CHAPTER 15   PICTURES

INFOCUS

Microsoft wants you to save your money. Yes, you have read this correctly.

Microsoft is constantly trying to bundle more and more functionality into their products so that you don't have to use the products of other suppliers. Nowhere is this more apparent than in the ability to insert *pictures* (usually photos) into *Word 2010* documents.

In *Word 2010* you get a collection tools to insert and adjust pictures (you can resize them, re-colour them, strip out backgrounds, and more) so that you won't have to go out and buy a specialist photo editing package – it can all (well, mostly) be done from within *Word 2010*.

In this session you will:

- ✓ gain an understanding of pictures *Word 2010*
- ✓ learn how to insert a picture in *Office 2010* (same as *2007*)
- ✓ learn how to replace a picture
- ✓ learn how to remove the background of a picture
- ✓ learn how to make corrections to a picture
- ✓ learn how to change the colouring of a picture
- ✓ learn how to apply artistic effects to a picture
- ✓ learn how to change picture styles
- ✓ learn how to change picture effects
- ✓ learn how to reposition a picture
- ✓ learn how to work with the short cut menu for pictures
- ✓ learn how to change the picture layout.

UNDERSTANDING PICTURES

You've been able to insert pictures into a **Word** file for many versions now. However, it was generally assumed that these pictures had already been doctored to suit the particular requirement of the document. In **Word 2010** a swathe of tools are included to not only insert a picture but also edit it.

1 **Inserting a Picture**

Pictures are digital photos which can be inserted into a document using the **Picture** command on the **Insert** tab of the **Ribbon**.

2 **Picture Positioning**

Pictures are positioned either as **inline** or **floating**. An **inline** picture is one that is embedded into the text itself while a floating picture can be placed anywhere, even in **front** or **behind** the text (as shown below).

Floating pictures can be positioned anywhere on the page or screen and can even have text wrap around them.

Pictures can be inserted   as inline shapes or floating shapes.

3 **Picture Tools – A Picture Editing Application**

After it is inserted a picture can be edited by clicking on it to select it. When a picture is selected the **Picture** tab appears on the **Ribbon** to reveal a whole range of editing commands and options – in many ways you are provided with a range of tools previously only found in more sophisticated picture editing applications.
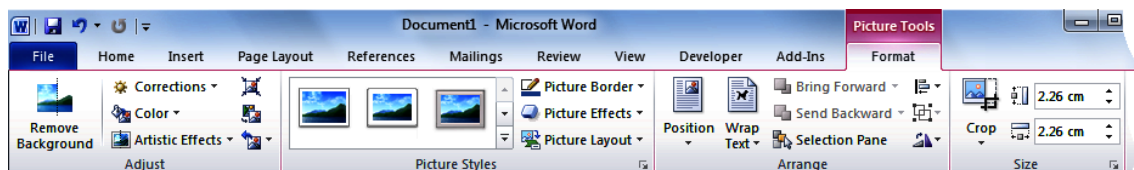
The commands found here, like others typical of the **Ribbon** interface, will display galleries of options for you to choose from. And like gallery options as you move your mouse about in them **LivePreview** will instantly show how your picture will look when the option is selected.
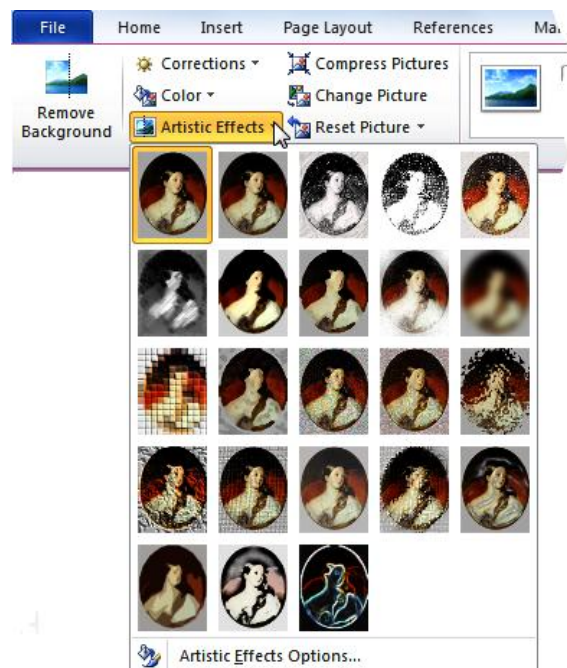
INSERTING A PICTURE

Pictures, that is digital photos, are inserted into a document from the **Picture** command on the **Insert** tab on the **Ribbon**. Pictures need to be in a relevant file format, most usually a **JPG** file, and findable by your computer. In **Microsoft Word** a picture will be inserted either as an inline shape or a floating shape depending upon **Word's** settings.

