

Intermediate Microsoft *Word*

(Demonstrated using Windows XP)

Illustrated Word Processing

Adapted from *Taskstream Word Tutorial* (2005) < <http://www.taskstream.com> >

Updated 4/05 by Dr. Bruce Ostertag

Why Illustrate *Word* Documents?

One of the great things about the World Wide Web is the seemingly endless supply of images available. So how do you take an image from the Web and place it in a word-processed document?

Most images on the web are stored as files, either in the .jpg (pronounced “JAY-peg”) or .gif (pronounced “jiff” with a soft “g”) format. Images taken with digital cameras are also stored in .jpg or .gif format. You can copy these files and insert them into your documents.

Teachers find the use of graphics make lessons more compelling/motivating for students.

What's In This Tutorial?

This tutorial will guide you through:

1. Inserting an image of a map of your hometown into a **Word 2002** document.
2. Inserting a Clip Art graphic into a **Word 2002** document.
3. Formatting the images to fit within your document by using the various image formatting features in **Word 2002**.

Requirements

The following must be submitted for partial credit to meet the word processing technology standards set by California for educators:

1. Varying graphics (clip art and pictures)
2. Varying Wrap-Around styles
3. Text that has a variety of: Draw features, Color, and Styles
4. Evidence that a **Spelling and Grammar** Checker was used (e.g., NO typos, misspellings, or grammatical errors)
5. A Table (at least two columns and three rows)
6. A Hyperlink

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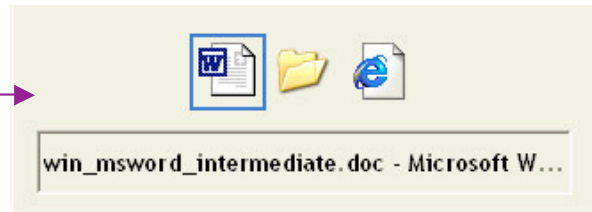
I. Getting Started

Open Microsoft **Word**. Then go to the **View** menu and mouse down to Toolbars. Make sure that you have the following toolbars open: **Standard**, **Formatting**, **Drawing** and **Picture**. This will ensure that you will have a button accessible on the toolbar for most of the entries that we will use from the menu files.

Then open an Internet browser – either Microsoft **Internet Explorer** or Netscape **Navigator**. I have opened **Internet Explorer**.

If you want to switch back and forth between Word and your browser, use the **Alt** key and the **Tab** key. Clicking **Alt + Tab** will give you this dialogue box:

Each time you hit **Tab** (with the **Alt** key still depressed) you will switch between the open documents, in this case Word, Internet Explorer, and a file folder.



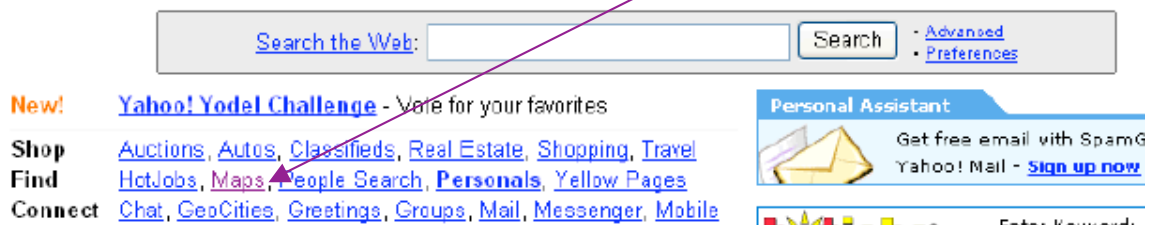
II. Finding an Image

Go to your open browser. Click on the **Address/URL** bar. When the text in the **URL** bar is highlighted, type in the **URL** of any search engine. For this tutorial, type in the following **URL**:

<http://www.yahoo.com>



When the **Yahoo!** Web page comes up, click on the text link **Maps**, which is located below the **Search** box.



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When the **Yahoo! Maps** page appears enter your street address and city, state, or zip code in the appropriate boxes.

Click on the button **Get Map**.

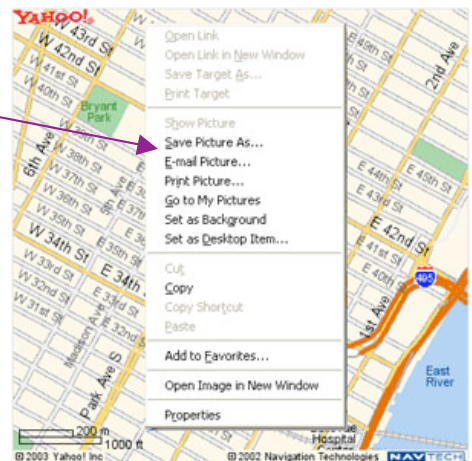
A map of the location you typed in will appear, similar to below.



