

Graphics in Microsoft® Word 2007

*This document describes how to insert and
manipulate graphics in Microsoft® Word 2007.
No previous knowledge is assumed.*

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Graphics in Microsoft Word 2007

INTRODUCTION

About this guide

Word 2007 offers many ways in which to include graphics in a document; you can choose from the vast array of ClipArt, import screenshots, charts or scanned photographs, create your own drawings, add backgrounds, watermarks or Word Art, or use the new range of SmartArt graphics to create impressive process diagrams, or graphical list.

This guide introduces the recommended procedures to follow in order to produce professional looking documents. It also offers numerous hints and tips in an attempt to avoid some of the pitfalls, which users have encountered in the past.

Accessibility

While a picture may portray a thousand words, it should be borne in mind that some readers may be accessing your document using a screen reader or other assistive technology. Be mindful of this when using graphics and always add Alternative (ALT) Text to any images. You should also, where possible, include a description of what the graphic represents in the document text.

Learning Outcomes

After completing this guide you will be able to:

- Insert an image from a file, or Clip Art
- Use the Drawing Canvas
- Create drawings
- Use the SmartArt tools to create a diagram
- Resize, move and change graphics
- Create and position text boxes
- Create a watermark
- Add WordArt
- Insert an Excel chart object

Before You Begin

It is assumed that users have a working knowledge of Microsoft Word 2007. If not, you are advised to first read the document:

<http://www.brad.ac.uk/lss/documentation/word2007-academic/Word2007-academic.pdf>.

Assigning the Correct Printer

It is very important to select the correct printer on which you will ultimately print your file before you begin creating your document. Some printers cannot print all graphic formats, and switching between printers can result in problems.

If you use your own PC, rather than one in the IT Services public cluster rooms, you may (if you are connected via the internet) install the relevant printer drivers to ensure continuity. Information on how to do this is available in the following document: <http://www.brad.ac.uk/lss/documentation/printing-system/central-printing-system-drivers.pdf>.

Paper Size

The IT Services central printer prints on A4 or A3 paper. You must select the correct paper size in the Page Setup dialog box before creating the document as changing this later will cause your document to print out of alignment.

A4	(21 cm x 29.7 cm)	(8.27" x 11.69")
A3	(29.7 cm x 42 cm)	(11.69" x 16.54")

Copyrights

Legally, you may only copy images, which you have produced. If you intend using a picture produced by someone else (eg from the Web, or from a book, magazine or theses) it is most likely copyright and you must obtain permission before using it. Serious penalties apply to infringement of copyright.

Graphics File Formats

Pictures or images come in many different formats and many can be inserted into Word 2007 without the need of additional graphics filters. To see which ones Word can insert automatically, click on the **Insert tab, Illustrations Group, Picture** and examine the list under **Files of type** in the Insert Picture dialog box.

If you are unsure as to which format to use, we recommend the following, all of which are suitable should you wish to publish your document on the web.

- .gif** (Graphics Interchange Format) for drawings, cartoons and graphs.
- .jpg** (JPEG File Interchange Format) for highly detailed graphics, eg photos or fine art.
- .png** (Portable Network Graphics) for all the above, but not as widely recognised.

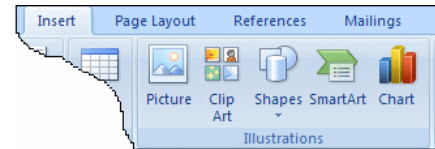
Saving Image Files


Before attempting to insert any graphic into your main Word document, you are advised to save a copy of each image separately, (either in the application in which it was produced, or in a separate Word document). It is not uncommon for documents to become damaged, particularly among inexperienced users, and this can result in your image(s) not being displayed or printing correctly. Having a backup will save you a significant amount of time and patience should the unexpected happen.

INSERTING GRAPHICS

You can choose to insert a graphic directly into the document and this is fine for single images. However, if you intend creating multiple shapes, (eg as in a flowchart, or you want to add additional shapes to a picture) then you should use the Drawing Canvas, which holds all the shapes together in one unit. See the section "Using the Drawing Canvas" for further instructions.

Graphics are inserted by using the commands on the **Insert tab, Illustrations group**. Before you start, note the following:



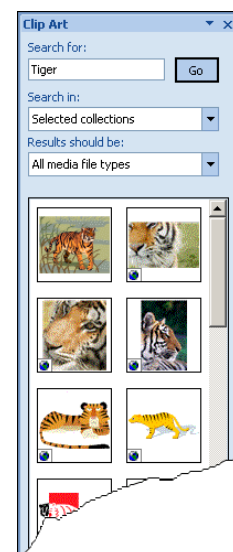
- It is advisable to create three empty paragraphs in your document and then position the insertion point in the middle one. This will give you some room to manipulate the graphic and avoid it becoming entangled with any surrounding text.
- It is also advantageous to display the paragraph marks. Click on the **Show/Hide**  button if these are not displayed in your document.

Pictures

1. To insert a picture from file, on the **Insert tab, Illustrations group**, click on **Picture**.
2. Navigate to the folder in which the picture is saved, and then double click it.
The picture will then be inserted with the "In-Line with Text" wrapping style, which means it is placed at the insertion point and any text in the document does not wrap around it.
3. At this stage you can select it, and apply paragraph alignments (such as centring or indenting) using the buttons on the **Home tab, Paragraph Group**.

Clip Art

1. On the **Insert tab, Illustrations group**, click **Clip Art**.
2. In the Clip Art pane, enter the item you want to find in the **Search for:** box.
3. To limit the results, click the **Search in:** box and choose a **Collection**.
4. In the **Results should be:** box, deselect all boxes other than Clip Art – if you specifically want the results to be Clip Art. Now click on **Go**.
5. Observe the results, and then click the clip to insert it.

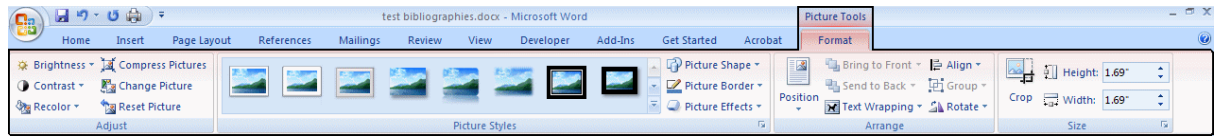


Clip Art is inserted with the "In Line with Text" wrapping style, which means it is placed at the insertion point and any text in the document does not wrap around it.