Try This Yourself:

Open File *Before starting this exercise you MUST open the file W832 Pictures_ 1.docx...*

1 Click at the start of the first paragraph – this is where we'll insert the picture

2 Click on the **Insert** tab and click on **Picture** in the **Illustrations** group to display the **Insert Picture** dialog box

3 Navigate to the folder where the student files can be found (**C:\Course Files for Word 2010**)

4 Scroll to and click on **Queen Victoria.jpg** and click on **[Insert]**

5 Click on the value in the **Height** command in the **Size** group and type **4 cm**

6 Click on the **Position** command in the **Arrange** group

7 Move the mouse around the options and watch how **LivePreview** moves the picture around

8 Click on the top right position then press the [↓] until the picture is level with the first line of the paragraph
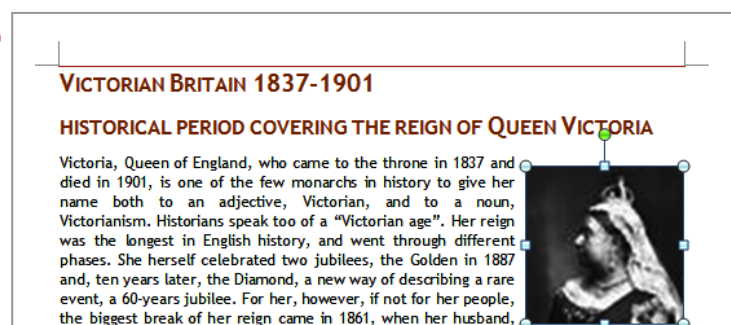
2
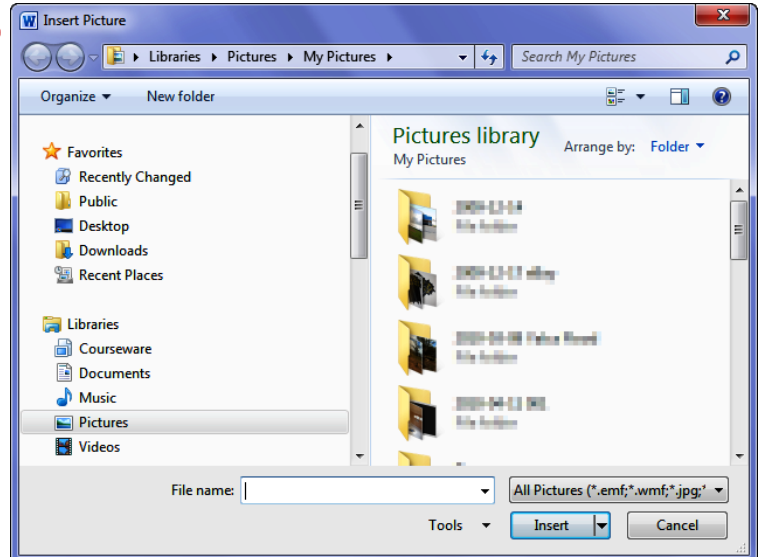
4
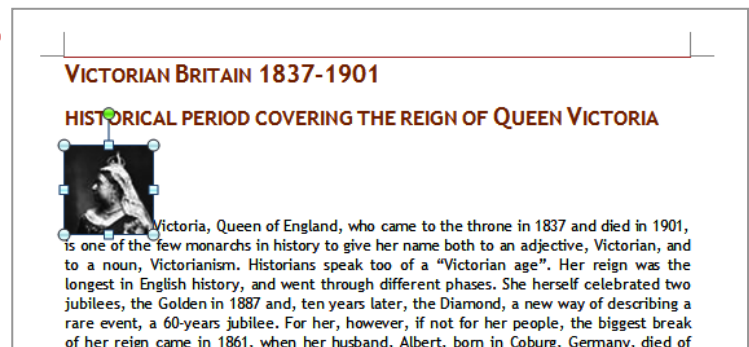
8

For Your Reference…

To insert a picture into a file:

1. Click in the location for the picture
2. Click on the **Insert** tab and click on **Picture** in the **Illustrations** group
3. Locate and click on the desired picture and click on **[Insert]**

Handy to Know…

• Each of the major applications has an **Illustrations** group of commands on the Insert tab of the **Ribbon**. Each one has a **Picture** command for inserting pictures. In **PowerPoint** you'll also find placeholders that, when clicked, will display the **Insert Picture** dialog box.

CHANGING THE PICTURE

A lot of work is often done inserting a picture, getting it in the right location with text wrapping, and resizing it. But what if you have to change the picture, perhaps to replace it with another? In

Word 2010 you now have a *Change Picture* command on the *Format* tab which makes swapping a picture very easy indeed.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W832 Pictures_2.docx...

