Microsoft Office Word 2013

Working with Graphics

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

This booklet is the companion document to the Word 2013: Working with Graphics workshop. The booklet will show users how to insert graphics and text boxes into a Word 2013 document using the tools found on the *Insert* tab, and how to edit them.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Insert graphics in the form of Pictures, Clipart, Shapes, Video, and Screenshots
- Understand how to modify and format graphics
- Understand how to modify and format shapes
- Understand how to insert video into your document
- Understand how Text Wrapping works
- Understand how to insert text boxes and link them together
- Insert text into shapes

Working with Graphics

The use of graphics will enhance your documents and allow you to provide the reader with additional information in the form of a visual aid. The following section explains the various graphics features in Word 2013.

Inserting Pictures

The following explains how to insert an existing picture saved to your computer into your Word document.

1. Click the **insert** tab.

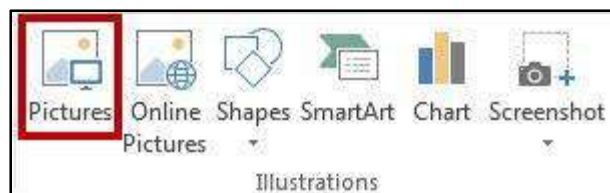2. In the *Illustrations* group, click the **Pictures** button (See Figure 1).

    Figure 1 - *Illustrations:* Pictures

3. The *Insert Picture* dialog box will appear. Select the **picture** you wish to insert from your computer (See Figure 2).
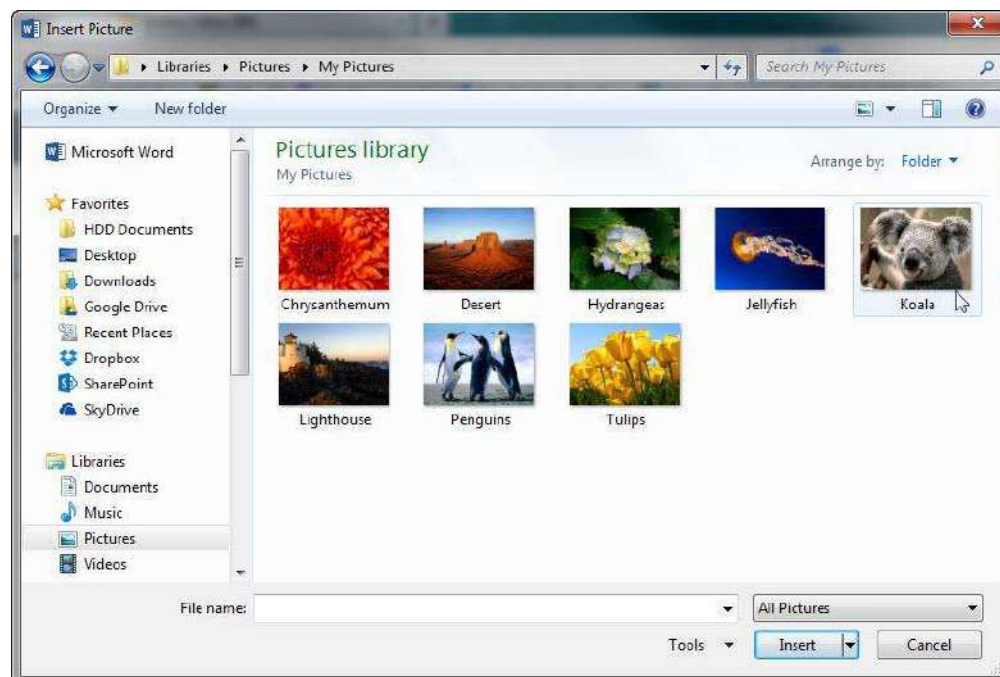

    Figure 2 - Insert Picture Dialog Box

4. Click the **Insert** button.
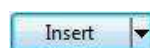
Inserting Online Pictures

The *Online Pictures* tool provides access to online picture resources such as *Microsoft Clipart* and *Bing Image Search*. The following explains how to insert online pictures into your Word document from a variety of internet sources.

Note: The Online Pictures icon has replaced the *Clip Art* icon seen in previous versions of Microsoft Word.

1. Click the **Insert** tab.

2. In the *Illustrations* group, click the **Online Pictures** button (See Figure 3).

Figure 3 - *Illustrations*: Online Pictures

3. The *Insert Pictures* window will open (See Figure 4).
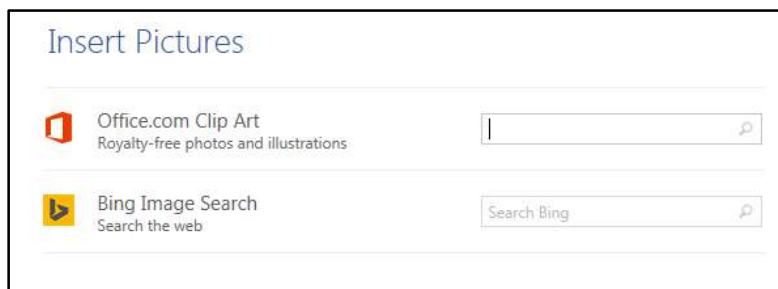
Figure 4 - Insert Online Pictures

4. In the search box next to *Office.com Clip Art*, type a **word or phrase** that describes the desired clip art (See Figure 5).

Figure 5 - Clip Art Search

5. Press **Enter**.

6. A list of your search results will appear. (See Figure 6)

Figure 6 - Clip Art Search Results

7. To preview a larger size of the image, mouse over the image and click the **magnifying glass** (See Figure 7).

Figure 7 - Preview Larger Image

8. Click the desired picture you wish to add and click the **insert** button.

Note: The procedure is the same for inserting images using *Bing Image Search*.