III. Saving an Image

In order to insert the image into a document, it must first be saved to a location on your computer.

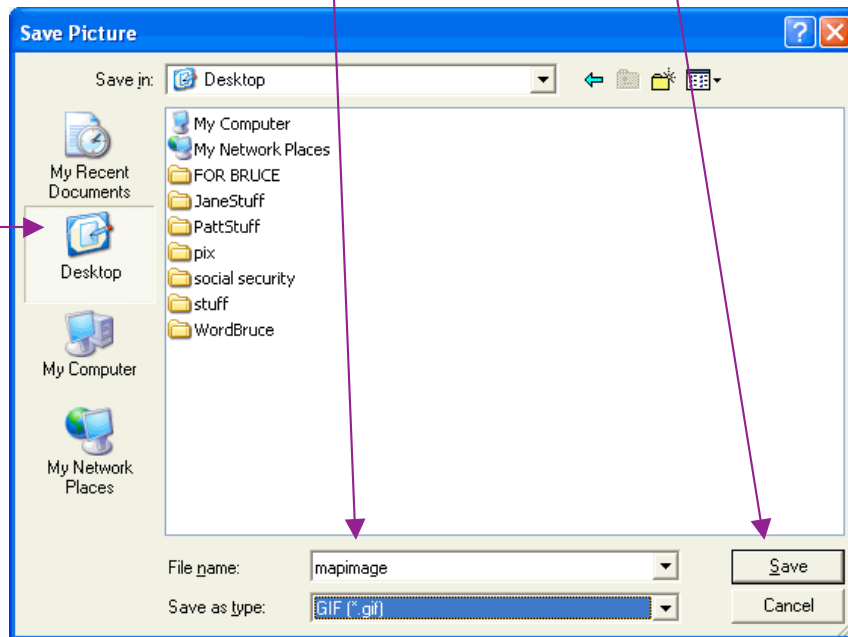
To save the image, put the cursor over the image and hold down the **right** mouse button. A drop-down menu will appear. Scroll down and select the **Save Picture As** option.



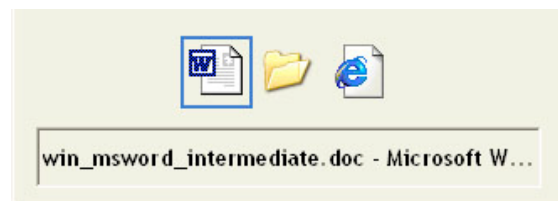
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A dialog box will open, allowing you to save the image to any location on your computer. For the purposes of this tutorial, save the image to the computer's **Desktop**.

Rename the image by clicking in the **File Name** field, so that the default file name is highlighted, and type in the Word, "**mapimage**." Then click the **Save** button.



Microsoft **Word** should reappear on your desktop once you close your browser. If you want to keep both Microsoft **Word** and your browser open, hold down the **Alt** key and push the **Tab** key. Push the **Tab** key until the Microsoft **Word** icon is in a blue block and the name of your document appears.



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IV. Inserting an Image

To insert the map image into your Microsoft **Word** document, position the cursor by clicking the mouse on the page where you want the image to be inserted.

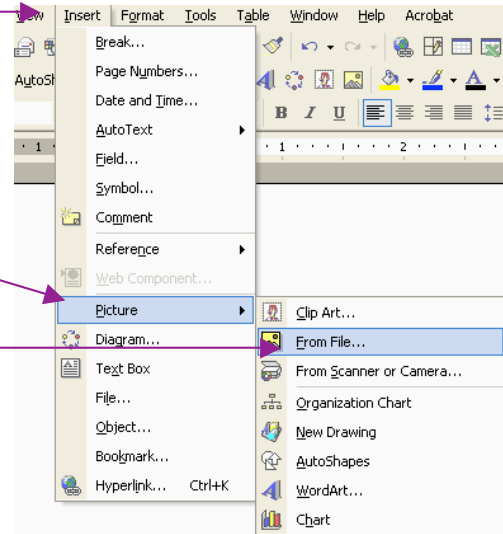
Now, either click on the **From File** button



or go to the **Insert** menu

and select **Picture**.

