

Editing Images in Word

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WHY A TECHTORIAL?

What will I learn today?

You will learn how to insert, edit, and draw on graphics found on the Web.

What hardware and/or software does the techtorial apply to?

The techtorial applies to Microsoft Office (for PC or Mac).

Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard Ila in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to [NETS for Teachers](#).

USING ONLINE IMAGES IN MICROSOFT OFFICE DOCUMENTS

Perhaps it's Thanksgiving and you want your elementary students to write about what they're thankful for. You've found online a great template with a border of turkeys on the page. In past years, you've printed the template and made copies for each child to write on. This year, you want students to type directly onto the template! But how?

Perhaps you teach high school biology. You've found a great diagram of the human brain and want students to label it -- and you want the work done electronically. How do students insert the graphic into a program, add arrows and detailed definitions, and write on it?

In both cases, the answer is simple: Microsoft Office (PowerPoint, Word, Excel) gives students easy-to-use tools for inserting, editing, and drawing on graphics. This techtorial shows you the steps needed to learn to use those tools. Let's get started!

INSERTING IMAGES FROM THE WEB

Let's use that Thanksgiving template to learn how to insert online images into a Word document.

- On the Internet, go to Primary Games' [Thanksgiving Stationery](#)
- Right-click on the page (or press CTRL while clicking on a Mac one-button mouse) and a menu will pop up.
- The wording might vary depending on the Internet browser (Internet Explorer, Firefox, Opera, Safari...) you're using, but you should see two choices -- to save (also called "download") or copy the image.



- Choose the Copy option. (If you will be using an image for more than one purpose, you might want to save (download) it to your computer instead.)
- Open Word.
- Right-click (CTRL click for a one-button mouse) and select Paste. You now should have the Thanksgiving stationery on your Word document.
- Save your work.

Note: Inserting an image into PowerPoint or Excel is just as easy, so don't be afraid to try. Also, on Macs, you can click, hold, and drag your image from the Internet directly into an open Office file -- Word document, Excel spreadsheet, PowerPoint presentation...

EDITING IMAGES IN WORD

Editing images simply means making changes to a graphic such as a photo, clip art, or -- in this case -- a turkey stationery template.

- Click View > Page Layout.
- Click View > Zoom, change to 75 percent, and click OK.

- Notice that the Thanksgiving stationery covers only $\frac{3}{4}$ of the page. To make it larger, click once on the image. Do you see the black squares on each corner and in the middle of each side of the image? Click any corner square, and then click, hold, and drag the corner in or out to enlarge or shrink the size of the template.

Why a corner square? Try clicking the black square in the middle of any side. Notice that the image resembles a funhouse mirror: the turkeys get short and fat or tall and skinny. By clicking a corner instead of a side, you preserve the "aspect ratio"-- the ratio of the height to the width -- so the proportions remain balanced!