6. At this stage you can select it, and apply paragraph alignments (such as centring or indenting) using the buttons on the **Home tab, Paragraph Group**.

Manipulating Pictures and Clip Art

In Word 2007, whenever you select a picture or a piece of Clip Art, the ribbon displays a contextual "Picture Tools" tab, beneath which is a Format tab containing groups and commands for image manipulation. (When you click away from the image, these disappear.)



Here you will find commands to adjust the colour, contrast and brightness, change the style, (eg add frames or create soft edges), add borders, or create special effects such as shadows or 3-D rotation. You can also use the Live Preview to see how your picture will look before you commit to any change.

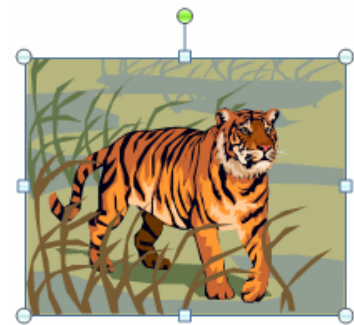
1. To see this in action, select the picture, and then hover the mouse over a picture style.
2. Observe the effect on the picture in the document.
3. To make the change permanent, click with the mouse.

Resizing Pictures and Clipart

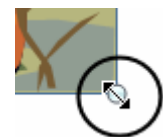
It may be necessary to resize the picture when it is first inserted into a document.


1. Click the picture to select it.

Handles appear around the border indicating that the picture is selected. (Clicking outside the picture will remove them.)

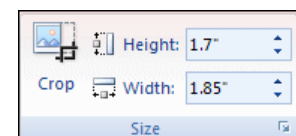


2. Position the mouse pointer over a handle and wait until it changes into a double-headed arrow.
3. Hold down the left mouse button and drag to resize the picture - this is best done on one of the corner handles in order to maintain proportions.
4. When the mouse is released the picture is resized.



(If the result is unsatisfactory, click on the **Undo** button  on the Quick Access toolbar and try again.)

Note: for more precise resizing, select the picture, then click the **Picture tools, Format Tab** and enter **Height:** and **Width:** values in the size box.



WRAPPING TEXT AROUND OBJECTS

These instructions apply to Pictures, Clip Art, Shapes, Charts, SmartArt diagrams, the Drawing Canvas, Text Boxes, and WordArt.

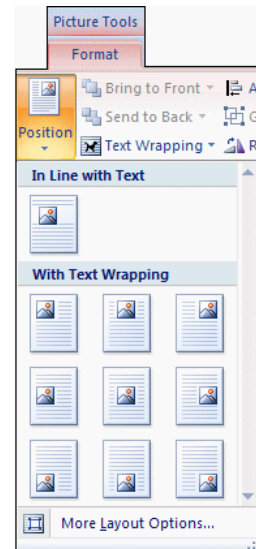
To position an object within text, you need to change the wrapping style to one other than In-Line with Text.

1. Click the object to select it, and then click **Position** on the **Format** tab of the contextual tools tab.

The object can be positioned—with text wrapped squarely around it—in the following ways:

Top Left, Top Centre, or Top Right,
Middle Left, Middle Centre, or Middle Right,
Bottom Left, Bottom Centre, or Bottom Right.

2. "Hover" the mouse over the **With Text Wrapping** options and observe the position of the object in your document.
3. Click a suitable one, or alternatively, click **More Layout Options** at the bottom of the list for even more precise positioning.



The Text Wrapping tab in the Advanced Layout window offers the following Wrapping styles:

Square: wraps the text around the object's bounding box.

Tight: wraps the text around the actual object and allows further fine adjustments if necessary.

Through: for objects with transparency.

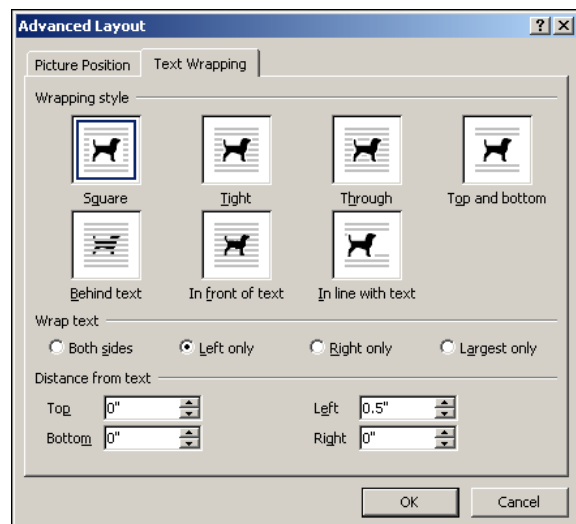
Top and bottom: wraps text above or below.

Behind text: the text flows over the top of the object.

In front of text: the text runs behind the object.

In line with text: places the object at the insertion point with no text wrapping.

4. Choose a **Wrapping Style**—in most instances Square or Tight will be suitable.
5. In the **Wrap Text** section, choose whether to wrap the text on both sides or on one side only.



Additional white space can be added between the object and the text by entering values in the **Distance from text** boxes.

Note: The Screenshot of the Advanced Layout window (above) has been positioned by using a Square wrapping style, with the text wrapped on the Left only. Additional space has been created between the picture and the text by setting the Distance from text to 0.5" on the Left.

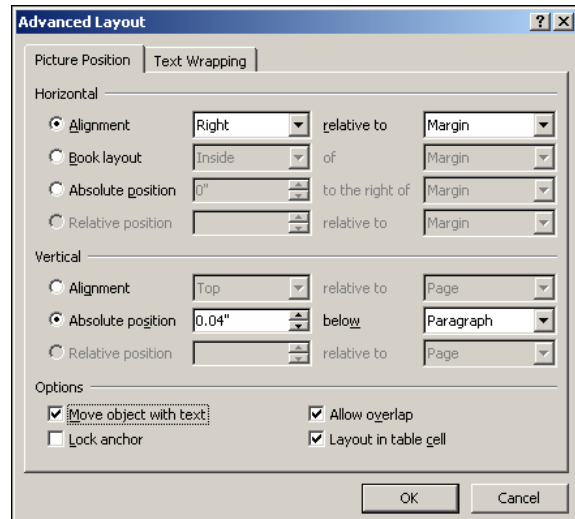
6. To align an object, eg on the right-hand side of the page, click the **Picture Position** tab in the same window. Options include:

Horizontal: Aligns the object to the Right, Centre or Left, relative to the Column, Page, Margin or Character.