1 Click on the picture to select it – if it is not already selected

2 Click on the *Format* tab and click on *Change Picture* in the *Adjust* group to display the *Insert Picture* dialog box

3 Scroll to and click on *Queen Victoria 2.jpg* and click on **[Insert]** to replace the previous picture with this one

4 Click on *4 cm* in *Height*, type **10 cm** and press Enter

1

4

For Your Reference…
To *change* a picture:
1. Click on the existing picture to select it
2. Click on *Change Picture* in the *Adjust* group on the *Format* tab
3. Locate the desired replacement picture and click on **[Insert]**

Handy to Know…
- The great feature of the *Change Picture* command is that important properties such as location, text wrapping, and the like are retained by the replacement picture.

REMOVING A PICTURE BACKGROUND

You'd expect dedicated (and extensive) photo editing applications to do a lot of sophisticated photo manipulation. But there are also some of the cool tools you'd find in these applications in the picture editing features of **Word 2010**. One of these is the ability to remove a **background** from a picture. Our picture of Queen Victoria has a grey background that we could dispense with.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W832 Pictures_3.docx...

1 Click on the picture to select it – if it is not currently selected

2 Click on the **Format** tab and click on **Remove Background** to display the **Background Removal** tab – notice the recolouring of the image

3 Using the mouse drag the square handles to the edge of the picture so that the selecting square is as large as the picture

4 Click on the text and off the picture to perform the operation
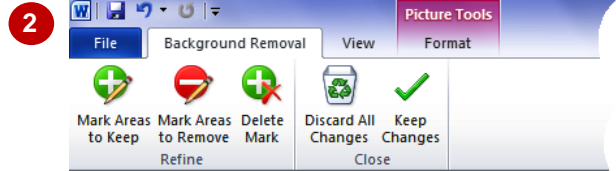
For Your Reference…

To remove the background of a picture:

1. After selecting the picture click on the **Format** tab and click on **Remove Background**
2. Drag the square handles so that the part you want to keep is enclosed and click off the picture

Handy to Know…

• Background removal works best when there is a great deal of contrast between the background and what you want to keep. Background removal is not a substitute for the proper masking techniques you'll find in products like **Photoshop**.

CORRECTING PICTURES

Pictures vary in quality and contrast. Some older pictures may be a bit dull and could use some correction in contrast and brightness to give them a bit of a lift. The **Corrections** command in the

Adjust group on the **Format** tab will allow you to make adjustments to contrast and brightness by choosing from a gallery of options.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W832 Pictures_4.docx...

1   Click on the picture to select it – if it is not currently selected

2   Click on the **Format** tab and click on **Corrections** in the **Adjust** grouping to see a gallery of possible corrections

3   Hover the mouse over the gallery and use **LivePreview** to see the changes in the picture

4   Click on the setting that you think presents the picture best
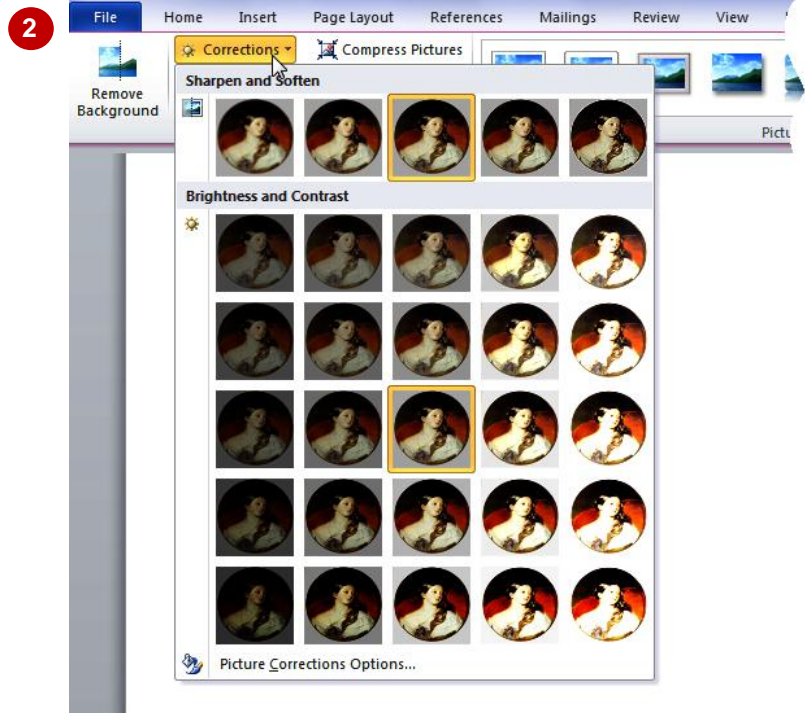
For Your Reference…

To correct a picture:

1. After selecting the picture click on the **Format** tab and click on **Corrections**
2. Click on the desired option

Handy to Know…

- If you want to make corrections using settings in a dialog box you can click on the **Picture Corrections Options** command that appears at the bottom of the gallery.

