

Editing Graphics in Microsoft Word

Picture Toolbar

View > Toolbars > Picture **or** Format > Picture from the menu **or** double-click



Insert a Picture or Clip Art

Insert > Picture > From File or Clipart

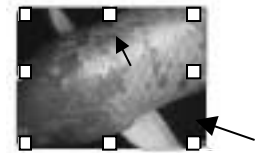
Locate file on your hard drive and click "Insert"



Resize

To make an image larger or smaller:

Click once on the image to select it. Sizing "handles" (boxes) appear on the corner and sides. Click on one of the corner or edge boxes and drag. Press the Shift key as you drag to keep the image's proportion.



Color



To change the type of coloration - as is (Automatic), Grayscale, Black and White or Watermark (faded)

Note: for a colored picture choose Automatic.

Contrast



To increase or decrease the difference between light and dark:

Click on the image to select it. Click up or down. A higher contrast can make an image *sharper*.

Brightness



To increase brightness (fade) or decrease brightness (darken)

Click on the image to select it. Click up or down to change brightness.

Crop



To slice off part of the top, bottom, left or right of the image:

Click once on the image to select it.

Click and drag in on the center box on the top, bottom, left or right edge of the image.

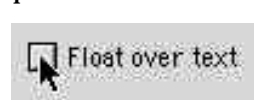
Wrapping



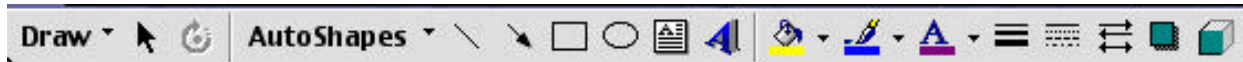
To make text surround your image or appear behind it, Format > Picture or Object or Autoshape

This is a three step process: (a) First click on the image to **select it**. (b) Click on the **Format Object** icon, then on (c) "Position" then "Float over text" to allow the image to float freely instead of remaining in a single position in within the text (i.e. an "inline" graphic).

Format Object



Click on the Text Wrapping icon and choose the type of wrap you want.

**Add Text****To add a text block to the page or over an image.**

Click on the **Text** icon and type. Change the font size or type.

Color text: Select the text and click on the Text Color, or select a color *before* typing.

Color text background: Click the text block once, then the Bucket.

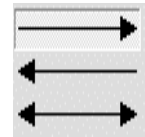
Lines and Arrows**To draw a line or arrow:**

Click on the line or arrow icon and drag.

Drag the end to *redirect* it. Drag middle to *move*.

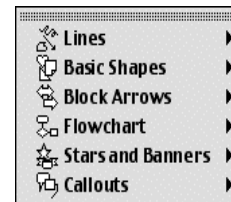
Change the thickness, color or arrow points →

To add to an image, double click on it, then draw.

**Shapes****To draw an shape or place a picture on a backgroundshape:**

← Click on the square or oval marquee or choose one of the *many* Auto Shapes →.

Click and drag to desired size.

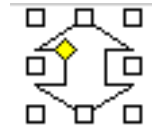
**Edit Shapes**

Click on an AutoShape. Click and drag to create it.

Click on one of the side or corner boxes to **resize** it.

Click on the yellow diamond and drag to **reshape** it.

The keyboard arrow keys to **move** it a pixel at a time.

**Borders****To make a border around Clipart or a object:**

Click once on image

Click on line thickness icon and choose a thickness.

Click on the paintbrush to color it. Click the triangle for another color or "No Line".

**Fills & Gradients****To fill an object with a gradient or texture:**

Click on **Fill Effects** to get a gradient or a pattern, texture or fill with a picture.

**Rotate a shape****To rotate the object:**

Click on the Rotate icon

When the green circles appear on the corners, click and drag to rotate the object.

**Recolor/Shape****To change the colors or shape of a clipart image:**

Select image. Choose Draw-Ungroup. Each part of the image will be separate. Click on desired part, then Fill with the paint bucket.

Select all objects and choose Draw - Regroup.

Draw options: Group, Order (top, under etc.), **Align, Rotate or Flip** objects