

## 11 . Pictures

In this Module you will learn:

- 1 How to insert a picture in your document;
  - 2 How to change the formatting of a picture;
  - 3 How to change the width and the height of a picture.
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There are many ways you can insert a picture into a text. You can for example add pictures, that are made with another program, to your document .

This way you can, with your word-processor, easily create congratulatory cards, business cards, invitations, announcements or club-magazines.

There are many different ways to obtain pictures for your document:

- 1 You can create and save drawings and pictures yourself. A program you can do this with is already on your computer, namely the program **Paint** that comes already installed with your computer. However, the possibilities of **Paint** are limited. If you want to create more professional drawings, it is better to use a more advanced program like **The Gimp**.
- 2 You can buy ready-made pictures. There are complete collections of all possible themes that can be obtained on reasonably priced CDs.
- 3 With a digital camera or scanner you can put your own photographs on your computer, edit them and use them in your own creations.
- 4 If you have internet access, you have an enormous collection of pictures at your disposal.

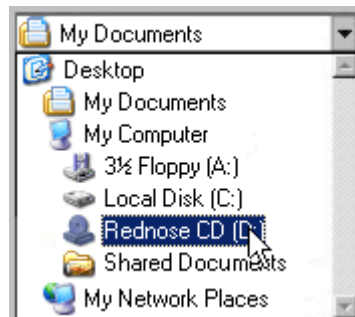
## 11.1 Inserting a picture

In this module you are going to learn how to insert pictures. You do this with the option **Insert, Picture** in the menu-bar.



### Assignment 11.1 inserting a picture I

1. Open the file **Calender January** from the **Writer B2** folder on the RedNose CD.
2. Select in the menu-bar the option **Insert, Picture, From File...**  
The dialogue-window **Insert Picture** will open.
3. Select the **RedNose CD (D:)** in the option-list.



4. Double-click the **Writer B2** folder.
5. Single-click on the **Calender 31 days** picture to select it.
6. Next, click on the button **Open** in the lower right corner.

The picture is inserted.

## 11.2 Formatting a picture.

As you have seen in the previous assignment, all text has moved with the insertion of a picture.

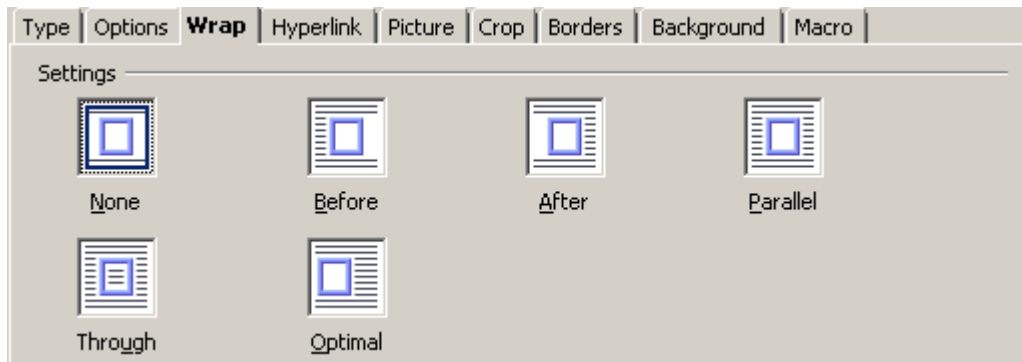
When you insert a picture in **Writer**, the picture automatically gets the formatting **no wrap**. This will cause the text to jump all over the document. To prevent or restore this jumping of the text, you can put the picture if it were in a layer floating above the text. This makes it possible to put a picture on a page without it influencing the text in the background.

To change the formatting of a picture, you make use of the **Through** option on the **wrap** tab of the **picture** dialogue-window.



### Assignment 11.2 Changing the formatting of a picture

1. Make sure you have made assignment 11.1.
2. Select the picture that you have inserted in the previous assignment by clicking on it.  
Green squares will appear around the picture, to indicate that the picture has been selected.
3. In the menu-bar select **Format, Picture**.  
The dialogue-window **Picture** appears.
4. Select the **Wrap** tab.



5. Click on the picture with **Through** below it.
6. Click **OK**.
7. Click somewhere outside of the picture.  
The picture is now positioned over the text. All text is now back into its original position. At the moment however you cannot see the text.

In assignment 11.1 you have inserted a picture from the CD-ROM. In the following assignment you are going to insert another picture, again from the CD-ROM.

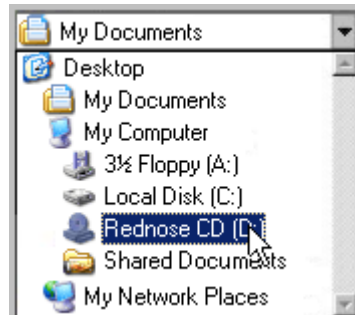


Click on **View, Zoom**. Click in the white circle in front of **Entire page** and click on **OK**. The page will now be displayed in its entirety on the screen, so you can better see how the different elements are distributed over the page. To change back to the normal view, you again select **View, Zoom**, and click on the white circle in front of **100%** and confirm with **OK**.

