

GRAPHICS

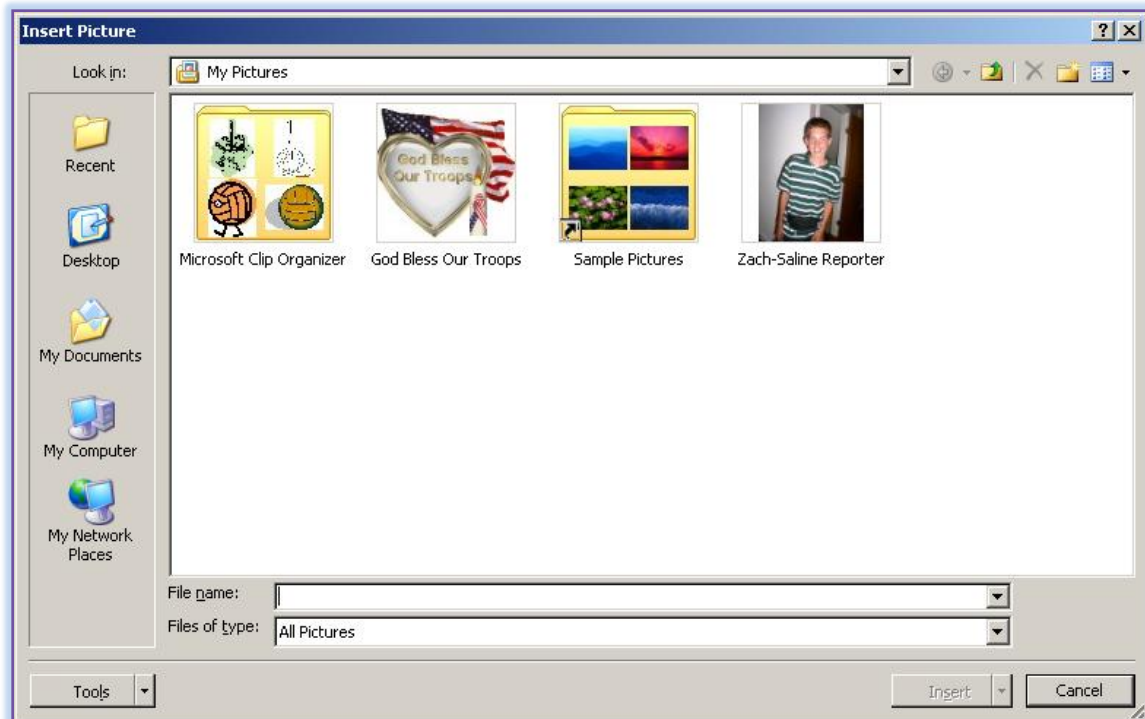
Publisher provides a lot of flexibility in the types of objects that can be added to publication pages. It is possible to add clip art, pictures, and word art. Pictures come in a variety of file types and they can consist of files that are on a disk, files that are provided by Microsoft, items that are copied from the World Wide Web, or pictures that are created using a scanner or digital camera. Publisher supports a wide variety of picture file formats that can be inserted into a publication. The table below lists some of the most common picture file types.

Publisher Supported File Formats

File Type	Extension
Windows Bitmap (Windows Paint)	.bmp
CorelDRAW!	.cdr
Encapsulated Post Script (Quark Express)	.eps
Graphics Interchange Format (CompuServe Format)	.gif
Joint Photographic Experts Group (commonly used on the Web)	.jpeg or .jpg
Kodak Photo CD and Pro Photo CD	.pcd
PC Paintbrush	.pcx
Tiff, Tagged Image File Format (PhotoDraw)	.tif
Windows Metafile (Microsoft Word Clip Art)	.wmf
WordPerfect Graphics	.wpg

Inserting a Picture

- ❖ Click the **Picture Frame** tool on the **Publisher** toolbar (see illustration at right).
- ❖ Click **Picture from File** from the list of options.
- ❖ Place the mouse pointer on the page.
- ❖ The mouse pointer will change to a cross-hair (see illustration at right).
- ❖ Click and drag to create the picture frame.
- ❖ The **Insert Picture** dialog box will appear (see illustration below).

