

RHP Computer Applications Class

8-2 Picture Editing & Watermarks

Name _____



A watermark is a picture or graphic that has been toned down so that text can be seen clearly on top of it. Watermarks are great for certain applications. A company logo is often used in correspondence. This assignment will show you how to wrap text around graphics, or over them (as in a watermark), along with using the Picture toolbar.

To bring up the picture toolbar, right click on the toolbar area and choose picture.

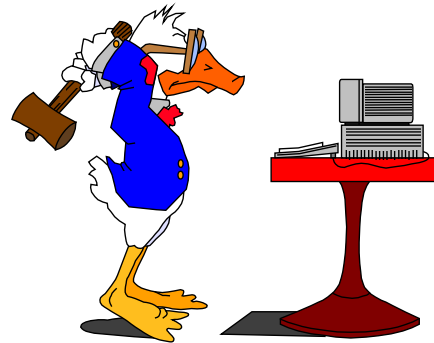
On a new document, type the following: **Having computer problems? Let the experts solve your computer problems. The students of Rio Hondo Prep's Computer Applications Class will solve any problem you might have with patience and expertise. Please have your credit card ready.**

Next, insert a clipart image of the duck and the computer (download **8-2a Clipart for Assignment 8-2.doc**).

Size the clipart by using the corner resizing handles so that is about 2 inches wide.

Now move the duck to the top center of your document by clicking and dragging on the graphic. Your text should move down below the graphic because there is no formatting applied to the graphic yet. Right-click on the picture and under Format Picture, choose Layout and Tight.

Make sure the insertion point is at the end of your text.



Save this document as **graphics.doc** into your system folder but **DON'T CLOSE IT!**

Insert a new page in the document by hitting **Ctrl-Enter**. We will be making a watermark. Start by inserting the clipart of the duck again. This time,

we will crop out the computer by using the cropping tool. Once the graphic

is inserted, make sure the picture toolbar is displayed. Click on the Cropping icon. Next, click on the right side resizing handle and drag it to the left until the computer disappears. There will still be part of the shadow left, but that's OK. The cropping tool is great for customizing pictures and clipart. Next, insert the clipart of the man shown at right. Make sure the duck graphic is not selected when you do this, or the duck graphic will be replaced by the astonished man.



Resize the astonished man so that he is about the same height as the duck, and place the man so that it looks like he's going to be smashed by the duck.

Next, since our printer prints only in black, let's change both graphics to grayscale (grayscale converts different colors to different levels of gray). Select one graphic and click on the Image Control button. Select grayscale. Do the same with the other graphic.



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Now, again using image control, choose watermark (for each graphic). You will notice that the clipart gets very light.

Finally, click on Format picture option, Layout and choose **behind text**. Center both graphics on your page.

Next type the following: **Having computer problems? Don't blame the instructor. Read the instructions and have fun in RHP's Computer Applications Class!**

Format the text bold, centered and 48 point. Text should flow over both graphics (which should be in the background).

Save this document. Email both documents to me at rhp@denodontal.com. The subject is **Compapp 8-2 lastname**.