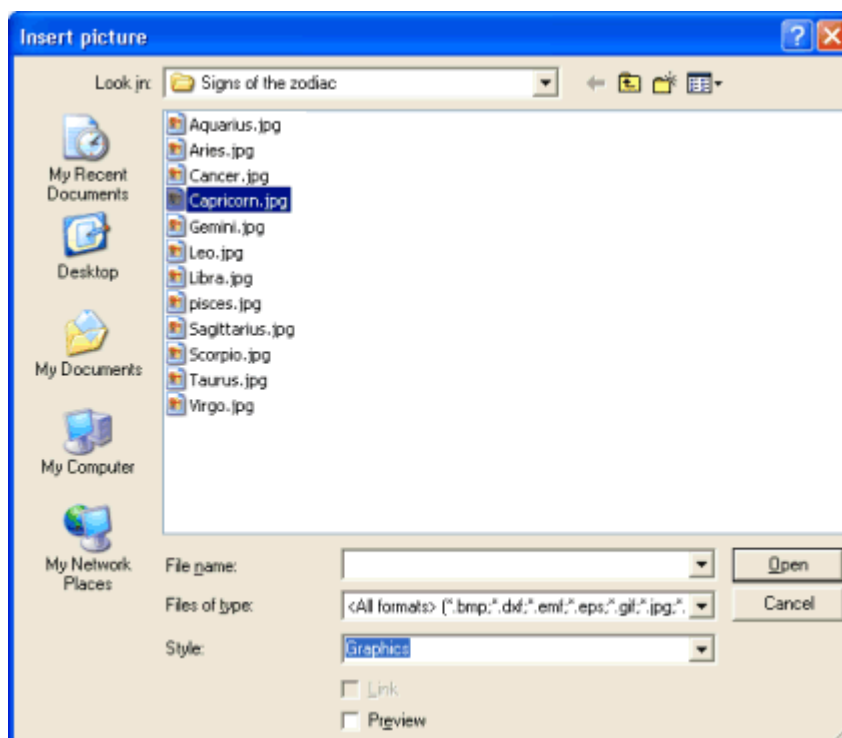


### Assignment 11.3 Inserting a picture II

1. Make sure you have made assignments 11.1. and 11.2.
2. In the menu-bar select **Insert, Picture, From File...**
3. In the option-list select the **RedNose CD (D:)**.



4. Double-click on the **Writer B2** folder.
5. Double-click on the **Signs of the zodiac** folder.
6. Click on **Capricorn**.



7. Click on the button **Open** in the lower right corner.
8. Your picture will be inserted into the calendar.

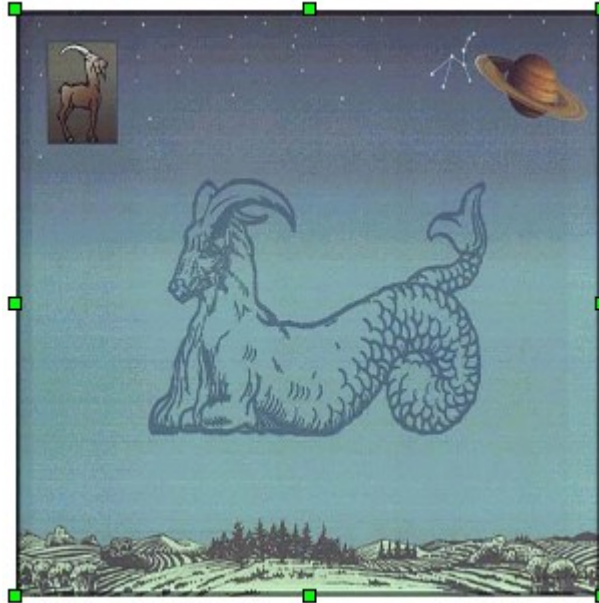
The picture is inserted in line with the text. This causes the text to jump, just as happened in assignment 11.1. Now you will have to, to get the text back into it's original location, place the picture **in front of the text**. When you change the formatting into **Through**, You can also move the picture easily.



#### **Assignment 11.4 Changing the formatting of a picture II**

1. Make sure you have made the previous assignments.
2. Click on the picture in the document to select it.

Green squares will appear around the picture, to indicate that the picture has been selected.



3. In the menu-bar select **Format, Picture**.  
The dialogue-window **Picture** appears.
4. Select the **Wrap** tab.
5. Click on the picture with **Through** below it.
6. Click **OK**.

### **11.3 Changing the size of a picture**

You now have added two pictures to your calender. However, the chance is that the pictures are not in the correct location, are on top of each other and do not have the correct size.

In most circumstances a picture is not immediately inserted in the correct location. Luckily it is possible to move the inserted picture. You move a picture by dragging it to the desired location. Before you can change the location of a picture, you first have to select it.




