information.

Learn how to insert many types of graphics into your Microsoft® Word document and position them exactly where and how you want, including inside or beside a block of text.

Insert and position
graphics

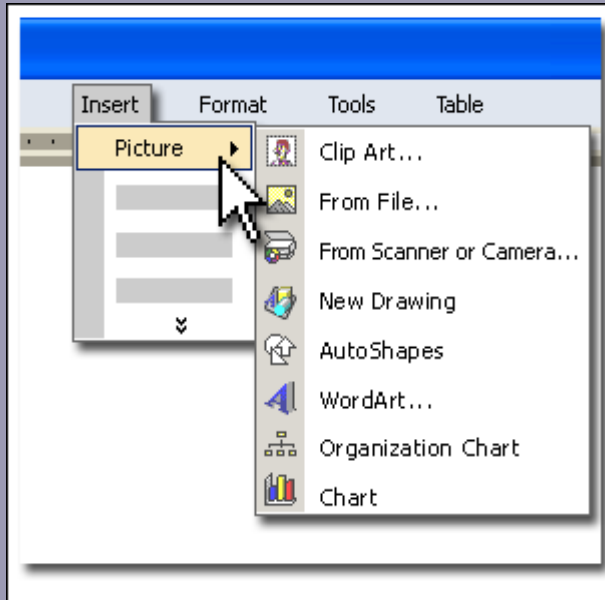
Course goals

- Identify a variety of graphic types that you can use in a document.
- Insert those graphics.
- Resize, group, and rotate graphics.
- Precisely position a graphic on the page.
- Align a graphic with text, including wrapping text around it.
- Keep a graphic in place by using an anchor.

Lesson 1

Graphics basics: Pictures and drawing objects

Graphics basics: Pictures and drawing objects



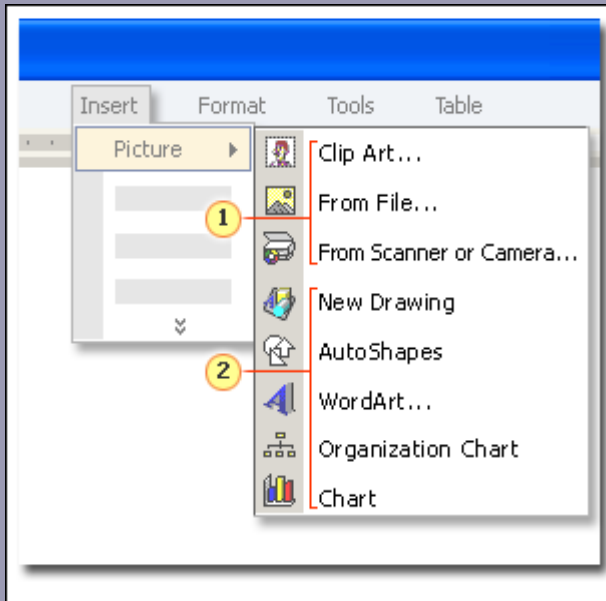
The **Picture** submenu

Choosing a graphic starts off as a simple exercise: On the **Insert** menu, you click **Picture**.

That's when things can start to seem complicated. What does "From File" mean? What's the difference between **Clip Art** and a **New Drawing**?

Insert and position
graphics

About pictures and drawings

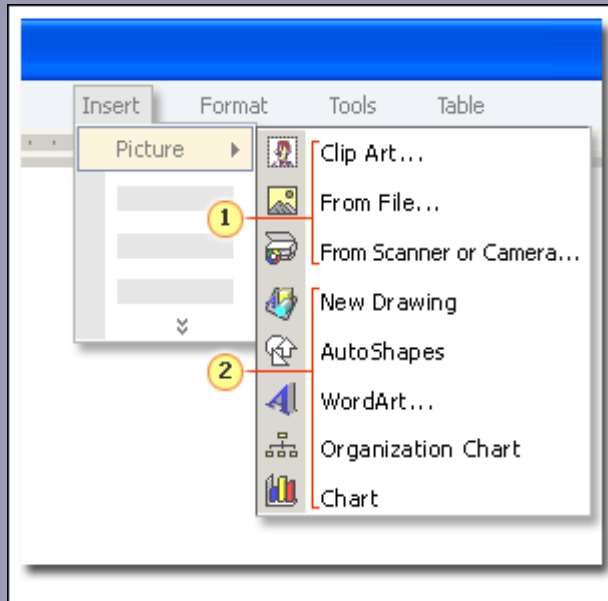


You can use two basic types of graphics to enhance your documents: pictures and drawing objects.

The **Picture** submenu

Insert and position
graphics

About pictures and drawings



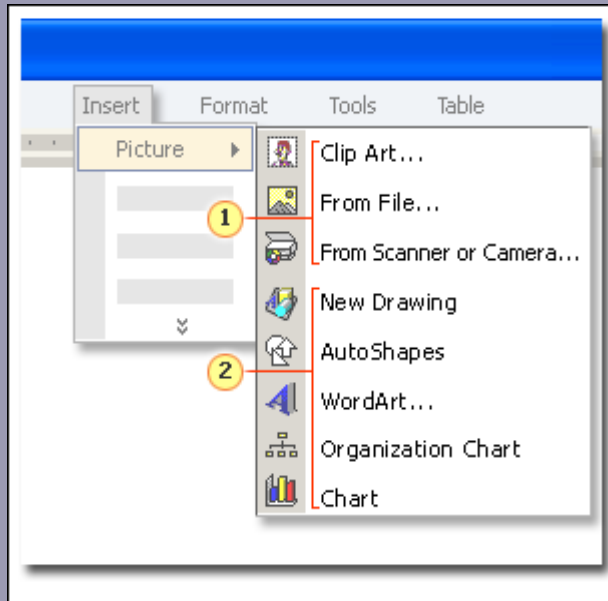
The **Picture** submenu

See the image at left.

1. The top three commands on the submenu are for pictures, which exist independently from your document.
2. The lower five commands are for drawing objects, which you generate from within Word.

Insert and position
graphics

About pictures and drawings



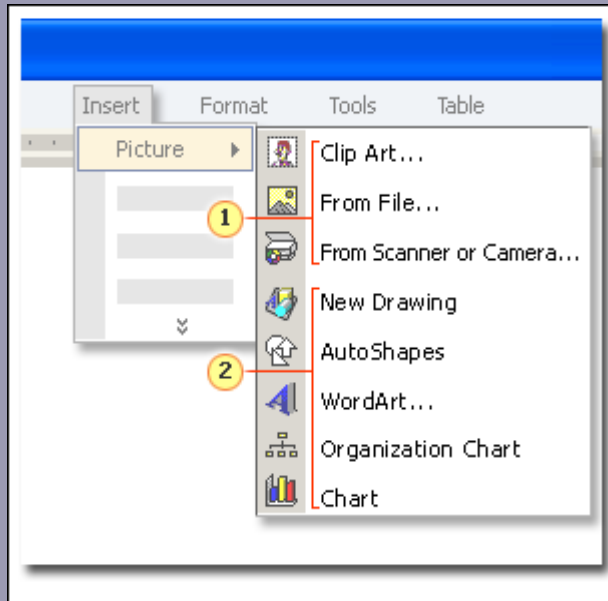
The **Picture** submenu

Pictures are graphics that were created elsewhere and that you bring into your document.

Drawing objects are graphics that you generate from within Word. Examples are AutoShapes, drawings that you create from scratch using the **New Drawing** command, diagrams, curves, lines, and other shapes.

Insert and position
graphics

About pictures and drawings



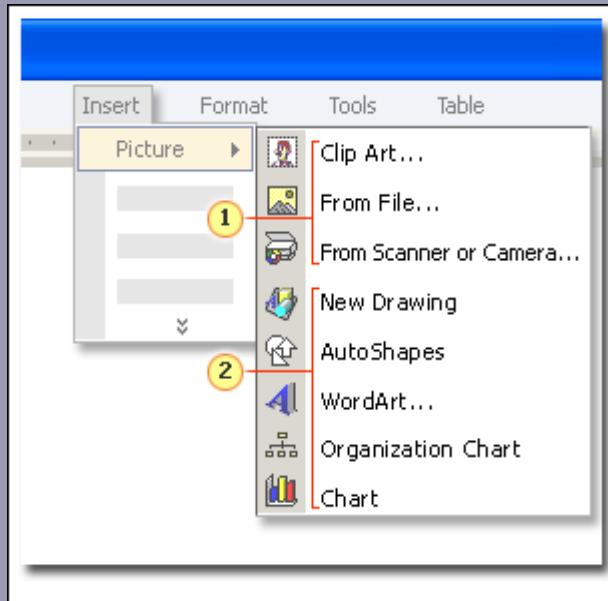
The **Picture** submenu

The type of graphic you choose to insert is limited only by your purpose and your preference:

- Some types of graphics, such as clip art, have a two-dimensional or drawn effect that can look attractive as a logo, border, or accent.

Insert and position
graphics

About pictures and drawings



The **Picture** submenu

The type of graphic you choose to insert is limited only by your purpose and your preference:

- A photographic image might be preferable in some instances.
- Diagrams and organization charts can convey critical information in a business or academic document.
- WordArt creates high-impact text.

Insert and position
graphics

More about pictures



A document with pictures

Imagine that you're creating a casual memo to distribute to your coworkers. Maybe you want to insert your company logo, a scanned photograph from your last vacation, or even just a fun piece of clip art to support a point and create interest.