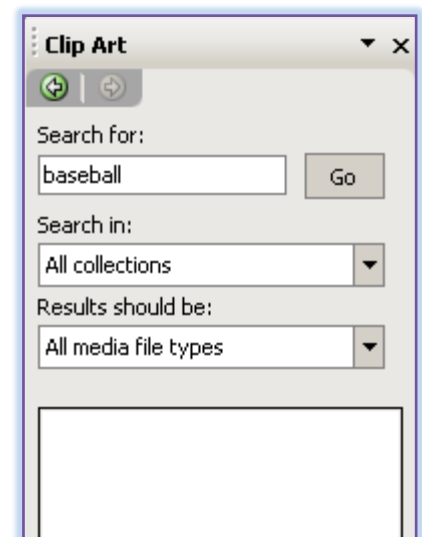


- ❖ Use the **Look In** drop-down arrow to select the drive that the picture resides in.
- ❖ Click the picture file name in the dialog box.
- ❖ A preview of the picture appears.
- ❖ Click the **Insert** button.
- ❖ The picture is placed in the **Picture** frame on the publication page.
- ❖ It is also possible to insert a picture file into a Picture frame by double-clicking the empty Picture frame. The **Insert Picture** dialog box will appear.

Using Clip Art

As an alternative to placing picture files in a publication, it is possible to use Clip Art. The Clip Gallery is a library of ready-made images that are arranged in categories to make it easy to find the right type of graphic image. The Publisher Clip Gallery is quite extensive and has clip art that serves in nearly every possibility. To insert clip art into a publication, follow the steps below.

- ❖ Click the **Picture Frame** tool on the **Objects** toolbar.
- ❖ Select **Clip Art** from the list of options.
- ❖ The **Clip Art Task Pane** will appear (see illustration at right).
- ❖ In the **Search for** box, input a category for the clip art.
- ❖ Click the **Go** button to start the search.
- ❖ A gallery of clip art images matching the category will appear.
- ❖ To insert a particular clip art image, click the image.
- ❖ The **Picture** toolbar will appear on the publication page.
- ❖ After inserting the desired image, click the **Close** button to exit the **Clip Art Task Pane**.



Inserting a Picture from Clip Art on Office Online

To obtain Clip Art on Office Online, an Internet connection has to be established.

- ❖ Click the **Picture** tool on the **Objects** toolbar.
- ❖ The **Clip Gallery** window will appear.
- ❖ Click **Clip Art** from the list that appears.
- ❖ The **Clip Art Task Pane** will appear (see illustration at right).
- ❖ Click the **Clip Art on Office Online** link at the bottom of the **Task Pane**.
- ❖ The **Microsoft Office Online** Web site will display.
- ❖ Do one of the following:
 - In the **Search** box, input a category for the image and then click **Search**.
 - Scroll down the page to the **Browse Clip Art and Media Categories** area, and then click the desired category.
- ❖ Select an image from the gallery that displays by clicking the check box below the image.
- ❖ Click the **Download** button.
- ❖ Follow the steps for downloading the image.
- ❖ When the dialog box displays for saving the image, click the **Open** button.
- ❖ The image will open in the **Microsoft Clip Organizer** window.
- ❖ Close the window.
- ❖ In the **Clip Art Task Pane**, input the **Category** for the clip art.
- ❖ The image should appear in the **Clip Art Gallery**.
- ❖ Disconnect from the Internet, if necessary.

Inserting an Image from a Camera or Scanner

Images from a Twain compatible scanner or digital camera may be inserted into a publication. This means that unique images can be inserted. Before an image can be inserted from a scanner or digital camera, the hardware to connect the scanner or digital camera to the computer must be installed.

