

Microsoft Publisher 2003

Working With Graphics

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=Shortcut =Advice =Caution

Adding Graphics

There are two ways to add a new picture to a publication:

1. Replace a placeholder picture by right-clicking it, and then clicking **Change Picture**. If you don't see **Change Picture** on the shortcut menu, the picture is part of a group (like the one above). Click the picture a second time until you see gray circles around it, then try right-clicking again.
2. Create a new frame with the Picture Frame tool, and put a picture in it (**Figure 1, 1**).

Figure 1



Summary

Graphics

1. Adding Graphics
2. Picture Source
3. Move, Resize, Crop

Picture Toolbar

1. Contrast and Brightness
 - Border
 - Background
 - Recolor
3. Text Wrapping

Picture Source

When you add a graphic the first task will be to choose the source of the new picture. There are four source choices from the **Insert > Picture** Menu:

1. If you choose **Clip Art**: The **Clip Art** task pane opens, where you can search for the clip art, photograph, movie, or sound you want.
2. If you choose **From File**: The **Insert Picture** dialog box opens, where you can locate the graphic file you want to add.
3. If you choose **From Scanner or Camera**: If a TWAIN or WIA-compatible scanner or digital camera is connected to your computer, you can add an image directly from the device into your publication.
4. If you don't know yet exactly which picture you want to use, you can add a picture placeholder to a publication by choosing **Empty Picture Frame**.

Move, Resize or Crop a Picture

Once a picture is in a frame you can move, resize and crop it:

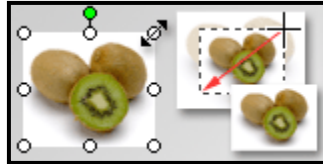
- To **Move** a picture, simply click on it and drag it to a new location (**Figure 2**).

Figure 2



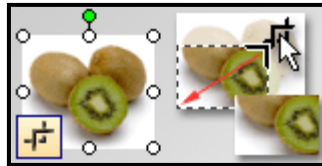
- To **Resize** a picture, (make it larger or smaller), and keep the original proportions, press the **Shift** key on the keyboard and then drag a corner handle (**Figure 3**).

Figure 3



- To **Crop** a picture, (trim parts of a picture away), click the **Crop** tool on the Picture toolbar (Figure 1, 2). Position the tool over a black cropping handle, and then drag (**Figure 4**).

Figure 4

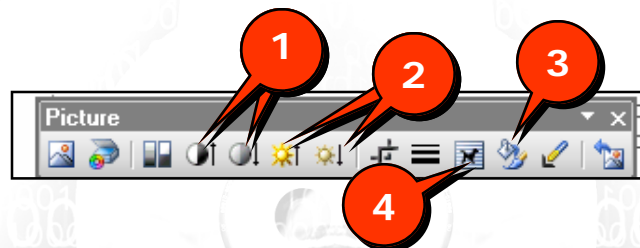


The Picture Toolbar

Once a picture is in a frame you can change it's appearance in many different ways:

- Adjust contrast and brightness by using the contrast icons (**Figure 5, 1**), or the brightness icons (**Figure 5, 2**).
- The **Format Picture** tool (**Figure 5, 3**), gives you many options:
 - Add a border by using the **Line** choices under the **Color and Lines** Tab.
 - Add a colored background by using the **Fill** choices under the **Color and Lines** Tab.
 - Recolor the picture by using the **Picture** Tab.

Figure 5



3. The **Text Wrapping** tool (**Figure 5, 4**), allows you to set up different relationships between pictures and text by controlling how the text wraps around a picture.



The following examples illustrate common text wrapping choices:

- 1 Top and Bottom:** Text stops at the top of the picture's frame and continues after the bottom of the frame.
- 2 Tight:** Text wraps around the outline of the picture itself rather than around the frame.
- 3 Square:** Text wraps around the frame rather than around the picture itself.
- 4 None:** Text acts as if the picture isn't there.