Insert and position
graphics

More about pictures



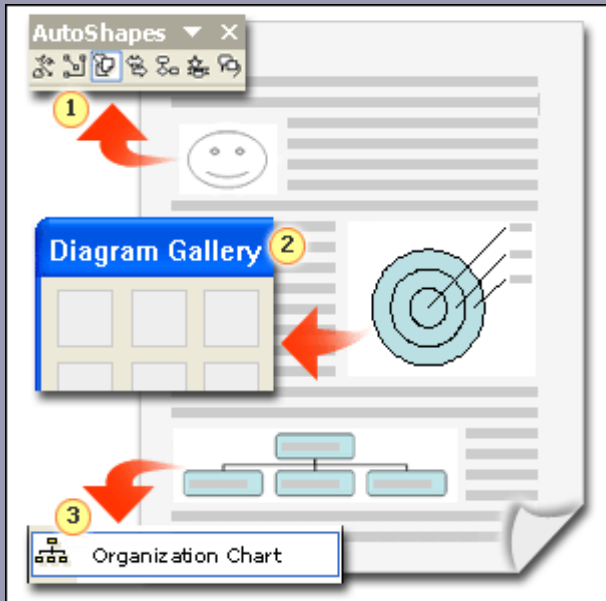
A document with pictures

See the image at left.

1. A picture created with Microsoft Paint.
2. A piece of clip art.
3. A photograph.

Insert and position
graphics

More about drawing objects



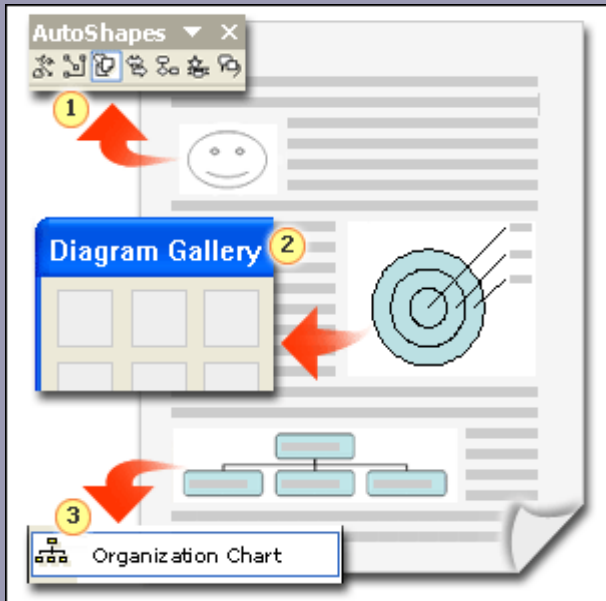
You're working on that same memo and decide that you want to add a diagram, an organization chart, or maybe even just a simple shape.

In Word, you can create all of these types of graphics from within your document.

A document with drawings

Insert and position graphics

More about drawing objects



See the image at left.

1. An AutoShape.

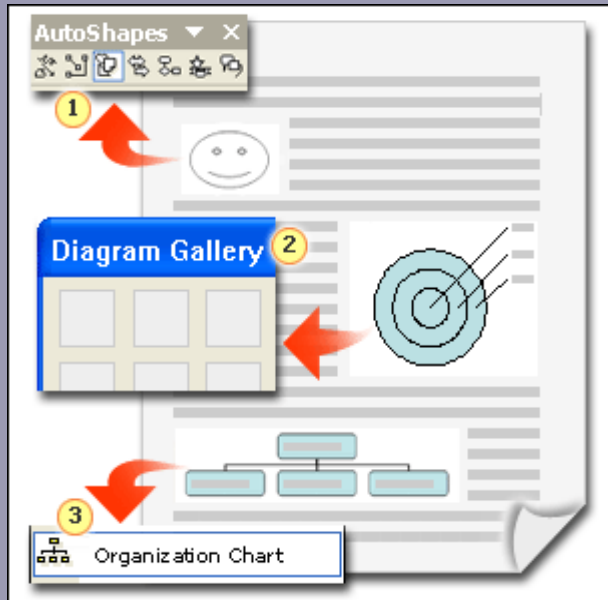
2. A diagram.

3. An organization chart.

A document with drawings

Insert and position graphics

More about drawing objects



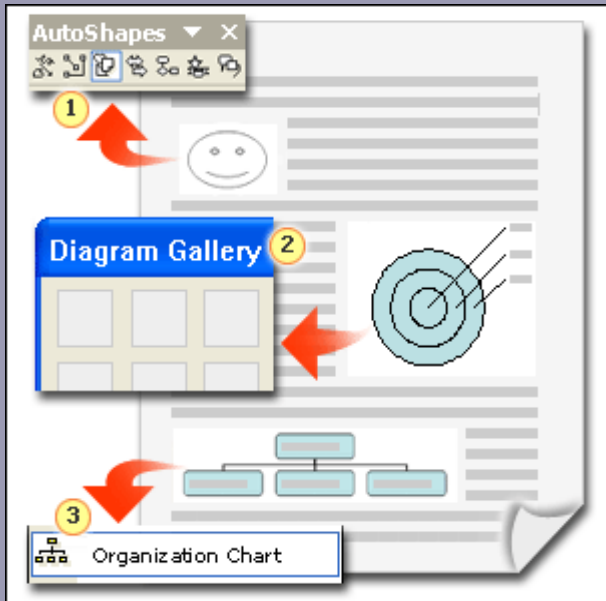
A document with drawings

These types of graphics are called drawing objects, or drawings, and they differ from pictures in a couple of key ways:

- Drawing objects do not exist independently from the document; they aren't separate files with separate file extensions.
- Drawing objects don't look like photographic images; they're usually flat, two-dimensional.

Insert and position graphics

More about drawing objects



A document with drawings

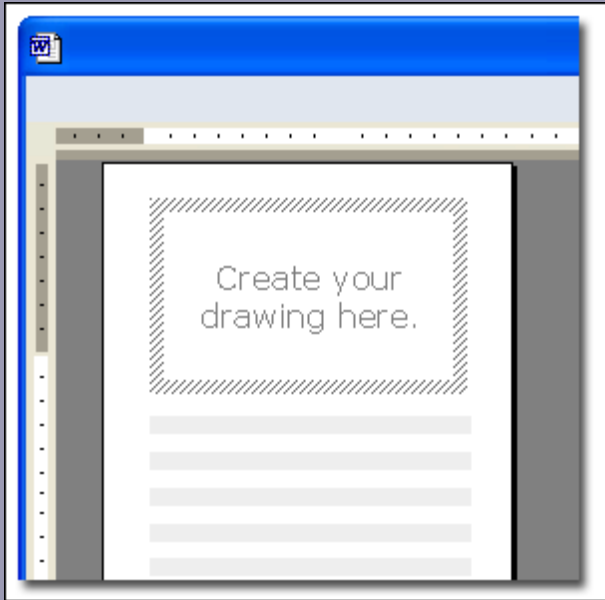
To insert a drawing object:

- Click **Insert** on the **Drawing** menu.

You can use the **Drawing** toolbar to insert some drawing objects, but mainly you'll use it to change a drawing once it's inserted.

Insert and position graphics

The drawing canvas

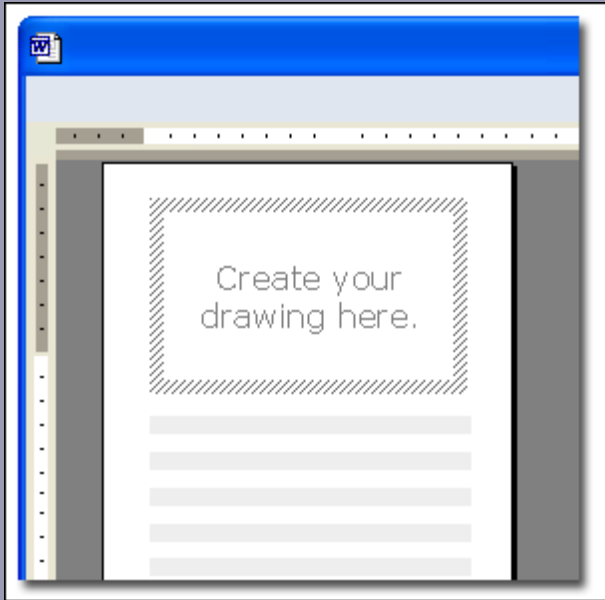


The drawing canvas is a frame-like environment that helps you insert and arrange a drawing or drawings in your document. It's especially useful when your drawing consists of several shapes.

The drawing canvas

Insert and position
graphics

The drawing canvas

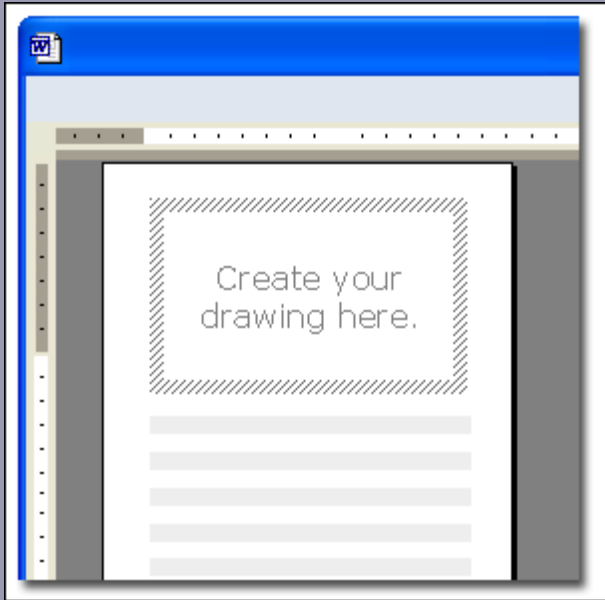


When you insert a drawing, Word places it on the drawing canvas by default.

