

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, Resize and Crop Pictures
- Add Borders and Colour
- Wrap Text around Pictures
- Import from a Digital Camera
- Change Image Resolution and Size

Exercise 31 - The Clip Gallery

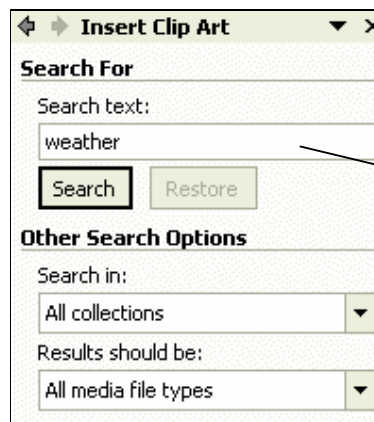
Guidelines:

Pictures can be added to a publication in two ways: either by importing a picture file, or by using the **Clip Gallery**. The **Insert Clip Art Task Pane** contains many graphics, which are sorted in categories, so the appropriate clip can be found quickly. The pane can be left on screen permanently.

Actions:

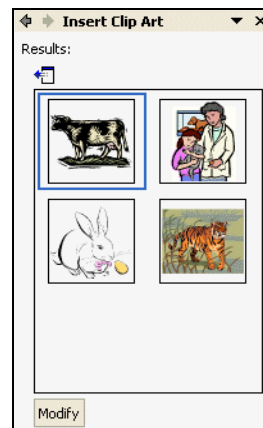
1. On a new publication, click the **Clip Organizer Frame**, . The **Insert Clip Art Task Pane** opens.

*Note: The actual content in the **Clip Gallery** depends on how **Publisher** has been installed.*



Your Search text will be different

2. Click in the **Search text** box, delete any existing text and type **Animals**.
3. Click **Search**. After a short time, matching clips will be displayed - scroll down to see some of them. An example is shown below.

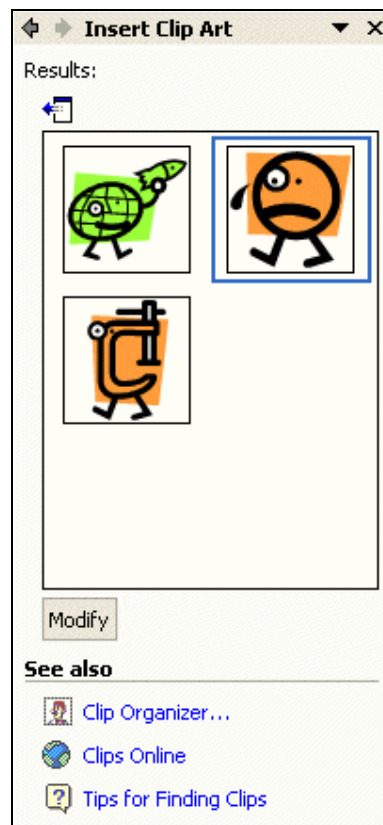




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Exercise 31 - Continued

*Note: A dialog box may appear offering to search all folders on the computer and catalogue all images and sounds that it finds. Click **Later** to postpone this. Checking **Don't show this message again** would prevent it from being displayed again.*

4. To change the search, click **Modify**. Replace the **Animals** search text with **Cartoons**.
5. Click **Search**. An example of the search results is shown below.



6. Click the **Change to Full Window** button, , to enlarge the pane.
7. Click  to return the task pane to its normal size.
8. Leave the **Insert Clip Art Task Pane** open for the next exercise.

*Note: A lot of the **Clip Art** may only be available directly from the Office XP CD (2), as there is so much of it.*

Exercise 32 - Inserting and Deleting Pictures

Guidelines:

The quickest way to insert a graphic is by dragging it from the **Clip Art** pane, although there are alternative methods.

Note: Because of the large number of graphics included with Office XP, some of them are stored on the CD. If graphics used in the following exercises are unavailable, either insert the CD, or replace the specified graphic with an alternative. Graphics from other programs can also be incorporated into publications - providing that they can be imported.

Actions:

1. Using the publication created in the previous exercise, locate the following picture in the **Clip Art** task pane.



2. Click on the picture and, holding down the mouse, drag it from the task pane on to the page. Click away from the picture to deselect it.
3. Modify the search to look for clips of **Nature** and locate the following clip.



4. Move the mouse over the right hand side of the picture and click the arrow. Select **Insert** from the menu to insert the picture.

*Note: The picture may be displayed partly in the **Scratch Area**.*


5. Select the **Cartoon** picture on the page and press **<Delete>**. The picture is removed.
6. Close the **Insert Clip Art** pane.
7. Close the publication without saving.