Modifying Graphics with Picture Tools

After inserting a picture or clip art, you can make changes to the size, brightness, shading, etc by accessing the *Picture Tools*. The following explains how to access the *Picture Tools*:

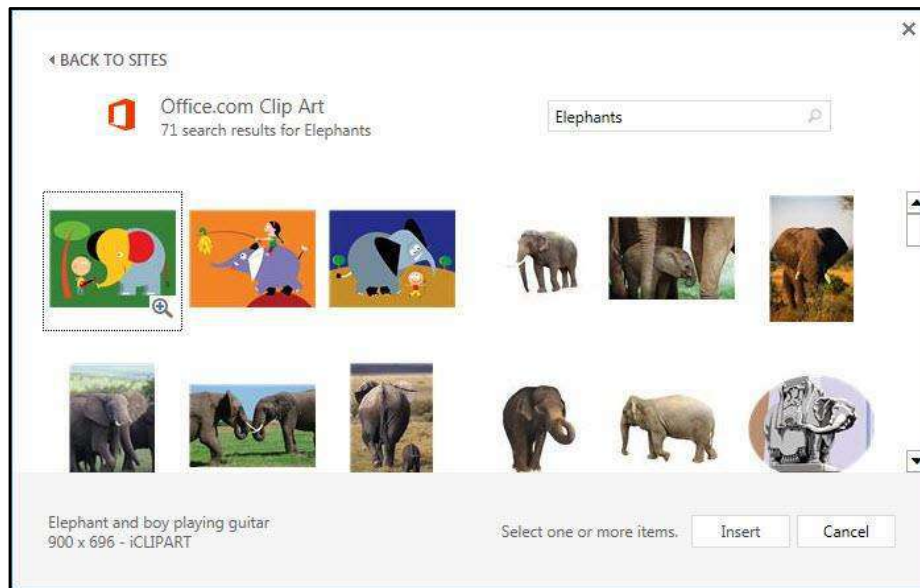1. Click the **graphic** to select it. The *Picture Tools - Format* contextual tab appears (See Figure 8).

Figure 8 - Picture Tools

2. Click the **Picture Tools - Format** contextual tab. The *Picture Tools - Format groups* will appear in the ribbon (See Figure 9).
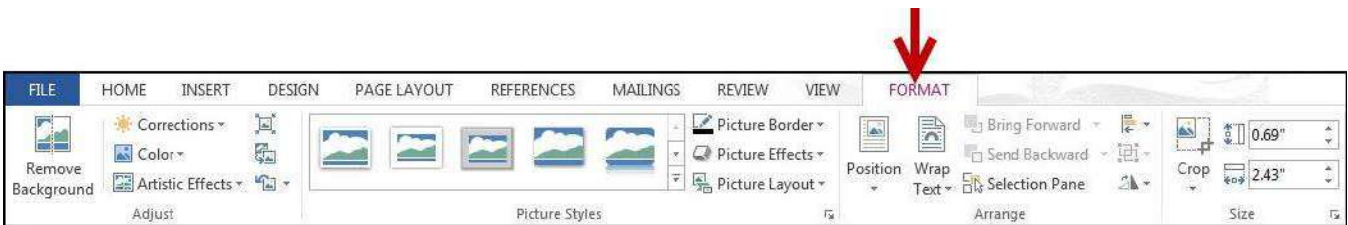
Figure 9 - Picture Tools Groups

Adding Styles your Graphic

Graphics have preset styles under the *Picture Tools – Format* tab that you can use to alter the color, border, and any special effects to the shape. The following explains how to apply a style to a shape:

1. In the Picture Styles group, click on a **style** of your choice (See Figure 10).
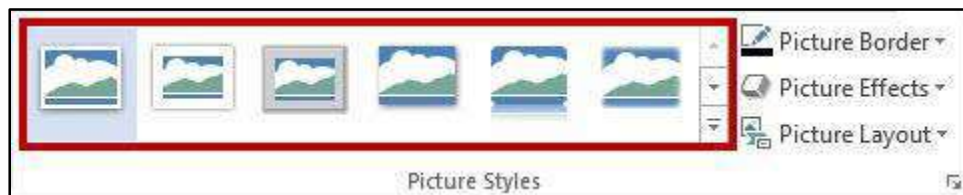
Figure 10 - Picture Styles

2. Click the dropdown arrow to access additional styles (See Figure 11).

Figure 11 – Accessing Additional Picture Styles

3. To access additional formatting options, click the dialog launcher in the lower-right corner of the *Picture Styles* grouping (See Figure 12).

Figure 12 - Picture Styles Dialog Box

4. The *Format Picture* options will appear to the right of your document (See Figure 13).

Figure 13 - Format Picture Options

Re-sizing a Graphic

The following explains how to re-size graphics:

1. Click the **graphic** to select it. The sizing handles will appear around the border of the picture (See Figure 14).
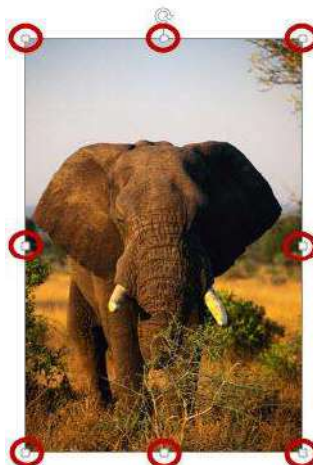
Figure 14 - Sizing Handles

2. To resize the picture so the dimensions remain proportional, place your mouse over one of the corner sizing handles, click, and drag. If you drag a side sizing handle you will change one dimension only.
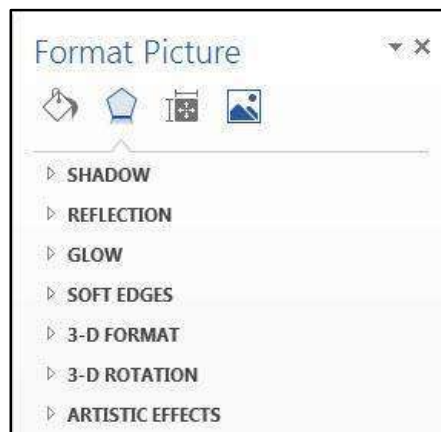
3. The curved arrow at the top of the picture allows you to rotate the picture (See Figure 15).

Figure 15 - Rotational Arrow

4. To resize the picture to a specific value, enter number for the **height** and **width** in the *Size* grouping under *Picture Tools – Format* (See Figure 16).

Figure 16 - Size Grouping

5. You can also enter a specific size value by clicking the **Size dialog box** (See Figure 17).

Figure 17 - Size Dialog Box Launcher

6. The *layout* window will appear. Set the dimensions by entering the height and width or set the scale by entering the height and width in the Scale section (See Figure 18).

