

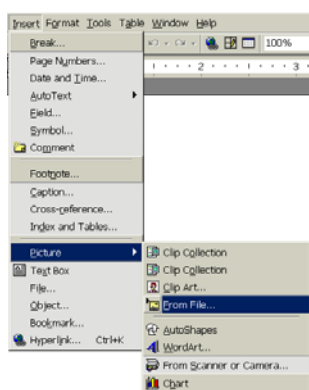
Working with Pictures in Word

Quick Guide

Digital camera photos, clip art and symbols are easy enough to insert into Word, but once they are in, you might have a few problems trying to resize or move them. Word is not well designed for this type of operation. The Word Help files are worse than useless on this topic. Sadly, there are some differences between Word on the Mac, and on PC and between different versions of Word! This sheet tries to describe what you might do - split into ideas for versions of Word ME, Word 2000 and Word 2001, followed by a description of procedures for Word 5.1, Word 97 and Word 98.

A. Newer versions of Word (Word ME, Word 2000, Word 2001) on PC (This might work slightly differently on a Mac!)

1. Insert a picture

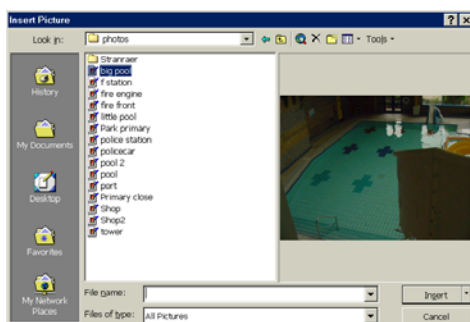


Go to *Insert* on the toolbar menu, then down to *Picture*, click on this.

Another menu will open up

To insert a photo or other picture go to *From File*
(To insert Microsoft Word clip art go to *Picture* then *Clip Art*.)

Now you can use the browser to find your picture. Pictures should probably be in the *My Pictures* folder in *My Documents*. If you don't have a *My Pictures* folder then set one up. This is the easiest way to find your photographs again - all photos are stored in one central place; folders can then be set up within it for each pupil or event.



Once you find the photo you want, single click on its file name. A preview will appear on the right-hand side, now click *Insert*.

The picture will now appear in your Word document.



2. Inserting PCS symbols from BoardMaker

There is no way to do this except by cutting and pasting. In BoardMaker, once you've found the symbol you want, click on *the clip board (Copy)* icon rather than the 'wee man' (transfer to BoardMaker drawing screen). Then paste (Edit Menu or CTRL V) into your Word document.

3. Re-sizing a picture

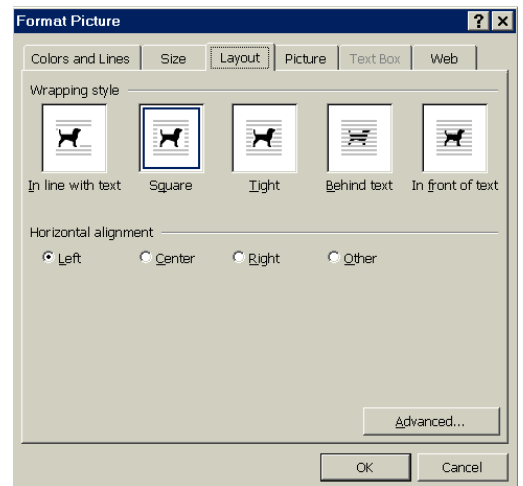
You can re-size the picture by clicking on one of the corner 'handles' and pushing up and in or down and out, as required.

4. Moving the photo or clip art

Single click on the picture to highlight it. On the toolbar, go to *Format* then down to *object/ picture*, single click.

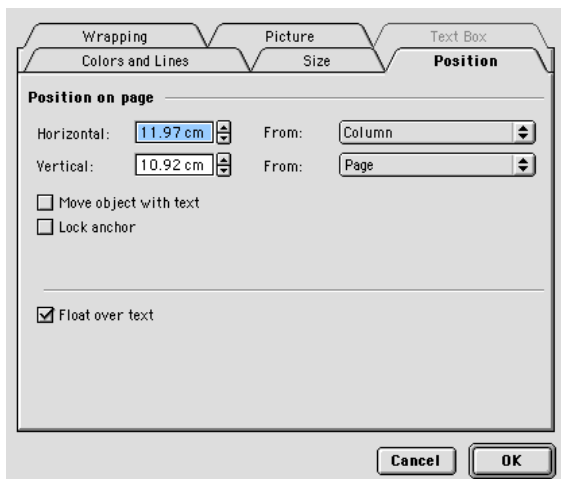
From *Format Picture* choose *Layout* and *Square* (or *Tight*). Now you can move the picture around the page. And written text will automatically arrange itself around the picture (called 'wrapping' or 'text wrap')

If it still behaves oddly, try clicking *Layout/ Advanced/* and **unchecking** the *Move with Text box*.