Absolute position (horizontal): Aligns the object based on the specified space between the objects left edge and left edge of the Column, Page, Margin or Character.

Vertical: Aligns the object to the Top, Centre, Bottom, Inside or Outside, relative to the Page, Margin or Line.

Absolute position (vertical): Specifies the amount of space between the object's top edge and the Page, Margin, Paragraph or Line.





7. Select your options and return to the document to see the effects.

Note: You can also drag objects (other than In-line with Text ones) around a page. Hover the mouse over the object, wait for a four-head arrow  to appear, then hold down the left button and drag into position.

Anchoring Objects

Editing a document after an object has been inserted may cause it to move away from its correct position. However, there are a couple of ways in which you can anchor it to a paragraph so they will always move together. These options are available on the **Picture Position** tab in the **Advanced Layout** window.

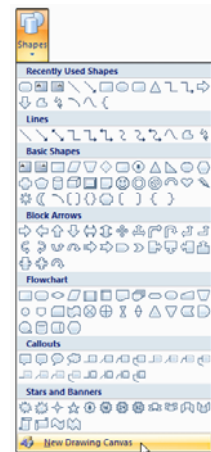
Move object with text: this ensures that the object moves up and down the document with the paragraph to which it is anchored. If this option is ticked, whenever the object is selected, an anchor sign will appear at the left-hand side of the paragraph to which it is attached. 

Lock anchor: this ensures the object will remain anchored to the same paragraph, regardless of where the object moves. When selected, a locked anchor sign will be displayed at the left-hand side of the paragraph to which it is attached. 

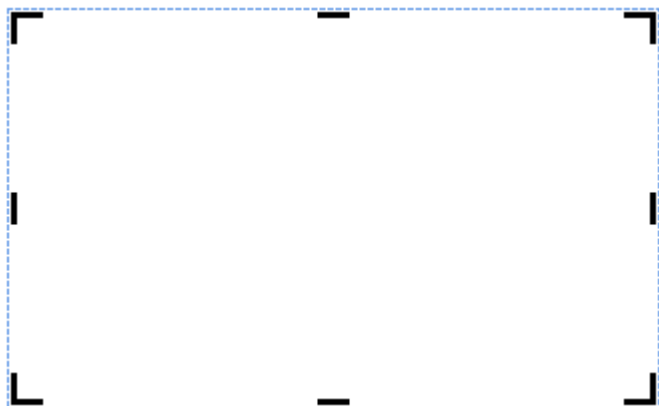
USING THE DRAWING CANVAS

If you want to create a number of graphics which need to be kept together (eg as in a diagram, or a picture with arrows) then the best plan is to use the Drawing Canvas.

1. On the **Insert tab, Illustrations Group**, click **Shapes**.
2. At the bottom of the gallery, click on **New Drawing Canvas**.

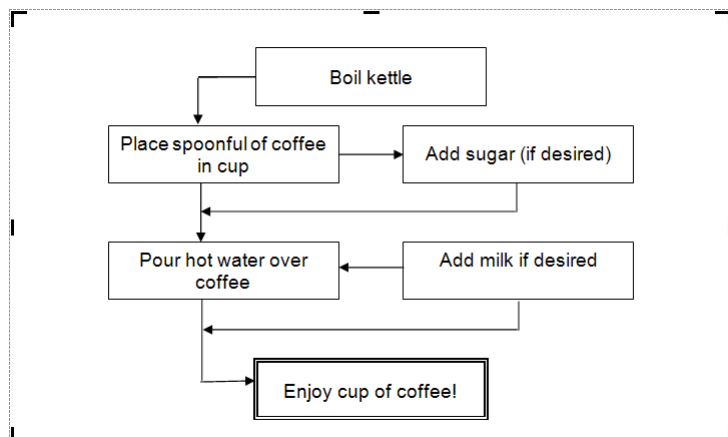


A blank drawing canvas will be placed at the insertion point in the document.



You are now ready to create single or multiple drawings on the canvas.

The drawing canvas can be repositioned in the main body of your document later.



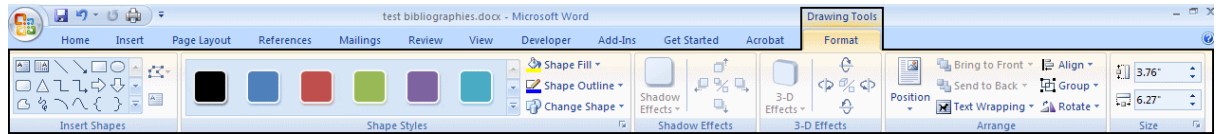
Adding Shapes to the Drawing Canvas


When constructing drawings it is very important to save your file regularly—ideally after each step. Remember that it is easy to make mistakes, and it is often simpler to click on the **Undo** button rather than spend time trying to correct the error.



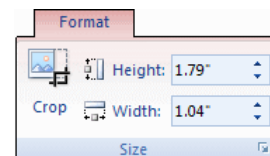
1. If the Drawing Canvas is not visible, click to select it. A contextual "Drawing Tools" tab will appear on the ribbon, beneath which is a Format tab,

containing groups and commands related to creating and manipulating drawings. (When you click away from the Drawing Canvas, these disappear.)



2. To insert a shape, on the **Drawing Tools, Format tab, Insert Shapes group**, click the **More**  button.
3. From the gallery, click the shape you require, and then click inside the Drawing Canvas to insert it. (For shapes such as lines, hold down the left mouse button and drag to form the shape.)
4. The object will now be surrounded with selection handles. If you need to resize it, hold down the left mouse button one of the handles, and drag to increase or decrease the size.

A more accurate way to resize an object is to select it, then on the **Drawing Tools, Format tab, Size group** enter values in the **Height:** and **Width:** boxes.




You can also add pictures or Clip Art to the Drawing Canvas. Click inside the Canvas, and then add your picture from the **Insert tab, Illustrations group**.

On the **Drawing Tools, Format tab** you will find commands to modify your shapes, pictures and Clip Art. For example, you can change the Style, add Fills, Outlines, Shadows and 3-D effects, along with alignment and arrangement tools for precise positioning. The Live Preview feature also enables you to quickly see how your objects will look before you commit to any change.

5. Ensure the shape is selected, and then click the appropriate command.
6. Hover the mouse over the options and observe the effect on your shape. If satisfactory, click to apply the change.