By contrast, the default behavior when you insert a picture is to embed the file into the document without using the drawing canvas.

The drawing canvas

The drawing canvas



The drawing canvas

- To change the drawing canvas itself, use the **Drawing Canvas** toolbar.
- If the toolbar does not appear automatically when you insert a drawing, right-click the canvas, and select **Show Drawing Canvas Toolbar**.

Test 1, question 1

The main difference between "pictures" and "drawings" is: (Pick one answer.)

1. Pictures are graphics that you bring into your document from an outside source; drawings are ones that you create within your document.
2. Drawings are only appropriate in informal documents, such as holiday letters; for business-related material, it's best to use pictures.
3. Creating a drawing object requires some artistic skills. So if you want to insert one, you should be prepared to draw.

Test 1, question 1: Answer

Pictures are graphics that you bring into your document from an outside source; drawings are ones that you create within your document.

Pictures exist as their own files, independent of your document. Drawings are an actual part of your document, and their file format is folded into your document's.

Test 1, question 2

**What's the primary role of the drawing canvas?
(Pick one answer.)**

1. Creates a colored border around a graphic.
2. Helps you insert and arrange a drawing or drawings on the page.
3. Helps you insert and arrange a picture or pictures on the page.

Test 1, question 2: Answer

Helps you insert and arrange a drawing or drawings on the page.

The drawing canvas is a frame-like environment that helps you arrange a drawing or drawings in your document; it's especially useful when your drawing consists of several shapes.

Test 1, question 3

To insert a drawing, you use the Picture command on the Insert menu. (Pick one answer.)

1. True.
2. False.

Test 1, question 3: Answer

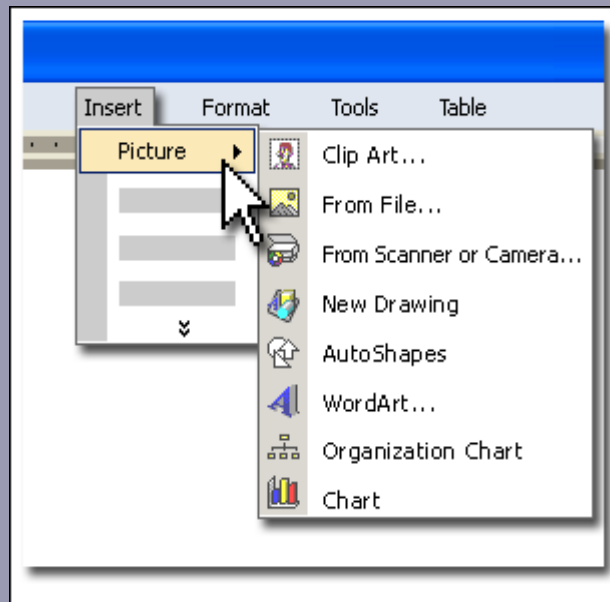
True.

You insert drawings and pictures by using the Picture command.

Lesson 2

Inserting a graphic

Inserting a graphic



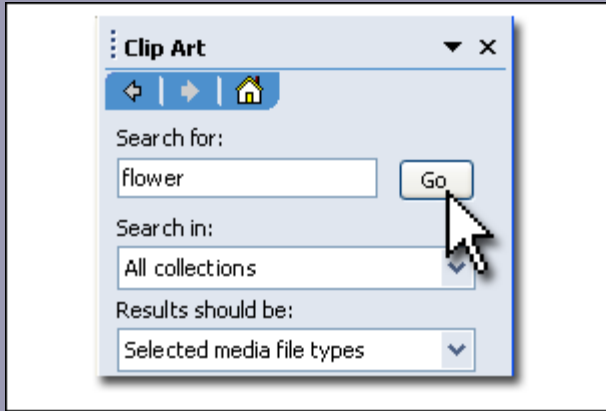
The **Picture** submenu

Inserting any type of graphic begins in the same place: the **Picture** submenu, which is located on the **Insert** menu.

After that, the particulars of graphic insertion may vary depending on exactly what type of picture or drawing you have.

Insert and position
graphics

Clip art

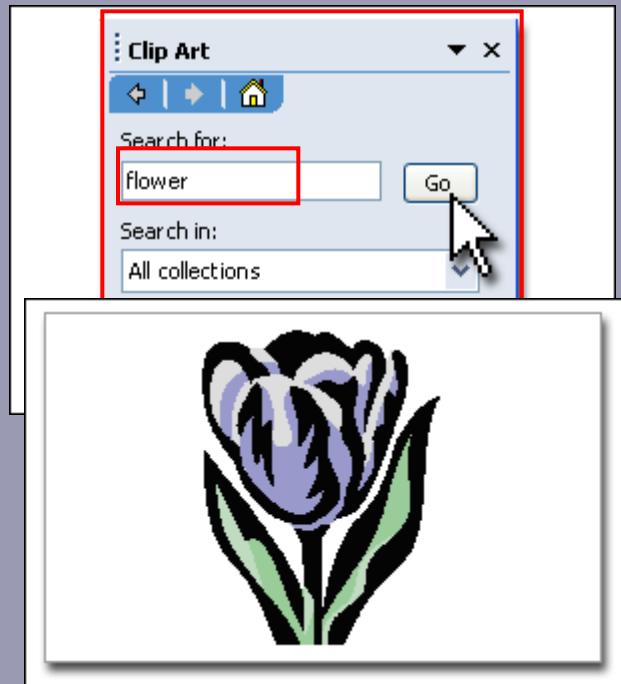


Search using the Clip Art task pane.

The days of photocopying printed clip art from a book and then painstakingly cutting, positioning, and photocopying are long over.

Insert and position graphics

Clip art



Here's how you'd insert clip art:

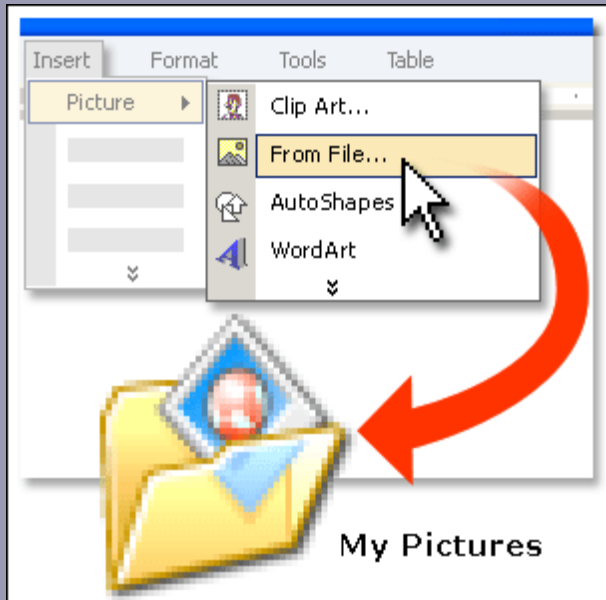
Click in the document where you want to insert the clip art.

From the **Picture** submenu of the **Insert** menu, open the **Clip Art** task pane.

Use simple keywords to search for the subject matter you want.

Choose from the resulting images.

Pictures "from file"



Inserting a picture from a file

If you've got a particular graphic on hand that you want to use, such as a photographic image:

1. Click **From File** on the **Picture** submenu.
2. Then locate the graphic on your hard disk, server, Web site, or other location, and insert it directly from there.

Insert and position graphics

Pictures "from file"

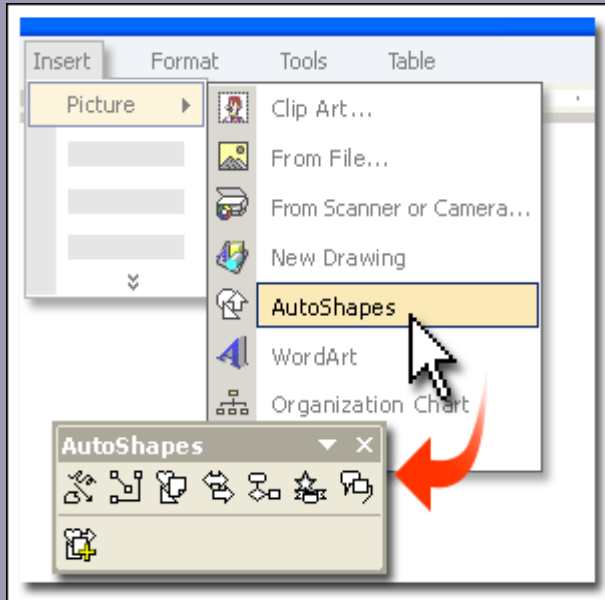


Example of a picture
from a file

By default, the file is embedded directly into your document and is saved with it the next time you save the document.

If you want to keep the file size down, you can link to the picture, meaning that instead of actually placing the file inside your Word document, you add a link to its source.

