

Section 5

Pictures

By the end of this Section you should be able to:

- Use the Clip Gallery
- Insert and Delete Pictures
- Import Pictures
- Move and Resize Pictures
- Add Borders and Colour
- Wrap Text around Pictures

Exercise 47 - The Clip Gallery

Guidelines:


Pictures can be added to a publication in two ways: either by importing a picture file, or by using the **Clip Gallery**.

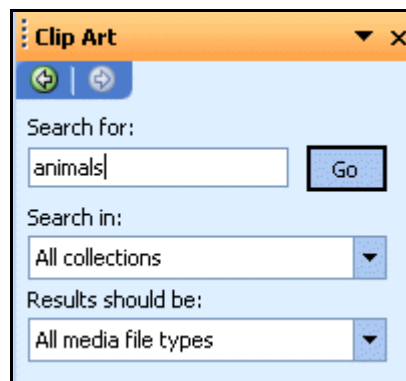
The **Clip Art Task Pane** contains graphics, which are sorted into categories, so the appropriate clip can be found quickly.

*Note: There is not much **Clip Art** supplied with Office 2003, but if desired you can download graphics from **Office Online**, by connecting to the Internet, as mentioned in Exercise 3. However, this may take a long time if you have a dial up connection.*

*To enable the option, select **Tools | Options**, make sure the **General** tab is selected and click **Service Options**. A new window will appear; select **Online Content** from the list on the left. Check the **Show content and links from Microsoft Office Online** box and click **OK**. Click **OK** again to close the **Options** dialog box. This change will not take effect until Publisher is restarted.*

Actions:

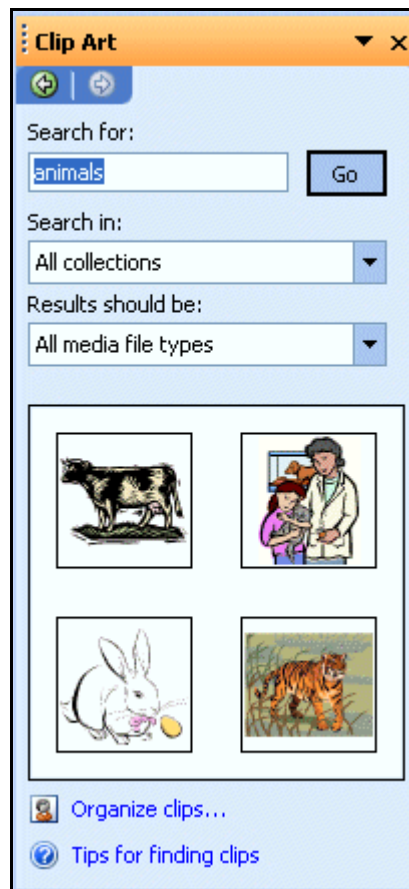
1. On a blank publication, click the **Picture Frame** button,  and select **Clip Art**. The **Insert Clip Art Task Pane** opens.
2. Type in **animals** in the **Search text** box.





3. Click the **Go** button to see some graphics from this category.

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Exercise 47 - Continued



4. The **Task Pane** has navigation buttons, similar to a web browser. To see the previous **Task Pane** used, click the **Back** button, .
5. Use the **Forward** button, , to move back to the **animal** search results.
6. Carry out some other searches to see a range of available graphics.
7. Leave the **Clip Art Task Pane** open for the next exercise.

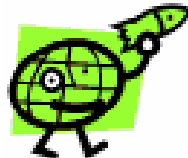
Exercise 48 - Inserting and Deleting Pictures

Guidelines:

The quickest way to insert a graphic is by dragging it from the **Clip Art** window, although there are alternative methods, three of which are used below.

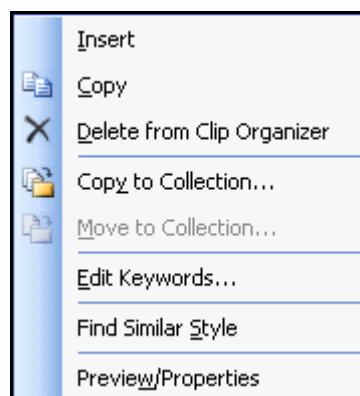
Actions:

1. Using the publication created in the previous exercise, carry out a search to find **Cartoon** graphics.
2. Click on the graphic below, and holding down the mouse, drag it out of the dialog box and on to the page. Click away from the picture to deselect it.



