

19/1/2021

T: Can I add and edit an image images to a word document?



Today, we will be starting work on a document that will explain how to look after a visiting alien



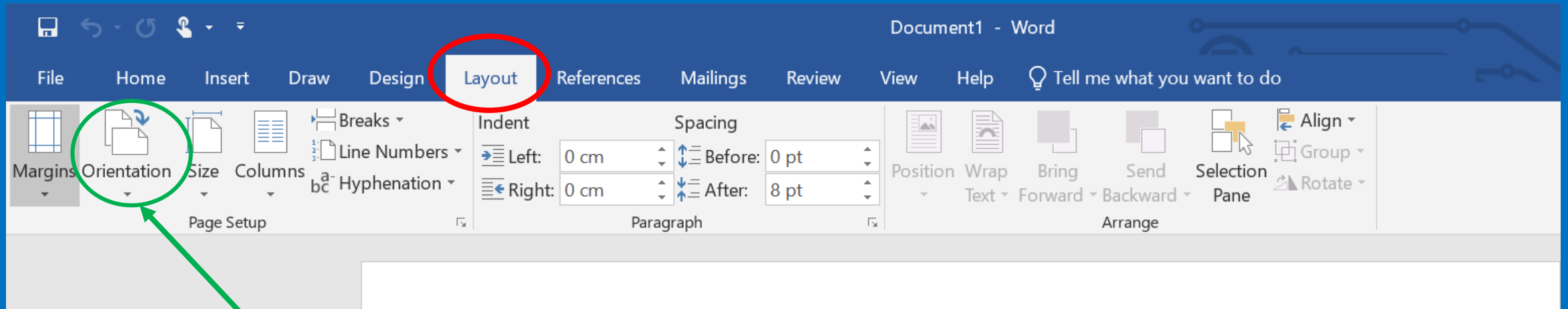
Open a blank word document



Remember to open word and click on the part that looks like this.

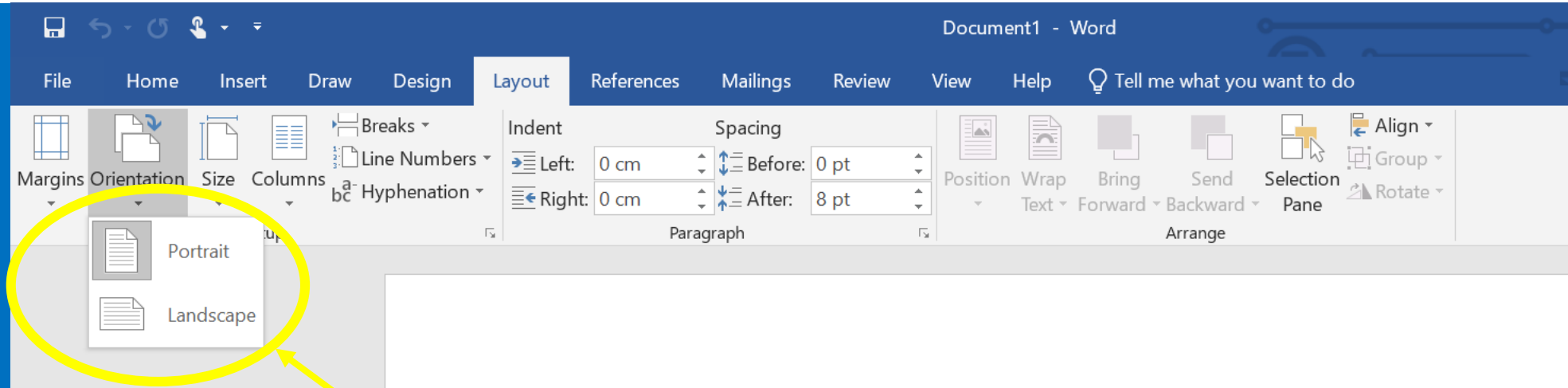
What is the difference between portrait and landscape?

To make your page landscape, you need to click on the layout tab at the top of the screen.



You then click on the orientation tab.

When you have clicked the orientation tab, you can select whether you want your document to be portrait or landscape



Have a go at doing this now in your word document.

Why do you think you would choose landscape rather than portrait?







As part of this session, we will be copying and pasting images and text.

The poster below will help us with this! (This is also attached to your assignment).

Cutting, Copying and Pasting





Using keyboard shortcuts

First, select the text that you want to copy.

Copying	Cutting	Pasting
 + 	 + 	 + 

When you paste text, the following options will pop-up. These control how your text will be pasted. You can mouse-over the different choices to see the effect.