CHANGING PICTURE COLOURING

In *Word 2010* you can also make changes to the *colouring* of a picture. Here you can change things such as *colour saturation*, *colour tone*, and if you are feeling really radical, you can even *recolour* a picture. Many of these alterations fall into the artistic arena so there is no right or wrong or even better or worse.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W832 Pictures_5.docx...

1. Click on the picture to select it – if it is not currently selected

2. Click on the *Format* tab and click on *Colour* in the *Adjust* grouping to see a gallery of colour options

3. Hover the mouse over the gallery and use *LivePreview* to see the changes in the picture

4. Click on *Sepia* (the third option in *Recolour*) to give the picture a sepia effect
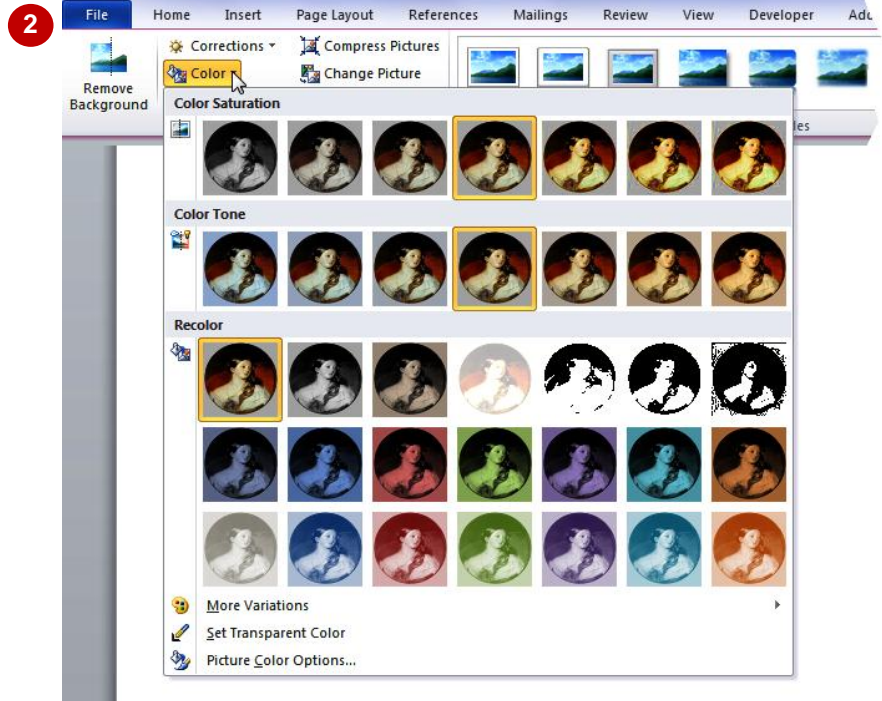
For Your Reference…

To change the colouring of a picture:

1. After selecting the picture click on the *Format* tab and click on *Colour*
2. Click on the desired option

Handy to Know…

- The three commands at the bottom of the gallery allow you to recolour the picture using settings in dialog boxes rather than through a *LivePreview* gallery.

APPLYING ARTISTIC EFFECTS

Do you like the *Impressionists*? Perhaps you're a fan of the *Cubists*? Do you have a *Picasso* on the wall of the office? Whatever your artistic bent you can let your creative juices run riot in *Word*

2010 using the picture *artistic effects*. There are quite a few effects here – some you'll probably look at and tell yourself you'll never use in a million years!

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W832 Pictures_6.docx...

1   Click on the picture to select it – if it is not currently selected

2   Click on the *Format* tab and click on *Artistic Effect* in the *Adjust* grouping to see a gallery of effects

3   Hover the mouse over the various items in the gallery and observe the changes to the picture in the document

There aren't too many options here to make our picture more appealing within the context of the case study…