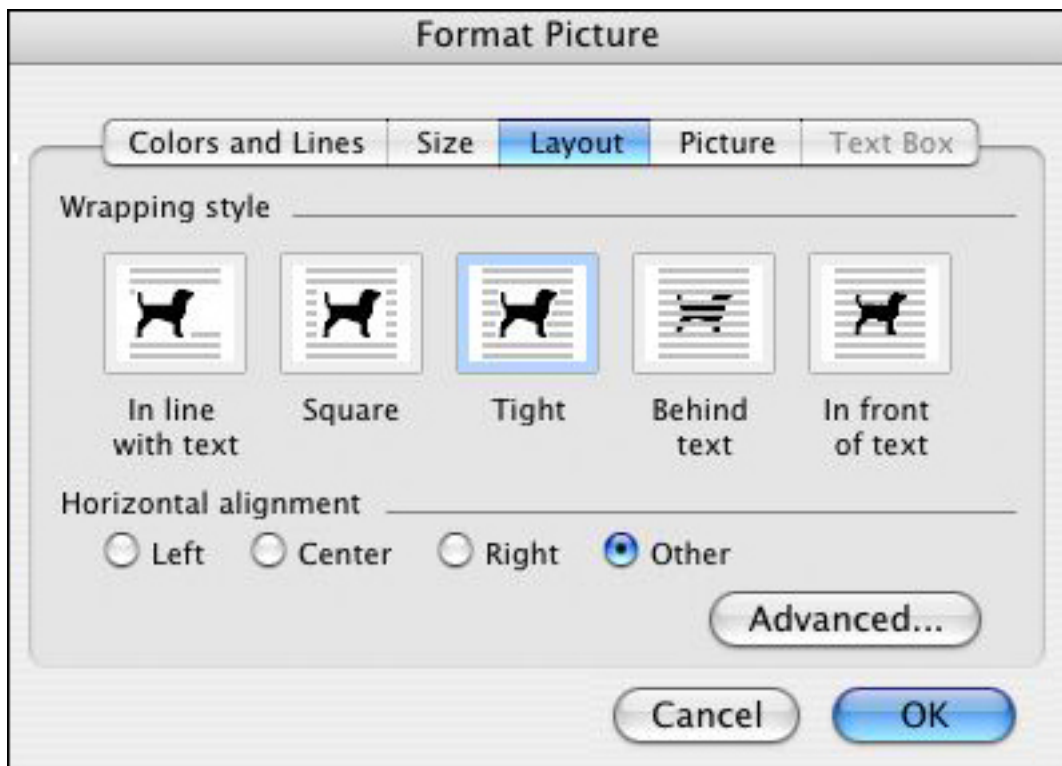
EDITING IMAGES PART 2

Now, let's edit another image -- the human brain.

- Go to [Brain Awareness Week Lessons](#) and scroll to the middle of the page to find the multicolored brain diagram with numbers on each lobe.
- Insert (copy and paste) the image into a new Word document using the steps described on the previous page of this techtorial.

Notice that the brain is on the left side of the page? You can change its alignment by clicking the left, right, and center align buttons on your formatting toolbar (View > Toolbars > Formatting), but the image will still be "in line with text," (as Microsoft refers to it). Because your image is sitting on an imaginary line and any text you type sits on the same line, it will be very difficult to add text to the image itself. So how can students label the lobes?

- Double-click the image and a new pane -- called Format Picture -- will pop up. Click the layout tab, click the Tight icon, and then click OK.



Notice that the black squares have turned to white squares. Now, you can drag the image anywhere you want.

- Double-click the image again and click each of the tabs in the Format Picture pane. Now, you can precisely control the size of the graphic, add a border around it, and even vary the color/transparency (How about a brain watermark on your paper!) of the image.
- Save your work.

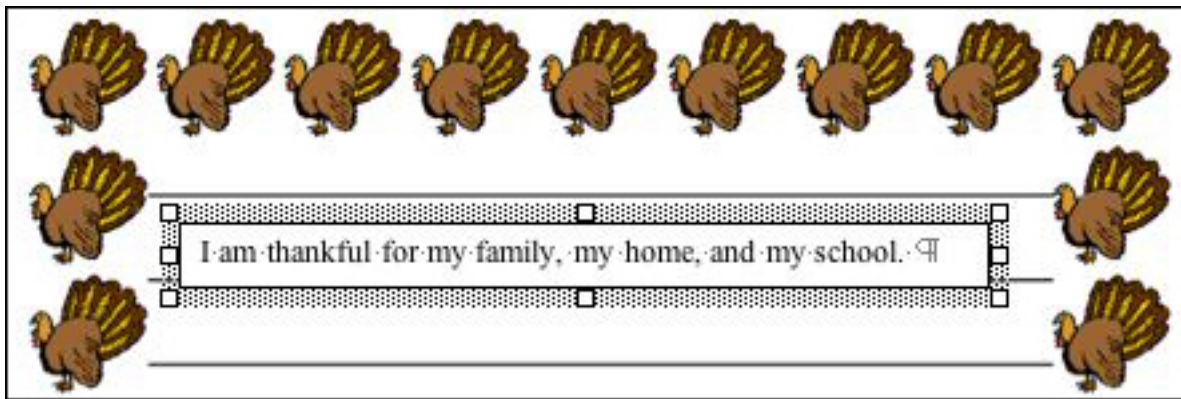
DRAWING ON GRAPHICS IN MICROSOFT WORD

Now that you've learned to insert and edit graphics, let's take it to the next step --drawing on those graphics. Here's how:

- Open the Thanksgiving stationery document you created in Word.
- Click View > Toolbars > Drawing.
- Click the text box icon that looks like a "A."

