

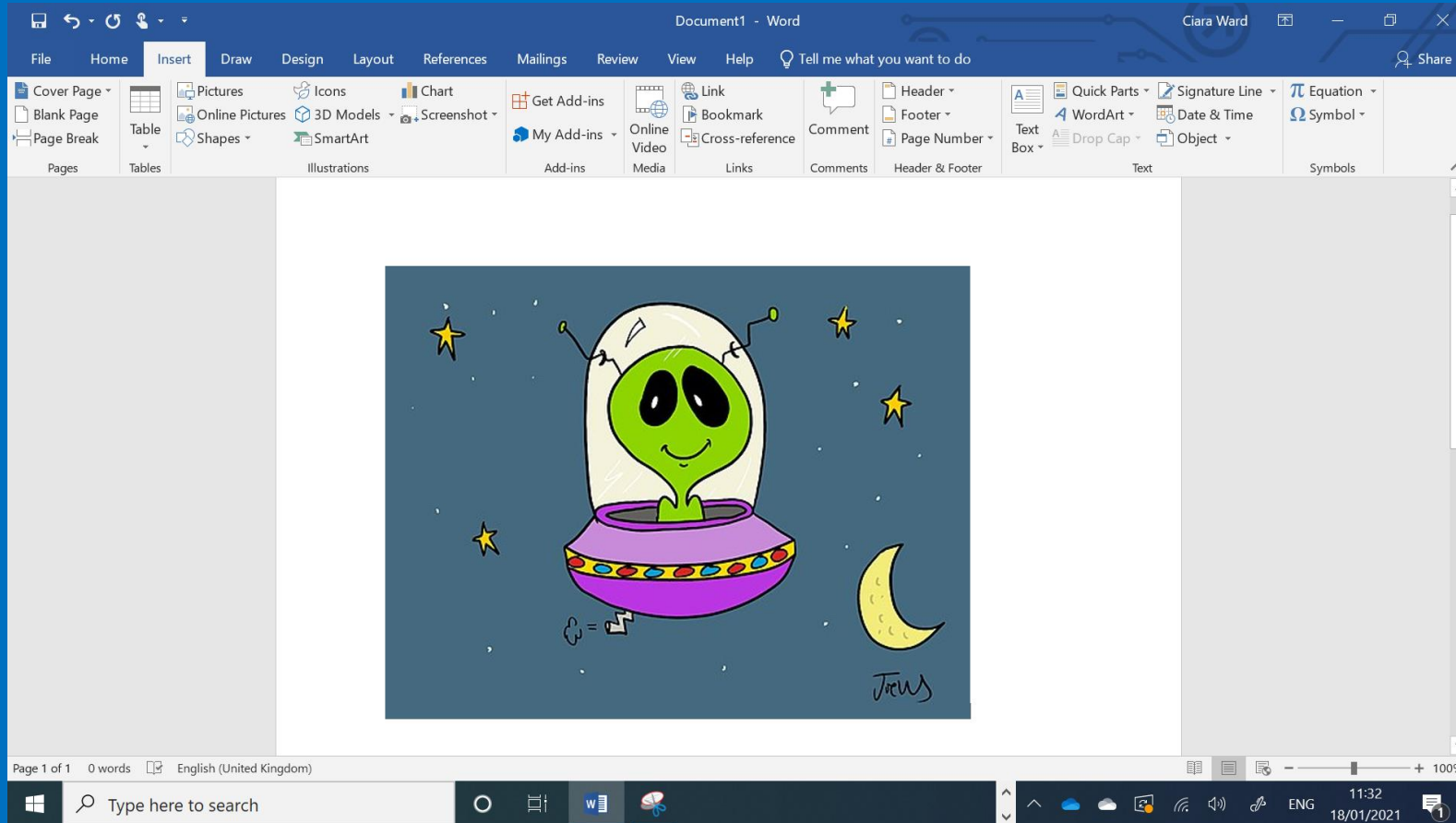
26/1/2021

T: Can I edit images in word?