Then select **From File**.

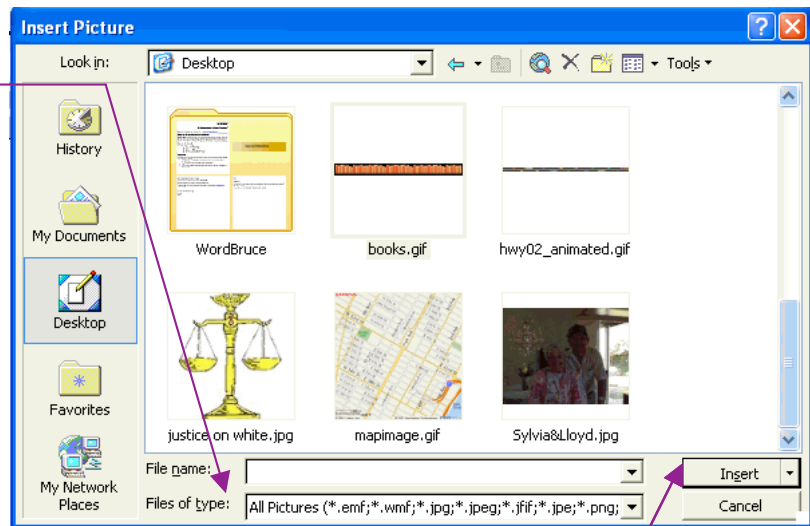


The **Insert Picture** dialog box will appear.

To locate the saved image, click on **Desktop** on the right side of the window. (That is where you should have saved your image.) You will see thumbnail shots of each item on your desktop.

If you do not see your picture, make sure that you have selected **All Pictures** in the **Files of Type** drop down menu. You should see the thumbnail image of your picture, “**mapimage**,” in the window. Click once on the image.

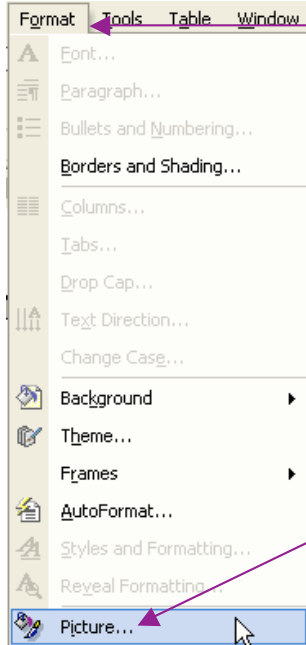
Finally, click on the **Insert** button on the lower right of the dialog box.



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V. Wrapping Text around the Image

If you pasted your picture into the middle of a paragraph, you may have noticed that the text did not **wrap** around the picture, or worse, Microsoft **Word** would not let you place the picture within the paragraph. Fear not! You can fix this problem with a feature called **Text Wrapping**.



Select the image you placed into your **Word** document by clicking it once.

Then you can either click the **Format Picture** button 

or go to the **Format** menu and select **Picture**.

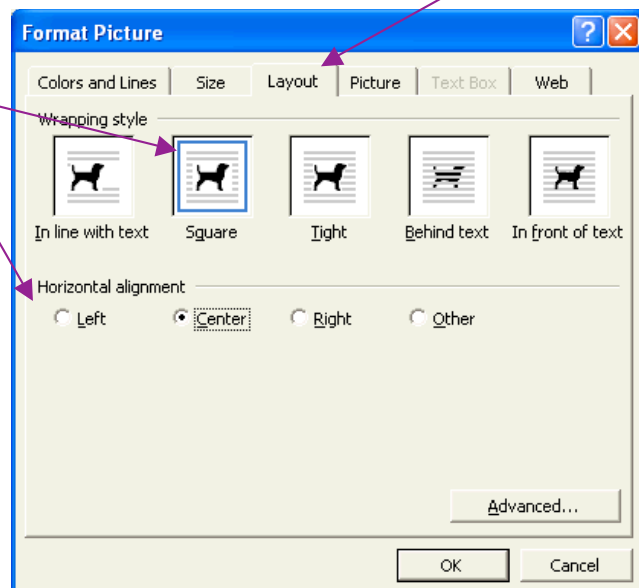
The **Format Picture** dialogue box will appear, often on the "Picture" tab. Select the **Layout** tab from the formatting dialog box, and click it once.

Select one of the wrapping styles. I have used **square** in this document.