Shapes



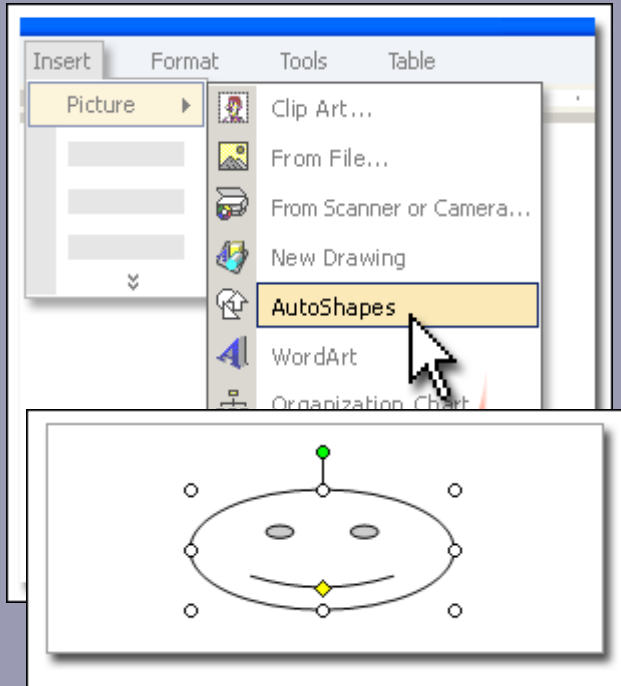
AutoShapes toolbar

Shapes are drawing objects that you generate as part of your document, rather than bringing them in from a separate source.

They include lines, connectors, arrows, cartoon callout balloons, and many other basic drawings.

Insert and position
graphics

Shapes

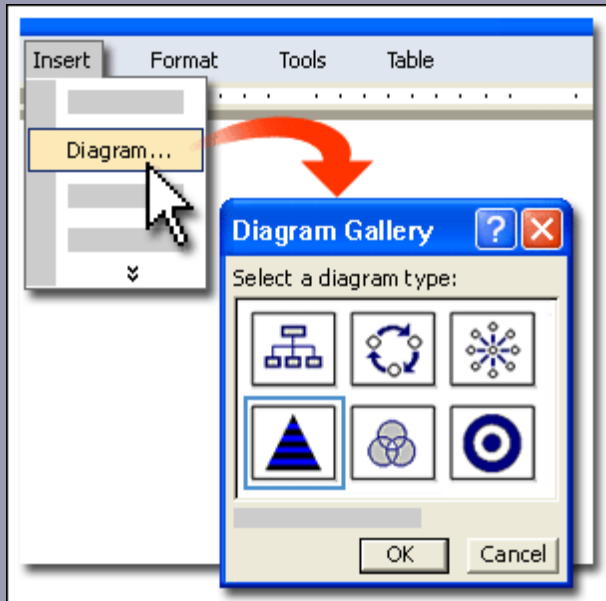


To insert a shape:

1. Click **AutoShapes** on the **Picture** submenu.
2. Select the shape you want on the **AutoShapes** toolbar.

Insert and position
graphics

Diagrams and organization charts

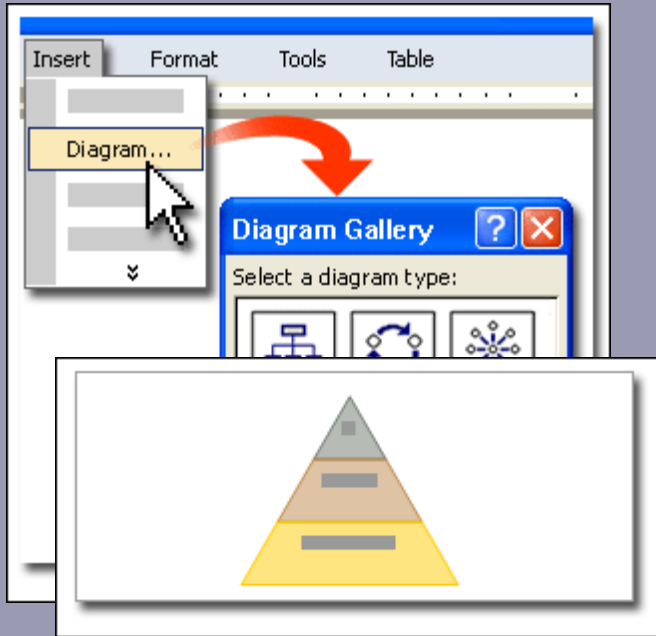


Inserting a diagram

Word offers a variety of diagrams:

- Just click **Diagram** on the **Insert** menu. The **Diagram Gallery** dialog box appears with descriptions of each of the diagrams.
- Double-click the one you want to insert.

Diagrams and organization charts



When you insert an organization chart, the **Organization Chart** toolbar appears to help you add content and set options.

For all other diagrams, you use the **Diagram** toolbar, which also appears automatically.

Example of a diagram

Insert and position
graphics

Suggestions for practice

1. Insert a picture "from file."
2. Add clip art.
3. Add an organization chart.

[Online practice](#) (requires Word 2003)

Test 2, question 1

**To get clip art images into your document, you:
(Pick one answer.)**

1. Send Microsoft a coupon redeemable for a printed book of 10,000 images.
2. Use the **Clip Art** task pane to search for images that fall under the category you want.
3. Open the **Diagram Gallery** dialog box, and click the type of diagram you want.
4. Download clip art from the Office Online Web site on Microsoft.com, save it in the **My Pictures** folder, and then insert it into the document.

Test 2, question 1: Answer

Use the **Clip Art** task pane to search for images that fall under the category you want.

Clip art images are categorized by topic. You can also refine your search by searching only in particular places and by limiting the results to particular media types. If you want more choices, you can also search for clips on Office Online by clicking the link at the bottom of the task pane.

Test 2, question 2

AutoShapes are: (Pick one answer.)

1. Flat images that you create in a rendering program, such as Microsoft Paint, and then import into your document.
2. A category of clip art that specifically covers cars, trucks, and other pictures with an automotive theme.
3. A collection of graphical shapes, such as lines, curves, and arrows, that you add by using the **AutoShapes** toolbar.

Test 2, question 2: Answer

A collection of graphical shapes, such as lines, curves, and arrows, that you add by using the **AutoShapes** toolbar.

You select an AutoShape from one of the many menus available on the AutoShapes toolbar, and then click in your document where you want to insert it.

Test 2, question 3

**Organization charts and diagrams are inserted by using the Picture command on the Insert menu.
(Pick one answer.)**

1. True.
2. False.

Test 2, question 3: Answer

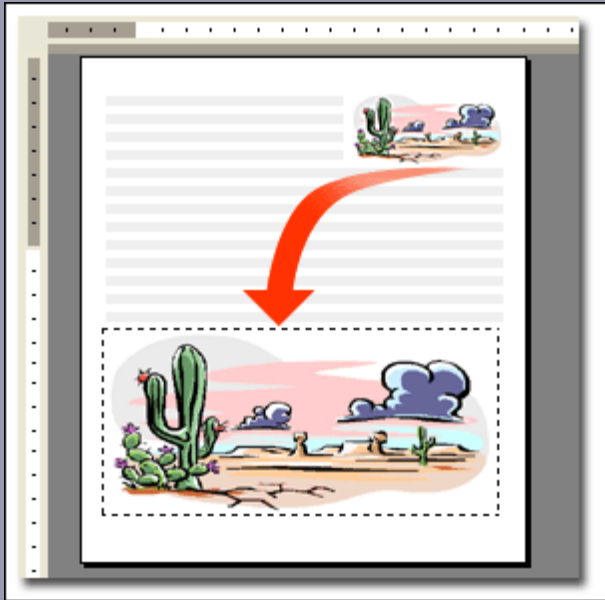
False.

Organization charts are inserted by using the Picture command, but diagrams are inserted directly from the Insert menu.

Lesson 3

Positioning a graphic exactly in place

Positioning a graphic exactly in place

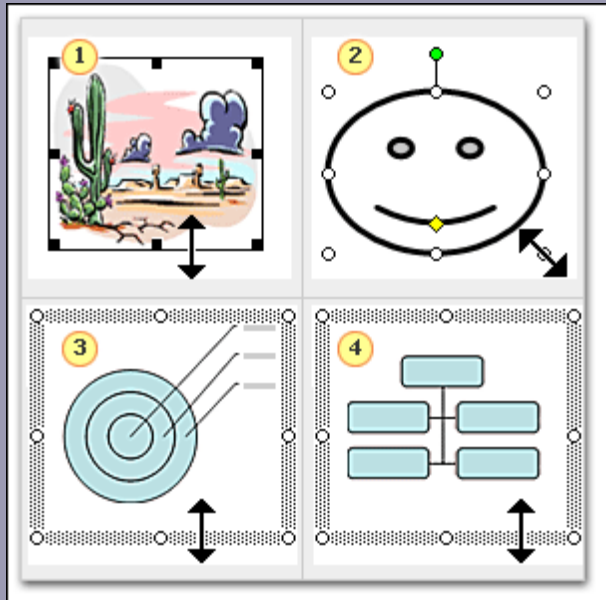


Moving and resizing a graphic

Usually, inserting the graphic isn't the end of the story. Sometimes it's the wrong size; other times, it's in the wrong place.

This lesson shows you how to fine-tune the size and position of images you've inserted. You'll also learn neat tricks, such as how to copy, group, and rotate graphics.