-  Keep source formatting
-  Merge formatting
-  Picture; turns the text into a non-editable picture
-  Keep text only

On a touchscreen

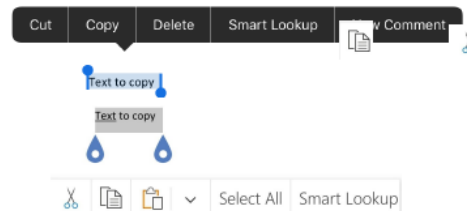
Double-press or one long press (dependent upon device) will select a word.



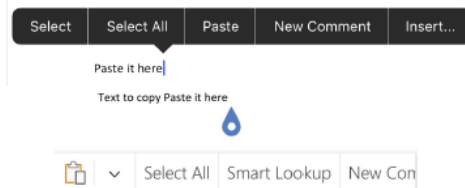
Drag the handles to select the text that you want to copy or cut



Use the menu that pops up to copy or cut.



Press where you want to paste and select Paste.



You will need some images for your document. There are lots of different places you can get these images from.

Internet searches:

This is one of the main ways that we can find images that we would like to copy and paste.

Safe searching:

Our school network has safety filters in place but this might not be the case at home.

What should you do if you come across an image that you think is inappropriate?

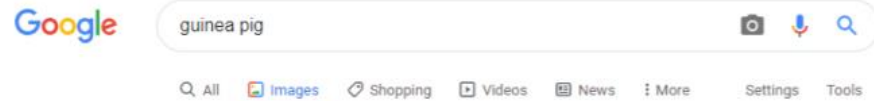
What would you do at school if this happened? How could you do something similar at home?

What should you do if you are upset by anything you see online?

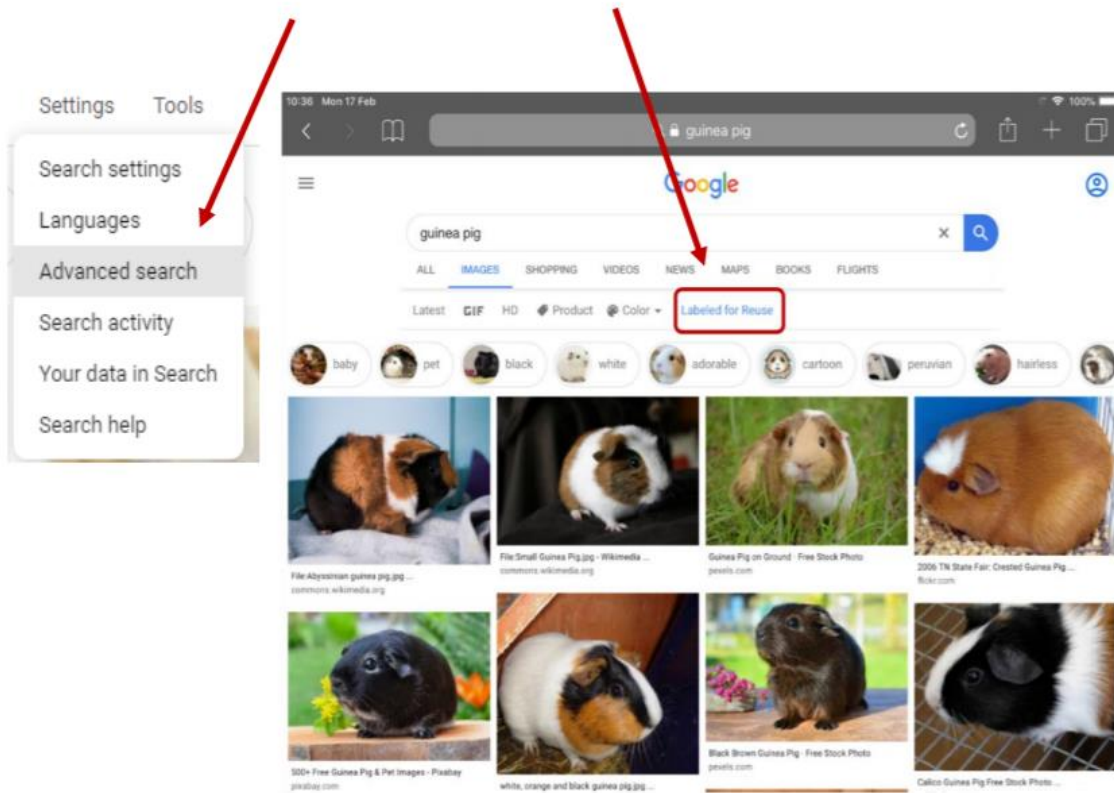
Copyright - It's not just films!

Many images are not available for you to download and use online. To find images that you can use, you need to use the advanced search tools in the search engine.

Open a page to the Google search engine and type in your keyword



Click on Settings and then Advanced search. (On a tablet click on the 'Labeled for Reuse' text then go to step 14).



Scroll down to the usage rights section...

usage rights:

all

Select the option 'Creative Commons licences' and click the Advanced search button. The results will all be images that you could download and use in your flyer.

usage rights:

all

all

Creative Commons licences

Commercial and other licences

Find images that you are free to use.