Note: Alternatively, left click just once on the image to insert it onto the page, then move it to the desired location by dragging.

3. Delete the search text from the **Task Pane**.
4. Search for **Nature** related graphics and find the **Cloud** picture opposite.
5. Click on the arrow to the right of the **Cloud** picture and select **Insert**.




6. Select the **Cloud** picture and press **<Delete>**. The picture disappears.
7. Close the **Clip Art Task Pane** and close the publication without saving.

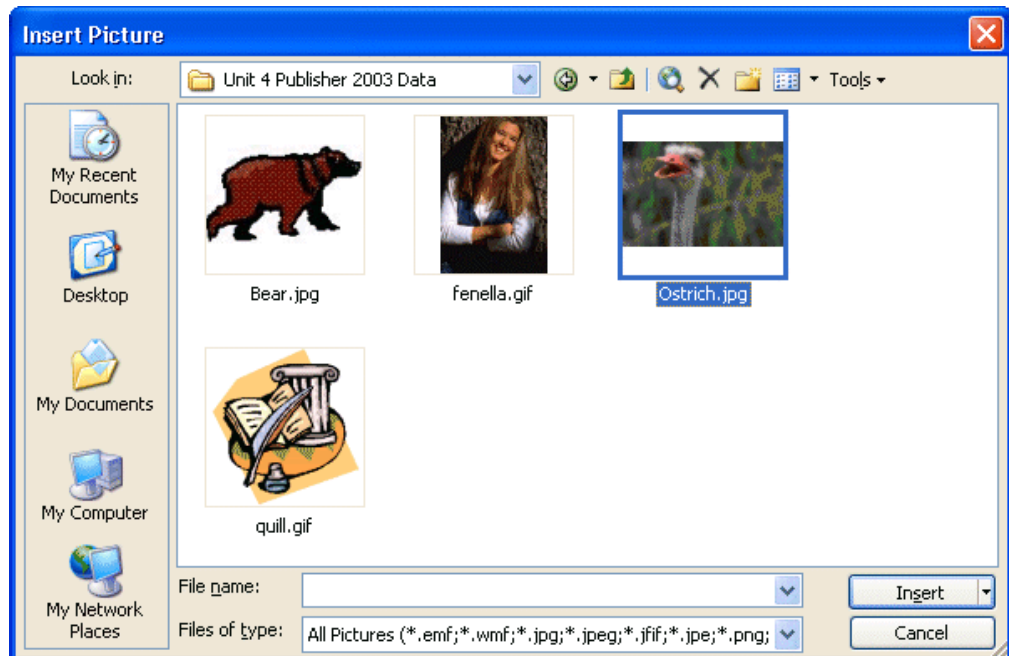
Exercise 49 - Importing a Picture

Guidelines:

Another way to add a picture to a publication is to insert a picture file. The correct name for this is **importing**.

Actions:

1. Using a blank publication, select the **Picture Frame Tool**,  and select **Picture from File**.
2. At the top left side of the page, click and drag a picture frame to display the **Insert Picture** dialog box.
3. Make sure the **Look in** box shows the location where the data files are saved and the **Files of type** box shows **All Picture Formats** (pictures can be saved in several different formats).
4. The dialog box may look different to that shown below depending on which of the **Views** is selected. The example below shows **Thumbnails** view. Whatever the view, click once on the file named **Ostrich** to select it.



5. Click **Insert** to import the file. The frame changes shape, if necessary, to maintain the proportions of the picture.
6. Leave the publication open for the next exercise.