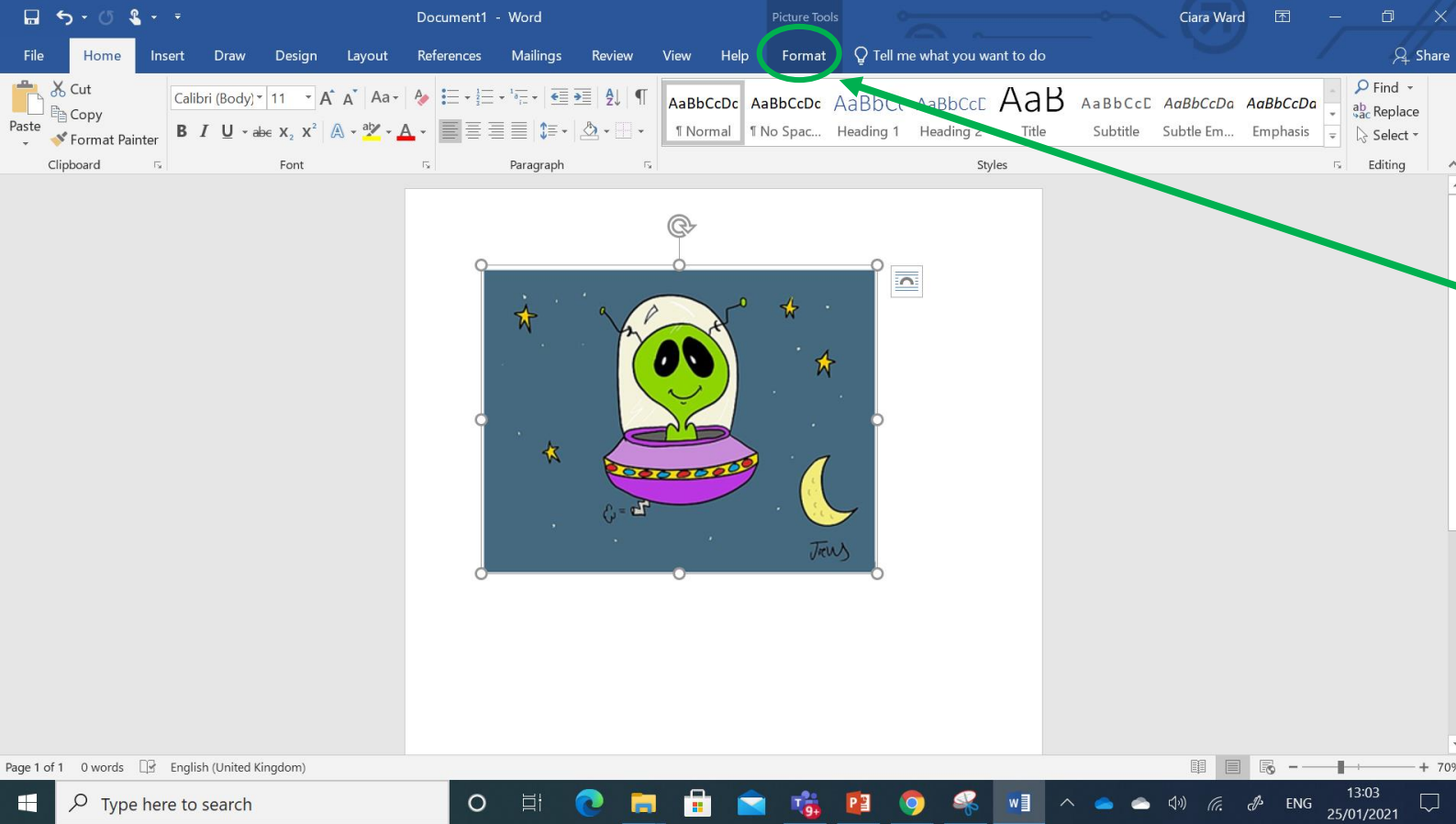


Open up your work from last week.

Sometimes we want to edit the image when we have put it into the document.