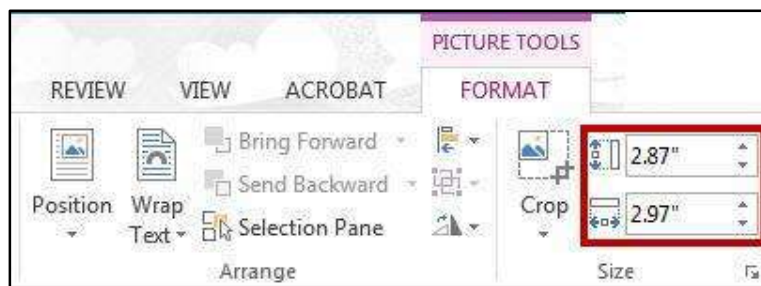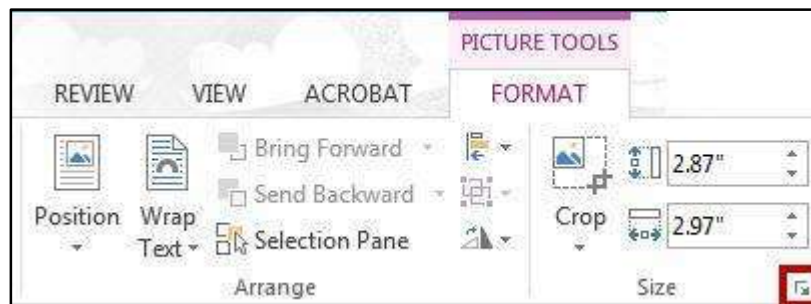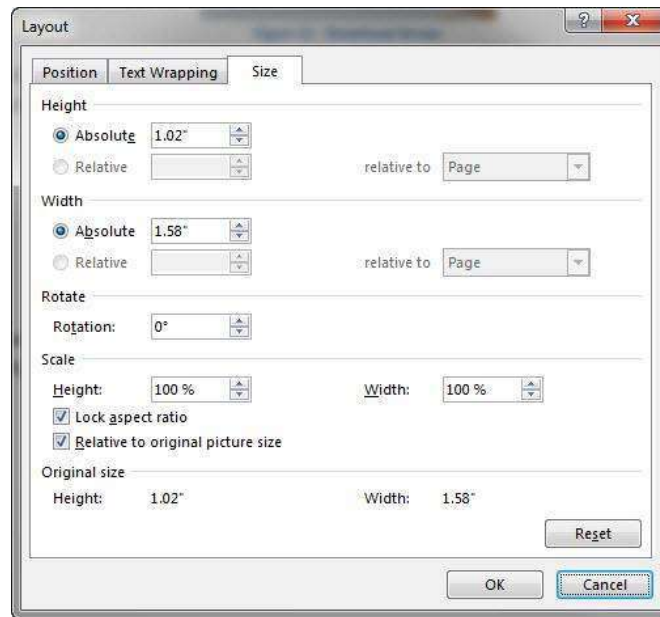**Figure 18 - Size Dialog Box**

Note: If the *Lock aspect ratio box* is checked, changing either the height or width in either section will also change the other dimension by the same amount.

Repositioning a Picture

Pictures can be repositioned on the page either by using the Object Position feature, or by dragging the picture to the new location. Before you can drag a picture, text wrapping must be set to something other than *In Line with Text*. See Text Wrapping for more information.

The following explains how to reposition a picture:

1. Click on the **picture** to be repositioned.

2. Under the *Picture Tools – Format* tab, click the **Position** icon (See Figure 19).
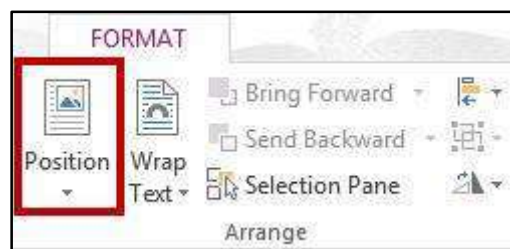
Figure 19 - Position Tool

3. A dropdown will appear. Select the **position layout** of your choice (See Figure 20).

Figure 20 - Position Options

Note: The position selected also determines the text wrapping for the picture.

4. To manually move your picture within the document, left-click on your **picture** and drag it to its new location.

Text Wrapping

Sometimes you may need to have text wrap around a picture. The following explains how to apply text wrapping to your document:

1. Click on the **picture** to be apply text wrapping.

2. Under the *Picture Tools – Format* tab, click the **Wrap Text** icon (See Figure 21).
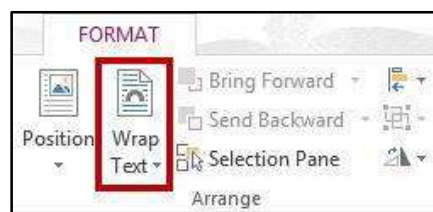
Figure 21 - Wrap Text

3. A dropdown will appear. Select the type of text wrapping that you want to apply it to your picture (See Figure 22).
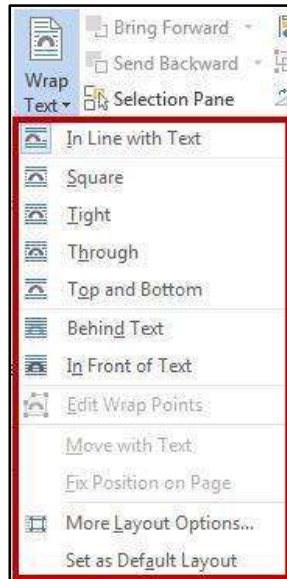
Figure 22 – Text Wrapping Options

Note: You can also access the text wrapping options by clicking the **layout button** that appears when clicking on a picture (See Figure 23).
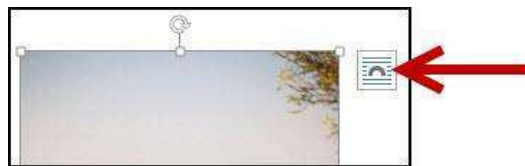
Figure 23 - Layout Button

Inserting Shapes

The following explains how to insert a variety of predefined shapes into your Word document.