4   Click anywhere in the document to cancel the operation
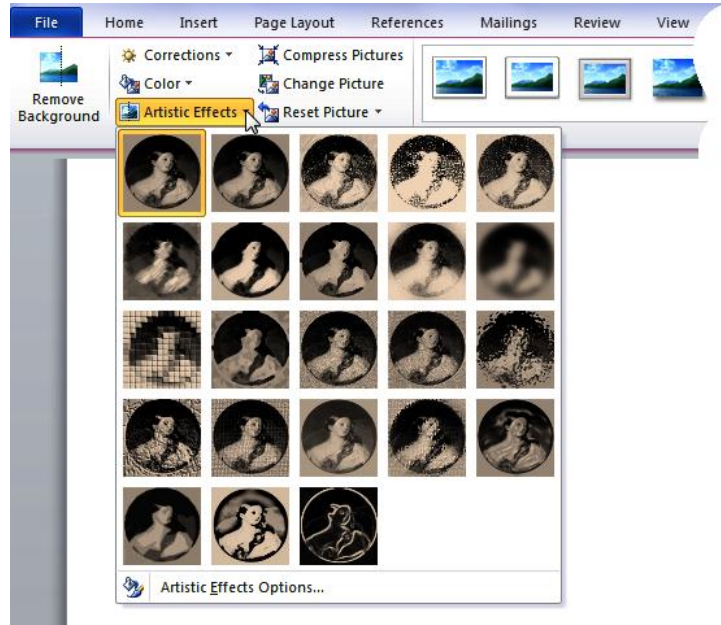
For Your Reference…

To apply artistic effects:
1. After selecting the picture click on the *Format* tab and click on *Artistic Effect*
2. Click on the desired option

Handy to Know…

- Sometimes less is more. Just because Microsoft throws all of these effects at you doesn't mean you have to use them.

CHANGING PICTURE STYLES

Like many other areas of *Word 2010* Microsoft have added the concept of styles to pictures. *Picture Styles* are akin to normal text styles – they offer a series of pre-ordained settings that

you can easily apply to a picture without having to sit there and painstakingly try to work out an interesting effect for your pictures. And, like other styles, *Picture Styles* are presented in a gallery.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W832 Pictures_7.docx...

1. Click on the picture to select it – if it is not already selected

2. Click on the **Format** tab

3. Hover the mouse over the various **Picture Styles** and notice how the picture changes

4. Click on **Drop Shadow Rectangle** to apply this style to the picture
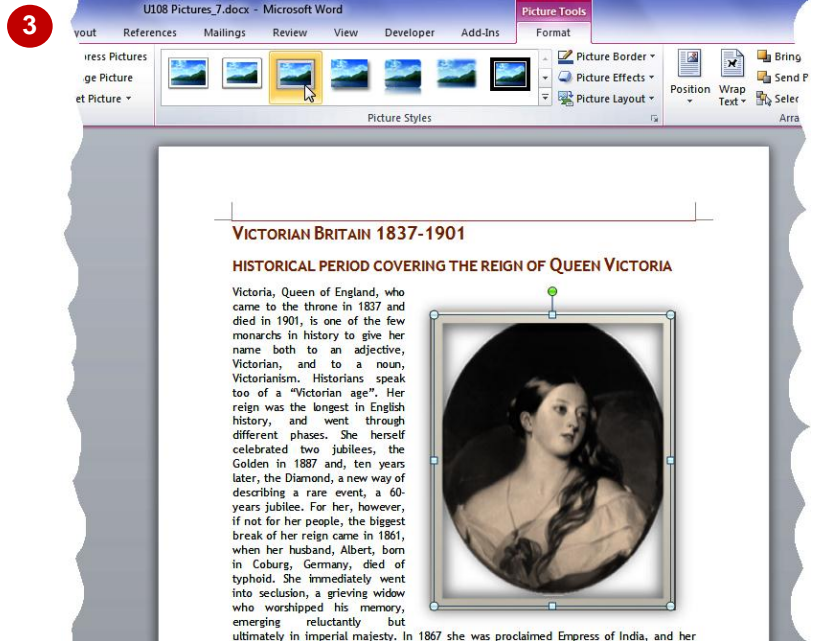
For Your Reference…

To change a picture style:
1. Click on the picture to select it
2. Click on the **Format** tab
3. Click on the desired **Picture Style**

Handy to Know…

- You can use a **Picture Style** as a starting point and then tweak it with the other settings. You can then use the **Format Painter** command on the **Home** tab to apply the style and the changes to other pictures in your file.

CHANGING PICTURE EFFECTS

Effects, effects, effects – they're all over the bloomin' place. In **Word 2010** you have artistic effects to bring out the Rembrandt in you! You also have more pragmatic **picture effects** which includes features such as **rotation**, **shadows**, **glows**, **edging**, and more. These can be used to make the picture become more or less part of its surroundings and the file it is embedded in.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W832 Pictures_8.docx...
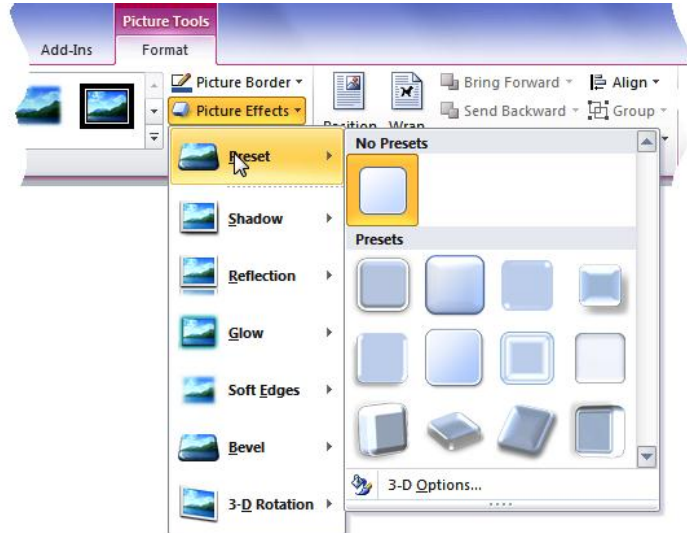
1 Click on the picture to select it – if it is not already selected