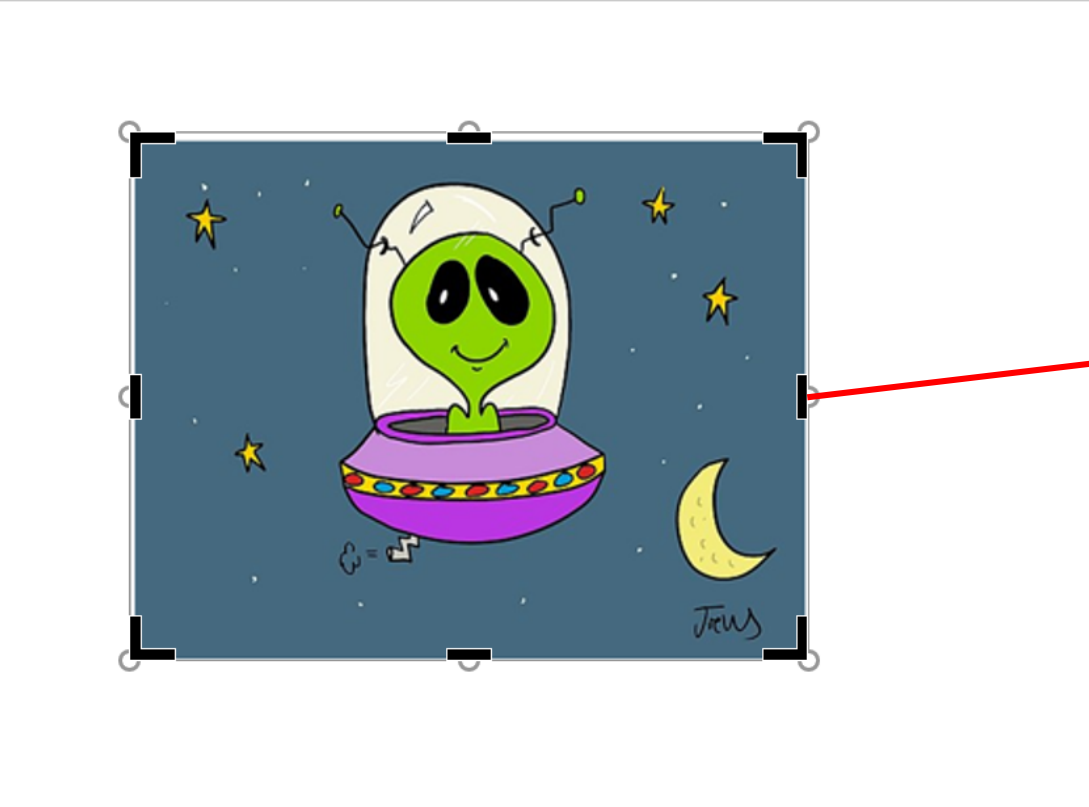
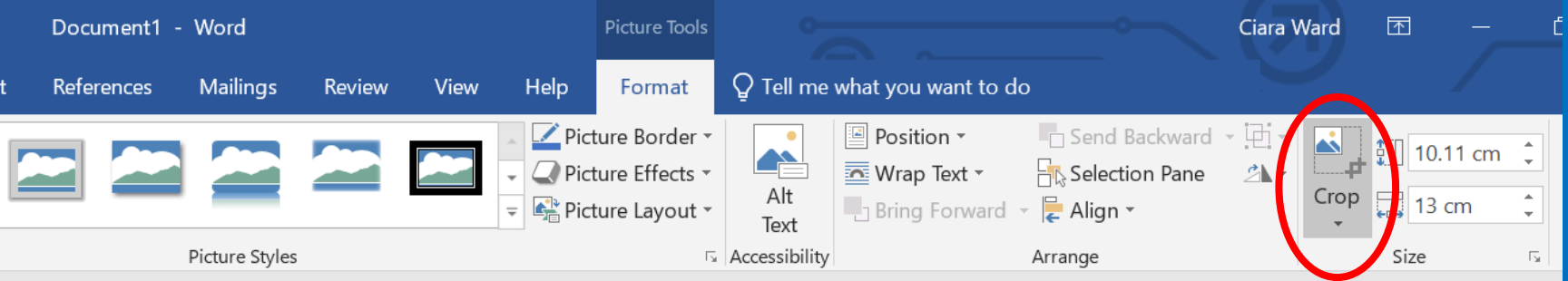


Cropping an image



- Start by clicking on your picture.

- Then, click format tab at the top of the page.