Advanced Search

When you are looking at images, Wikimedia commons files are good ones to look for.

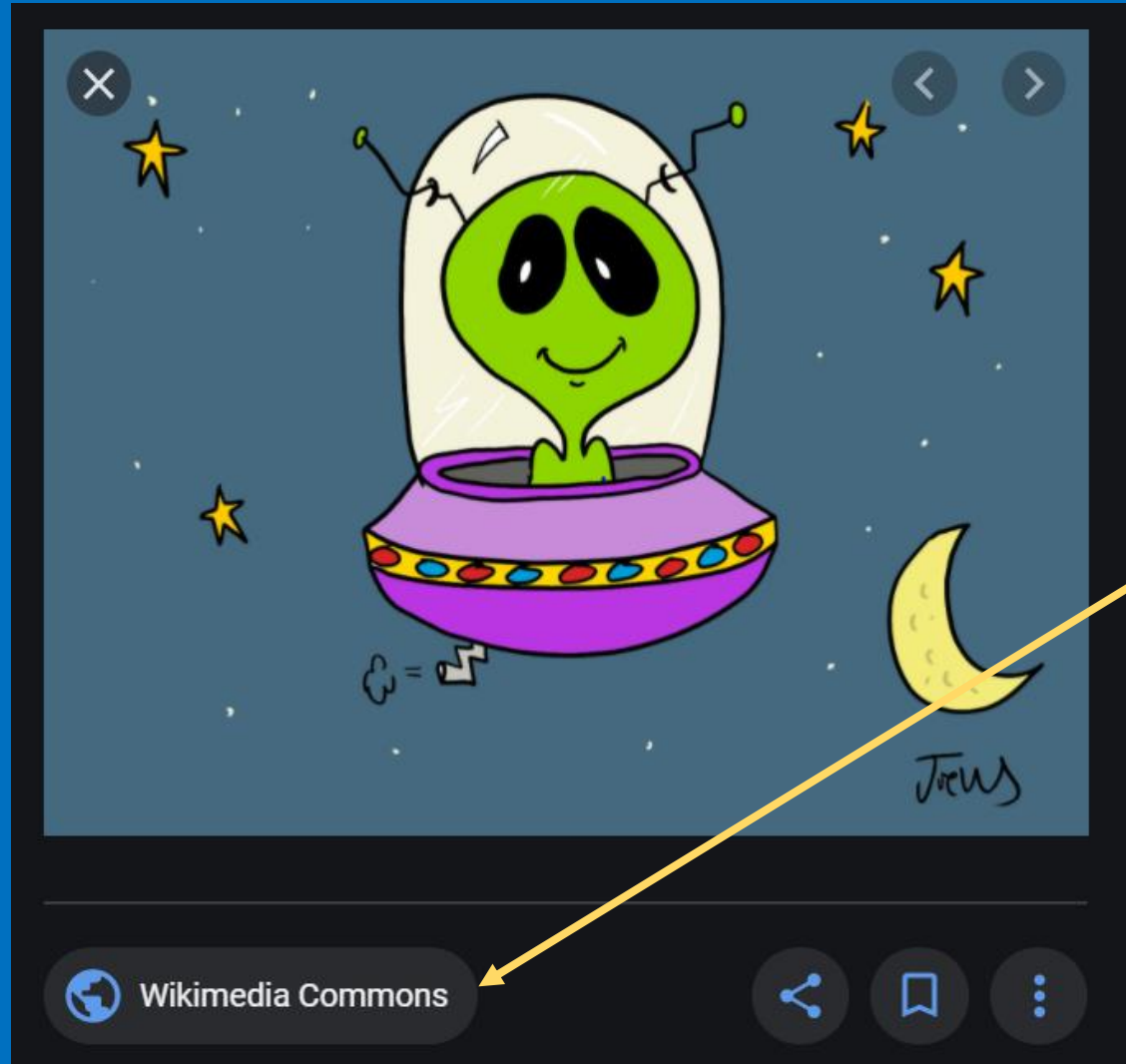


File:Alien in a UFO Cartoon.jp...

commons.wikimedia.org

Wikimedia commons files will have a link that looks like this underneath the image.

When you click on the image it should come up like this on the right hand side...



Click on this link below the picture.

You should then come to a page that looks like this...



The image shows a screenshot of a Wikimedia Commons file page. The page title is "File:Alien in a UFO Cartoon.jpg". Below the title, it says "From Wikimedia Commons, the free media repository". The main content area displays a cartoon illustration of a green alien with large black eyes and a smiling mouth, sitting inside a purple and yellow UFO. The background is a dark blue space with yellow stars and a crescent moon. To the right of the image, there are several action buttons: "Download all sizes", "Use this file on the web", "Use this file on a wiki", "Email a link to this file", and "Information about reusing". The left sidebar contains navigation links such as "Main page", "Welcome", "Community portal", "Village pump", "Help center", "Language select" (set to English), "Participate", "Upload file", "Recent changes", "Latest files", "Random file", "Contact us", "Tools", "What links here", "Related changes", "Special pages", "Permanent link", "Page information", "Cite this page", "Concept URI", and "Nominate for deletion".