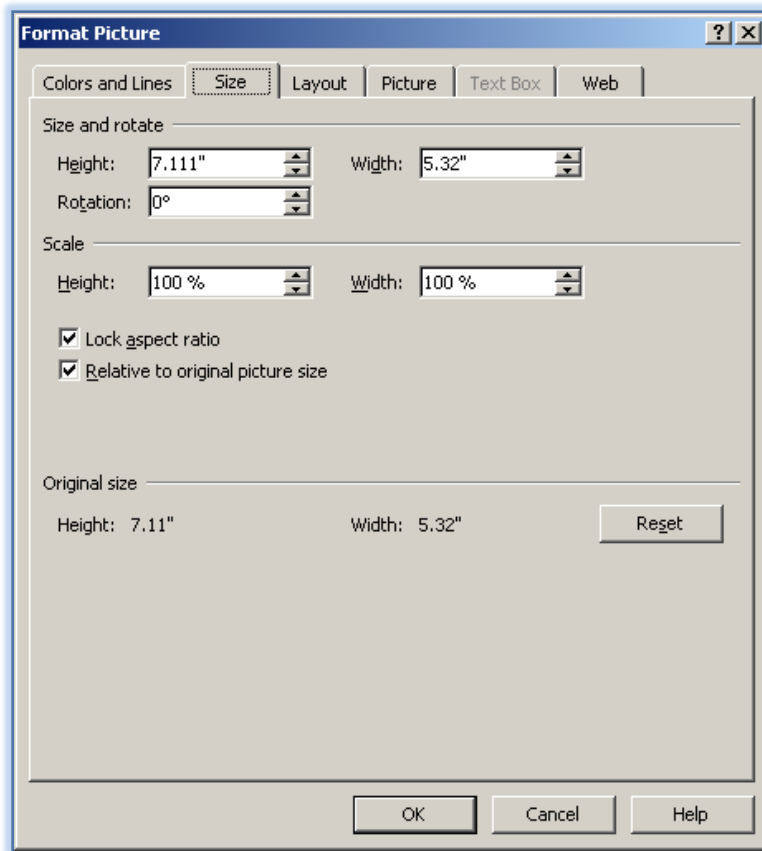
- ❖ Place the image on the scanning device or take the image using the digital camera.
- ❖ Create or select a picture frame.
- ❖ If necessary, click **Insert** on the **Menu Bar**.
- ❖ Choose **Picture** from the list of choices.
- ❖ Select **From Scanner or Camera** from the cascaded list that appears.
- ❖ Click the device that is to be used.
- ❖ Click the **OK** button to accept this option and exit the dialog box.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Point to **From Scanner or Camera** and then click **Acquire Image**.
- ❖ Start the scanning process using the scanning program.
- ❖ Close the scanning program when the scan is finished.
- ❖ The image will be added to the publication.

SCALING GRAPHIC IMAGES

When a picture appears in a Picture frame or a clip art image appears in a Clip art frame, it is easy to scale the image using the mouse. Select the frame and then use the resizing handles that appear around the edge of the frame to resize it. When scaling a picture, it is important to retain the height/width ratio of the image. To make sure the image is scaled proportionately, click one of the corner handles instead of the ones on the top, bottom, or sides of the frame.

It is also possible to scale an image based on a percentage of the original size of the image. When the image is inserted, it fills the frame that it was inserted into. The final size of the inserted image can be less than that of the original image that was used or it can be greater than the original size. The image size is based on the height and width. Both of these can be adjusted by a percentage using the **Scale Picture** dialog box. To scale the picture using the **Scale Picture** dialog box, complete the steps below:

- ❖ Select the frame that holds the image that is to be scaled.
- ❖ Select **Format** from the **Menu Bar**.
- ❖ Select **Picture** from the list of options that appear.
- ❖ The **Format Picture** dialog box will appear.
- ❖ Click the **Size** tab (see illustration on next page).
- ❖ Click in the **height** box and do one of the following:
 - Enter a percentage for the height of the image.
 - Use the spinner arrows to change the percentage.
- ❖ Click the **width** box and do one of the following:
 - Enter a percentage for the width of the image.
 - Use the spinner arrows to change the percentage.
- ❖ To keep the picture proportions, make sure a check mark appears in the check box for **Lock aspect ratio**.
 - When the height proportion is changed, the width proportion will change at the same time.
 - When the width proportion is changed, the height proportion will change at the same time.
- ❖ Click **OK** to close the dialog box and accept the changes.