1. Click the **Insert** tab.

2. In the *Illustrations* group, click on the **Shapes** button (See Figure 24).

Figure 24 – *Illustrations*: Shapes

3. A dropdown window will appear with a library of shapes to choose. Click on a **shape** to select it (See Figure 25).
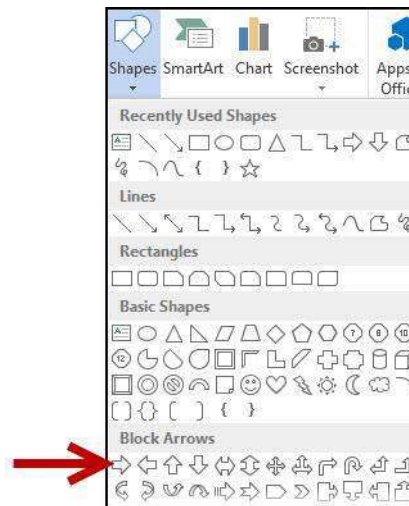
Figure 25 - Select a Shape

4. Your cursor will change to a crosshair ┼ and you will be ready to insert your selected shape.

5. To draw your selected shape within your document, hold the left mouse button and **drag the cursor** to draw your shape (See Figure 26).
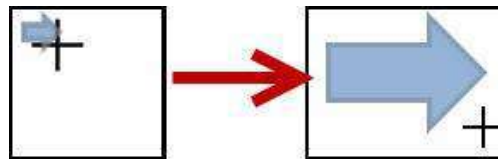
**Figure 26 - Click and Drag to Draw Shape**

6. Release the left mouse button when you are finished drawing your shape. The shape will be added to your document.

Modifying Shapes with Drawing Tools

You can modify shapes in a number of ways. The following describes some of the ways that shapes can be changed:

Re-sizing a Shape

Re-sizing a shape is similar to re-sizing a graphic (picture or clip art). See the section in this booklet on Re-sizing a Graphic for more information.

Re-shaping

After clicking on a shape, the *shaping handles* will appear (along with the sizing handles) as yellow squares. A two-dimensional shape can be altered by clicking and dragging the yellow squares to alter a certain aspect of the shape (See Figure 27).
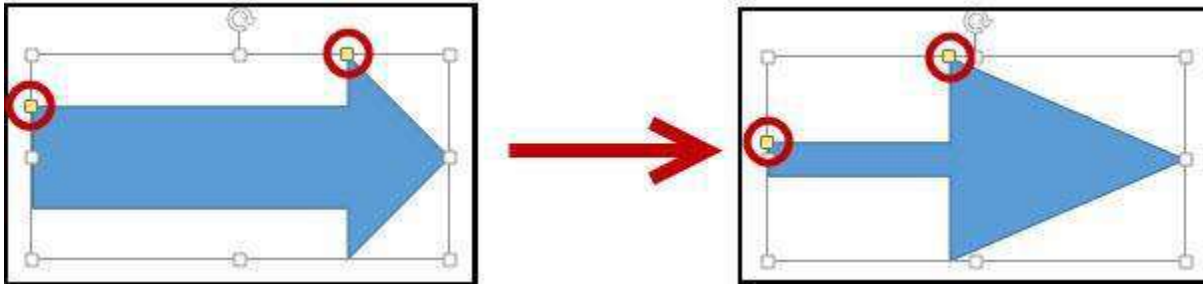
Figure 27 - Re-shaping a 2D Shape

Accessing the Drawing Tools – Format Tab

Shapes will have their own set of editing tools accessible by a context sensitive tab on the *Ribbon*. To access this tab, click on a **shape** in your document and the *Drawing Tools – Format* tab will appear in the *Ribbon* (See Figure 28).

Figure 28 - Drawing Tools - Format Tab

Adding Styles to your Shapes

Shapes have preset styles under the *Drawing Tools – Format* tab that you can use to alter the color, border, and any special effects to the shape. The following explains how to apply a style to a shape:

1. In the *Shape Styles* group, click on a **Style** of your choice (See Figure 29).

Figure 29 - Shape Styles

2. Click the dropdown arrow to access additional styles (See Figure 30).

Figure 30 - Accessing Additional Shape Styles

3. To access additional formatting options, click the dialog launcher in the lower-right corner of the *Shape Styles* grouping (See Figure 31).

Figure 31 - Shape Styles Dialog Box

4. The *Format Shape* options will appear to the right of your document (See Figure 32).

Figure 32 - Format Shape Options

Applying Color to your Shape

The following explains how to add/change the color of a shape.

1. In the *Shape Styles* group, click the **dropdown arrow** for Shape Fill (See Figure 33).

Figure 33 - Shape Fill

2. Select a color to apply it to your shape.

Changing the Shape Outline

The following explains how to change the outline for a shape.

1. In the Shape Styles group, click the **dropdown arrow** for Shape Outline (See Figure 34).

Figure 34 - Shape Outline

2. A dropdown menu will appear. From here you can alter the color, thickness (weight) of the outline, and add dashes (See Figure 35).

Figure 35 - Shape Outline Dropdown

Switching Shapes

The following explains how to switch shapes in the document.

1. In the *Insert Shapes* group, click the **Edit Shape** icon. A dropdown menu will appear (See Figure 36).
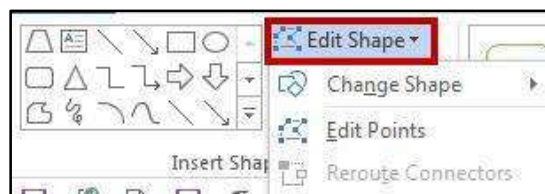

Figure 36 - Edit Shape Icon

2. Click **Change Shape**. A list of shapes will appear.

3. Select a shape from the options available to switch it with your selected shape.

Add Text to a Shape

To add text to your shape, simply click on your shape to select it and begin typing. Your text will automatically fill into the shape. Adjust your shape as needed to make additional space for your text. Text can be formatted like regular text in the document (See Figure 37).
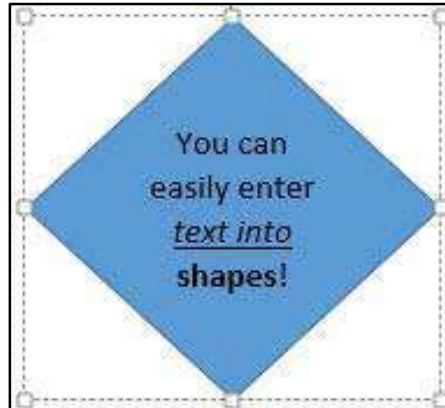

Figure 37 - Entering Text into Shapes

Inserting SmartArt

SmartArt graphics provide a visual representation of information or ideas. The following explains how to insert SmartArt graphics into your Word document.