WIKIMEDIA COMMONS

File:Alien in a UFO Cartoon.jpg

From Wikimedia Commons, the free media repository

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Download
all sizes

Use this file
on the web

Use this file
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Email a link
to this file

Information
about reusing

Main page
Welcome
Community portal
Village pump
Help center

Language select
English

Participate

Upload file
Recent changes
Latest files
Random file
Contact us

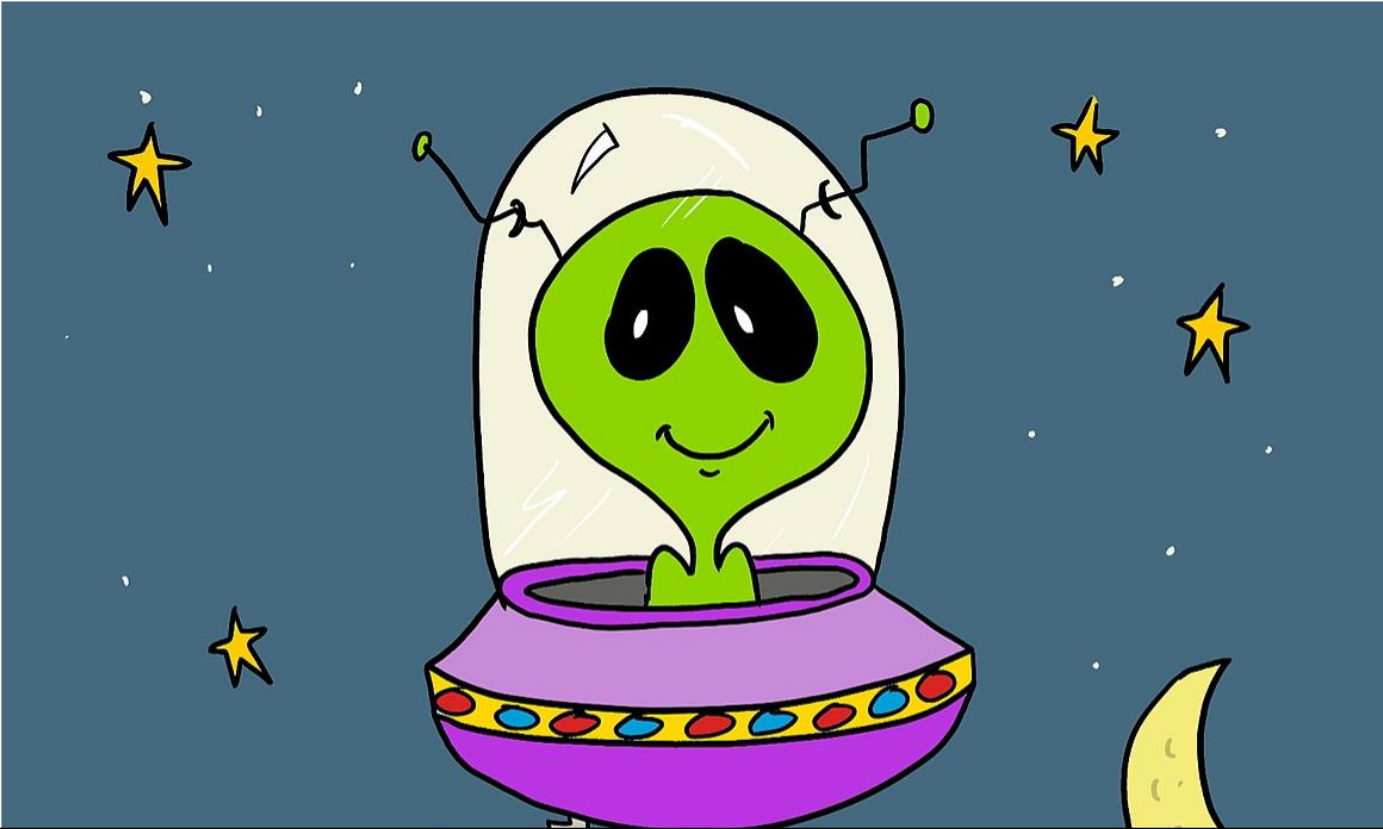
Tools







What links here
Related changes
Special pages
Permanent link
Page information
Cite this page
Concept URI
Nominate for deletion

File:Alien in a UFO Cartoon.jpg

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- 

Click the download button next to the picture.