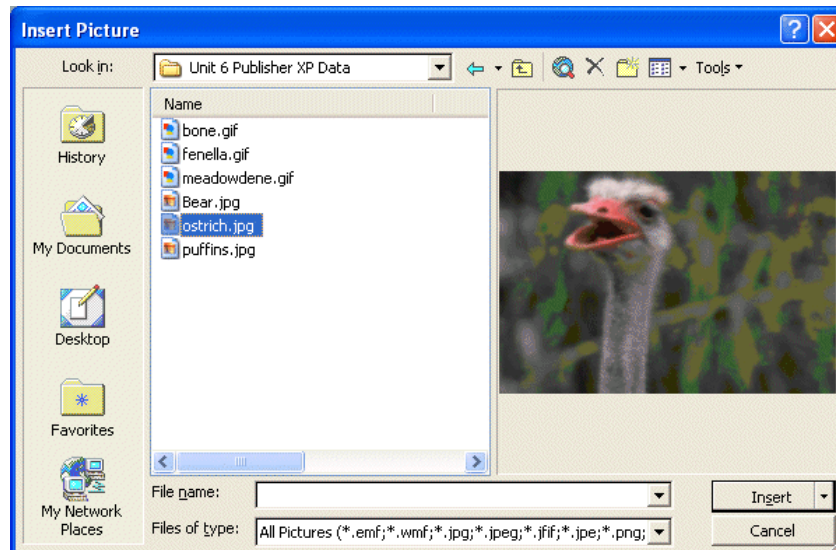
Exercise 33 - Importing a Picture

Guidelines:

Another way to add a picture to a publication is to insert a picture file (a bitmap). The correct name for this is **importing**. Picture files can exist in various formats, but the most common ones are **.jpg** or **.gif**. These are bitmap images which have their colours reduced so that they are much smaller, meaning they use less memory and print more quickly.

Actions:

1. Using a blank publication, select the **Picture Frame** tool, .
2. At the top left side of the page, click and drag a picture frame, the **Insert Picture** dialog box is displayed.
3. Make sure the **Look in** box shows the location where the data files are saved and the **Files of type** box shows **All Pictures** (as pictures can be saved in several different formats). There are three **.gif** and three **.jpg** images.
4. Click once on the file named **ostrich**. You will see a **Preview** at the right of the dialog box if the default **View** option is selected, as in the diagram below.




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.

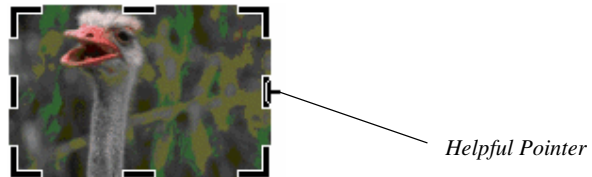
Exercise 34 - Moving, Resizing & Cropping Pictures


Guidelines:

Pictures can be moved about the page and resized in the same way as any other object. Sometimes, only part of a picture may need to be included in a publication. If this is the case, the picture can be **cropped**.


Actions:

1. With the **ostrich** picture selected, move and resize it to fill the top half of the page.
2. If the **Picture** toolbar is not displayed, select **View | Toolbars | Picture**.
The **Crop Picture** button, , is on the **Picture** toolbar. Click once to select it.
3. Now move the mouse pointer over the middle handle at the right of the picture until the **Helpful Pointer** appears.



4. The pointer changed to **H**, ready to crop. Click and drag to the left until most of the greenery is cropped, then release the mouse.
5. Crop the other edges of the picture in the same way until only the ostrich's head remains.
6. Click  again to deselect the cropping tool.



7. Click the **Reset Picture** tool, , on the **Picture Toolbar** to return the picture to its original state.
8. Close the publication without saving the changes.

Exercise 35 - Adding Borders and Colour

Guidelines:

Borders and **Border Art** can be added to pictures in exactly the same way as to other objects. Background colour can also be added using the **Fill Color** techniques learned earlier. The same principles apply when working with any kind of object.


Actions:

1. Start a new publication.
2. At the top of the page, insert the following clip from the **Insert Clip Art** pane (search for **rabbit**):



*Note: If this clip is not available, use the following picture from the **People** search:*




3. With the picture selected, click **Line/Border Style**, . Select **More Lines**.
4. Select the **Colors and Lines** tab and add a **2pt Blue** border.
5. To apply a background colour to the picture, click the drop down arrow next to **Color** (under the **Fill** section of the **Format Picture** dialog box). Select **More Colors** and choose a pale blue from the palette.
6. Click **OK** to view the picture.
7. Print the publication.
8. Close it without saving.