1. Click the **Insert** tab.

2. In the *Illustrations* group, click on the **SmartArt** button (See Figure 38).

Figure 38 - *Illustrations*: SmartArt

3. The *Choose a SmartArt Graphic* window will open. Select a **SmartArt** graphic from the list (See Figure 39).
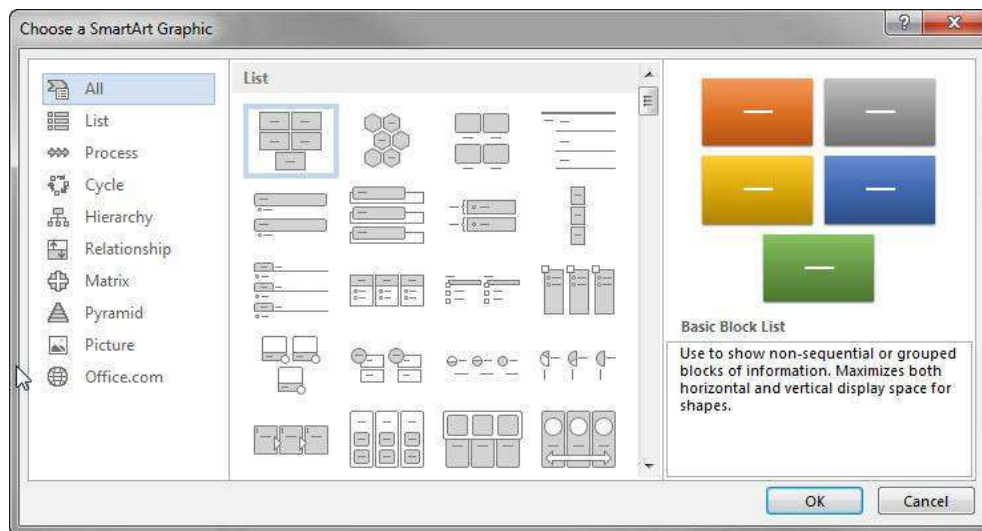
4. Click the **OK** button.

5. The selected **SmartArt** graphic will be inserted into your Word document.

Editing SmartArt Graphics

Once inserted into your Word document, your **SmartArt** can be edited and customized by accessing the *SmartArt Tools* tab. The following explains how to access the *Design* and *Format* tabs:

1. Click on the **image** of your *SmartArt* graphic. The *SmartArt Tools* contextual tab will appear at the top of the screen (See Figure 40).

Figure 40 - SmartArt Tools

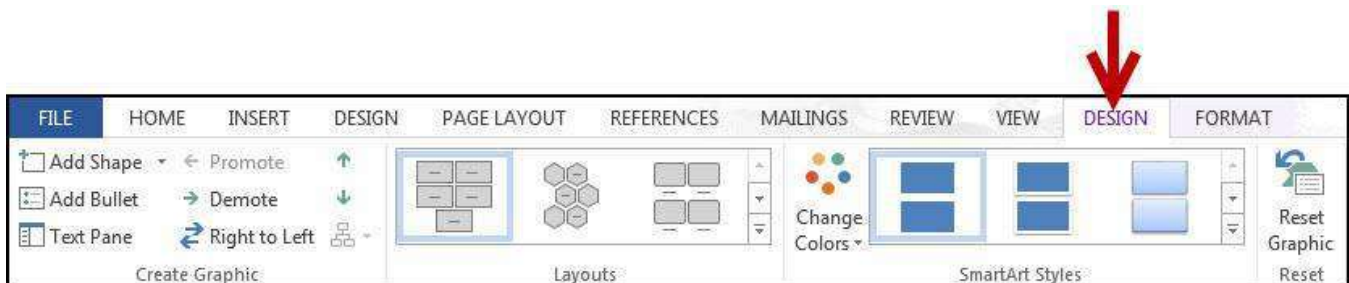A. To alter aspects of the SmartArt design, click the **Design** tab (See Figure 41).

Figure 41 - SmartArt Tools: Design

Note: The SmartArt Tools: Design tab contains tools that will allow you to alter the layout of the selected design, change colors, and select from preset styles.

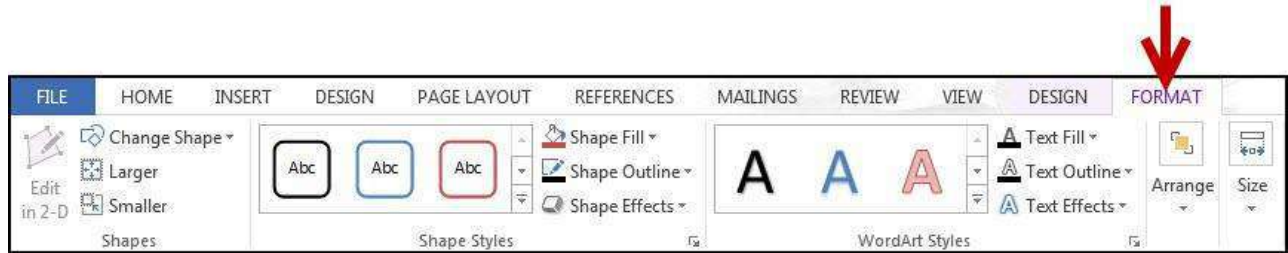B. To format aspects of the SmartArt graphic, click the **Format** tab (See Figure 42).

Figure 42 - SmartArt Tools: Format

Note: The SmartArt Tools: *Format* tab contains tools that will allow you to change the shape of your SmartArt, add preset styles to the shape and words, and choose individual aspects of the SmartArt graphic to modify (e.g. changing the shape fill or outline).