Download this file



Page URL:

https://commons.wikimedia.org/wiki/File:Alien_in_a_UFO_Cartoon.jpg

File URL:

https://upload.wikimedia.org/wikipedia/commons/2/28/Alien_in_a_UFO_Cartoon.jpg

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On a PC or laptop, you will see the Attribution details, you should copy this into your document so that the original artist is credited with the image.

On a tablet, try to make a note of the author and copy the website address to put both in your attribution. To copy the website address, click on the address bar (URL) then select and copy the address.

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Download image file:

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You can also choose the image size, for your document, a smaller image size will save computer memory and load your file more quickly. In general, it is best to use the smallest size that will display your image well in the document.

When you have downloaded the image, save the image from the internet.

Remember you should still always put, somewhere on the document, where you have got this image from.



Hiking and camping with horses and

NPS Photo / David Restivo

country.

If you right click on the image, it will give you the option to 'save image as...'

You can then save this to an area on your computer.

TASK:

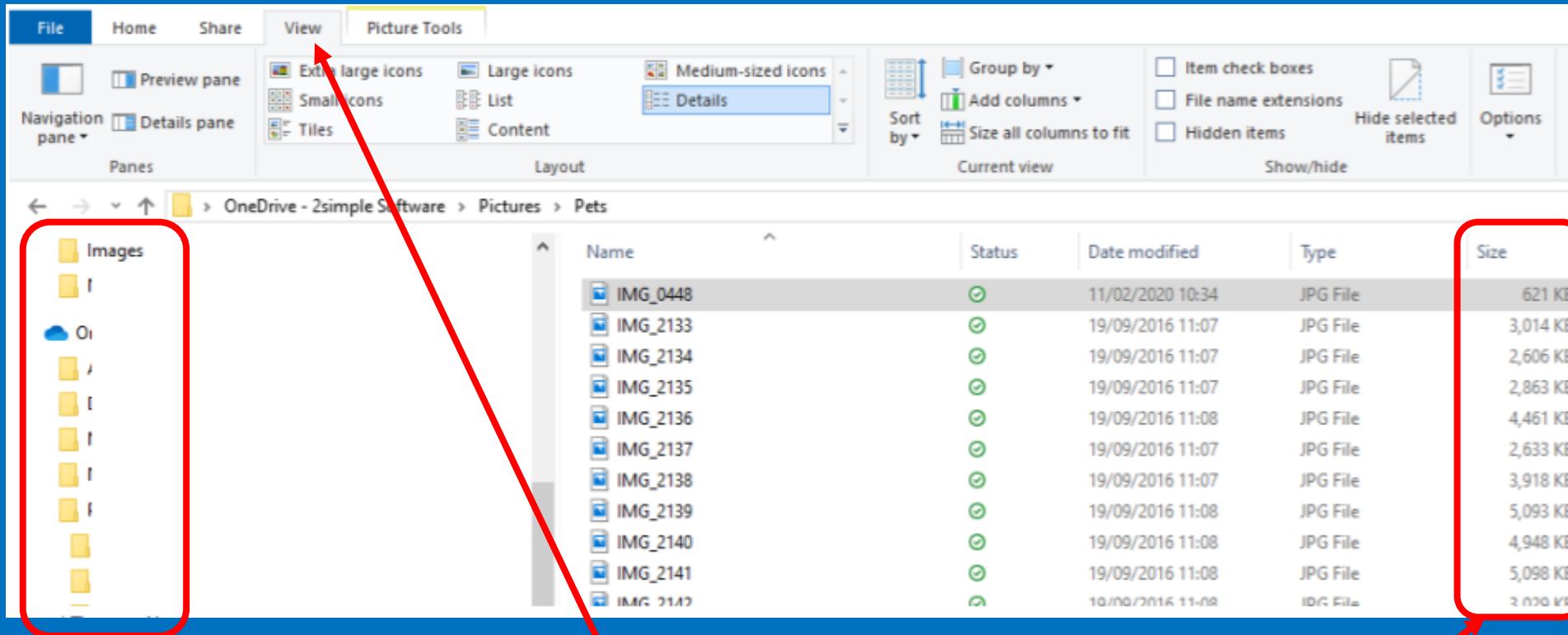
Find 5 images and save them to a folder on your computer.

When you have done that, open the folder that you have saved them files into...



