

INCLUDING PICTURES IN YOUR WORD DOCUMENTS

If a picture is worth a thousand words, our letters could become very short. Adding a picture to a word document takes only a few seconds (maybe a little longer for the first few times) but can add a great deal to your communication.

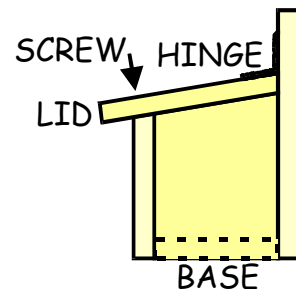


If you want to send photographic quality pictures, you are probably better to print the text and pictures on separate pages because photographic paper is too expensive to waste on text. Use a graphics program such as Paint Shop Pro for the pictures and Word for the text. If you do want to mix the pictures amongst the text then (if using an inkjet printer) use a medium-weight, matt paper - this is not as expensive as photographic paper but gives better results than copier paper.

There are three types of picture that you might want to use; clipart, photographs and diagrams. Clipart pictures are usually cartoon-like drawings - the picture above, left is an example of clipart. Some clipart is provided with programs such as Word, Publisher and Works. More can be obtained by buying a clipart collection disk or from a magazine cover disk - these will contain thousands of drawings.

If you produce your own diagrams, such as the one below, these too can be inserted into a Word document.

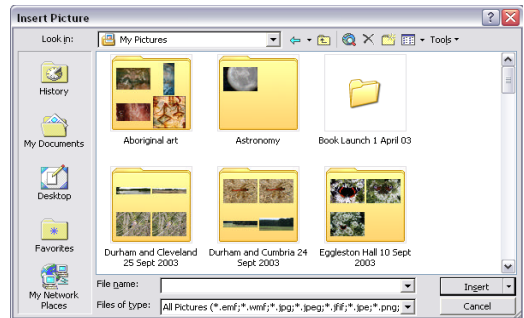
I would strongly advise reducing photographs in size before putting them into a Word document. A very large picture, embedded into a document, will take a great deal of computing power and may seriously slow down the working of your computer. Use a graphics program such as Paint Shop Pro to reduce the picture to 600 x 400 pixels (or less if it will be used small like the example below). Take care not to save the small version over the original.



The method for inserting pictures will depend on the version of Word which you are using - these notes are based on Word from MS Office XP, but should help with other versions. I will describe one of the methods which can be used to insert photographs, diagrams and clipart. You need to know where the image is stored. Photographs may be in My Pictures or wherever you, or your digital camera's software (or you), chose to put them. Clipart might be on a CD ROM or stored within the files of a program on your hard drive; my clipart from MS Office is here - `C:\Program Files\Microsoft Office\media\cagcat10`

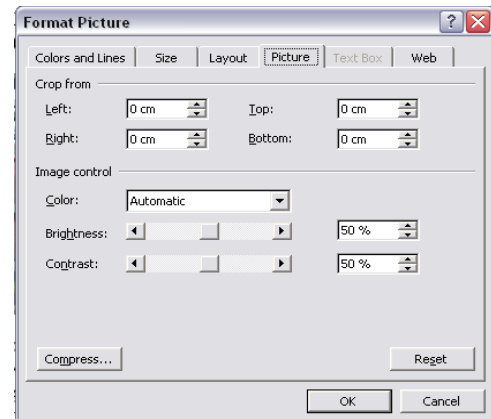
When you get to the place in your document where the image is needed, click on the menu item Insert, move down to Picture and click on From File (ignore 'Clip Art' when using this method even if it is clipart that you want).

Use the Insert Picture dialogue box, shown right, to find your way to the place where the image is stored. Click on the image and then click Insert.



Your image (I will call it a picture from now on) will be imported into Word and placed at the position of your cursor. If it is too big to fit on the space available, Word may have moved it onto a new page. When you can see the picture, right-click on it and choose Format Picture from the menu which appears.

The dialogue box, shown on the right, will appear. Click on the Layout tab and from the layout choices, click on the icon of the Wrapping Style labelled as Square.



You will now be able to move the picture freely within your document and resize it to fit. There will be 9 control points (small circles) visible around the picture, as shown below. If the control points aren't visible, click once on the picture.



Firstly, make the picture the approximate size that you would like it to be - click on one of the corner control points and drag inwards or outwards to make the picture bigger or smaller.

N.B. Do not use the control points in the middle of the sides to make the picture bigger/smaller because you will change the aspect ratio (make things thinner/taller or fatter/shorter). The corner control points resize your picture but maintain the aspect ratio of the original.

Avoid increasing the size of very small pictures because they may become 'blocky' - the individual pixels become visible, as shown opposite.



The green control point is used to rotate the picture - use this with care.

Finally, you can move the picture to where you want it. During the changes made above, it may have moved away from where you intended. Point in the middle of the picture - your pointer will change to show four arrows - click and drag the picture until it is in the right place.

Pictures usually look best if kept aligned to the left or right margins, as in this document. Text will normally flow into the space beside the picture, unless it almost fills the width of the page.

Text looks better if paragraphs are completed before or alongside a picture, rather than having a stepped flow around the image, as shown here - moving the picture up one line would avoid the step from the first to second line of this paragraph.



There are other methods of inserting pictures, but the one described above should work with most image types, with most versions of Word and some other word processors. Although the dialogue boxes may be different, similar steps should get your pictures into place.