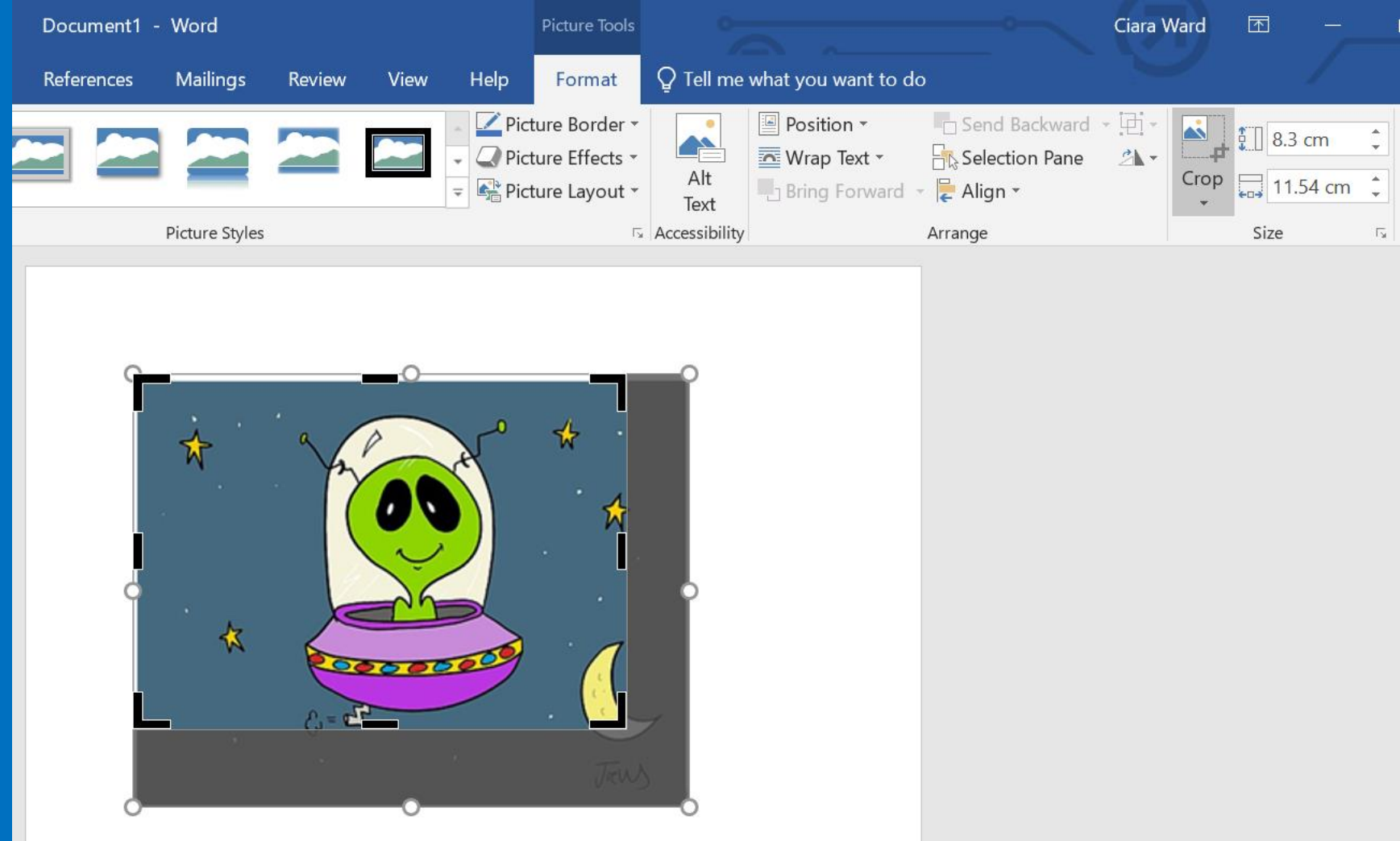


Click on the crop tab in the right hand corner of the page.