Inserting Charts

Adding charts to your word document can help readers visualize a relationship among sets of data. The following explains how to add Charts to your word document.

1. Click the **Insert** tab.

2. In the *Illustrations* group, click on the **Chart** button (See Figure 43).

Figure 43 - *Illustrations*: Chart

3. The *Insert Chart* window will appear. Click on the **chart** you wish to use (See Figure 44).
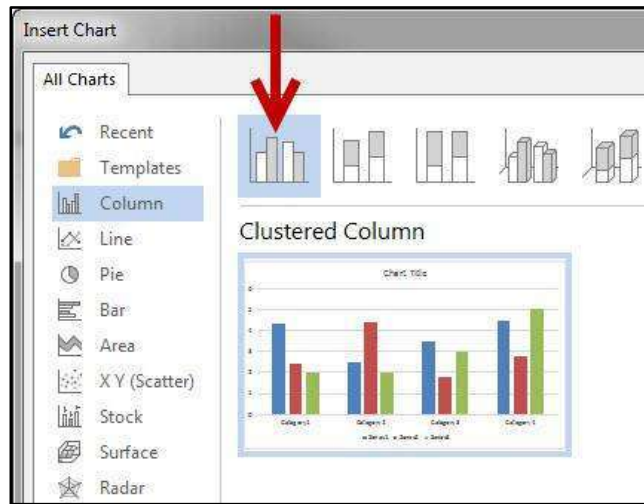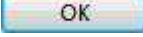
Note: Hover your mouse over the picture of a graph for an enlarged preview of the chart.

4. Click the **OK** button.

5. The selected chart will be inserted into your document.

Editing your Chart

Once inserted into your Word document, your Chart can be edited and customized by accessing the *Chart Tools* tab. The following explains how to access the *Design* and *Format* tabs:

2. Click on your **chart**. The *Chart Tools* contextual tab will appear at the top of the screen (See Figure 45).

Figure 45 - Chart Tools

A. To alter aspects of the Chart's design, click the **Design** tab (See Figure 46).
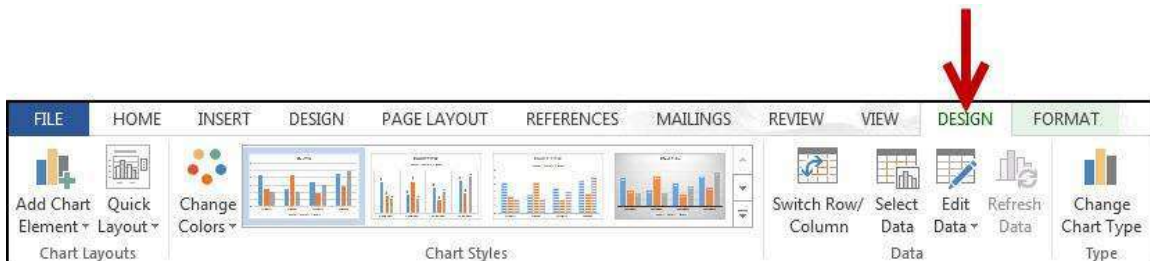

Figure 46 - Chart Tools: Design

Note: The Chart Tools – Design tab contains tools that will allow you to alter the layout of the selected chart, change colors, select and edit your data, and select from preset styles.

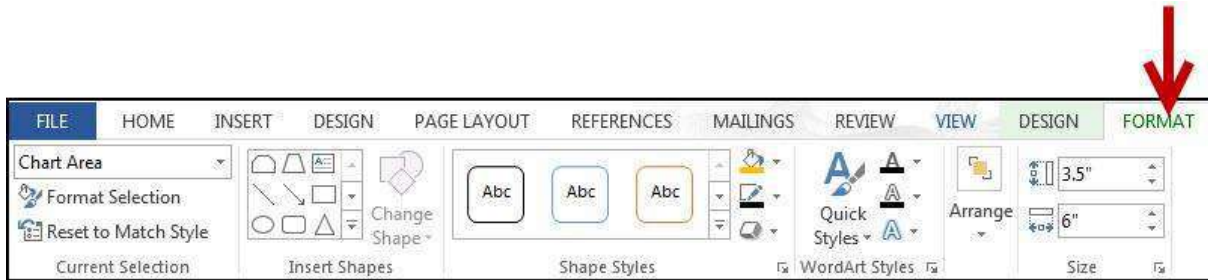B. To format aspects of the SmartArt graphic, click the **Format** tab (See Figure 47).

Note: The Chart Tools – Format tab contains tools that will allow you to add preset styles to the shape and words, arrange and position your chart within your document, and format specific areas of your chart (e.g. axis, chart title, values, legend, etc.).

Inserting Screenshots

The *screenshot* feature in word will allow you to capture a designated window or area of your screen, and insert it as a picture in your document. The following explains how to add screenshots to your word document:

To take a screenshot of an active window:

1. Open the program or website you wish to take a screenshot of (make sure the window is not minimized).

2. Click the **Insert** tab.

3. In the *Illustrations* group, click on the **Screenshot** button (See Figure 48).

Figure 48 - *Illustrations*: Screenshot

4. A dropdown window will appear. Under *Available Windows*, you will see a thumbnail preview of all open windows (In Figure 49, www.kennesaw.edu is shown).

Figure 49 - Screenshot: Available Windows

5. Click the thumbnail preview to insert the screenshot into your document.

To take a screenshot of a section of your screen:

1. Open the program or website you wish to take a screenshot of (make sure the window is not minimized).

2. Click the **Insert** tab.

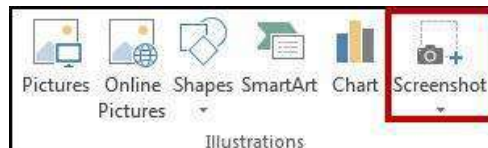3. In the *Illustrations* group, click on the **Screenshot** button (See Figure 50).

Figure 50 - *Illustrations*: Screenshot

4. A dropdown window will appear. Click on **Screen Clipping** (See Figure 51).

Figure 51 - Screenshot: Screen Clipping

5. Your screen will turn grey and a black crosshair will appear ✛. Hold down the left mouse button and drag the crosshair over the area of your screen you wish to capture.