CROPPING GRAPHIC IMAGES

It is possible to crop clip art to isolate just one portion of the picture. This is done by using the Publisher cropping tool.

Cropping an Image

- ❖ Select the picture or clip art frame that holds the image that is to be cropped.
- ❖ Click the **Crop Picture** button on the **Picture** toolbar
- ❖ The mouse pointer will turn to a **Cropping** tool (see illustration at right).
- ❖ Place the **Cropping** tool on any of the sizing handles on the picture's frame.
- ❖ The **Cropping** tool will change to the shape as illustrated at the right.
 - The direction will of the shape will change depending on the area of the picture that is selected.
 - When the corners of the picture are cropped, the cropping tool will change to the shape illustrated bottom right.
- ❖ Drag in the desired direction to crop the picture.
- ❖ After the cropping is finished, click anywhere on the page to deselect the image frame.



Restoring a Cropped Image

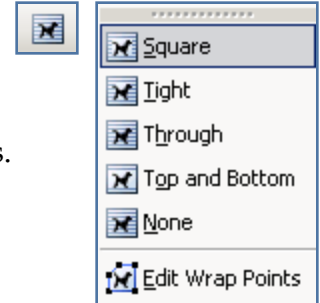
- ❖ Click the picture that is to be restored.
- ❖ Click the **Crop Picture** button on the **Picture** toolbar.
- ❖ Place the **Cropping** tool on any of the sizing handles on the picture's frame.
- ❖ Drag the sizing handles to reveal the areas that were originally cropped.
- ❖ Click anywhere on the page to deselect the image frame.

WRAPPING TEXT AROUND AN IMAGE

Wrapping text around an image is an effective way of drawing attention to the image, the text, or both. The white space around an image can be adjusted using wrap points by dragging them toward the center or away from the image.

Wrapping Text Around an Image

- ❖ Click the image the text is to be wrapped around.
- ❖ Do one of the following:
 - Click the **Text Wrapping** button (see right) on the **Picture** toolbar.
 - Click **Arrange** on the **Menu Bar**, point to **Text Wrapping**, and then select the type of wrap to apply to the picture.
- ❖ Select the type of wrapping that is to be applied from the list that appears. These options are shown in the illustration at the right.



Adjusting Wrap Points

- ❖ Click the image whose wrap points are to be adjusted.
- ❖ Do one of the following:
 - Click **Arrange** on the **Menu Bar**, point to **Text Wrapping**, and click **Edit Wrap Points**.
 - Click the **Text Wrapping** button on the **Picture** toolbar.
- ❖ The mouse pointer will change as shown in the illustration at the right.
- ❖ Click and drag with the mouse to change the wrap points.



Adding a Wrap Point Handle

- ❖ Click the image containing wrap points that are to be added.
- ❖ Click the **Text Wrapping** button on the **Picture** toolbar.
- ❖ Click **Edit Wrap Points** to turn on the feature.
- ❖ Press and hold down the **Ctrl** key.
- ❖ Move the pointer to the area where a new Wrap Point is to be added.
- ❖ Click the left mouse button to add the wrap point.