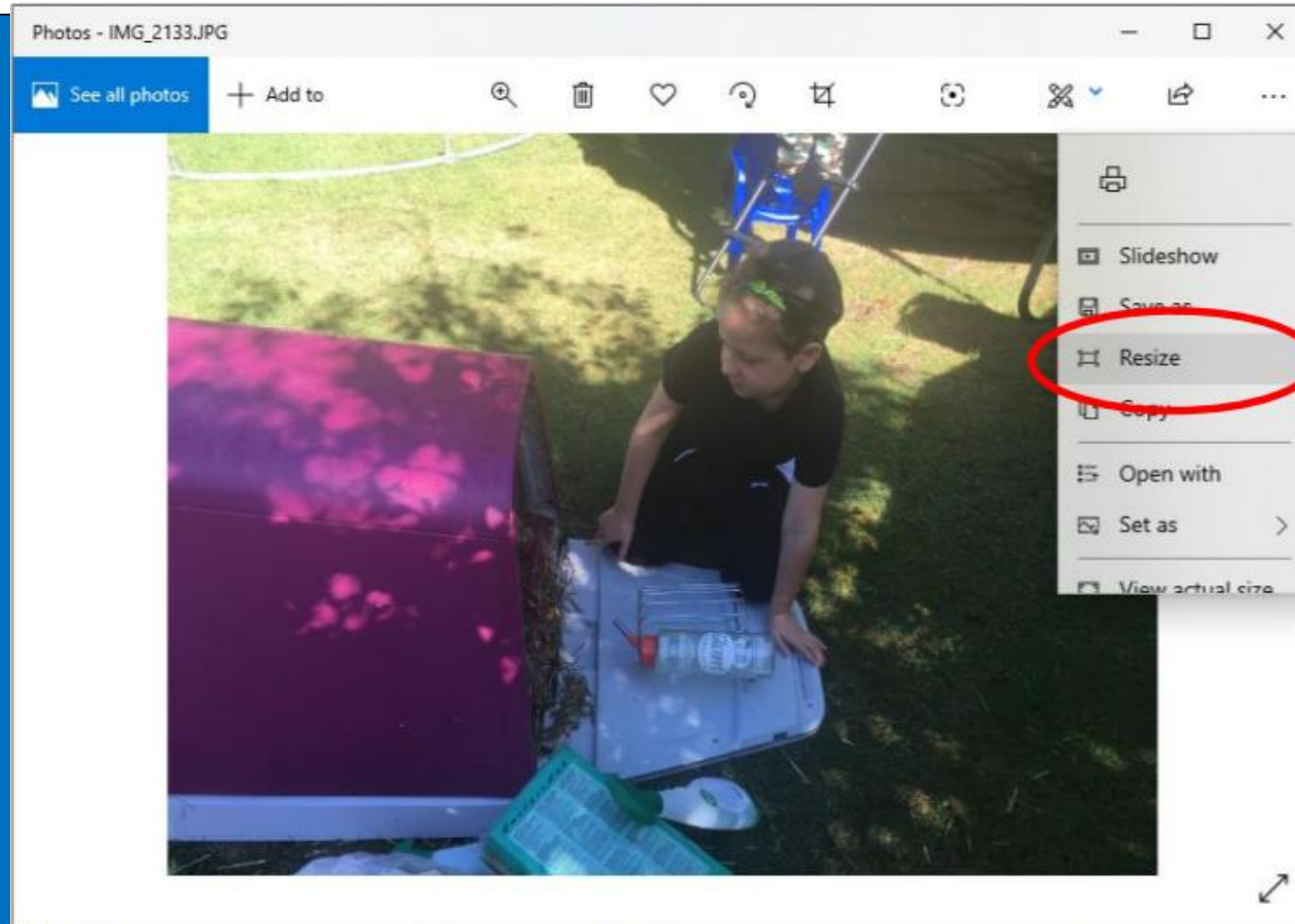
If you click on this tab at the bottom of your screen it will open up your files.

You can then pick the file where you saved the image, from the side tabs.







If you click 'view' at the top of the window it will show you the save images in that folder and it will show you the size of the downloaded image.

Double clicking on the file will open it in the Photos app. From here, click on the three dots in the top right-hand corner. Then click **Resize**:



At the next screen choose M or L. Then give the file a name, this can be the same as the original plus the word 'small'. Then compare the two versions:

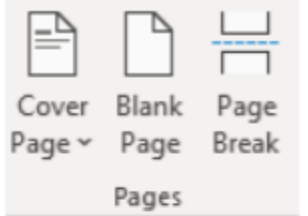
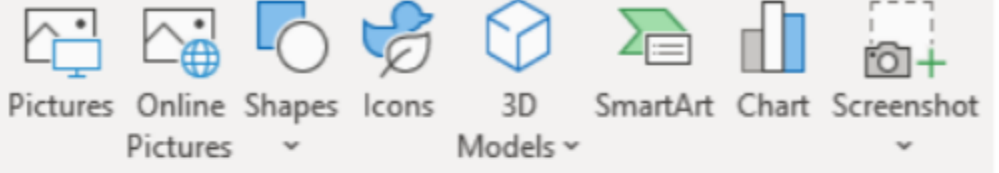
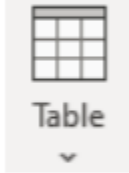
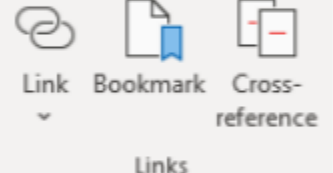


 IMG_2141 small		11/02/2020 13:37	JPG File	573 KB
 IMG_2141		19/09/2016 11:08	JPG File	5,098 KB

Have a go at resizing some of your images.