6. Release the left mouse button when you are finished capturing. Your screenshot will automatically be inserted into your document.

Inserting Video into your Document

New to Word 2013 is the ability to insert online videos into your document. When inserted into your document, the video will show a still image of the video. When clicked, the video will open in a separate window and will play. When printing out your document, the video will look like a picture.

Note: To use this feature, you will need an internet connection. Videos will not play if the computer accessing the document is not connected to the internet.

To add video to your document:

1. Click the **Insert** tab.

2. In the *Media* group, click on the **Online Video** button (See Figure 52).

Figure 52 - Online Video

3. The *Insert Video* window will appear. A list of search options are presented (See Figure 53).
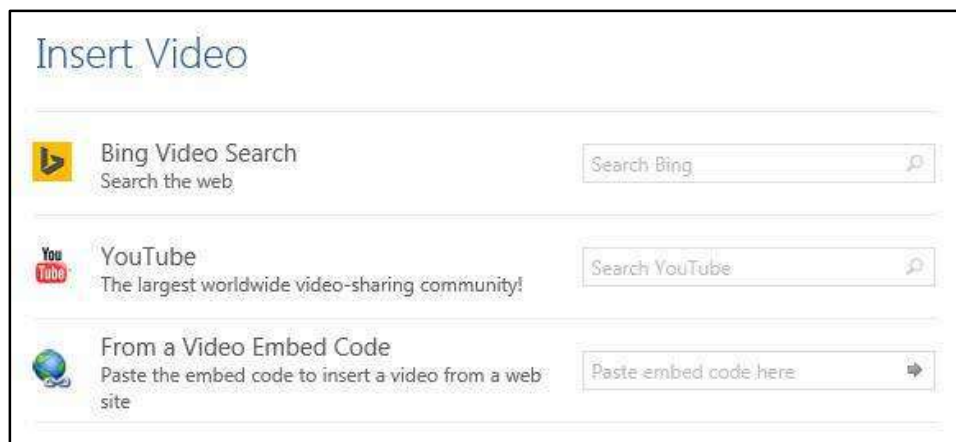

Figure 53 - Insert Video

4. In one of the search boxes, type a **word or phrase** that describes the desired video you wish to search for (Figure 54 shows a YouTube search for Elephants).

Figure 54 - Insert Video: YouTube Search

5. Press **Enter.**

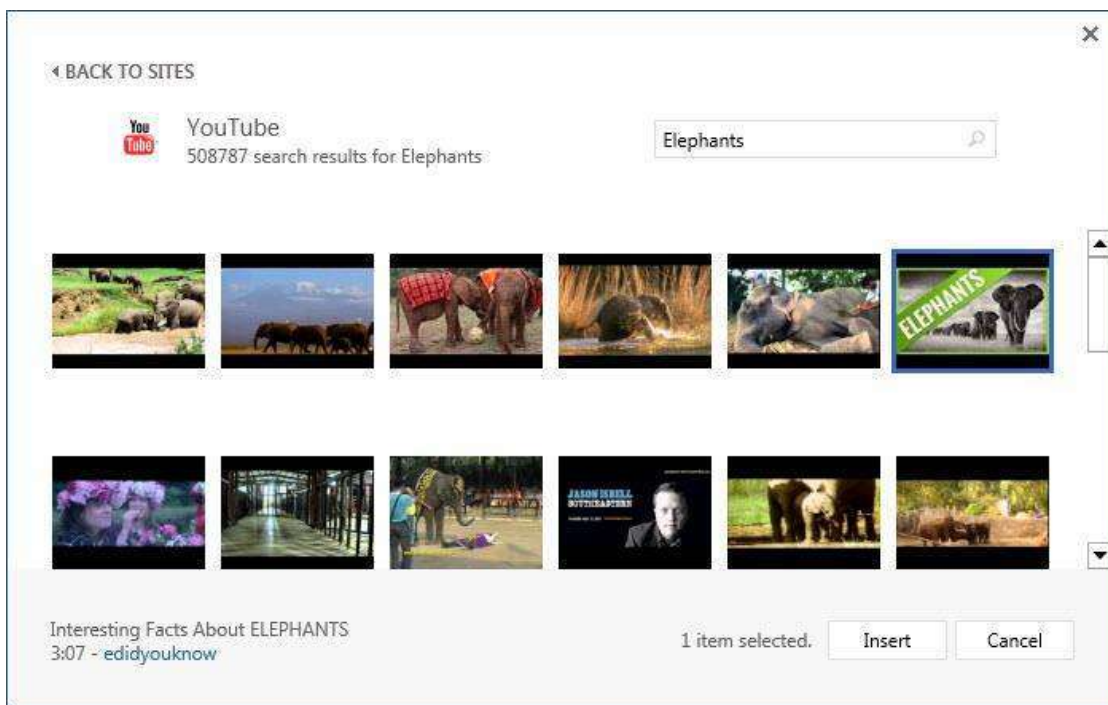6. A list of your search results will appear (See Figure 55).

Figure 55 - Video Search Results

7. To preview the video, mouse over the image and click the **magnifying glass** (See Figure 56).

Figure 56 - Preview Video

8. Click the desired video you wish to add and click the **insert** button.

The video will be added to your document. It will show a still image from the video that will display in the document as a picture (this is the image that will also appear if you print the document). To play the video, click the **play** button on top of the still image (See Figure 57).

Figure 57 - Video in Document

Text Boxes

A text box brings focus to the content inside and is helpful for showcasing important text (e.g. headings or quotes). You can use text boxes to place text at specific locations in a document, and format the text box with a border, shading, etc.

Inserting a Text Box

The following instructions explain how to insert a text box into your document.

1. Click the **Insert** tab.

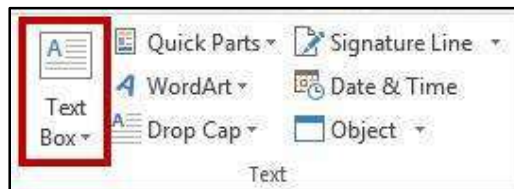2. In the *Text* group, click the **Text Box** icon (See Figure 58).