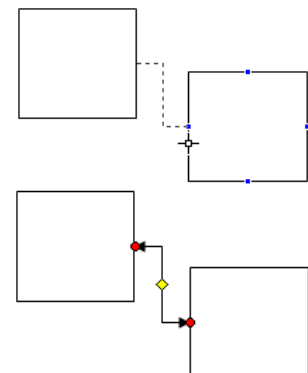
Drawing Lines, Connectors or Freeform shapes

1. Click the Drawing Canvas, then in the **Drawing Tools, Format tab, Insert Shapes group**, click the **More**  button and select a line or connector.

TO CONNECT LINES BETWEEN SHAPES:

2. Click the first shape, and then point to the second object. Suitable connection sites appear as small blue circles.
3. Click on a blue circle to create the second connection site.

If you move the shapes, the connectors will remain attached to the shape. You can also move the end of a connector and reattach it to a different connection site.




TO CREATE FREEFORM LINES:

1. Select the **Freeform** tool in the Lines gallery.
2. Click the first location, move the pointer to the second point and click again. (If this is the end point, double-click it.)



Drawing Curves

1. Click the Drawing Canvas, then on the **Drawing Tools, Format tab, Insert group**, click the **More** button .

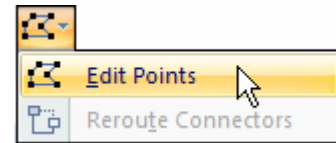
Note: it is easier to draw curves if you increase the magnification of the page to 200%. (Click the **Zoom** buttons in the bottom right-hand corner of the status bar.)

2. In the Lines category, select the **Curve** tool.



3. Click where the curve is to start, then click wherever you want to add a curve. Move the mouse and click again to create further curves.
4. To stop adding curves, either double-click (which will leave the shape open), or click near the starting point (which will close the shape).

5. If you need to modify the shape, select it, and then on the **Drawing Tools, Format tab, Insert group**, click on the **Edit Shape** button arrow.



6. Select **Edit Points**. Each vertex (where a curve ends, or where two line segments meet) is marked by a small black dot.



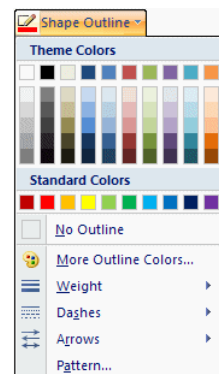
7. Hold down the mouse on a vertex and drag to redefine the shape.

Note: to add more points, click on the line while holding down the CTRL key.

Adding an Arrow Head to a Line

1. Click the line to select it.
2. On the **Drawing Tools, Format tab, Shapes Styles Group**, click the **Shape Outline**.
3. Click on **Arrows**, hover over the options, then click to insert a suitable one.



The style of line and weight can also be changed using the Shape Outline options.



Deleting an Shape

Click on the shape to select it, and then press the DELETE key on the keyboard. Alternatively, click on the **Cut** button on the **Home tab, Clipboard group**.

Moving a Drawing on the Drawing Canvas

1. To move an item on the Drawing Canvas, position the cursor over the object, and wait until it changes into a four-headed arrow . Hold down the left mouse button and drag to the desired position.
2. To move all the drawings together, hold down the CTRL key while clicking on each object to select them. Position the cursor on one of the objects and when the four-headed arrow appears , drag the objects into position.

Nudging Objects

Sometimes, it can be difficult to place an object exactly where it should be positioned, but you can use the nudging facility to move items in 1-pixel increments. (A pixel is the smallest unit of measurement within an image).

Ensure the object is selected and then hold down the CTRL key while pressing the arrow keys on the keyboard.

Copying Shapes

To produce multiple shapes of the same size, it is quicker to copy the original rather than create a new one each time. Images can be copied in the same way as text – by first selecting them and then using the copy and paste method.

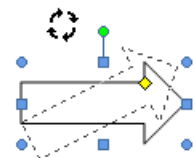
Alternatively, click the image to select it, and then hold down the CTRL key and drag. Notice the small plus sign next to the mouse pointer - this indicates that the object is being copied.



Rotating Shapes

To rotate a shape, click to select it and then select the **Drawing Tools, Format tab, Arrange group**. Click on **Rotate**, and then choose **Rotate Right 90°** or **Rotate Left 90°**.

Notice the green selection handle which appears whenever an object is selected. If the mouse is positioned over this and held down, the drawing can be rotated to any angle. Clicking outside the object will set the rotation.



Aligning Shapes

To ensure correct symmetry, shapes can be vertically, horizontally or centrally aligned with each other; or relative to the drawing canvas.

1. Hold down the CTRL key while clicking on the objects which you wish to align.
2. Click on the **Drawing Tools, Format tab, Arrange group** and then click **Align**.
3. To align the objects with each other, ensure **Align Selected Objects** is selected, and then make your choice. (Objects can be aligned to the Left, Centre, Right, Top, Middle or Bottom.)

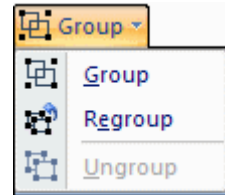


Alternatively, to align objects with the Drawing Canvas, select the **Align to Canvas** option and choose the appropriate alignment from the **Align** or **Distribute** sections.

Grouping Shapes

To prevent objects from moving away from each other, they can be "grouped" and held together as one unit. (This is only possible on the Drawing Canvas). You can then move them to any position without having to realign each object.

1. Select all the objects on the Drawing Canvas that you want to group. (Hold down CTRL while clicking each one.)
2. On the **Drawing Tools, Format tab, Arrange Group**, click on **Group**.
3. From the menu choose **Group**.
(To ungroup a grouped selection, click on **Ungroup**.)

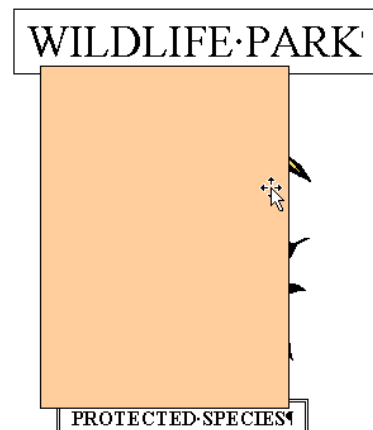


Stacking Drawing Objects

When you create multiple drawing objects in one area, you create an "overlapping stack".