Then choose the **Horizontal Alignment**, where you want the picture to be in relation to the text.

Click **OK**. If you originally placed your picture in the middle of a paragraph, the text should now surround the picture.

Save the document right now by going to the **File** menu and selecting **Save As**. You should change the name of the document so that you are not saving over the common document that everyone is using.



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V. Exploring Additional Formatting Options

*Note: If your document gets hopelessly messed up during this experiment, close the document by selecting **Close** from the **File** menu. Click on **Don't Save** when asked whether you want to **Save the Changes**, and then **Open** the document (from the **File** menu), and begin again. If you like the final formatted version and wish to save it go to **File** and **Save**.*

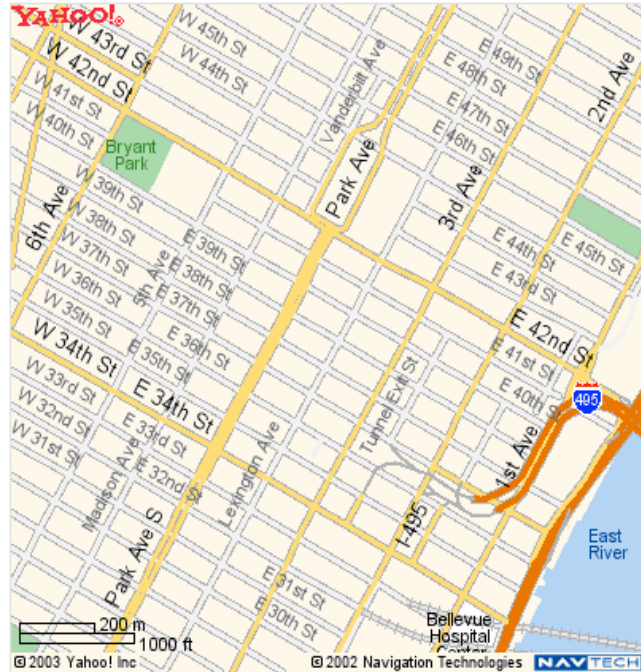
Moving the Image

Select the image by clicking on it. You will know the image has been selected, because tiny boxes or circles will appear along the perimeter of the image. These are called **handles** and are used to resize the image.

*Note: To learn more about resizing images, go to the **Resizing Images** section below.*

Using the keyboard arrows, experiment with moving the image up, down, left, and right.

You can also “**drag**” the image around by clicking the center of the image and holding on it with the mouse button (called “**grabbing**”) and move it around the page. However, it is more difficult to position the image with the mouse than it is with the arrow keys.



Wrapping

Using a combination of moving and different wrapping scenarios, **Format→Picture→Layout**, experiment with formatting the page. To see the entire page, go to **Print Preview** in the **File** menu or push the **Print Preview** button.



Go to **File→Close** (or **File→Exit**) from the File menu when you are done.

Resizing the Image

Once an image has been inserted into **Word**, you can resize the image to better fit your page. To do this, select the image by clicking on it once. The handles will appear around the image.

You will note that when your cursor rolls over the **handles** of the image, the cursor changes to an arrow with a point at either end. Once you see that double-headed arrow appear, click and hold. If you now move your cursor back and forth, you will see that the image is getting larger and smaller. Let go of your mouse button when you have the correct sized image.

Note: If you radically resize an image, the image will become distorted.

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Cropping

There will be times when you may want only a portion of the image that you have copied from the Web (e.g. you only want one section of a map). To do this, you will need to **crop** the image with the **cropping** tool.

First select the image you wish to **crop**. Then, look for a toolbar on your screen that contains these icons.

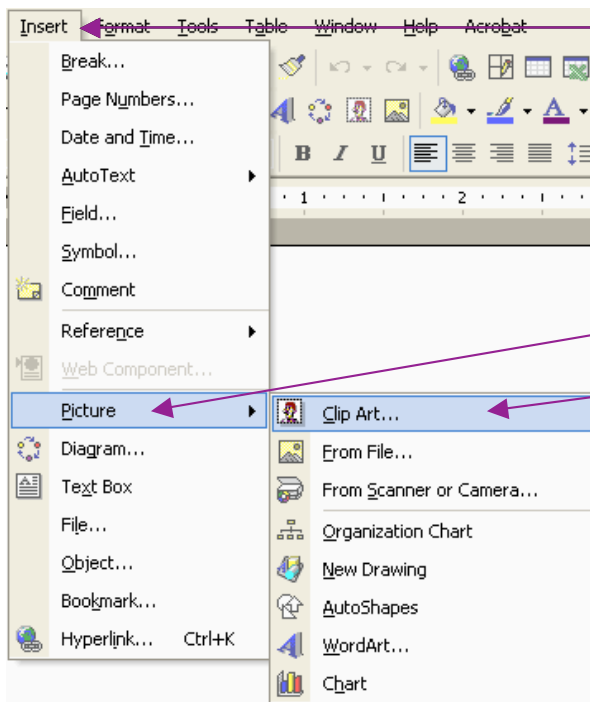
If you can't find it, open it again from the **View** menu, select the **Toolbars** option, and then select the **Picture** option. The **Picture Toolbar** will appear.