Resize an image

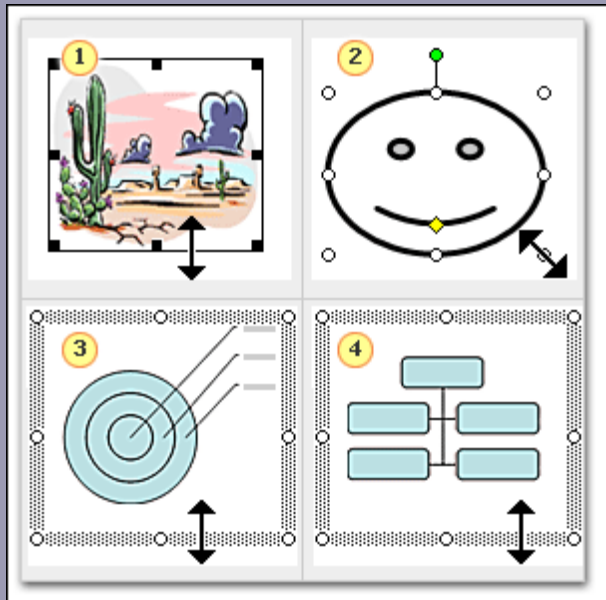


When you resize most types of graphics, the same basic principle is at work:

- You select the image, and then position the pointer over a resize handle at the top, bottom, sides, or corners of the image.
- When the pointer becomes a double-headed arrow, you drag to resize.

Resize handles and pointers for different graphic types.

Resize an image



Resize handles and pointers for different graphic types

As you can see in the picture on the left, the pointer becomes a double-headed arrow for all types of graphics.

1. Clip art or images "from file."

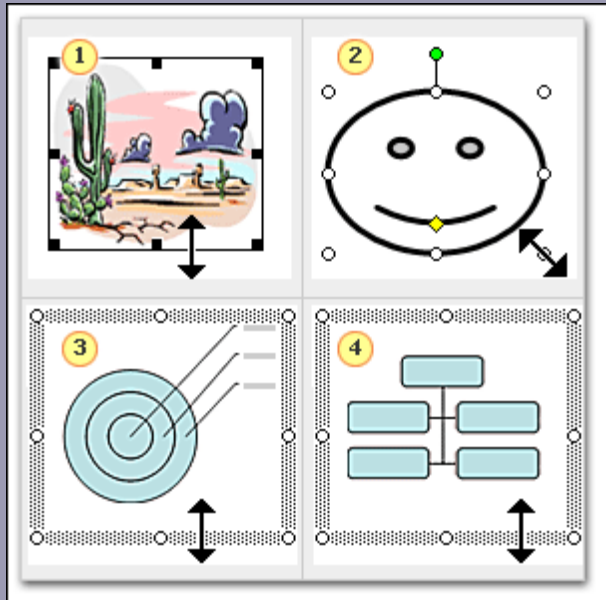
2. AutoShapes.

3. Diagrams.

4. Organization charts, which are a type of diagram.

Insert and position graphics

Resize an image



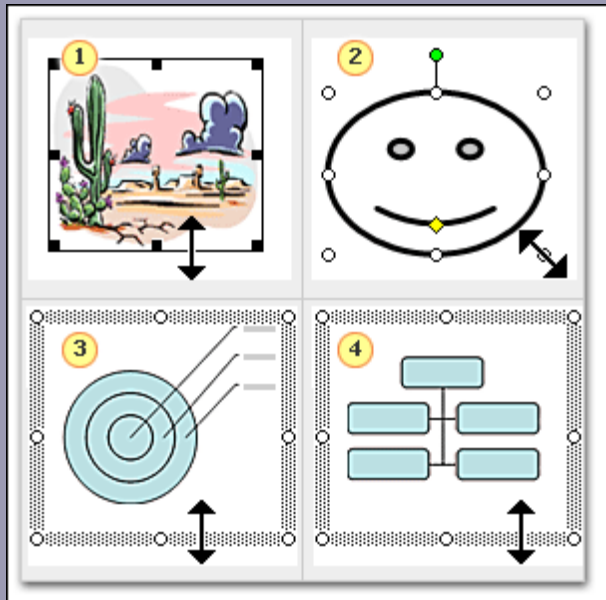
Resize handles, pointers for different graphic types

There is some variation in how the resize handles look from one image type to another, although they all resize in the same way. When selected:

- Pictures and clip art are surrounded by a solid border with resize handles that appear as small squares.

Insert and position graphics

Resize an image

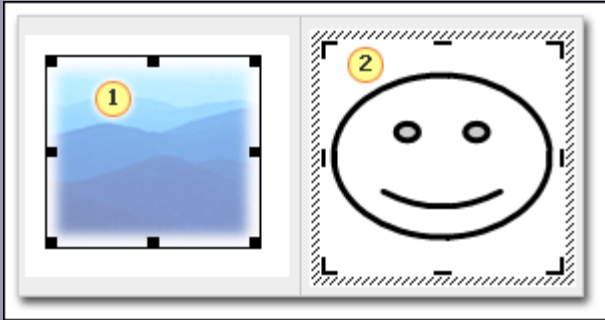


Resize handles, pointers
for different graphic
types

- AutoShapes sit on the drawing canvas and are surrounded by resize handles that appear as small circles.
- Diagrams and organization charts are surrounded by a border of dense dots with resize handles that appear as small circles.

Insert and position
graphics

Move an image

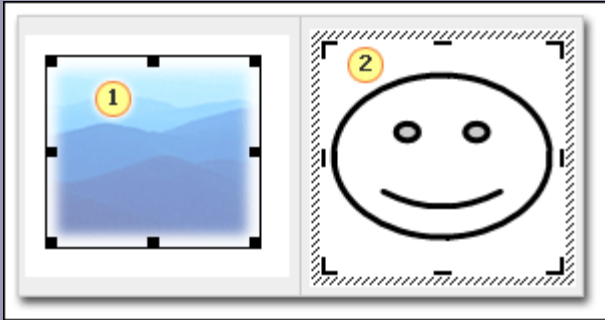


Moving handles for different graphic types

As with resizing, the same basic principle applies to moving most graphics: You select the image, and then drag it into position.

Unlike resizing, there are some minor variations, depending on the type of graphic.

Move an image

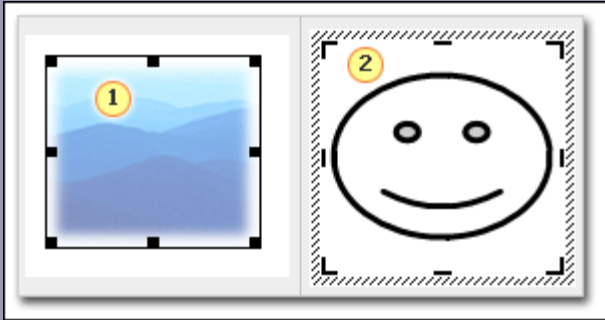


Moving handles for
different graphic types

Moving handles differ for different types of graphics:

1. An image "from file."
2. The drawing canvas with a drawing on it.

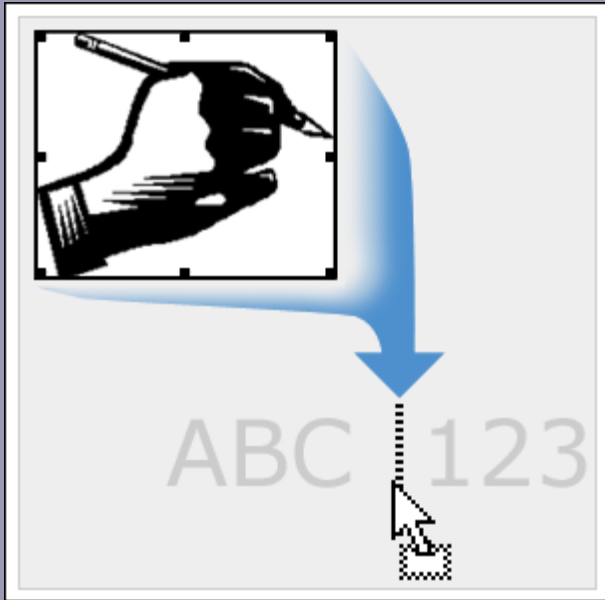
Move an image



Moving handles for different graphic types

- For images on the drawing canvas, you can move both the drawing canvas and the image.
- For images not on the drawing canvas, the four-headed arrow does not appear.
- For diagrams, including organization charts, select the diagram, and then position the pointer over its border.

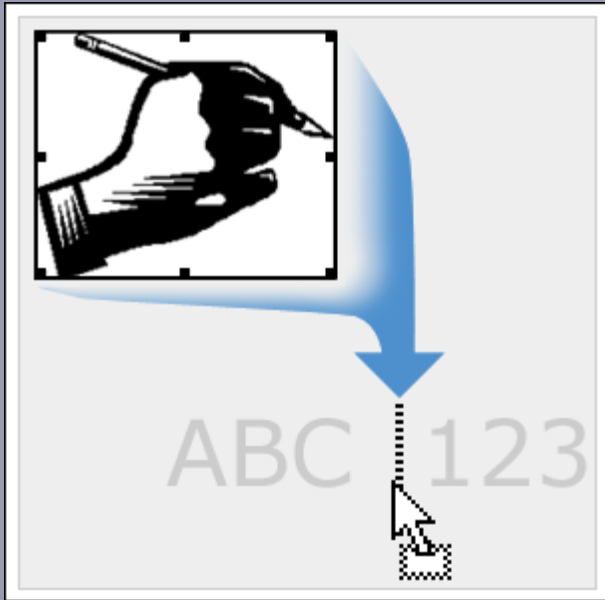
Position a graphic within text



You position a graphic within text (for example, between words or paragraphs) the same way you position it elsewhere: by dragging it. As you drag, let the special insertion point guide you.