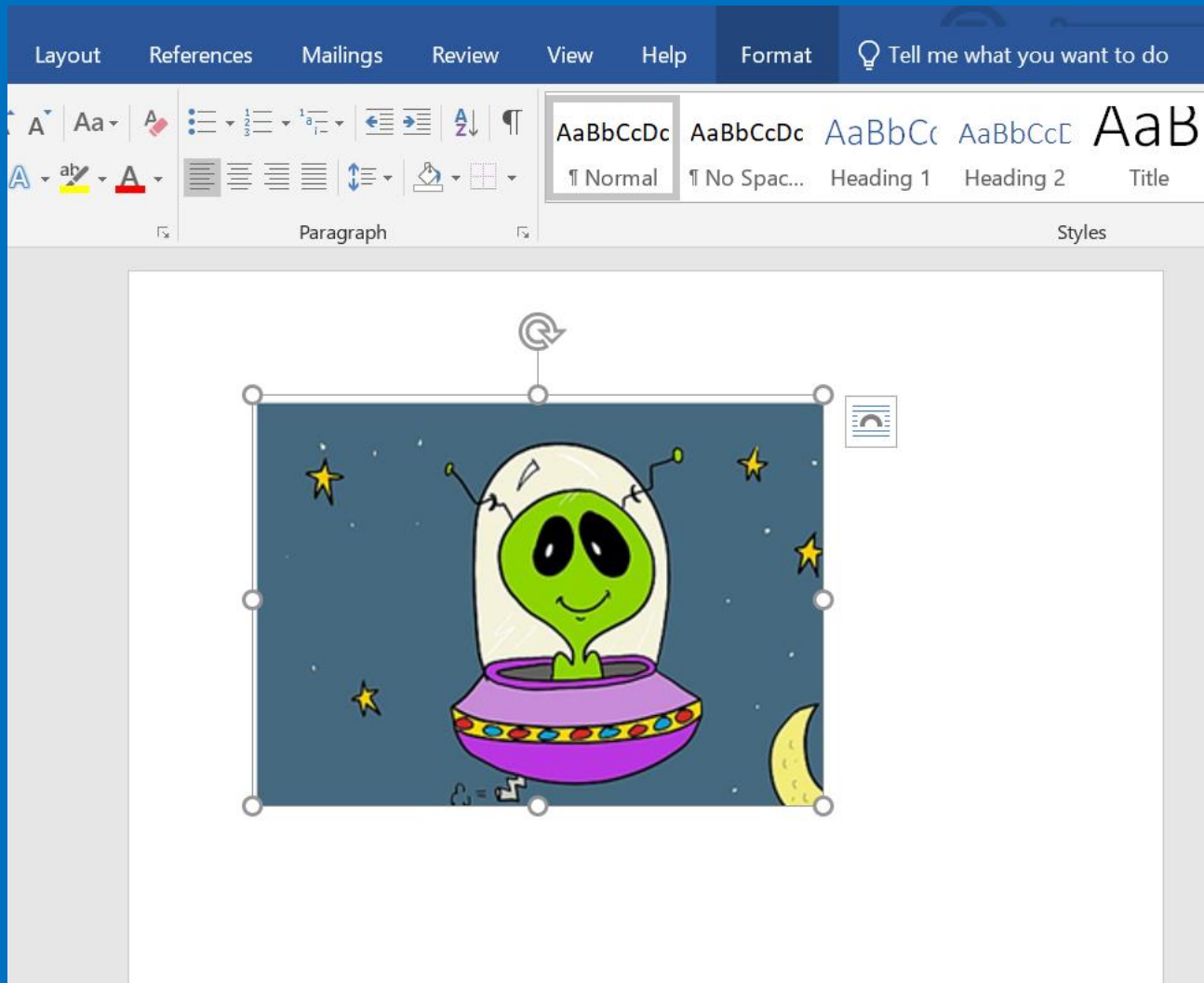
You will notice that the handles now have additional black frame indicators.

Crop the image by dragging these inwards.

Click anywhere on the screen to complete the crop.