The icon with two crosses, 7th from the left, is called the **cropping** tool. To use it, click on it once in the toolbar, and go back to your selected picture. You will notice that when you roll your cursor over the handles, the handles change into solid lines around the picture. If you now click and hold and move your cursor into the picture, you will not resize the picture, but you will crop it instead.

Experiment with the cropping tool on the Yahoo! Map image. If you crop too much, remember that you can use the **Undo** option in your **Edit** menu to restore the image.

Inserting Clip Art



The techniques for inserting **Clip Art** are fairly close to how one adds a graphic from a file.

Either click the **Clip Art button**



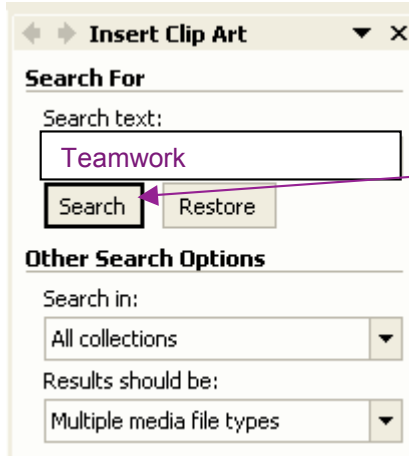
or, under the **Insert** menu,

scroll down to **Picture**

and highlight **Clip Art**.

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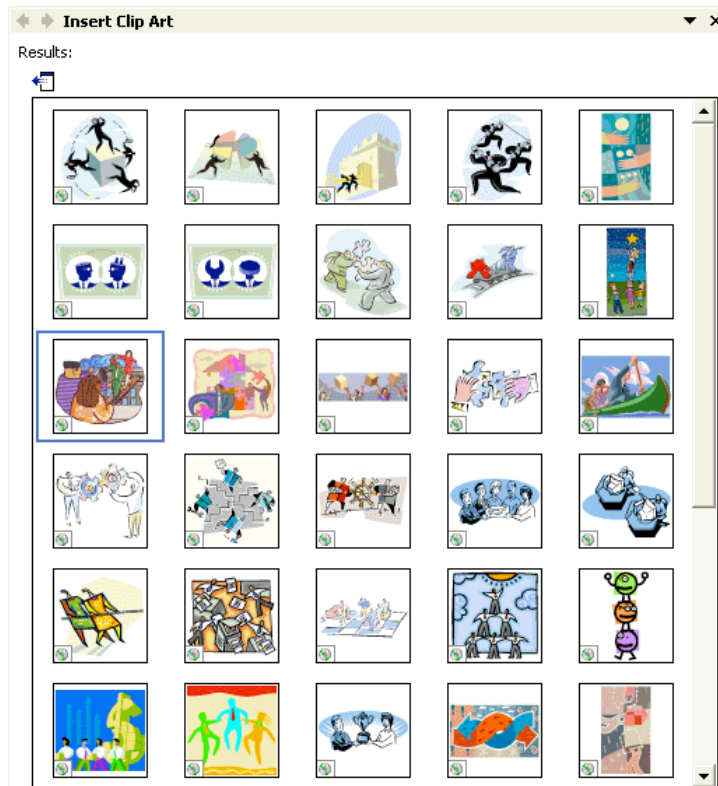
The following **Insert Clip Art** menu appears at the right-hand side of the *Word* window:



Now enter a search term. For this example, please use “**Teamwork**” and click the **Search** button.