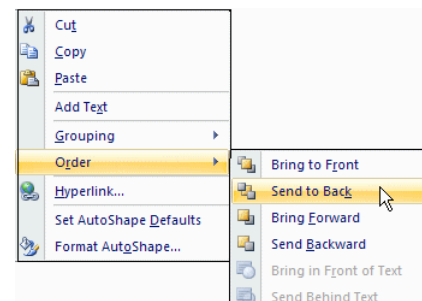
This sometimes results in part (or all) of one or more objects being hidden by another.

The example opposite is made up of four objects – a piece of clipart, two text boxes (forming a banner and a label) and a filled rectangle. The rectangle (which was created last) is covering most of the clipart beneath it and partially overlapping the banner and label.



However, it is possible to change the order in which these objects are stacked so that one object comes to the front, and others are sent behind it.

1. Right click the mouse on the overlapping object (in this case the rectangle) and select **Order**.
2. From the sub-menu choose **Send to Back**.



The overlapping rectangle is now sent to the very back of the stack. The clipart image beneath it is now visible, and the banner and label are no longer partially hidden.

Irrespective of an object's position in the stack, it can still be dragged and formatted as normal.

Note: If the option "Send Backward" had been chosen instead of "Send to Back", the rectangle would have been sent backward one stage in the stack. Therefore, if it was the last of the four objects to be created, you would need to Send it Backwards three times to place it behind all the other objects.

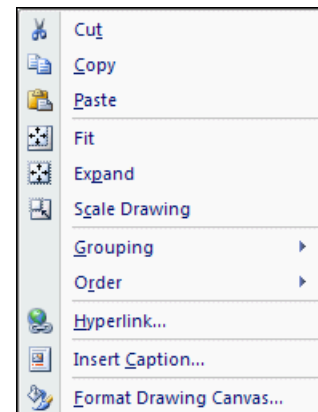


Resizing the Drawing Canvas

If the Drawing Canvas contains more than one object it can be resized in the following ways:

- To increase the Drawing Canvas without altering the size of the drawings on it, right-click in an empty space of the canvas, and choose **Expand** from the sub-menu.
- To make the Drawing Canvas fit tightly around the outer edge of the drawing objects, right-click and choose the Fit button.

Note: In some cases the Fit option is unavailable (eg if the Drawing canvas only contains one object). However, you can use the Drawing Canvas black re-sizing handles to drag the boundary tight around the objects.



- To scale all the objects and the canvas, right-click and choose **Scale Drawing**. When the selection circles on the edge of the Drawing Canvas are dragged, all the objects scale proportionally along with the canvas.

Re-Positioning the Drawing Canvas in the Document

By default, the Drawing Canvas (and its contents) is an In-Line with Text object, which means it is placed at the insertion point, and any text in the document does not wrap around it. If you want to move it into a specific position in your document, you need to change the wrapping style. To do this, follow the instructions in the earlier section: "Wrapping Text around Objects".

TEXT BOXES

Text boxes are used to emphasise or set off text, and Word 2007 provides an assortment of ready made designs. Alternatively, you can create your own text box from scratch.

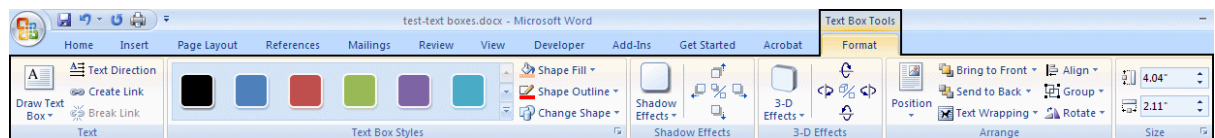
Note: If you are creating an "accessible document" (eg one which will be read by a screen reader) be aware that overlapping elements, such as text boxes overlaying graphics, can be problematic for screen readers.

1. On the **Insert tab, Text group**, click on **Text Box**.
2. Scroll through the gallery of text boxes and click a suitable one. (These contain placeholder text, which you replace with your own.)

Alternatively, click on **Draw Text Box** at the bottom of the gallery. Position the cursor; hold down the left-mouse button and drag to create the text box.

3. Now type your text in the Text Box.

Whenever you select a text box in your document, the ribbon displays a contextual "Text Box Tools" tab, beneath which is the Format tab.




This contains groups and commands to change the text box shape, add shadows, 3-D effects, change the colour and align the box in the document. (Whenever you click away from the text box, the Text Box tools tab disappears.)

Resizing the Text Box

To change the size of the Text Box, select it, then drag a handle to increase or decrease the size. Alternatively, on the **Text Box Tools, Format tab, Size group**, enter new values in the **Height** and **Width** boxes.


Adjusting the Internal Margins

1. Select the text box and then on the **Text Box Tools, Format tab, Size group** click the Dialog Box launcher .
2. On the Text Box tab, under Internal margin, enter values in the **Left, Right, Top** and **Bottom** boxes.

Deleting a Text Box

Click the Text Box to select it, and then press the DELETE key.

Positioning the Text Box

Text Boxes (with the exception of the Simple Text Box, and those you draw yourself) can be dragged into place by positioning the cursor on the edge of the box, and waiting until it changes into a four-headed arrow . Hold down the left mouse button and then drag it to the desired position. For more precise positioning, see the earlier section: "Wrapping Text around Objects".

WATERMARKS

Watermarks are positioned behind text and add interest to a document without overpowering the content.

They are also useful for identifying the document, such as marking it as "Draft", or "Confidential".

You can use Word's selection of text watermarks or insert your own, or even add a picture; however you may need to lighten it so it is not too intense.

Note: Watermarks are only visible in Print Layout or Full Screen Reading Views.

1. On the **Page Layout** tab, **Page Background** group, click on **Watermark**.
2. Observe the list of pre-designed watermarks in the gallery, and if one is suitable, click to insert it in your document.

Alternatively, to create your own text, or insert a picture, click **Custom Watermark** at the bottom of the list.