Use the insertion point as a guide.

Position a graphic within text

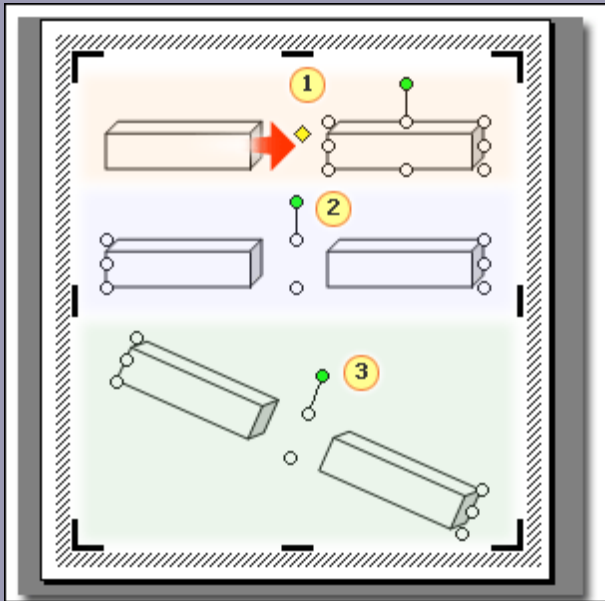


Use the insertion point
as a guide.

By default, the graphic (and also the drawing canvas) acts like a text character, in that it moves with the text; if you insert an extra line of text before the graphic, the graphic will move down a line.

This type of graphic is known as an **inline** graphic.

Copy, group, or rotate images



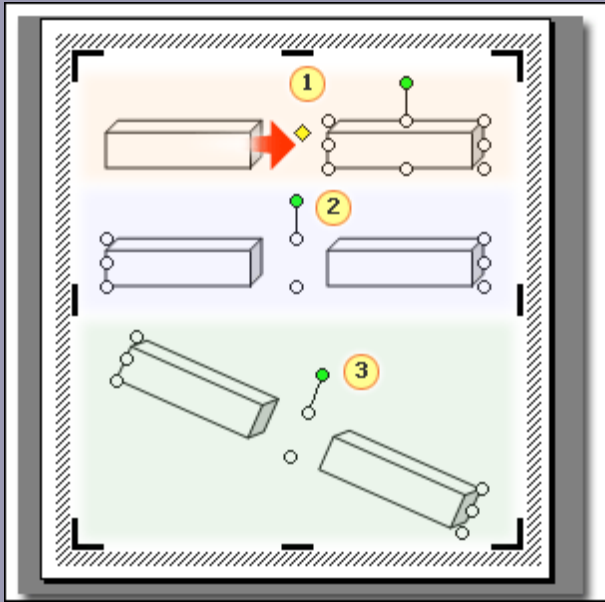
One of the benefits of the drawing canvas is that you can easily copy, group, and rotate the images on it.

1. Copying a graphic
2. Grouping graphics
3. Rotating grouped graphics

Graphics on the drawing canvas

Insert and position graphics

Copy, group, or rotate images

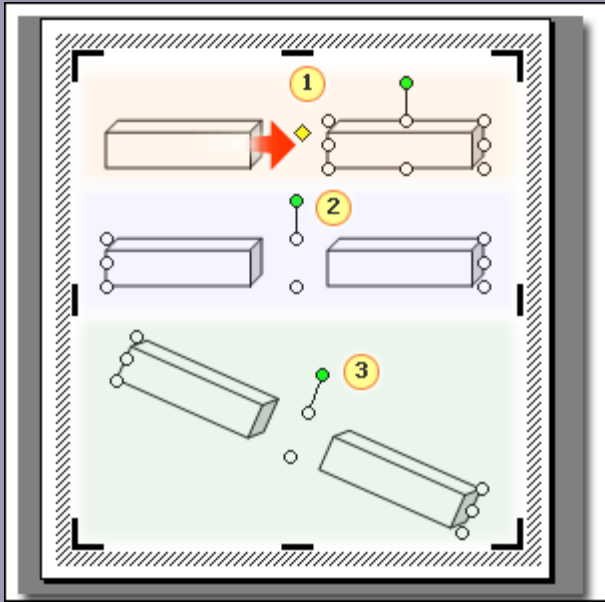


Copy. If you want to use an image more than once, you don't have to redraw or reinsert it; just click the image to select it, and then copy and paste the same way you do text.

Graphics on the drawing canvas

Insert and position graphics

Copy, group, or rotate images



Graphics on the drawing canvas

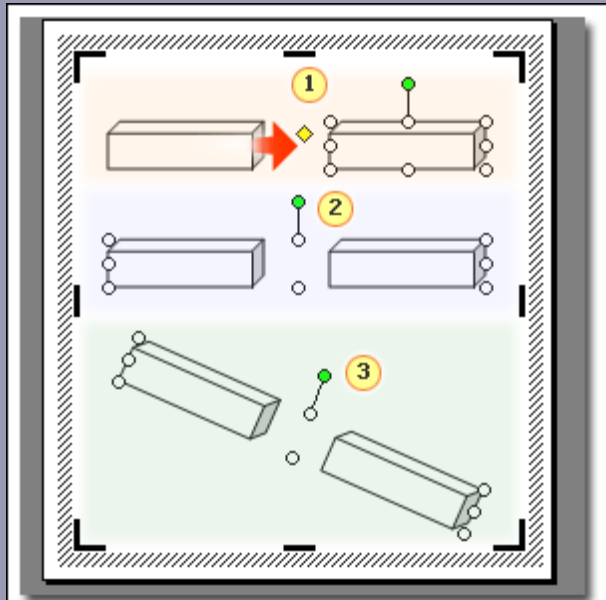
Group. By grouping separate images, you turn them into a single unit that you can manipulate as a whole in relation to other things.

To group objects:

1. Select them all by holding down the CTRL key as you click each object.
2. Right-click the selected objects, point to **Grouping** on the shortcut menu, and click **Group**.

Insert and position graphics

Copy, group, or rotate images



Rotate. Usually when you insert an image, it's oriented vertically—but you're not stuck with that angle. When you click an image on the drawing canvas, you'll notice a green selection handle at the top: that's the rotation handle.

Graphics on the drawing canvas

Insert and position graphics

Suggestions for practice

1. Insert and color an AutoShape.
2. Copy the AutoShape and group the two images.
3. Resize, rotate, and reposition the grouped images.
4. Resize and reposition an image in relation to text.
5. Resize the organization chart.

[Online practice](#) (requires Word 2003)

Test 3, question 1

You insert a bitmap image that you have on your computer. Not only is the image the wrong size, it's in the wrong place. How would you go about fixing the image? (Pick one answer.)

1. You cannot resize the image, but you can move it by cutting and pasting it elsewhere.
2. By deleting the image and trying again.
3. By dragging it into the correct position, and then using the resize handles to shrink or expand it.

Test 3, question 1: Answer

By dragging it into the correct position, and then using the resize handles to shrink or expand it.

With a few variations, moving and resizing most types of images works on the same basic principle: To move it, you click the image to select it, and then drag it; to resize it, you use the resize handles on the sides and at the corners.

Test 3, question 2

You insert an arrow using the AutoShapes toolbar. How would you rotate the arrow? (The arrow is on the drawing canvas.) (Pick one answer.)

1. Use the green handle at the top of the image.
2. Use any of the clear, round handles on the edges or in the corners.
3. You cannot rotate an AutoShape.

Test 3, question 2: Answer

Use the green handle at the top of the image.

The round, green circle at the top of the image is the rotation handle, which you drag in the direction you want to rotate.

Test 3, question 3

An inline graphic is: (Pick one answer.)

1. A graphic that is in a list.
2. A graphic that is not tied to any text.
3. A graphic that acts like a text character.

Test 3, question 3: Answer

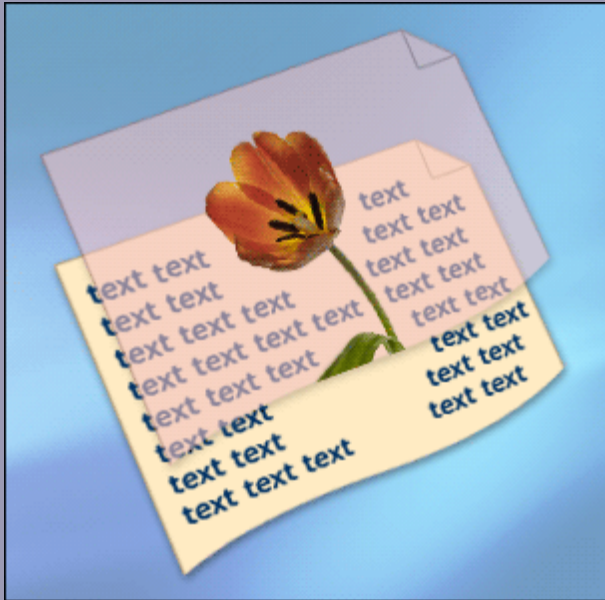
A graphic that acts like a text character.