To insert an image into a Word document you use the Insert tab. Have a look at this tab.

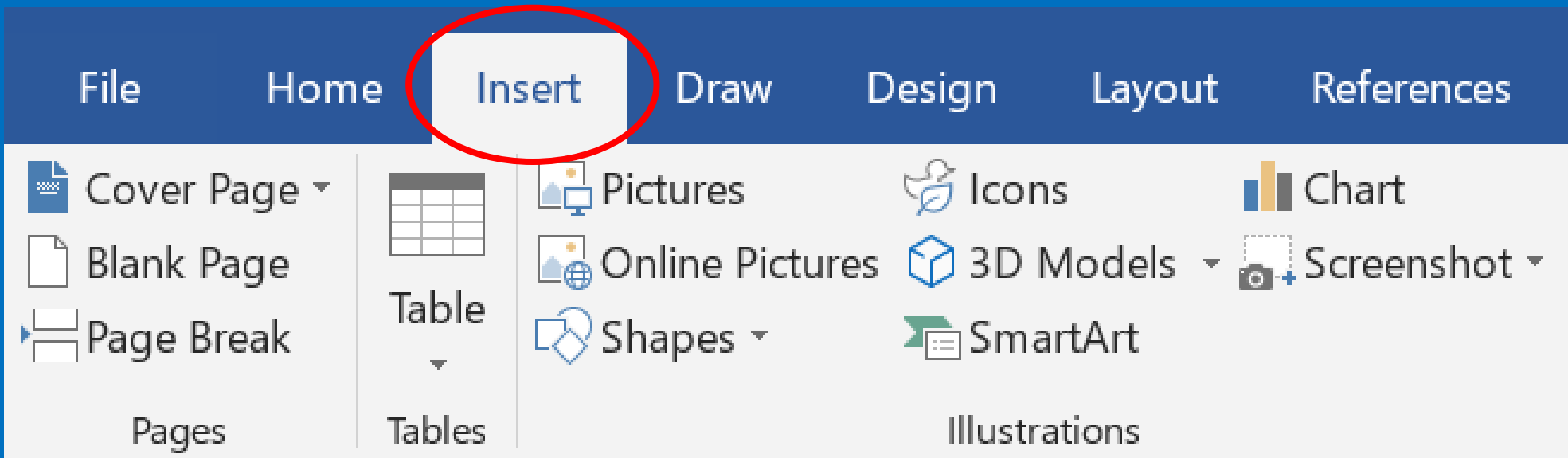


Categories vary depending upon version of Word but include:

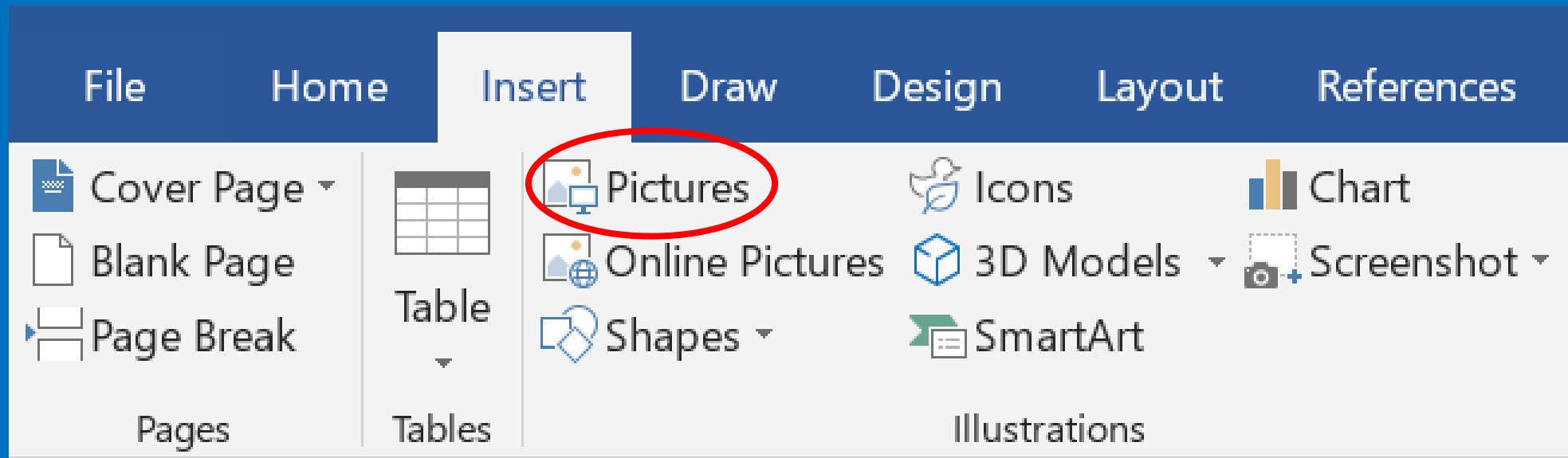
Pages/ Page break	 Cover Page Blank Page Page Break Pages	Illustrations	 Pictures Online Pictures Shapes Icons 3D Models SmartArt Chart Screenshot
Tables	 Table	Links	 Link Bookmark Cross-reference Links
Headers and Footers	 Header Footer Page Number Header & Footer	Text	 Text Box Quick Parts WordArt Drop Cap Signature Line Date & Time Object Text

