

# RHP Computer Applications Class

Inserting Graphics Intro

Name \_\_\_\_\_



This assignment will help you to learn page layout in Word. You will use your text formatting skills learned previously, and learn how to place graphics in your document.

You will be laying out an article you make up (again, testing your creative writing skills). First, you will obtain pictures off the web, and form a story about them.

- ❑ In Internet Explorer, navigate to [www.rhprep.org/phorton](http://www.rhprep.org/phorton)
- ❑ Click on Geology and select any of the years from the Trip Photo Galleries.
- ❑ There are two easy ways to insert a picture in a word document. The easiest method is to copy the picture to the clipboard. Wait for the picture gallery to load the pictures, then right-click on a picture you want to include in your story.
- ❑ Select Copy. This will copy the picture to the clipboard. Now run the program Word and paste the picture into your document.
- ❑ Go back to Internet Explorer and paste a few more pictures into Word. After you have done this, you can start formatting your story (using the pictures you have pasted). It can be about anything, but try to tie the pictures together).
- ❑ Once the story is complete, you can make the story and pictures look good together. To resize any picture (make it bigger or smaller), click on the picture once. Little squares will appear around the picture. **Use the squares at the corners to make the picture smaller or bigger.** Do NOT use the squares on the sides, top or bottom, as these will distort your picture, making everyone look fat or thin (depending on which way you drag them). By using the squares on the corners, your picture will re-size proportionately and will not distort.
- ❑ Once the picture is sized correctly, right-click on the picture and choose *Format object*. Choose the *Wrapping* tab. A dialog like the one on the right will appear.
- ❑ Choose Tight, both sides, and hit OK. This will allow text to flow around your picture if needed.
- ❑ Do the final formatting (font, size, etc.) to make sure your document looks OK. Zoom way out (25% or less) to see what the page(s) will look like. Email the document to me with the subject **Compapp 7-2 lastname**.
- ❑ NOTE: As with all programs, Word does have some 'bugs'. A bug is an error in the programming of the program. Inserting graphics can cause some of these bugs to appear. Sometimes you will notice your pictures moving for no reason, or disappearing altogether. Be patient and try to work around the bugs to get your document looking good.