An inline graphic is in line with text and acts like any other typed character.

Lesson 4

**Floating graphics and keeping
them in place**

Floating graphics and keeping them in place



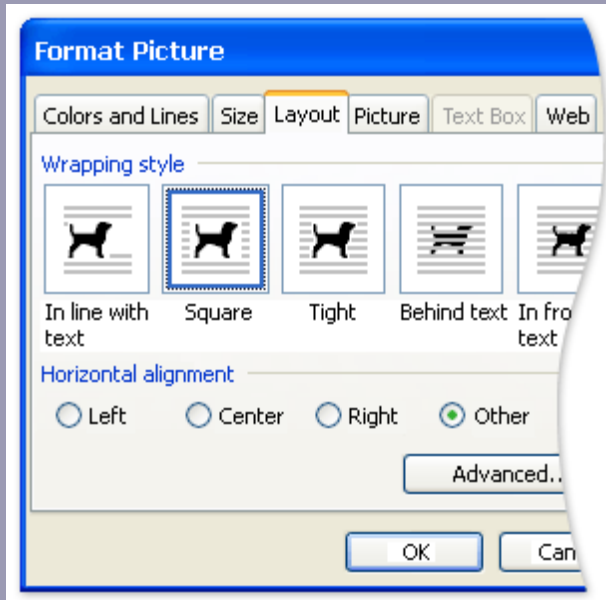
A floating graphic is on a different layer from text.

Keeping your graphic exactly where you want it involves specifying how the graphic and text interact.

The first step in understanding this process is knowing about **floating** graphics.

Insert and position
graphics

Create a floating graphic



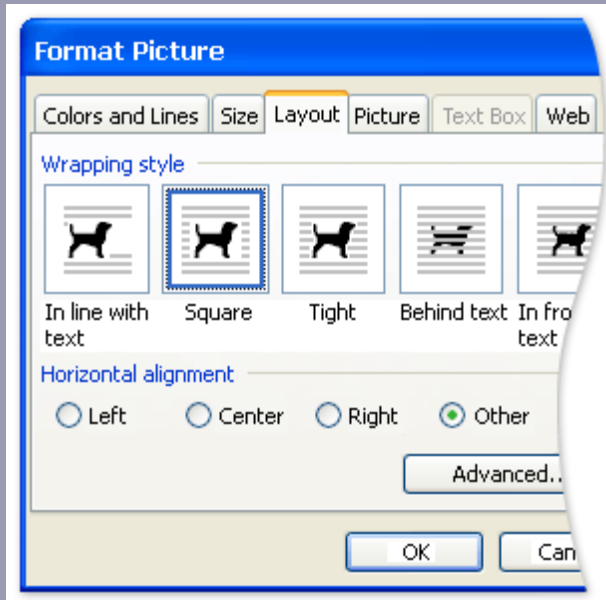
Text-wrapping options on the **Layout** tab

You can change a graphic from inline (acting as a text character) to floating by changing the text-wrapping style; any wrapping style other than **In line with text** will create a floating graphic.

First, position the graphic where you want it. Then fine-tune its position within the surrounding text.

Insert and position
graphics

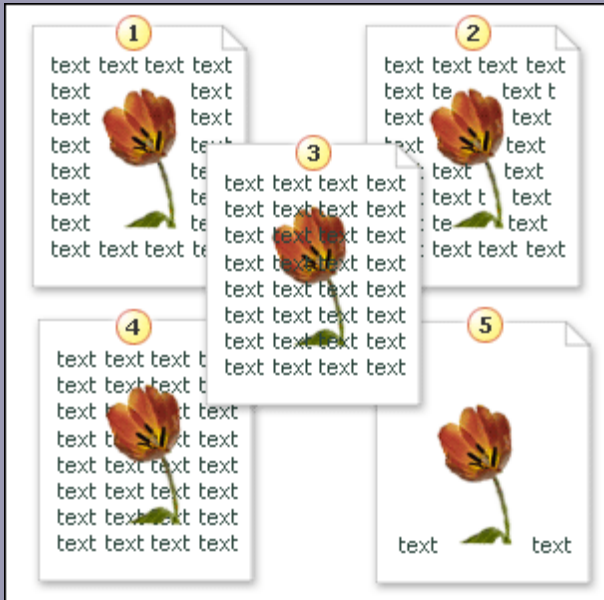
Create a floating graphic



Text-wrapping options on the **Layout** tab

1. Right-click the image, and then click the relevant **Format** command.
2. On the **Layout** tab, use the **Wrapping** style options to specify how the image and text work around each other.
3. With a floating graphic, you can also specify the **Horizontal alignment**.

Wrapping styles

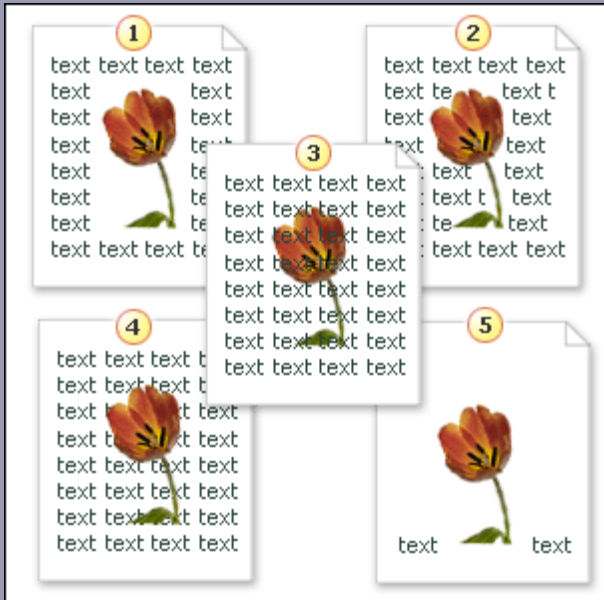


Different wrapping styles

Here are examples of wrapping styles, and when you might use them:

- 1. Square** places the graphic in an invisible box that fits its largest dimensions, and then wraps text around the sides of the image.
- 2. Tight** has a positioning effect similar to **Square**, but text fits tightly around the edges of the actual image as opposed to the invisible box.

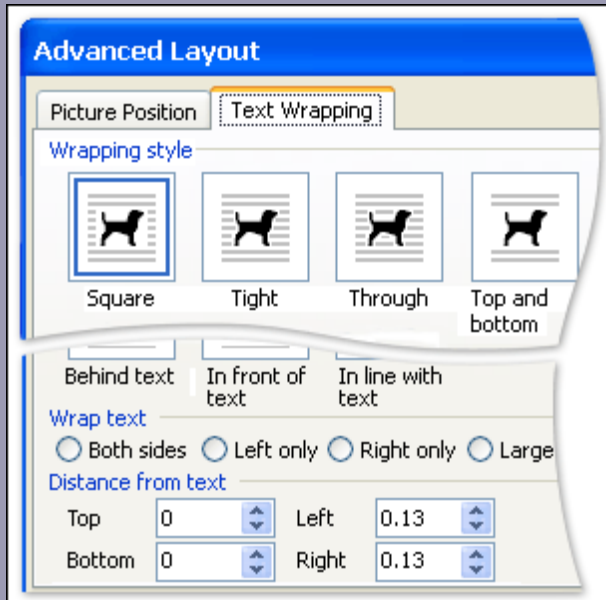
Wrapping styles



Different wrapping styles

- 3. Behind text** places the image behind and showing through the text. The graphics layer is underneath the text layer.
- 4. In front of text** places the image in front of the text, obscuring it. The graphics layer is on top of the text layer.
- 5. In line with text** puts the image inline—not floating—for when you want the image to act as a text character.

Fine-tune text wrapping



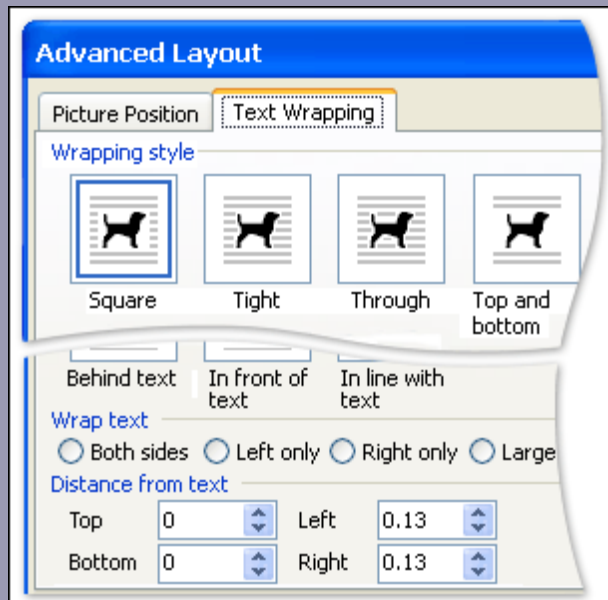
There are a few ways to fine-tune your text wrapping:

- On the **Layout** tab, click the **Advanced** button to open the **Advanced Layout** dialog box.
- On the **Text Wrapping** tab you'll see two more text-wrapping styles.