Deleting a Wrap Point

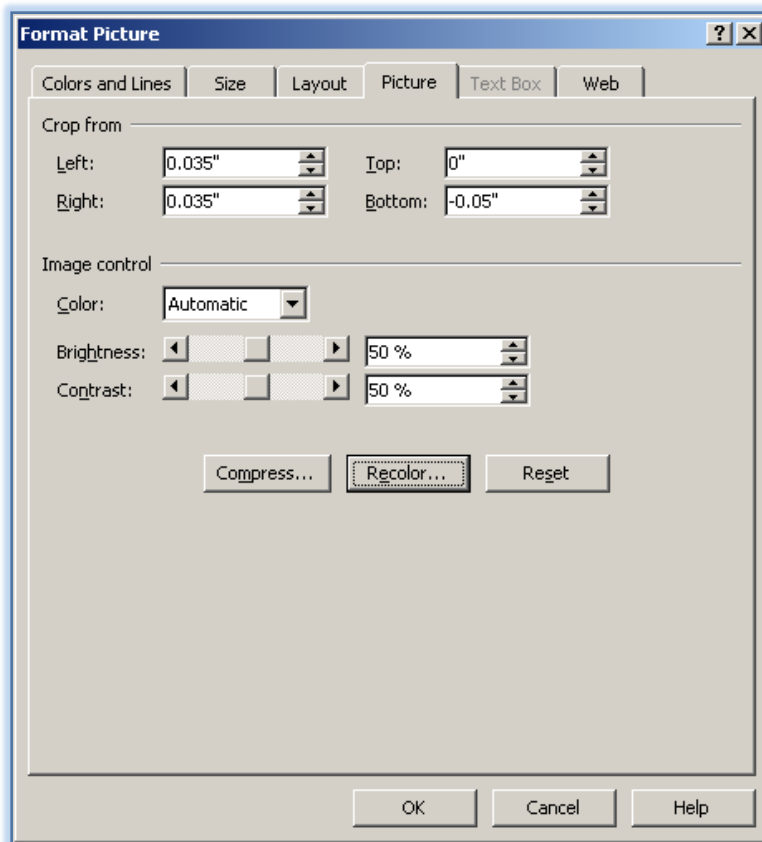
- ❖ Click the image containing the wrap points that are to be deleted.
- ❖ Click the **Edit Irregular Wrap** button to turn on the feature.
- ❖ Press and hold down the **Ctrl + Shift** key over an existing **Wrap Point**.
- ❖ Click the left mouse button to delete the wrap point.

CHANGING PICTURE COLORS

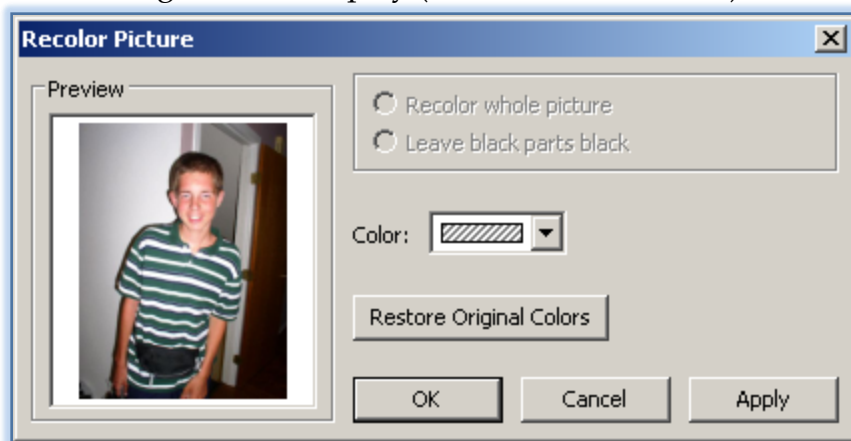
The color of an image in a picture or clip art frame can be changed. Changing the color of a picture means that all the current colors will be changed to the one selected color. This feature works well when pictures are only one or two colors. Images that are multicolored do not look very good when changed.

Recoloring an Image

- ❖ Select the frame that contains the picture or clip art that is to be recolored.
- ❖ Do one of the following:
 - Right-click the image and click **Format Picture** on the shortcut menu.
 - Click **Format** on the **Menu Bar** and then click **Picture**.
- ❖ The **Format Picture** dialog box will display.
- ❖ Click the **Picture** tab, if necessary (see illustration on next page).
- ❖ Click the **Recolor** button.



- ❖ The **Recolor Picture** dialog box will display (see illustration below).



- ❖ Click the **Color** list arrow.
- ❖ Select a new color or click the **More Colors** button to find additional colors.
- ❖ Click any color on the palette.
- ❖ Click **OK** to return to the **Recolor Picture** dialog box.
- ❖ To restore the picture to its original color, click the **Restore Original Colors** button in the **Recolor Picture** dialog box.
- ❖ Click **OK** to exit the **Recolor Picture** dialog box.