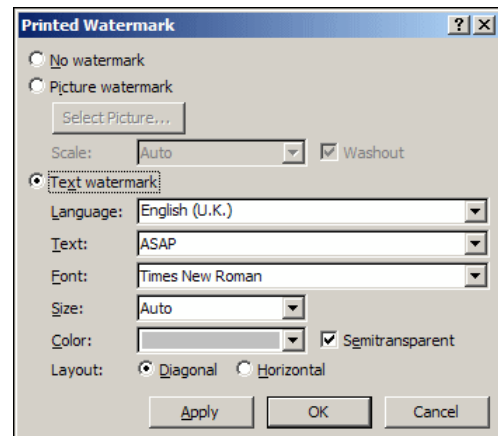
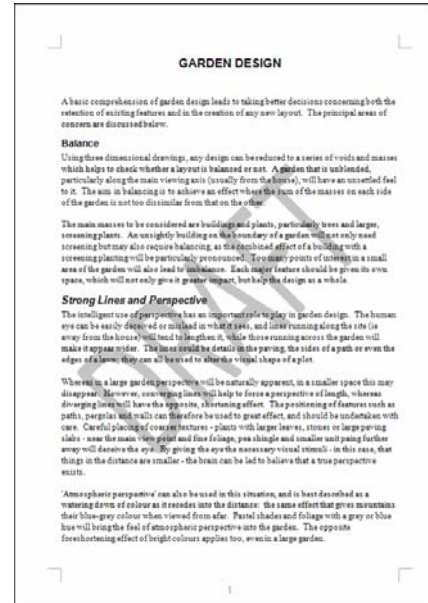
3. To use a picture, click on **Picture watermark** and then click on the **Select Picture** button.

In the Insert Picture dialog box, select your picture and then click on **Insert**. Adjust the Scale and select Washout if desired, then click on **Apply** to see the effect in the document.

4. To use text as a watermark, select the **Text watermark** option, and then in the Text: box, type in your text for the watermark.
5. Adjust the Font, Size and Colour as required.

Removing a Watermark

1. To remove a watermark, on the **Page Layout** tab, **Page Background** group, click on **Watermark**.
2. At the bottom of the gallery, click on **Remove Watermark**.



BACKGROUNDS AND BORDERS

To add more interest to a document, the background of every page can be displayed in colour. Backgrounds are primarily used for online viewing, but they can be displayed in most views except Outline and Draft.

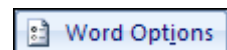
Borders and shading can be added to any part of a document to add emphasis. You can insert a simple or elaborate border around the edge of a page, and add borders and colour to specific areas of text.

Adding a Background

1. On the **Page Layout** tab, **Page Background** group, click **Page Color**.
2. Hover the mouse over the available colours to see the effect, and then click a suitable one. (For additional colours, click the **More Colors** option, or click on **Fill Effects** to add gradients, textures, patterns and pictures).

IMPORTANT: By default, backgrounds do not print, as this can drain the printer cartridge.

3. If you really do want to print a page with a background, click the **Office** button and then click on **Word Options**.

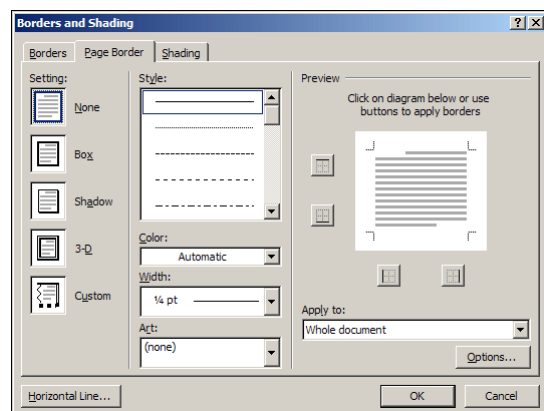


4. Click the **Display** option on the left-hand side, and then under **Printing options** select: **Print background colours and images**.

Adding a Page Border

1. On the **Page Layout**, **Page Background** group, click **Page Borders**.
2. In the Borders and Shading box select the **Page Border** tab.
3. Under Settings, choose from: **Box**, **Shadow**, **3-D** or **Custom**.
4. Select options from the **Style**, **Color**, **Width**, and **Art** lists.

If you chose the Custom option, click in the Preview area to apply the borders.



5. To specify a particular page or section click the **Apply to:** box arrow.

Adding a Border to Text

1. Select the relevant text, and then on the **Page Layout**, **Page Background** group, click **Page Borders**.
2. In the Borders and Shading window, ensure the **Borders** tab is selected.
3. Choose an option under **Settings**. If you chose Custom, click in the Preview area to specify which sides of the text you want the border on.
4. Choose a **Color** and **Width**.

WORDART

WordArt is a gallery of text styles that you can use to create decorative text. You can also select existing text and convert it to WordArt.

1. On the **Insert tab, Text group**, click **WordArt**.
2. In the WordArt Gallery select a design
3. In the **Edit WordArt Text** box, select the desired **Font:** and **Size:** and then enter your text in the **Text:** box.
4. Click on **OK** to enter the WordArt text into the document.

Good Luck

Whenever you select WordArt, the ribbon displays a contextual "WordArt Tools" tab, beneath which is the Format tab.



This contains groups and commands to change your WordArt, eg you can apply different styles, add shadows, 3-D effects, and change its shape and colour. (When you click away from the WordArt, this disappears.)

5. To change WordArt, click to select it, then click a command in the **WordArt Tools, Format group**.

Good Luck

Note: The Live Preview feature on many commands enables you to quickly see how your WordArt will look before you commit to any change.

Positioning WordArt

WordArt is inserted in the document with the In-Line with Text wrapping style; this means it is placed at the insertion point and any text in the document does not wrap around it.

To change this, see the earlier section: "Wrapping Text around Objects".

INSERTING AN EXCEL CHART

1. In Excel select the chart, then click **Copy** on the **Home tab, Clipboard group**.
2. In your Word document, position the insertion point, then on the **Home tab, Clipboard group**, click the **Paste** button arrow.
3. In the Paste Special window, click **Microsoft Office Excel Chart Object** (to paste it as an embedded object that can be edited using Excel).
4. Click **Past link** – if you want it to be updated whenever the source data changes.

Other options in the Paste Window include pasting it as a Picture or Bitmap, or as a Microsoft Office Graphic Object which can be edited using the chart tools in Word.

CREATING DIAGRAMS AND ORGANISATION CHARTS

The SmartArt graphics feature allows you to create professional looking graphical lists and diagrams such as Process, Venn and Organisation Charts.