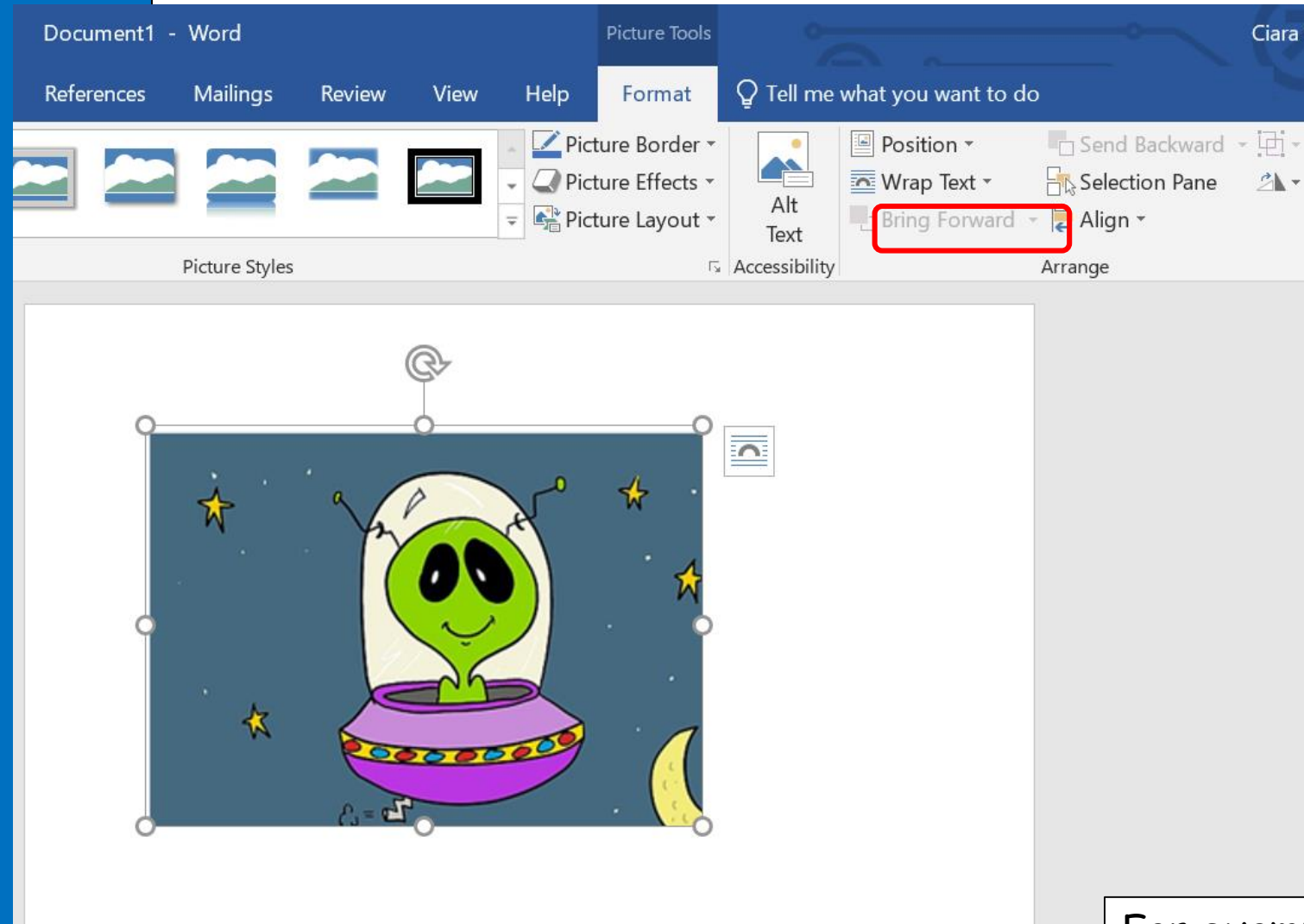


Imagine that you wanted this image as a central image in their flyer.

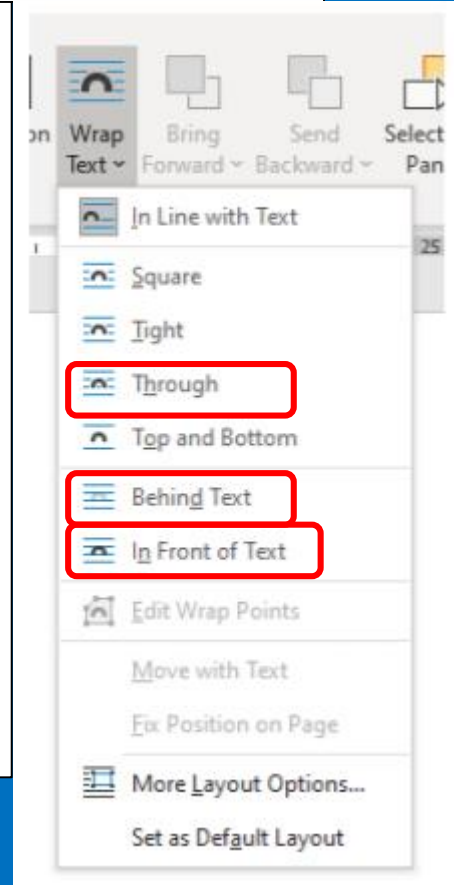


On a laptop, this is not as easy as just dragging the picture. If you try to do that now you will find the picture won't move there.