2 Click on the **Format** tab and click on **Picture Effects** in the **Picture Styles** group to see a list of options

3 Click on **Preset** to see a further gallery of options

4 Hover the mouse over the various options to see how the picture will look

5 Move the mouse pointer on to **Shadow** to see a gallery of **Shadow** effects

6 Repeat the above steps with the other options (**Reflection**, **Glow**, **Soft Edges**, etc)

7 Move the mouse pointer on to **Glow** and click on **Orange, 18pt glow, Accent colour 6** (which is on the right)

VICTORIAN BRITAIN 1837-1901

HISTORICAL PERIOD COVERING THE REIGN OF QUEEN VICTORIA

Victoria, Queen of England, who came to the throne in 1837 and died in 1901, is one of the few monarchs in history to give her name both to an adjective, Victorian, and to a noun, Victorianism. Historians speak too of a "Victorian age". Her reign was the longest in English history, and went through different phases. She herself celebrated two jubilees, the Golden in 1887 and, ten years later, the Diamond, a new way of describing a rare event, a 60-years jubilee. For her, however, if not for her people, the biggest break of her reign came in 1861, when her husband, Albert, born in Coburg, Germany, died of typhoid. She immediately went into seclusion, a grieving widow who worshipped his memory, emerging reluctantly but ultimately in imperial majesty. In 1867 she was proclaimed Empress of India, and her

For Your Reference…

To change a **picture effect**:

1. Click on the picture to select it
2. Click on the **Format** tab and click on **Picture Effects**
3. Click on the appropriate effect in the list and the galleries

Handy to Know…

• All we have dealt with here are pre-ordained settings via the galleries. Each of the **Picture Effect** categories has an option at the bottom of its respective gallery to create your own settings via a dialog box. **Glow**, for example, has **More Glow Options**.

REPOSITIONING PICTURES

The traditional way of repositioning pictures is either to select the picture and (try) to drag it to the desired location or to use the options in the *Format Picture* dialog box. These options still exist. However, given that there are preordained settings for just about every other aspect of working with pictures, you'd expect that there would also be some for repositioning a picture – and there are.
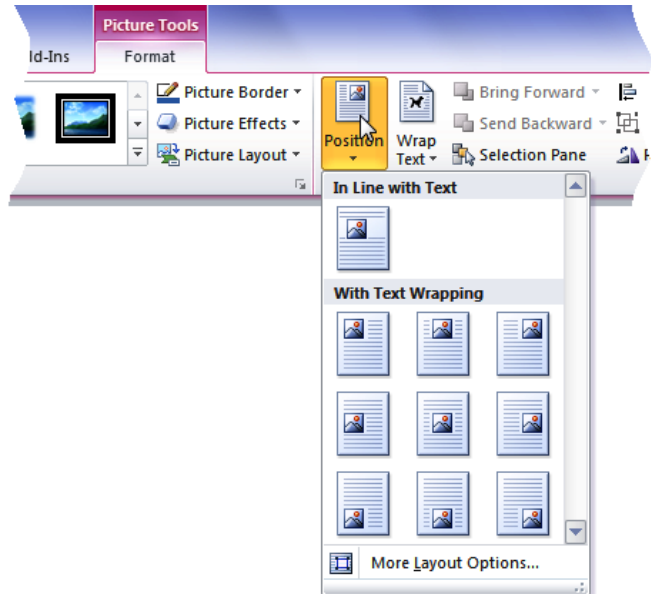
Try This Yourself:

Open File

Before starting this exercise you MUST open the file W832 Pictures_9.docx...