IMPORTANT

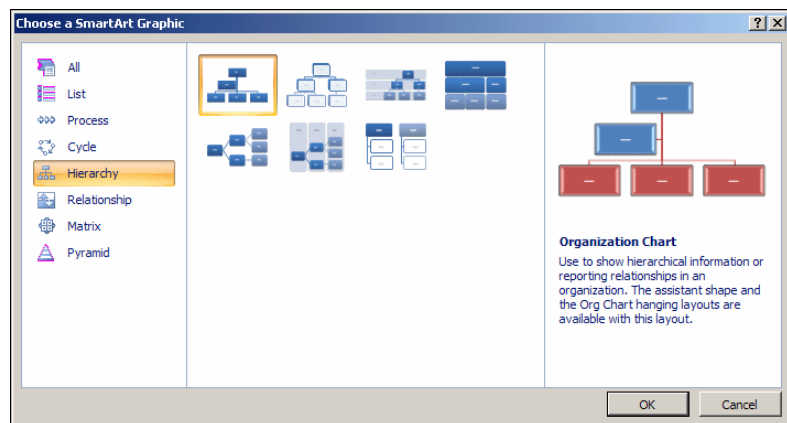
- It is a good idea to first sketch out your proposed diagram on paper, showing all the shapes, connecting lines, relationships and text. This will help you decide on the best layout—without a plan it can be difficult to visualise what is needed—and rectifying a wrong choice can be very time consuming.
- Before inserting a SmartArt graphic, create three empty paragraphs in your document and position the insertion point in the middle one. This will give you some room to manipulate the diagram and avoid it becoming entangled with any surrounding text.

Choosing a Layout

1. On the **Insert tab, Illustrations Group**, click on **SmartArt** to open the Choose a SmartArt Graphic window.

The left-hand side displays the following list of diagrams:

List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid.



2. Choose one of the options (or select All to see the full range).

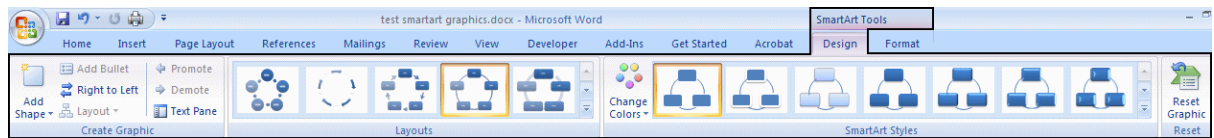
The middle section will now display related layouts; when you select one, helpful information is displayed in the right-hand pane.

3. Select the appropriate diagram, and then click **OK**.

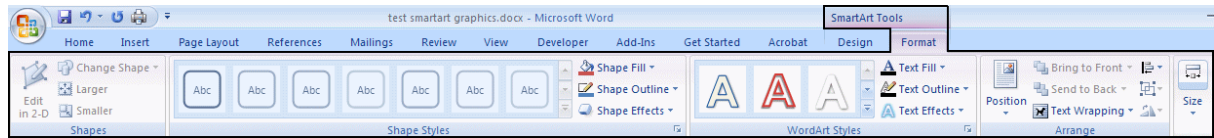
The layout will now appear in your document, with placeholder text, so you can see how the graphic will look.

You can add or remove shapes, although a few layouts contain a fixed number. You can also change the colours and design, or switch to a different layout altogether. As you add and edit content, the SmartArt graphic will automatically update.

Note: Whenever you select a SmartArt graphic, the ribbon displays a contextual "SmartArt Tools" tab, beneath which are the Design and Format tabs containing groups and commands to manipulate your graphic. (When you click away from the graphic, these disappear.)



The Design tab contains commands to change individual shapes, alter the whole layout, apply different styles and change the colours.



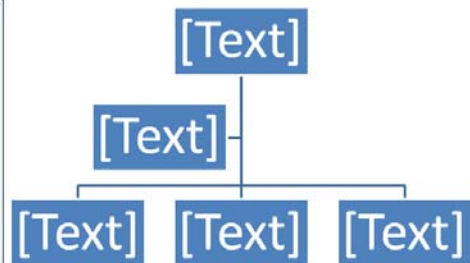
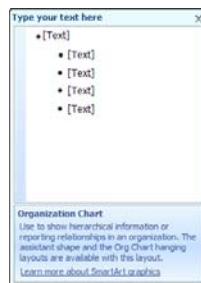
The Format tab has commands to apply fills, outlines and special effects, WordArt styles and positioning tools.

Entering Text in a SmartArt Graphic

1. Click a shape and then type the text.

You can also add text using the text pane.

2. If this is not displayed, on the **SmartArt Tools, Design tab, Create Graphic group**, click the **Text Pane** button.

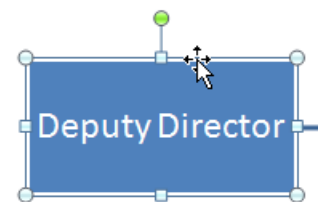


3. Click [Text] in the text pane and type your text.

Selecting Individual Shapes

1. To select a shape, move the mouse over the edge of the shape and wait for it to turn into a four-headed arrow.
2. Click with the left button. The selected shape should be surrounded with a solid border and handles.

If the shape is surrounded by a dotted line, this indicates you can enter or edit the text.



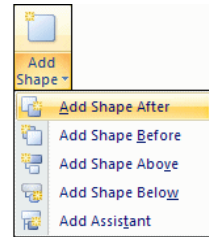
Adding Shapes

Adding shapes to List, Process, Cycle, Relationship, Matrix and Pyramid diagrams is relatively easy; generally you will be given the option to add a shape "before" or "after" the selected item.

Hierarchy Diagrams and Organisation Charts however, are much more complex due to their branch and structure levels, and adding shapes can be complicated. The Add Shape commands work in different ways, depending on whether the layout is vertical or horizontal, and there are options to Promote and Demote shapes—which are unavailable in other diagrams. Organisation Charts also have specific layout commands for making shapes "hang" rather than fall below other shapes.

1. Select the shape above or next to where you want to place the new shape.
2. In the **SmartArt Tools, Design tab, Create Graphic Group**, click on the **Add Shape** button arrow.

The following options apply to Organisation Charts; other layouts will have less choice.



Add Shape After: inserts the shape at the same level, but following it.

Add Shape Before: inserts the shape at the same level, but before it.

Add Shape Above: inserts the shape one level above; the selected shape and all shapes below are then demoted one level.

Add Shape Below: inserts shape one level below.

Add Assistant: creates an intermediary shape between two levels.


3. Click the relevant option.

Deleting Shapes

Click the perimeter of the shape and press the DELETE key.