On a Mac, try clicking the *Position* tab, and **uncheck** *Move object with Text box*, (if checked) and **check** *Float over Text box*.

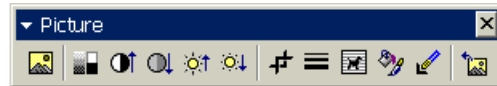
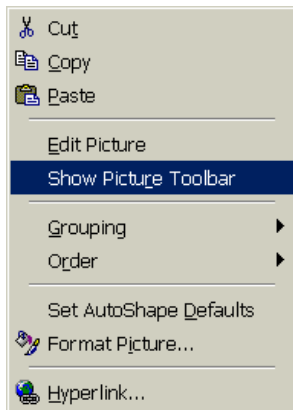
All of any of these are ways to make pictures move around independently of the text and page, which Word is always trying to 'lock' you on to.



Another way to do this is to use the Picture Toolbar. (see overleaf)

On PC, right click on the picture, this menu will appear, click on *Show Picture Toolbar*.

On Mac, use *View Menu, Toolbars - Picture*,



The Picture toolbar will open up. (Hold the mouse over each icon and wait, to get a help prompt saying what each one does.)

Click on the text wrapping icon (little diamond or horse in a box), then on *Edit Wrap Points*. For some unknown reason the picture then moves around freely. But don't try and pull the wrap points away from the picture, or it will get all misshapen!

B. Older Versions, eg. Word 95, Word 97, Word 98

In older versions of Word, to make pictures easy to move about within a page of text, you may need to first insert a *Text Box*, then put the picture inside the *Text Box*. Try to think of a Text Box as a more or less invisible 'container' for a picture, that makes it easier to re-size and move, and generally manhandle.

1. Insert a picture

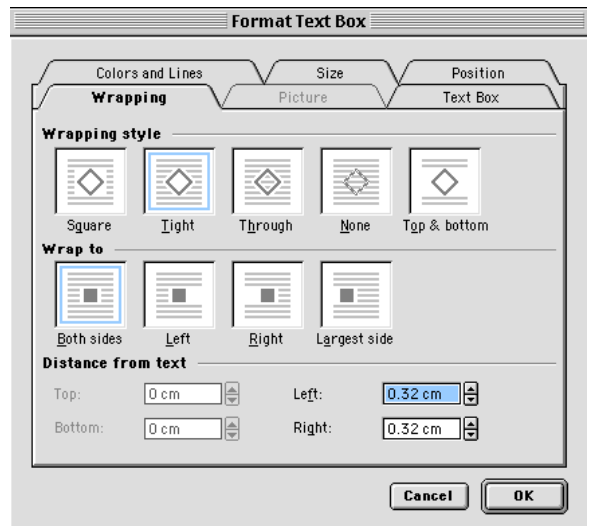
Go to *Insert Menu - Text Box*

A cross hair cursor will appear. Click in your document roughly where you want the text box to be, and pull its bottom right corner to roughly the size you want.

Highlight the empty Text Box. With the empty Text Box highlighted, go to *Insert Menu - Picture - From File* and search for the picture you want. Use the Browser techniques described in Section A. The picture will pop itself inside the Text Box. You can pull its bottom right hand corner out to fill the box space, if necessary. You should now see a picture with a frame round it.



Click the frame bit (not the picture) to highlight the Text Box. Go to *Format Menu - Text Box - Wrapping*, and click on *Tight* and *To Both Sides*. (The default gutter of 0.32 cm or 5 pt is about right) This will make the text wrap around your picture.



2. Re-sizing a picture

To re-size the picture you may need to re-size the container text box and the picture inside separately. The procedure is the same for both text box and picture. Click on one of the 'handles' and push up and in or down and out, as required.

3. Moving the picture

Because the picture is inside a text box you move it around by dragging the text box (not the picture). This can be quite clumsy and it sometimes does unexpected things! It is best to click on one of the little white 'handle' squares around the edge of the text box and to then 'nudge' the box into position by using the left, right, up or down arrow keys.

If it still doesn't work the way you expect it to -

- highlight the Text Box or picture
- go to the Format Menu
- check in the Wrapping Tab that text is set to wrap around
- check in the Layout (Advanced) or Position tab the settings of *Move Object with Text* and/or *Float Over Text* and try playing around with these to see if altering these settings makes it easier to move your picture around. (If you make a terrible mistake and the picture disappears, quickly hit *Edit Menu/Undo Typing* or keyboard shortcut CTRL (Command, Mac) Z.)

Good Luck!