### Assignment 11.5 Selecting a picture

1. Make sure you have made assignments 11.1 to 11.4.  
Before you can change the size of a picture, you first have to select that picture.
2. Click on the first picture that you have inserted (**the calendar**).  
Eight green squares will appear around the picture. These are called *handles*.



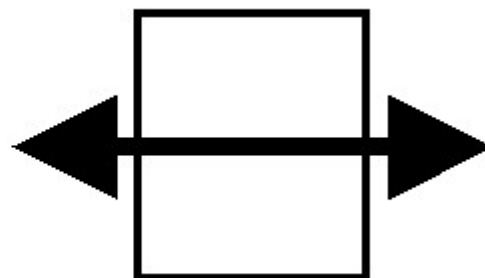
### Assignment 11.6 Moving a picture

1. Make sure you have selected the picture.
2. Place the mouse-pointer in the middle of the picture. The mouse-pointer changes into a fourfold arrow .
3. Click and hold down the **left mouse-button**.
4. Drag the picture to the underside of the page.  
A dotted grey frame will appear that moves down together with the mouse-pointer.
5. Release the left mouse-button when the picture is in the right location.  
The picture has been moved.

When the picture is selected, you can change the size of the picture. For this you use the handles around the picture. You can change the size of the picture in three different ways:



- Change the **width** of a picture.
- Change the **height** of a picture.
- Change **both height and width** of a picture together.

In case you just want to make a picture wider or narrower, you can use the handles on the left or right of the picture. When you drag one of these handles, you change the width of the picture.

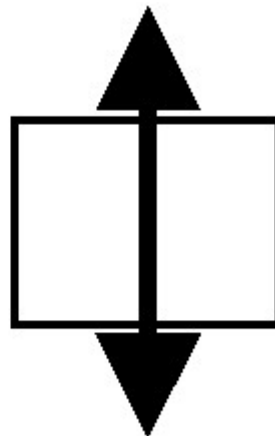






### Assignment 11.7 changing the width of a picture

1. First make the previous assignments.
2. Make sure you have a picture selected.
3. Put the mouse-pointer on the handle on the right of the picture.  
The mouse-pointer changes into a horizontal double arrow .
4. Press and hold the left mouse-button, and drag the picture wider or narrower.  
A dotted line indicates the changed size of the picture.
5. When you release the mouse-button, the size of the image will be adjusted.
6. Click on the **Undo**  button, or select **Edit, Undo** to undo the change in width.

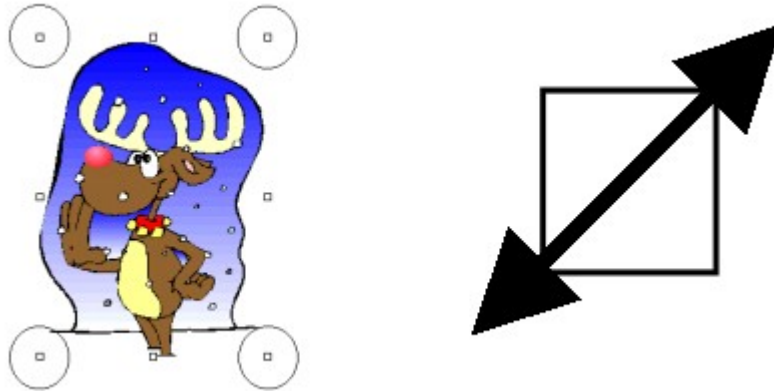
In a similar way you can change the height of the picture. For this you use the handles above and below the picture.



### Assignment 11.8 Changing the height of a picture


1. Make sure you have a picture selected.
2. Put the mouse-pointer on the handle above or below the picture.  
The mouse-pointer changes into a vertical double arrow .
3. Press and hold the left mouse-button, and drag the picture taller or shorter.  
A dotted line indicates the changed size of the picture.
4. When you release the mouse-button, the size of the image will be adjusted.
5. Click on the **Undo**  button, or select **Edit, Undo** to undo the change in height.

You have probably noticed that, when you change the length or width, the picture is not as nice as before the change. This is because you have changed the width or height. Because of this change the picture has become stretched or compressed, which causes the loss of the proportions of the picture. You can prevent this from happening by adjusting both height and width at the same time. You do this by using one of the handles on the corners of the picture, in combination with the Shift-button.



#### Assignment 11.9 changing both width and height of a picture

1. Make sure you have a picture selected.
2. Place the mouse-pointer on one of the handles in the corner.

The mouse-pointer changes into a diagonal double arrow .

3. Press and hold the left mouse-button together with the **Shift**-button.
4. Drag the picture larger or smaller. A dotted line indicates the changed size of the picture.
5. When you release the mouse-pointer and **Shift**-button, the size of the picture will be adjusted.

When you change the size of the picture with the above explained method it will not get malformed.

6. Adjust the picture to the desired size and put it in the correct location.
7. Save the file with the name **Calender with pictures** in the **My Documents** folder.
8. Close **Writer**