Click on the image again and click the format tab again and click the wrap text tab.




The little illustrations on the choices show how the image will be arranged relative to the text around it (and other images). If you want the image to be placed anywhere on the page, then choose Through and then decide upon Behind Text or In Front of Text.



For example, you can use Behind Text to make a background image that you can type over.

Wrapping Text

In Line with Text: when you want a small image to appear within your

sentence like this  .

Square, Tight and Through: The images are within the text with the text continuing around the image. See the examples in this text. You will need to **Edit the Wrap Points** to achieve the Tight and Through effects.



Click on Wrap Text to find this option, then drag the handles around the edges of your picture. You make extra handles by clicking on the dashed line. This can be quite a fiddly process.



Through: This can make the text hard to read, so use this with care.

Nulla posuere, odio eget pharetra volutpat, massa lorem bibendum ex, eget maximus eros justo at dolor. Curabitur malesuada dui ac ligula malesuada vulputate. Donec scelerisque non enim eu eleifend. Morbi vestibulum, magna ac iaculis volutpat, quam sapien sollicitudin magna, id vehicula justo magna sed nisl. Proin vel felis sit amet tortor aliquam rhoncus. Sed pretium mi ac tempor congue. Donec tincidunt consectetur mauris. Suspendisse ultricies eleifend vulputate. Aliquam sed ipsum ut leo porttitor finibus sed in diam. Praesent lobortis libero nunc, at varius dui luctus a. Maecenas ac velit vestibulum, lacinia felis eu, euismod magna. Quisque placerat urna leo, sed vulputate lacus venenatis id. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus vehicula lacus et arcu finibus, in ultrices arcu varius.

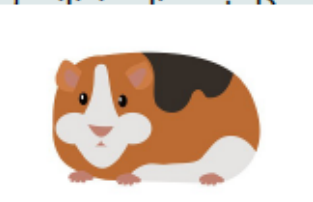
Top and Bottom: The images are within the text with the text continuing above and below the image. Useful to use when an image comes after a paragraph or steps in an instruction list. Like this:



Behind Text: The image will be in the background. You can investigate transparency of this image to make the text more readable by clicking on the Transparency button in the Picture Format tab (Desktop App only).