Figure 58 - Text Box Icon

3. A list of pre-defined text boxes will appear. Click on a **text box** (See Figure 59).
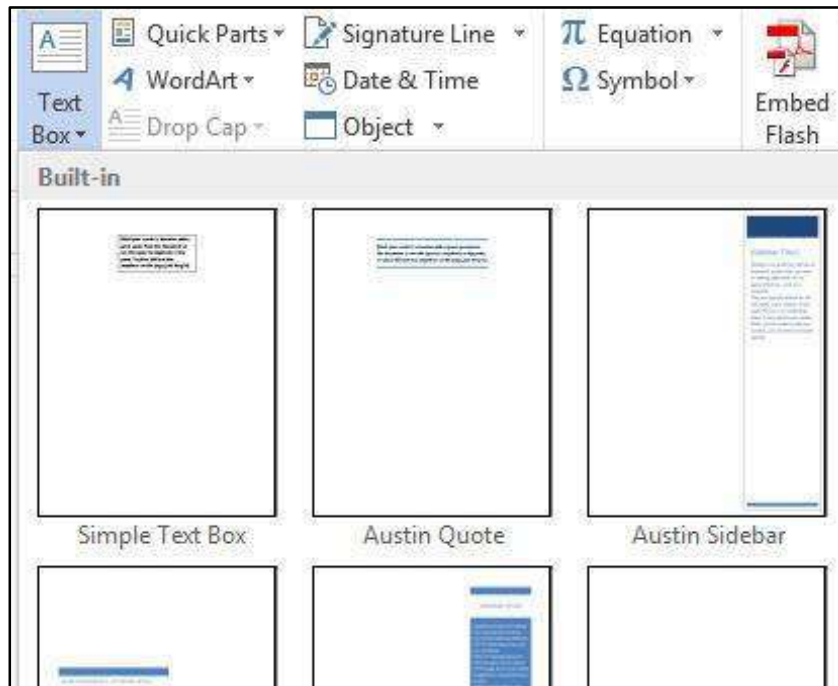

Figure 59 - Text Box Gallery

4. The *Text Box* will be inserted into your document. Click on the **Text Box** and begin typing to add your text.

5. To move the text box, select the **text box**, then drag the border of the text box the new location (See Figure 60).
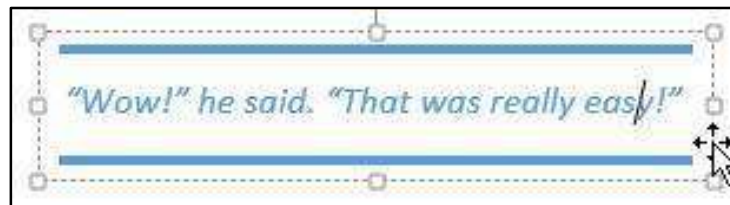

Figure 60 - Move a Text Box

6. You can re-size your text box the same way you re-size pictures. Refer to the section in this booklet on Re-sizing a Graphic for more information.

Drawing a Text Box

In addition to selecting a preset text box, you can also draw your own text box and insert it into your document. The following explains how to draw a text box:

1. From the *Insert* tab, click the **Text Box** icon (See Figure 61).

2. A list of pre-defined text boxes will appear. At the bottom of the window, click on **Draw Text Box** (See Figure 62).

Figure 62 - Draw Text Box

3. Your cursor will change to a crosshair ┼ and you will be ready to draw your text box.

4. To draw your text box within your document, hold the left mouse button and **drag the cursor** to draw the text box (See Figure 63).
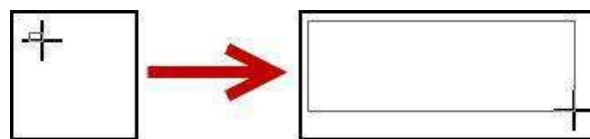

Figure 63 - Click and Drag to Draw Text Box

5. Release the left mouse button when you are finished drawing your text box. The text box will be added to your document and you can begin entering text.

Flowing Text between Text Boxes

It is possible to connect two empty text boxes so your text can flow from one box into the other. The following explains how to allow text to flow between text boxes:

1. Delete any text in the second text box (Text will only flow into an empty text box).

2. Select the **Text Box** to display the *Drawing Tools – Format* tab in the *Ribbon*.

3. In the Text group, click the **Create Link** button (See Figure 64).

4. The mouse pointer will change to a pitcher.

5. Move the mouse pointer over the second text box (the pitcher will change to a pouring pitcher) and left click the **inside of the second text box** (See Figure 65).
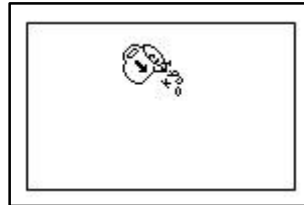

Figure 65 - Link to the Second Text Box

6. When the first text box is full, the text will begin to flow into the second text box (See Figure 66).

The Asian elephants are smaller than the African. They grow to be between 18 and 21 feet (5 1/2 to 6 1/2 meters) long and 8 to 10 feet

(2 1/2 to 3 meters) tall. They weigh about 11,000 pounds which is 5 1/2 tons (5,000 kilograms or five metric tons).
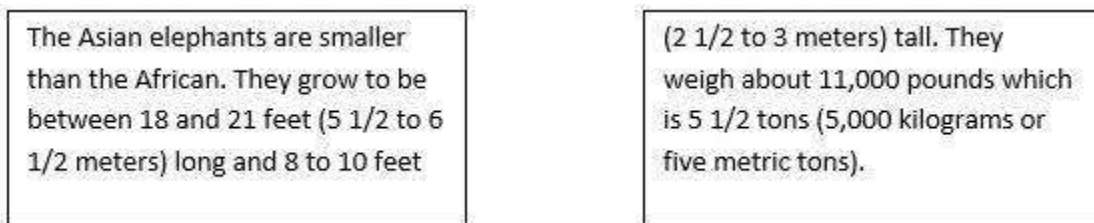
Figure 66 - Linked Text Boxes

Additional Help

For additional help or installation issues, please contact the KSU Service Desk (Faculty & Staff) or the KSU Student Help Desk (Students).

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu/faculty-staff/

KSU Student Help Desk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: http://uits.kennesaw.edu/students/