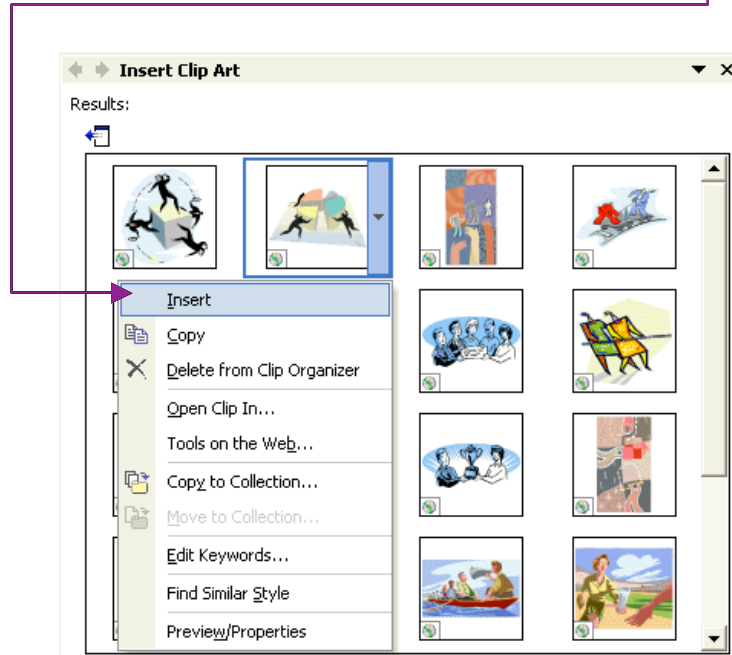
A gallery similar to this will appear.

Please note that there may be photographs, movies and sounds among the **Clip Art** graphics.



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To use the image in your Microsoft *Word* document, click on it, and then pick **Insert** from the drop-down menu.



This is the image that was finally chosen. We can now manipulate it in the same way we handled the earlier map graphic.



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VI. Finishing the Document

Now that you have manipulated the image of the map of your hometown, go out on the Web, and find a picture of something in your town or connected to your town in some way. You can use Yahoo!, Google or any other search engine to look for images.

Save the image as a file, and insert it into your document using the steps detailed in the **Inserting an Image** section of this tutorial. Then reformat your document to your liking. Finally, save the document.

VII. Inserting Images from a Digital Camera or Scanner

Images from a digital camera or a scanner are also stored as **.jpg** or **.gif** files. Therefore, once you have taken a picture with a digital camera or scanned an image, the procedure for inserting them is the same as it is for a web image.

To take or scan the picture, follow the instructions that came with your hardware.

VIII. Inserting a Hyperlink

There are times when it is useful to go from a **Word** document straight to the world wide web. For example, if the **Word** material is about the CSUS special education department it is nice to be able to go to the web site for more information on that topic.

Highlight the text or graphic you for which you wish to create a hyperlink.



Let us assume that we want to link this graphic to the EDS Departmental web page.

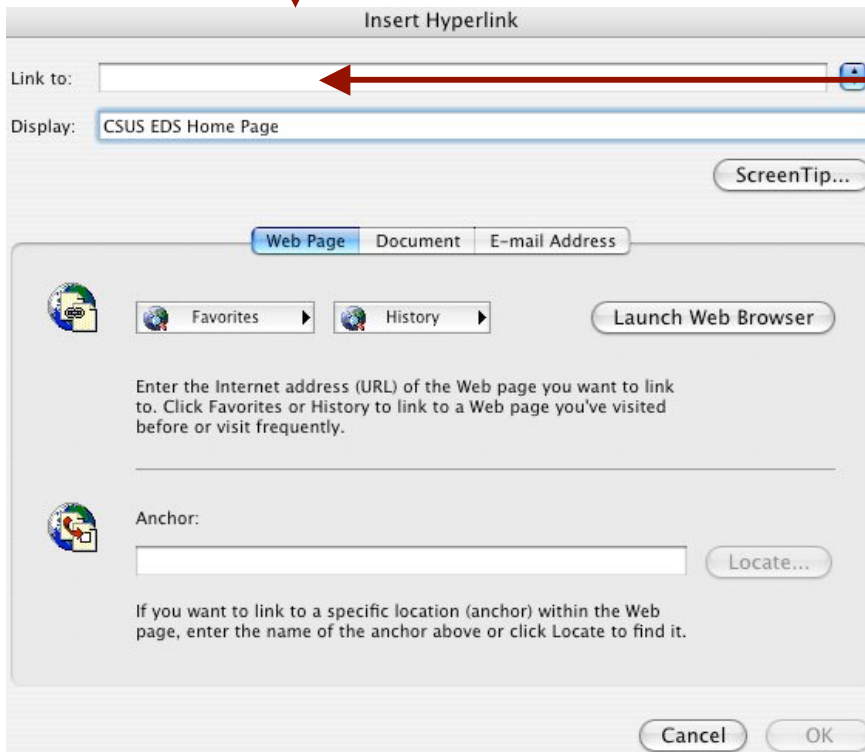
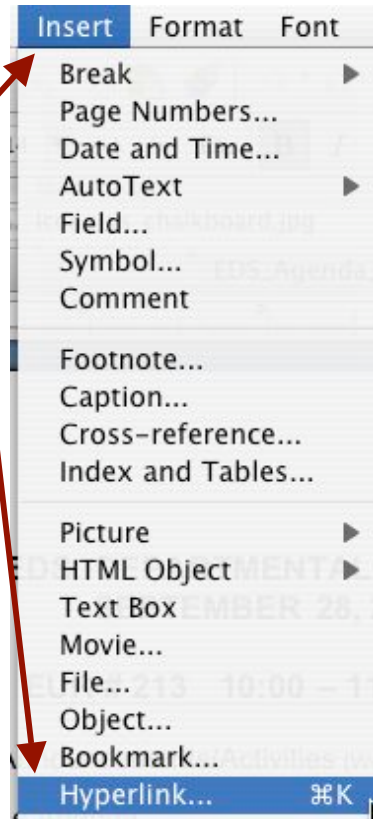
Highlight the graphic (in this case) with a single click. Remember, you can the do the same by highlighting text,

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On the **Word Menu**, go to **Insert** and scroll down to the bottom to select **Hyperlink**.

This **Insert** area is the same place where Pictures (i.e., graphics), Objects (i.e., tables), Text, Movies, etc. can be located for placement in the document.

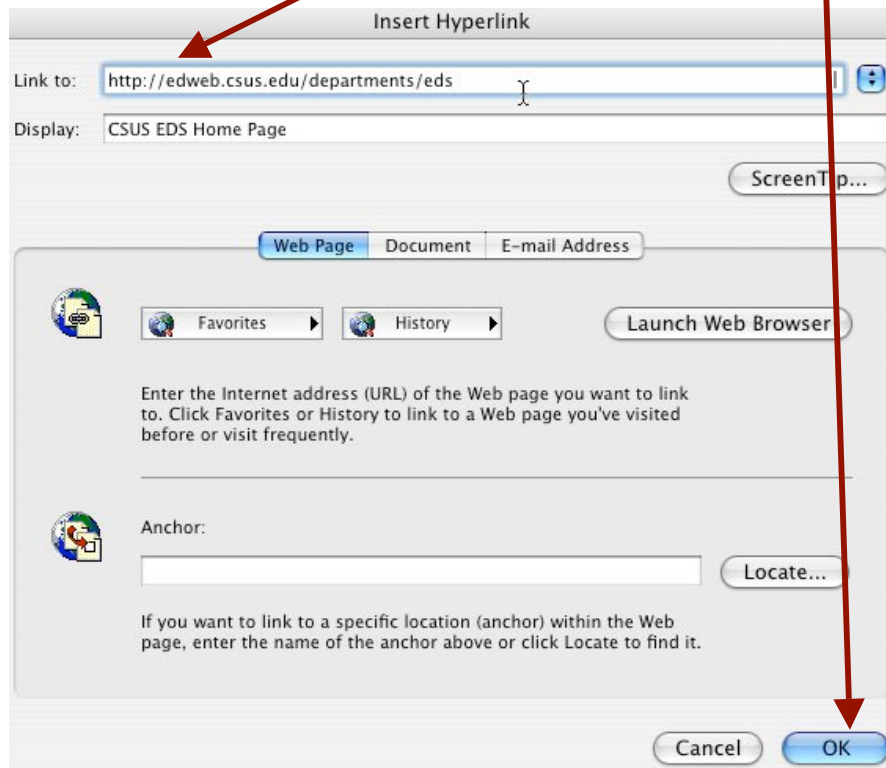
When you click on Hyperlink, the following screen will appear :



You will now fill in the URL address where **Link to:** is located.

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Make sure you include the **http://** part of the address. Afterward, hit **OK**.

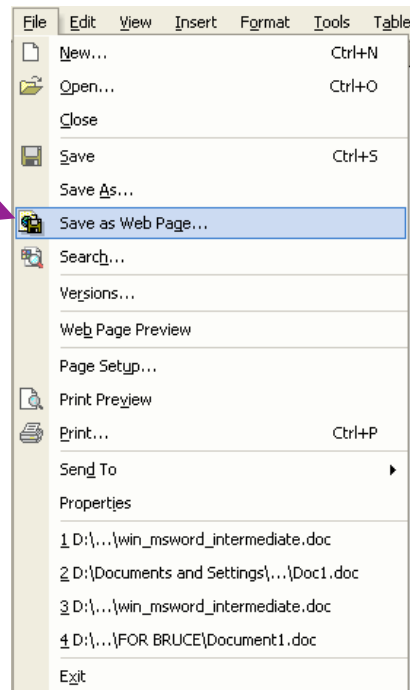


THAT'S IT!

IX. Saving Word as a Web Page Document [BONUS ACTIVITY]

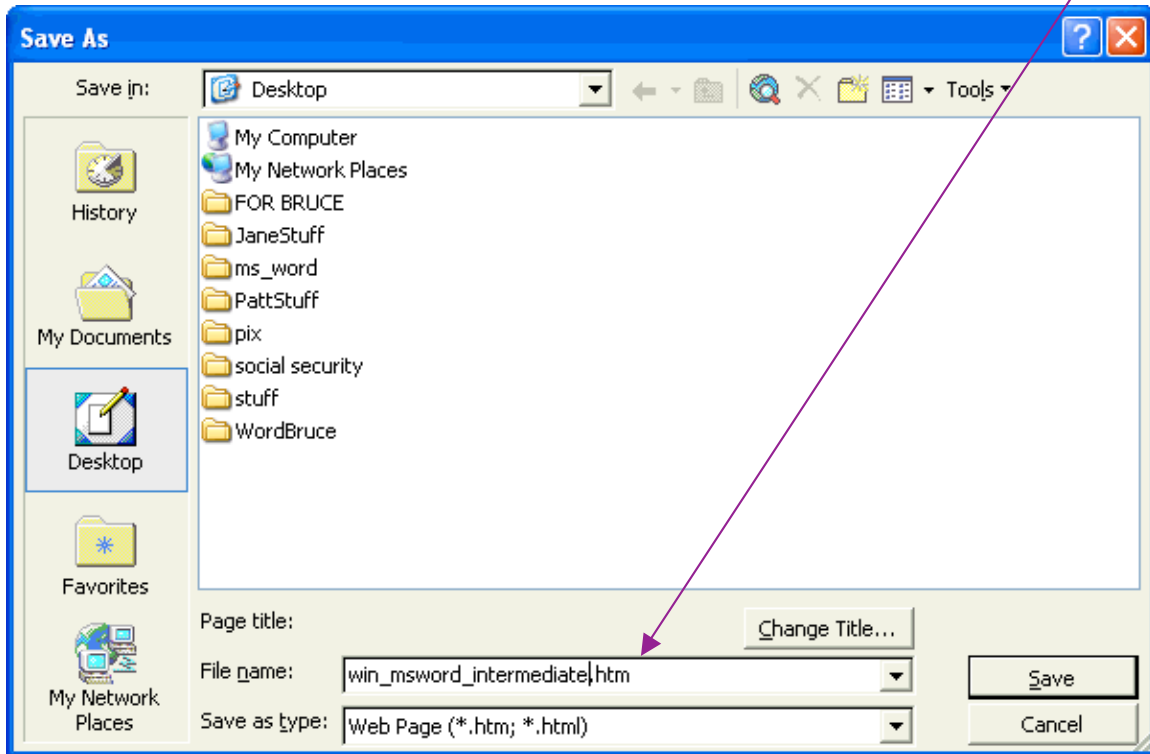
For more advanced users, you may wish to try and save your Microsoft **Word** document for use as an internet web page. You can do this rather simply by the function you use under the **File** menu.

Open up **File** and scroll down to **Save as Web Page**. Select this option.



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You will then see a screen that looks like the following. Again, save your page to the Desktop so you can find it easily. You'll notice that *Word* saves your document file name followed by **.htm**.



Notice that the **Save as type**: selected for you is automatically **Web Page**.

That's it!

A note of caution: Microsoft *Word* does not always save your web document exactly like it appears as a regular word-processed file. Spacing, graphics, fonts, borders, tables, etc., can appear differently on viewing computers using different browsers. It is recommended you “clean-up” the saved web page by opening your saved **htm** document in a web page editor (e.g., *FrontPage*, *Claris Homepage*, or *Dreamweaver*).