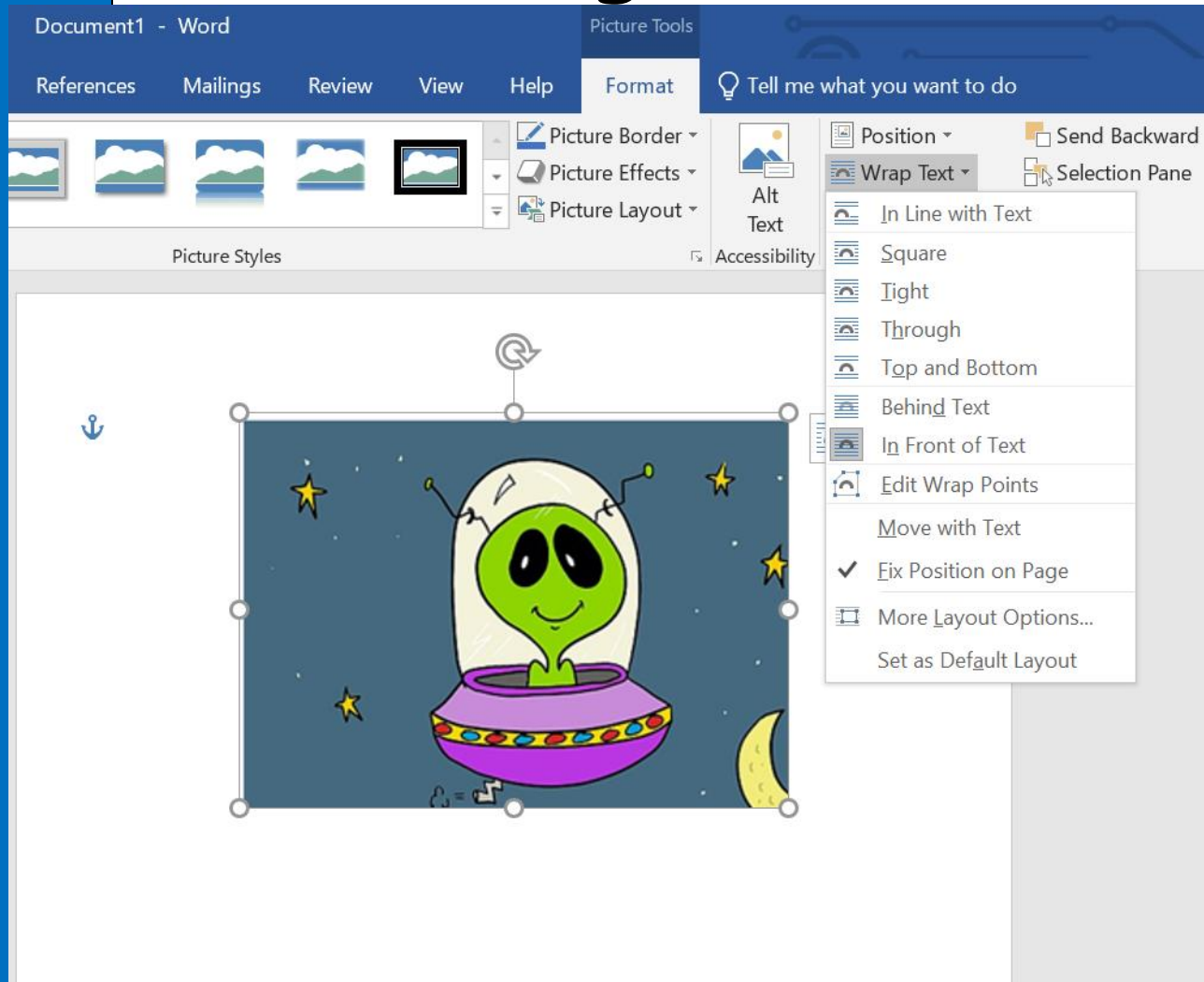
In Front of Text: This will block out what ever is behind it: Nunc

ut diam nec velit fringilla sodales. urna vitae, tincidunt bibendum risus. Aliquam commodo est auctor arcu imperdiet mus sed sagittis mauris, vitae hendrerit magna per ante. Sed ullamcorper iaculis mattis. Aenean in urna ac risus



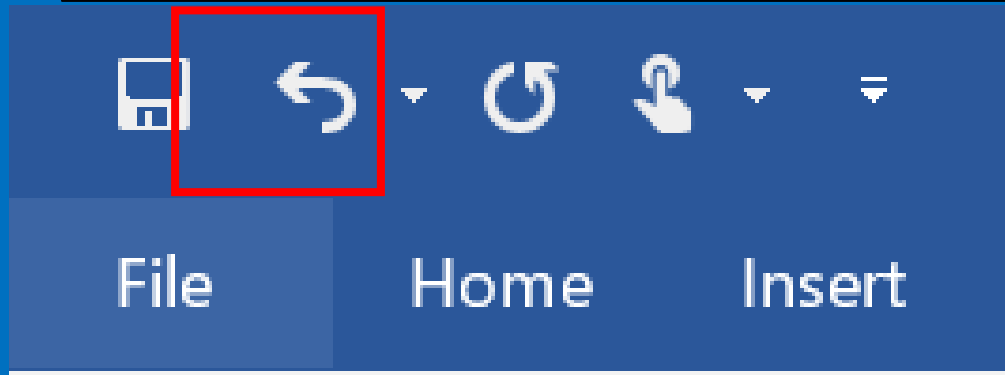
Using your poster, try out all of the other options.

Another thing to note, especially when using images as backgrounds is how the image is anchored to the page.



This can be found in the Wrap Text drop down box. The choices are Move with Text and Fix Position on Page. For backgrounds, you will often want the images to have a fixed position.

Things do not re-arrange themselves in Word for no reason, it is often something to do with the wrapping settings so being familiar with them is useful.



Remember the undo button is always in the top left hand corner if you need it!

As you add more text and formatting to your document, the images might move unexpectedly and need to be moved again.