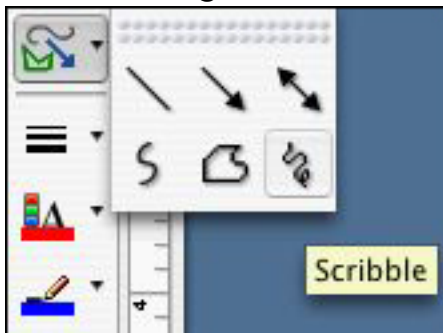


- Draw a text box on the first line of the stationery and type a sentence about something you're thankful for.



This process doesn't lend itself to creating long paragraphs, so one or two sentences, or perhaps a poem are best for this kind of lesson.

- Just for fun, why not try to "write" using the Scribble tool? Click the Lines icon on the Drawing toolbar, click the Scribble icon



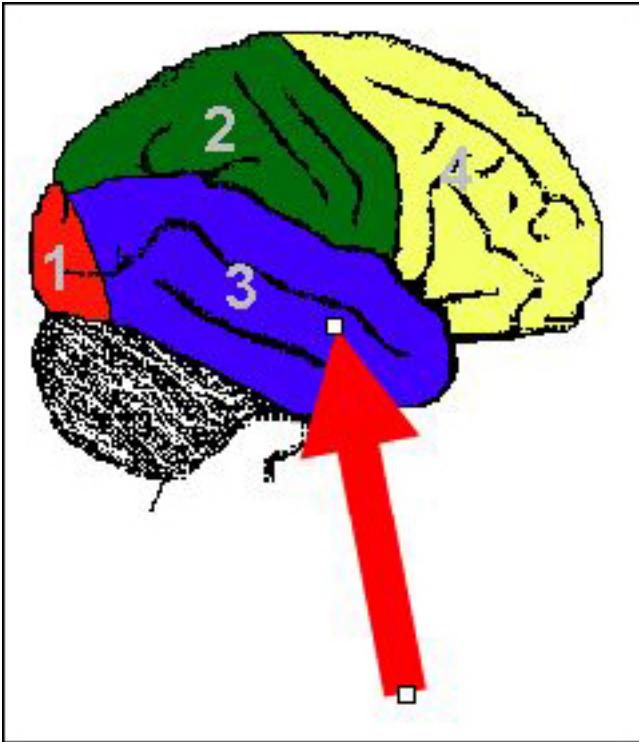
and write with the tool as if you're writing with a pen or pencil. (You'll need to write in cursive rather than print, because each time you end a stroke, you release the mouse button and have to click the Scribble button again.)

WRITING ON GRAPHICS IN WORD

Now, let's add arrows and labels to the diagram of the brain.

- Open the Word document containing the brain image.
- Make sure the Drawing toolbar is open.
- Click the Lines icon, click the Arrow tool, and draw an arrow pointing to the blue lobe marked number 3.

Note: You can vary the color and size of the arrow by using the Line Style and Line Color icons below the Lines icon on the Drawing toolbar. Also, on the Line Style button you can increase the size of the arrow to as large as 6 point. In some cases, however, that might not be thick enough. To make it thicker, n double-click the arrow and manually change the size. In the image below, for example, the arrow is now 16 point.



- Use the Text Box icon to label the Temporal Lobe. (See [Lobes of the Brain](#) as a possible student research link for this activity).
- Save your work.

TELL ME MORE!

Where can I find more information?

Education World's Office and Word [Tutorials](#) contain many more tips on working with images in Office files.