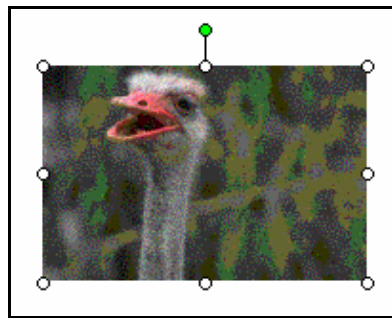
Exercise 50 - Moving and Resizing Pictures

Guidelines:

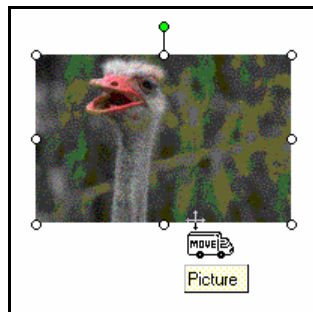
Picture frames can be moved about the page and resized in the same way as any other object.

Actions:

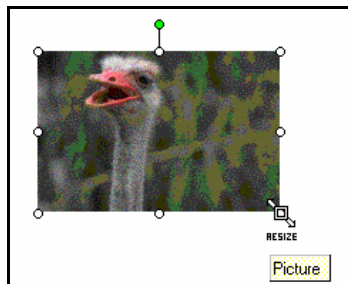
1. The **Ostrich** picture will be on screen from the previous exercise.
2. Make sure it is selected, i.e. the handles are displayed.



3. Move the cursor over the bottom edge of the picture until the **Move** helpful pointer is displayed.



4. Drag the picture down to the middle of the page.
5. Increase the size of the picture, but keep it in proportion, by using a corner handle and dragging it outwards.



6. Close the publication without saving.

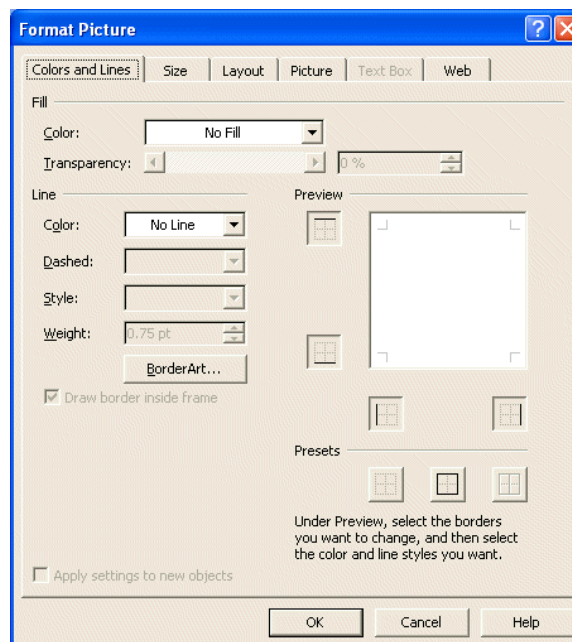
Exercise 51 - Picture Borders

Guidelines:

Pictures or **Clip Art** can be given a border in any colour or thickness to help it to stand out in the publication.

Actions:

1. On a blank publication insert the **Bear** picture from the data provided.
2. Move the cursor over the edge of the picture.
3. Double click on the edge of the picture. The **Format Picture** dialog box is displayed, select the **Colors and Lines** tab.



4. Change the **Line Color** to **Orange** and select the **2pt** thickness. Click **OK**. An orange border appears around the picture.
5. This time double click on the middle of the picture. The **Insert Picture** dialog box is displayed.
6. Any picture now selected will replace the original.
7. Click on **Ostrich** and then **Insert**. The **Bear** picture is overwritten.
8. Move the **Ostrich** picture to make sure that the **Bear** picture is not underneath it.
9. Close the publication without saving the changes.

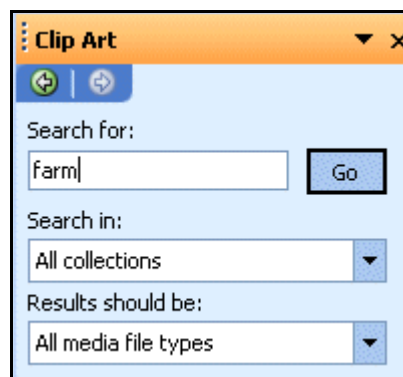
Exercise 52 - Pictures and Text

Guidelines:

More than likely you will want to have text and picture frames on the same page. So that one frame does not overlap another, text will usually wrap around the picture. If however, frames are covered by others, they can be thought of as being in a pile and one can be brought in front of, or sent behind, another.