1 Click on the picture to select it – if it is not already selected

2 Click on the **Format** tab and click on **Position** in the **Arrange** group to see a gallery of choices

3 Click on **Top Centre** to position the picture in the centre at the top of the page

4 Press ↓ once to bring the picture down into the text

5 Click on **Wrap Text** to display a menu of wrapping options

6 Move the mouse pointer up and down to see the changes to the picture and the text

7 Click on **Tight**

VICTORIAN BRITAIN 1837-1901

HISTORICAL PERIOD COVERING THE REIGN OF QUEEN VICTORIA

Victoria, Queen of England, who came to the throne in 1837 and died in 1901, is one of the few monarchs in history to give her name both to an adjective, Victorian, and to a noun, Victorianism. Historians speak too of a "Victorian age". Her reign was the longest in English history, and went through different phases. She herself celebrated two jubilees, the Golden in 1887 and, ten years later, the Diamond, a new way of describing a rare event, a 60-years jubilee. For her, however, if not for her people, the biggest break of her reign came in 1861, when her husband, Albert, born in Coburg, Germany, died of typhoid. She immediately went into seclusion, a grieving widow who worshipped his memory, reluctantly but emerging ...

For Your Reference…

To *reposition* a picture using presets:

1. With the picture selected click on **Format** and click on **Position**
2. Choose a position

Handy to Know…

- Choosing the **Behind Text** option in the **Wrap Text** gallery allows you to place the picture behind the text – this is great for creating picture-based watermark effects for things like front covers.

THE PICTURE FORMAT SHORT CUT MENU

Because of *LivePreview* and all of the galleries of preset options available to you in *Word 2010 short cut* menus provide an alternative way of working with pictures. *Short cut* menus provide immediate access to settings in lieu of preset galleries. For the fussy perfectionist they are a way of getting around galleries so you can do your own tweaks.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W832 Pictures_10.docx...
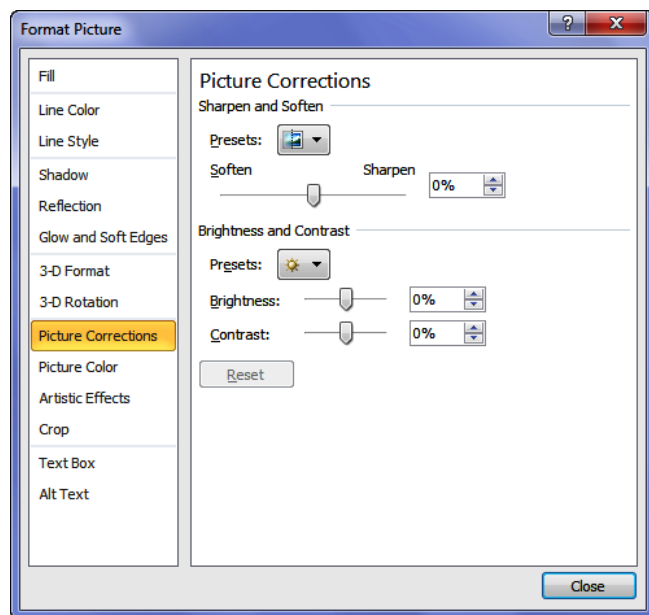
1 Click on the picture to select it – if it is not already selected

2 Right click on the picture to display the short cut menu

3 Click on *Format Picture* to display the *Format Picture* dialog box

4 Click on the various options at the left to see the settings at the right

At this stage we won't actually make any changes…

5 Click on **[Close]**
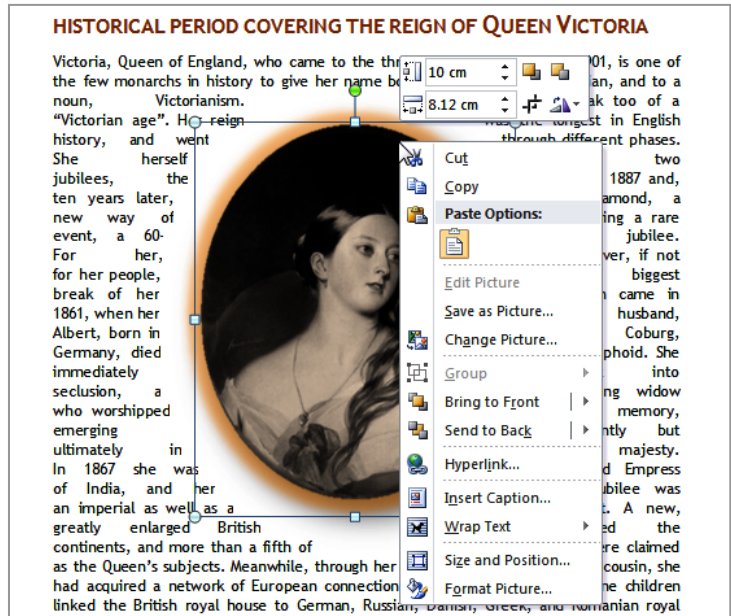
For Your Reference…

To display the *picture format* short cut menu:
1. Click on the picture to select it
2. Right click on the picture to display the short cut menu
3. Click on *Format Picture*

Handy to Know…

• If you know exactly what settings you require then you should use the *Format Picture* dialog box – for example, if you are trying to match a particular colour to a colour scale. For random picture formatting the galleries provide a great way to experiment.