Exercise 36 - Importing Digital Camera Pictures

Guidelines:

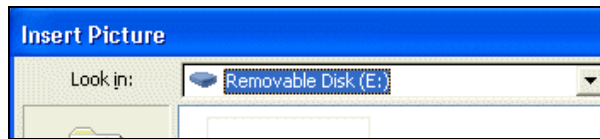
Publisher has the facility to use camera software to add a photograph directly from a camera. This avoids having to insert the photo via the camera's own software.

Actions:

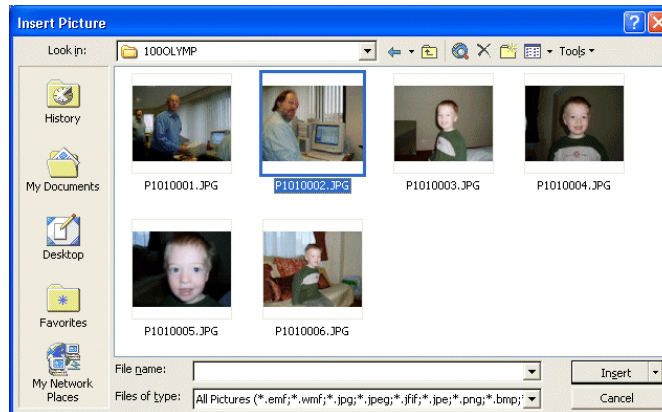
1. Ensure your camera has a suitable photo saved to memory and the camera is connected to the computer. In *Windows XP*, as soon as a USB cable is connected, a dialog box appears asking **What do you want Windows to do?** For this exercise click **Cancel**.
2. Start a new blank publication. Click the **Picture Frame**, , select **Picture from File** and draw a picture frame at the bottom of the page. The **Insert Picture** dialog box appears.


Note: The **Insert | Picture** menu has an option, **From Scanner or Camera** but this requires the camera software to be installed.

3. Locate the camera's removable disk drive from the **Look in** area. The digital camera is treated as a disk on the computer system.



4. Open any folders shown until you locate the picture to be imported. An example is shown below.



5. Click **Insert** to import the image, then save the publication and close it.
6. To disconnect the camera, click the  icon on the **Taskbar**. Select **Safely Remove USB Mass Storage Device**. You will be prompted when it is safe to remove the connection.
7. Print the publication and then close it without saving.

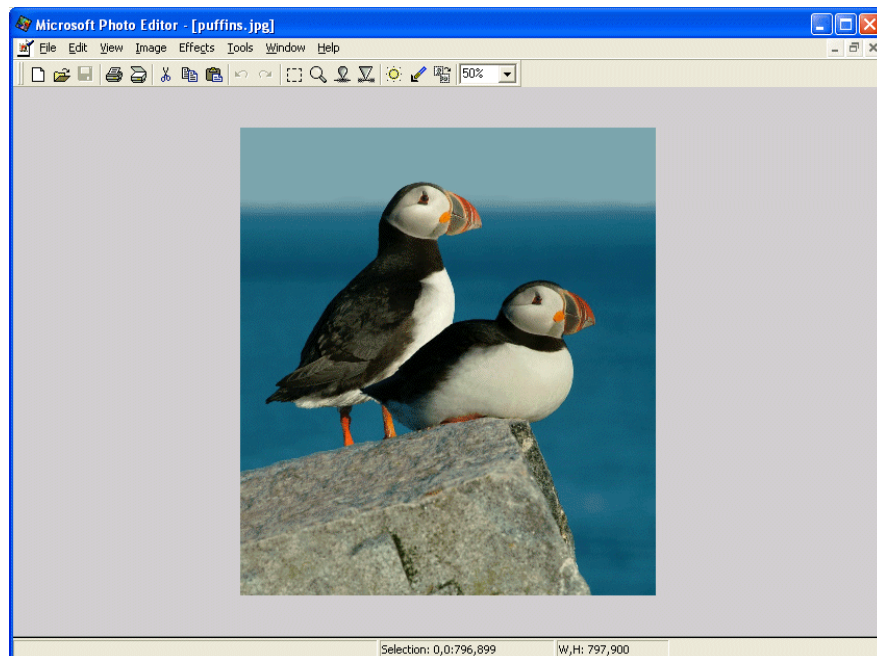
Exercise 37 - Manipulating and Saving Images

Guidelines:

Microsoft Photo Editor is a powerful image manipulation program aimed specifically at photographs, either scanned or taken directly from a digital camera. It allows you to modify images in many ways, such as changing resolution and size, which you might want to do to reduce the size of the image file.

Actions:

1. Leave *Publisher* open, but also start *Photo Editor*. Select **Start | All Programs | Microsoft Office Tools | Microsoft Photo Editor** (the exact path may be different on your computer) to start the program.
2. Select **File | Open** to display the **Open** dialog box.
3. Navigate to the where the data files are stored and select the image **puffins**.
4. Click **Open** to display the photograph in *Photo Editor*.

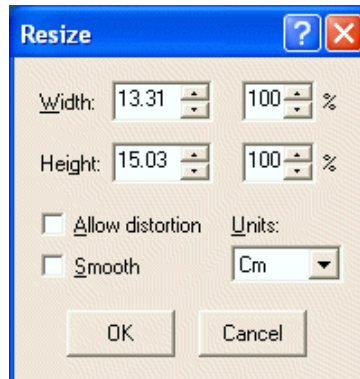
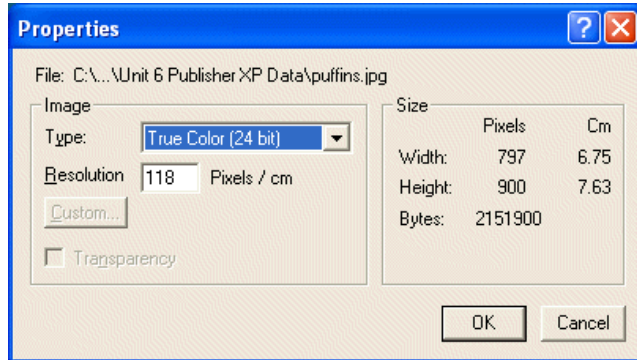


5. This image currently contains 118 pixels per cm (see **Properties** dialog box on the next page). Click the **Print** button to print the image.
6. To change the resolution of the image, select **File | Properties**.

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Exercise 37 - Continued

7. Delete the entry in the **Resolution** box and overtype it with **60**.
8. Click **OK** and print the picture again.
9. Notice how, because there are now only about half as many pixels per cm as in the original image, the second printed image is about twice the size of the first printed picture. But also notice how the picture you're viewing on screen looks exactly the same size as it did originally.
10. To reduce the size of the picture, select **Image | Resize**.



11. Use the down spinners to change the **Width** and **Height** to **50%** and click **OK**. Notice how the image on screen now looks smaller.
12. Print the picture again. This third printed image is about the same size as the first one, but if you look very carefully, you may be able to see that the first one is a little bit sharper.
13. Select **File | Save As** and save the image in the location of the data files as **puffins2**. Do not change the file type.
14. Close *Photo Editor* by selecting **File | Exit**.
15. *Publisher* should still be open. On a new publication, import the **puffins** image and then import the **puffins2** image.
16. Notice the difference in the size of the first image compared to the second, edited image.
17. Close the publication without saving.

Exercise 38 - Revision

1. Open the **Revision Project** publication.
2. Draw a text box measuring **9cm** by **2cm** at the top left of the page and enter the text **Meadowdene Weekly**.
3. Change the font to **Broadway 20pt** or another heavy bold font and resize the box so that the text fits neatly.
4. Fill the text box with light purple and give it a **2pt** dark purple border.
5. Perform a **Clip Art** search for **Nature**.
6. From the **Nature** search, select the following clip (or an alternative if it is unavailable), insert it on to the page and then move it to the **Scratch Area**:



7. Move the picture beneath the **Meadowdene Weekly** text box so that it is centred beneath it and resize it to **5cm** by **5cm**.
8. Delete the text box containing your name (text boxes are deleted in the same way as other objects).
9. Move the **Contacts** text box on to the **Scratch Area**.
10. Draw a picture frame measuring **13cm** by **9cm** in the middle of the page and import the image file **meadowdene** from the data files folder.
11. Resize the box so that it measures **13cm** by **9cm**.

*Note: This text cannot be edited as it is part of a bitmap image (see **Guidelines in Exercise 40**).*

12. Now move **Contacts** directly beneath the **meadowdene** picture.
13. Insert a clip of your choice from a search on **People** in the bottom right corner.
14. Fill the picture with a colour to match the scheme.

Note: Some pictures will not allow their backgrounds to be filled.

15. Save the changes to the publication.
16. Print the publication and close it.

Note: See the answers at the end of the guide for how your publication should look.