Further text-wrapping options

Insert and position graphics

Fine-tune text wrapping

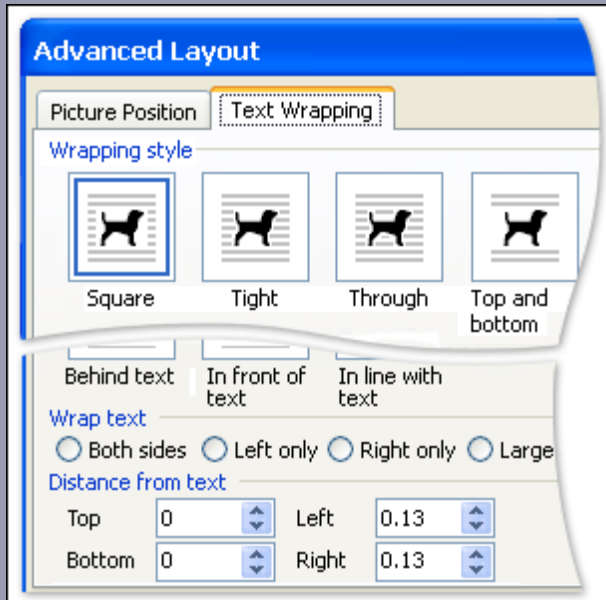


Further text-wrapping options

- **Through** is similar to **Tight**, but if the graphic has an open space in it, the text continues through the open space.
- **Top and bottom** places the graphic with a full line of text just above its topmost part and a full line of text just below its bottommost part with no text on either side.

Insert and position graphics

Fine-tune text wrapping



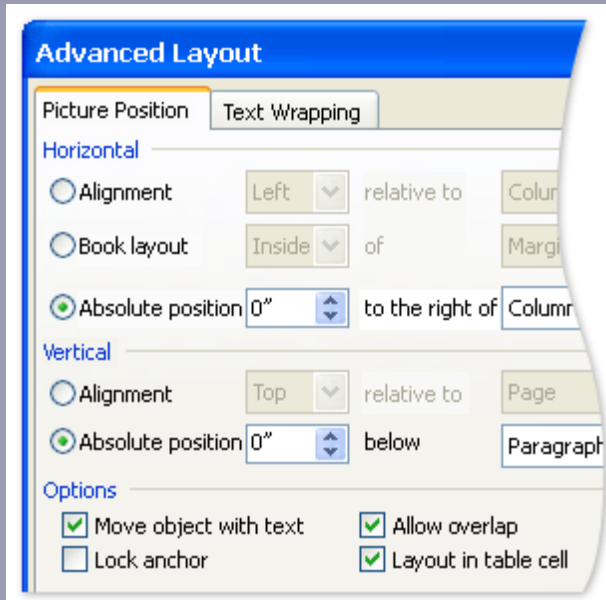
Further text-wrapping options

If you need supreme accuracy when using a wrapping style where the text goes around the picture:

1. Select the graphic, and click the **Text Wrapping** button on the **Picture** toolbar.
2. Then, click **Edit Wrap Points**. The graphic will be surrounded by small squares that you can drag to adjust exactly where the text wraps around the graphic.

Insert and position graphics

Keep a floating graphic in place

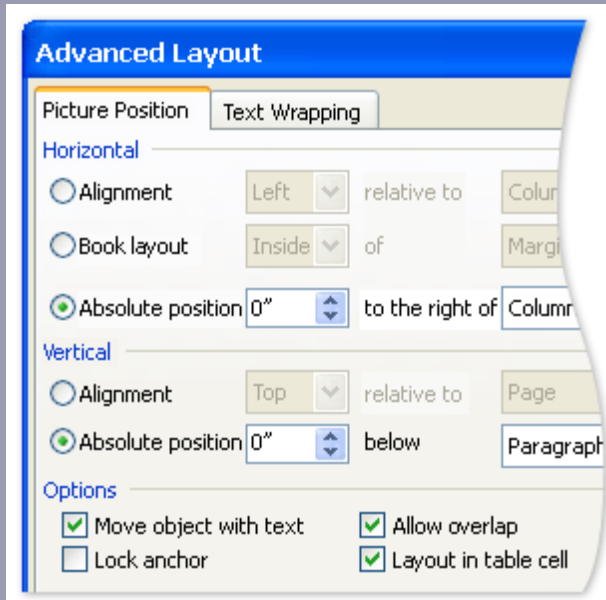


The **Picture Position** tab

You've read all about floating graphics, but how do you keep the pesky things where you want them? The key to getting them to stay put is positioning them accurately.

Keep your graphic in place by using the options on the **Picture Position** tab of the **Advanced Layout** dialog box.

Keep a floating graphic in place

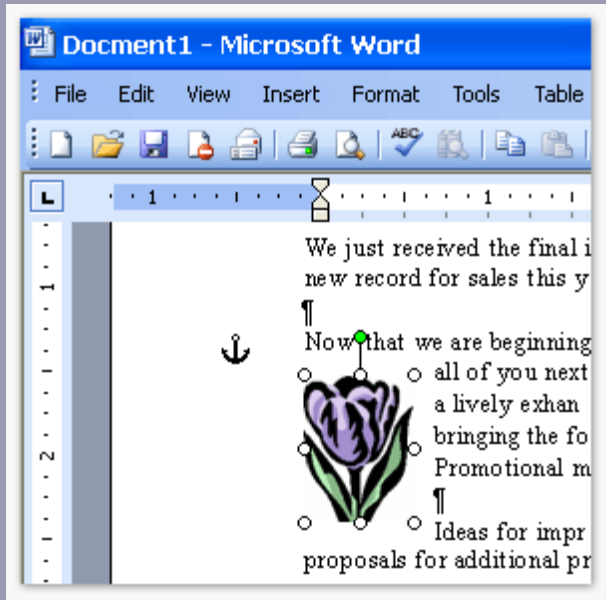


The **Picture Position** tab

For example, imagine writing a newsletter in which you want a particular picture to remain with the related story. In this case, you would position the picture relative to a related paragraph.

But if you wanted a picture to stay on the first page regardless of any text being moved around, you would position the picture relative to the page.

Anchors



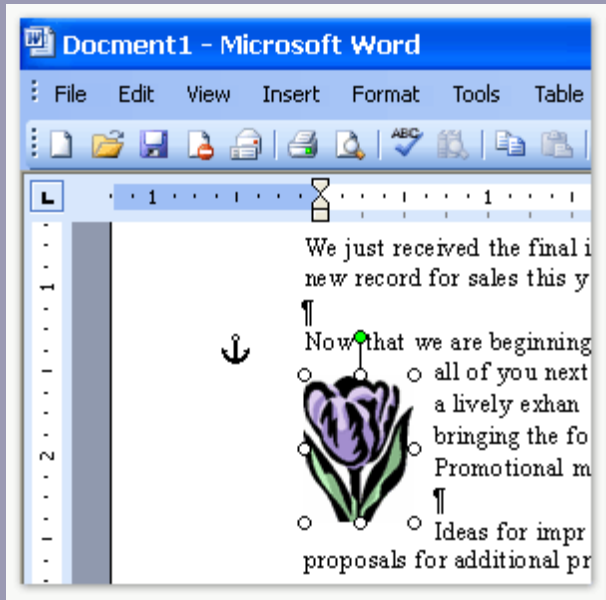
The anchor symbol appears next to where the graphic is anchored.

When you've got your graphic in position, you might want to modify its position after you've seen it in place with the text.

Behind the scenes, when you position a floating graphic, Word is "anchoring" the graphic relative to whatever you've positioned the graphic by (paragraph, page, and so on).

Insert and position graphics

Anchors



You can see the anchor by clicking **Show/Hide ¶** on the **Standard** toolbar. The graphic has to be selected to see the anchor.

You can move an anchor by dragging it to a different position in the document. This will only move the anchor—not the graphic.

The anchor symbol appears next to where the graphic is anchored.

Suggestions for practice

1. Change text wrapping.
2. Edit wrap points.
3. Position a graphic relative to a paragraph.
4. Work with anchors.
5. See the change in relative positioning.
6. Lock the anchor.

[Online practice](#) (requires Word 2003)

Test 4, question 1

How do you change an inline graphic to a floating graphic? (Pick one answer.)

1. Place the graphic on the drawing canvas.
2. Change the text-wrapping style of the graphic.
3. Change the graphic properties to floating.

Test 4, question 1: Answer

Change the text-wrapping style of the graphic.

Any wrapping style other than In Line With Text creates a floating graphic.

Test 4, question 2

You want to keep a graphic in a certain place on a page regardless of the text around it. What should you do? (Pick one answer.)

1. Choose a wrapping style that makes it a floating graphic, and then position it relative to the page.
2. Write all the text first, and then insert the graphic and position it.
3. Choose a wrapping style that makes it a floating graphic, and then position it relative to a paragraph.

Test 4, question 2: Answer

Choose a wrapping style that makes it a floating graphic, and then position it relative to the page.

This is exactly what you need to do.

Test 4, question 3

How can you see the anchor position of an anchored graphic? (Pick one answer.)

1. Select the graphic. Then, in the **Advanced Layout** dialog box, select the **Show Anchor** check box.
2. Select the graphic. Then, on the **Standard** toolbar, click the **Show/Hide ¶** button.
3. Select the graphic. Then, on the **View** menu, click **Anchor**.

Test 4, question 3: Answer

Select the graphic. Then, on the **Standard** toolbar, click the **Show/Hide ¶** button.

This will display the anchor, as well as all the other paragraph marks.