CHANGING THE PICTURE LAYOUT

In **Office 2007** Microsoft introduced a new drawing feature known as **SmartArt** – this tool is great for creating things like organisation charts and the like, and uses multiple shapes and

objects. In **Word 2010** some of these **SmartArt** layouts have now been made available to your pictures using the **Picture Layout** command.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W832 Pictures_11.docx...

1. Click on the picture to select it – if it is not already selected

2. Click on the **Format** tab and click on **Picture Layout** in the **Picture Styles** group to see a gallery of layouts

3. Move the mouse pointer over the various gallery items and notice how the picture changes – sometimes dramatically

4. Click on **Vertical Picture Accent List** (last row, second left)

5. Type **Queen Victoria** and notice how the text size adjusts to the shape

6. Press Enter and type **(1819 – 1901)**

7. Click on the picture to put selection handles around it

8. Move the mouse pointer to the border and drag the picture up and right
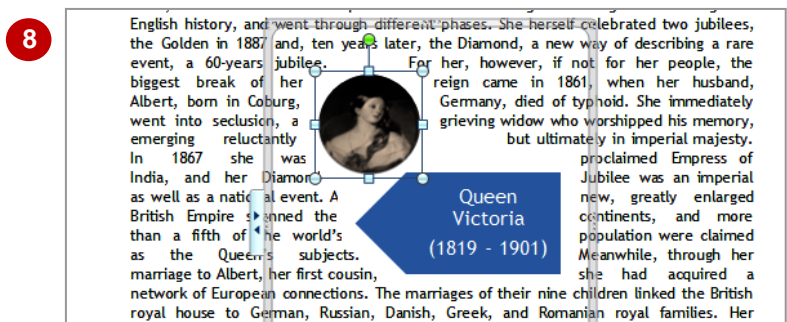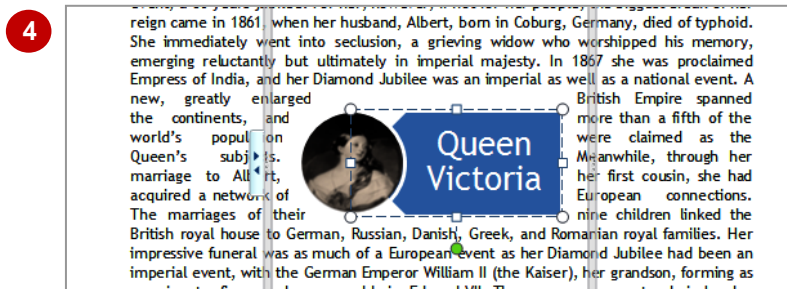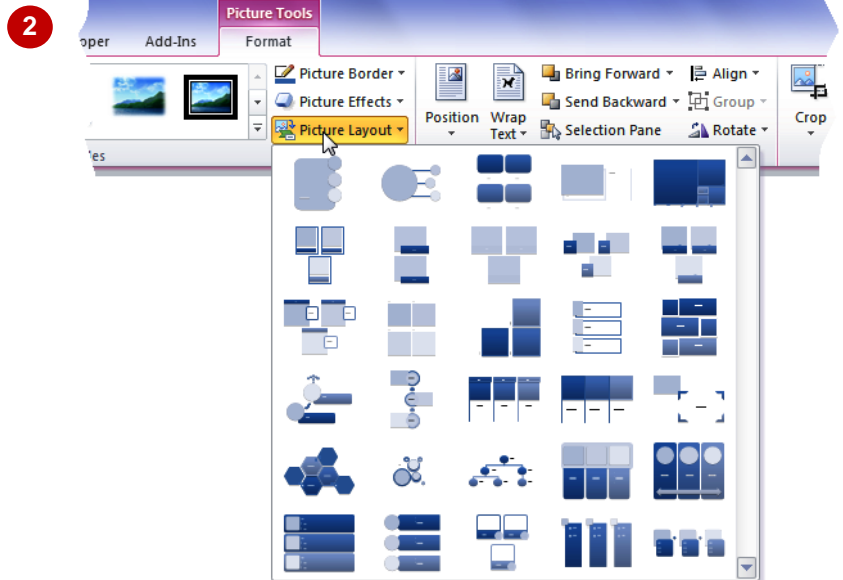
For Your Reference…

To change a picture layout:

1. Click on the picture to select it
2. Click on the **Format** tab and click on **Picture Layout**
3. Click on the desired layout

Handy to Know…

* **SmartArt** uses the drawing canvas concept first introduced in **Office 2003**. The **drawing canvas** (which appears as a frame) allows you to place multiple objects and shapes, including pictures, into a frame so that all of the objects are treated as one shape.

NOTES: