Graphics in Word Documents

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Illustrating documents with pictures, shapes, and clip art - can add to collections, can search online 2

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Illustrating documents with pictures, shapes, and clip art - can add to collections, can search online

Begin with clip art – add to collection

Inserting a shape: Right click to add text, right click to format

Use Drawing Canvas to group objects and move them together – to repeat effect, Ctrl Y
Add a photo and crop to shape:
Positioning, sizing, and cropping graphics

Fixing photos - turn and resize

Don’t distort with handles – can use precise measurements, can rotate with turn handle

Crop the image using Crop tool

Position with position menu:
Control image with text wrapping

Wrapping text around graphics using the “Dogs” – Tight layout can edit wrap points, or click “More options”
Laying out text and graphics with a table

Trick from website design – use layout tables

Insert table

<table>
<thead>
<tr>
<th>Manufacturing Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Trees Olive Oil offers a benefits program for its regular full-time and regular part-time Manufacturing employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Horticultural Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Trees Olive Oil offers a benefits program for its regular full-time and regular part-time Nursery and Orchard employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.</td>
</tr>
</tbody>
</table>

Get rid of borders – check print preview

| | | |
Adjusting brightness, contrast, and sharpness of photos

Applying special effects to graphics
Applying styles to graphics
Picture styles – combinations of choices – border and effect

Captions:

Figure 1- what is his motive?

Variations on effects:
Illustrating with charts: Inserting a chart from Excel

Two ways: Copy or Link

![Chart 1](image1.png)

![Chart 2](image2.png)
Illustrating with diagrams: Using SmartArt

Diagram Art

Explore the Smart Art categories
Illustrating with WordArt
Word art is a picture, so it behaves as one.

Screen Shots

Figure 2: You can't change files in this drive