Resizing Shapes


To resize an individual shape, first select it, and then on the **SmartArt Tools, Format tab, Shapes Group**, click the **Larger** or **Smaller** buttons. (The remaining shapes may adjust their size accordingly.)

To resize an entire SmartArt graphic, click inside, and then point to one of the sizing handles (small dots around the perimeter). When the pointer turns into a double-header arrow , drag to the desired size.


Changing a Shape

To change an individual shape, first select it, and then on the **SmartArt Tools, Format tab, Shapes Group**, click on **Change Shapes** and then choose an alternative from the Gallery.

Swapping the Complete Diagram for Another

1. Click the diagram, and then on the **SmartArt Tools, Design tab, Layouts group**, hover the mouse over the various displays while observing the effect on your diagram.
2. For more choices, or to change to completely different layout, click the **More**  button in the **Layouts Group**, and then click **More Layouts**.

Note: swapping to another layout may not produce a satisfactory result.

Remember to click the **Undo**  button on the Quick Access toolbar to return to the previous layout.

Customising the Diagram

Once you are happy with the layout and content, you can change the look of individual components or the whole diagram, using the commands on the Design and Format tabs. Many of these provide a Live Preview, so you can quickly see how it will look, before you commit to any change.

Positioning the Diagram

A SmartArt diagram is inserted in the document with the In-Line with Text wrapping style; this means it is placed at the insertion point, and any text in the document does not wrap around it.

To change this, see the earlier section: "Wrapping Text around Objects".

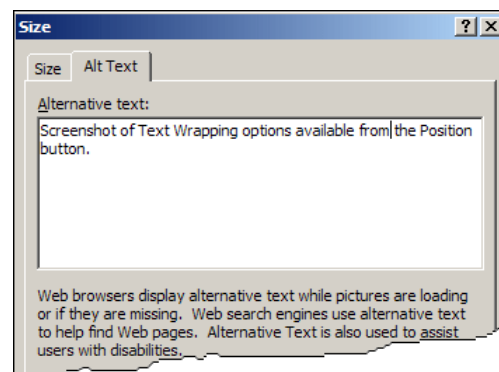
ALTERNATIVE (ALT) TEXT

Screen readers and Braille displays can generally only translate text, so you should add Alternative text to all graphics and images so anyone with visual difficulties knows what a sighted person can see. (Non-essential content however, such as decorative page borders or logos, does not require Alternative text; however they still require "marking" so a screen reader will ignore them.)

1. Select the graphic, and then on the **Picture Tools, Format tab, Size group**, click the **Dialog Box** launcher .

Alternatively, right-click the graphic and choose **Size** from the sub-menu.

2. Click on the **Alt Text** tab, and in the **Alternative text:** box, add a brief, accurate description of what the graphic portrays. (For a non-essential graphic, simply enter a space.)



3. Ensure each sentence finishes in a full stop.

REDUCING A PICTURE'S FILE SIZE

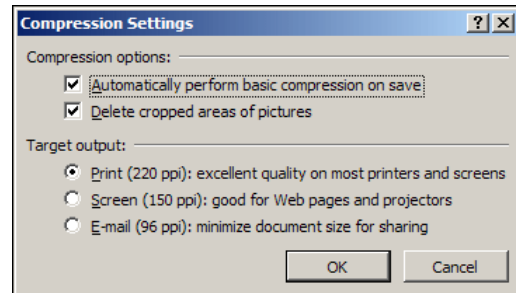
When a document contains pictures, the overall size of the file can increase significantly. In some cases you can overcome this by reducing the resolution, deleting cropped areas of pictures, or compressing the picture. This depends somewhat on the image file types – .png, .jpg, .gif, .bmp and .tiff are generally suitable, but vector images are not.

You should also be aware that once changes have been made to the pictures, you will be unable to return them to their original state. Always ensure you have backup copies of the images elsewhere.

Changing the Resolution

1. Select the picture, and then on the **Picture Tools, Format tab, Adjust group**, click **Compress Pictures**.
2. In the Compress Pictures box, click **Apply to selected pictures only** (unless you want to change the resolution for all the pictures in the document).
3. Click the **Options** button, then under Target output: select one of the following:
 - Print (220 ppi) – for Word documents which are to be printed.
 - Screen (150 ppi) – for web pages.
 - E-Mail (96 ppi) – for documents to be emailed.

Note: These settings may result in a slight deterioration of picture quality.




Compressing a Picture

By default, the **Automatically perform basic compression on save** option is turned on and applies to the open document in Word 2007. If you wish to change this, do the following:

1. Select the picture, and then on the **Picture Tools, Format tab, Adjust group**, click **Compress Pictures**.
2. Click the **Options** button, and then de-select the **Automatically perform basic compression on save** box.

Cropping a Picture

Unwanted pieces of a picture can be cut off using the Crop tool on the Picture toolbar.

1. Select the picture and then on the **Picture Tools, Format tab, Size group**, click **Crop**. Cropping handles now appear around the image.
2. Position the Crop tool  over a cropping handle and drag to resize.

To crop equally on all four sides, hold down the CTRL key while dragging a corner handle inwards.



When you crop an image in Word 2007, this automatically reduces the file size. If desired, this can be changed.

3. On the **Picture Tools, Format tab, Adjust group**, click **Compress Pictures**.
4. Click the **Options** button, and then clear the **Delete cropped areas of pictures** check box.

HINTS AND TIPS

- Always make a backup of your file.
- Save your work regularly and certainly after every step.
- It is advisable to have a rough sketch to hand before you start to create any drawings. This will help you estimate the size of the drawing objects and their position in relation to each other.
- To add text to a shape, first select it, then right-click it. From the sub-menu select Add Text.
- If you intend copying the drawing from one document to another, you must ensure that the same template is used in each document, otherwise the drawing may not display correctly.
- It is a good idea to close down Word completely every 30 minutes or so. When restarted this will utilise the maximum amount of memory and improve the application's performance.
- Remember to give yourself a break. Intensive VDU work can cause discomfort and eyestrain. Make a point of looking away from the screen every 10 minutes and focusing on an object in the distance to refresh your eyes. At the same time sit up straight and stretch your body.
- When creating intricate drawings, you will find it easier if you "zoom in" and get a close-up view of your document. Click the **Zoom** buttons in the bottom right-hand corner of the status bar.
- Gridlines can help you position objects accurately. To display them, on the **View** tab, **Show/Hide** group select the **Gridlines** check box. (Note: you must be in Print Layout view.)