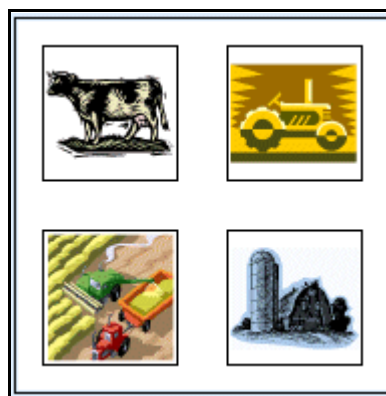
Actions:

1. On a blank publication, draw a text box that fills the top half of the page.
2. Insert the text file **Meadowdene**.
3. Zoom in.
4. Display the **Clip Art Task Pane**.
5. In the **Search for** section, select the existing text and type in **farm**



6. Press **<Enter>** to perform the search.

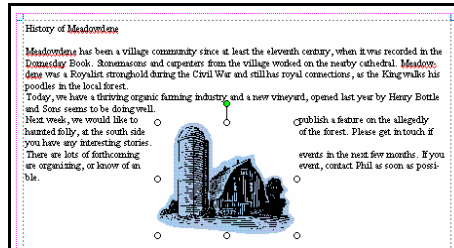
*Note: Depending on the selection of **Clip Art** available on the computer, other images may be retrieved by this search.*






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Exercise 52 - Continued

7. Select the **agriculture, barns, buildings** clip and insert it into your publication.
8. Close the **Clip Art Task Pane**. Notice that the text automatically wraps around the picture.



9. With the farm picture selected, click the **Send to Back** button, , on the **Standard Toolbar** (you may need to click the drop down arrow to see this button).
10. The picture is displayed behind the text (**overlay**), although the handles are still visible. Note that the text is no longer wrapped around the picture. The picture frame is "behind" the text box.
11. Click the **Bring to Front** button, , using the drop down arrow. The farm reappears.
12. Select the text box. Click . Again the farm frame is "behind" the text box.
13. Send the text box to the back.
14. Click on the middle of the farm picture and move it about the text. Note how the text readjusts itself so that it still wraps around the picture.
15. When you are satisfied with the position, draw a text box at the bottom and add your name.
16. Print a copy.
17. Close the publication without saving.

Exercise 53 - Revision

1. Open the publication **CIA**
2. Insert the **Bear** picture from the data provided.
3. Move it to the top of the text box.
4. Close the publication without saving.

Exercise 54 - Revision

1. Open a blank publication.
2. Open the **Clip Art Task Pane** and search for clips of **books**.
3. Choose one and insert it.
4. Change the orientation of the publication to **Landscape**.
5. Resize the box to fill the page.
6. Close the publication without saving.

Exercise 55 - Revision

1. Open a blank publication.
2. Insert the **Euro** symbol **Clip Art** into a box - it can be found using the search **symbols**.



3. Close the **Clip Art Task Pane**.
4. Double click on the picture.
5. Search using **symbols** again.
6. Replace the picture with the **Pound** symbol.



7. Place a **2pt red** border around the picture.
8. Close the publication without saving.

Exercise 56 - Revision

1. Open the publication **Housewarming**.
2. Double click on the picture of the house and replace it with a different one.
3. Move the picture to another position that does not interfere with any of the text.
4. Place a **2pt black** border around the picture.
5. Change the names to **Barry and Liz**.
6. Close the publication without saving.

*Note: Check the sample publication in **Answers** at the end of the guide.*

Exercise 57 - Revision

1. On a blank publication, draw a large text box and insert the text file **Byron**.
2. Make the text **Best Fit** the box.
3. Insert the **quill** picture from the data files into your publication.
4. Enlarge the picture until it is about double its original size.
5. Resize the text box and move the picture frame to the centre of the right side of the box, so that the text wraps to the left of the picture.
6. Print a copy.
7. Close the publication without saving.

*Note: Check the sample publication in **Answers** at the end of the guide.*