Can you spot the icon you would use to insert a picture?

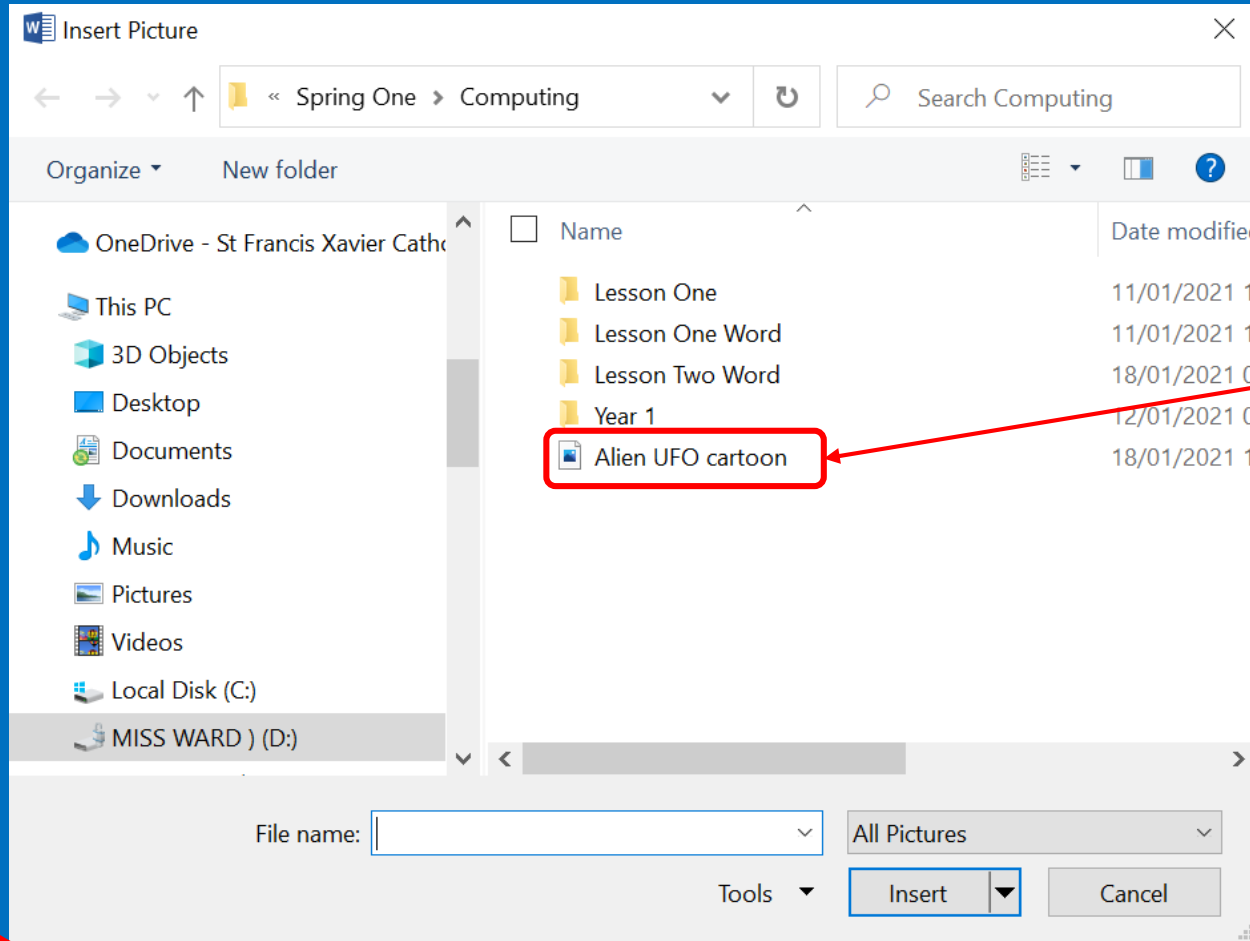
Let's have a go at inserting our images...



Start by clicking the insert tab at the top of the document.



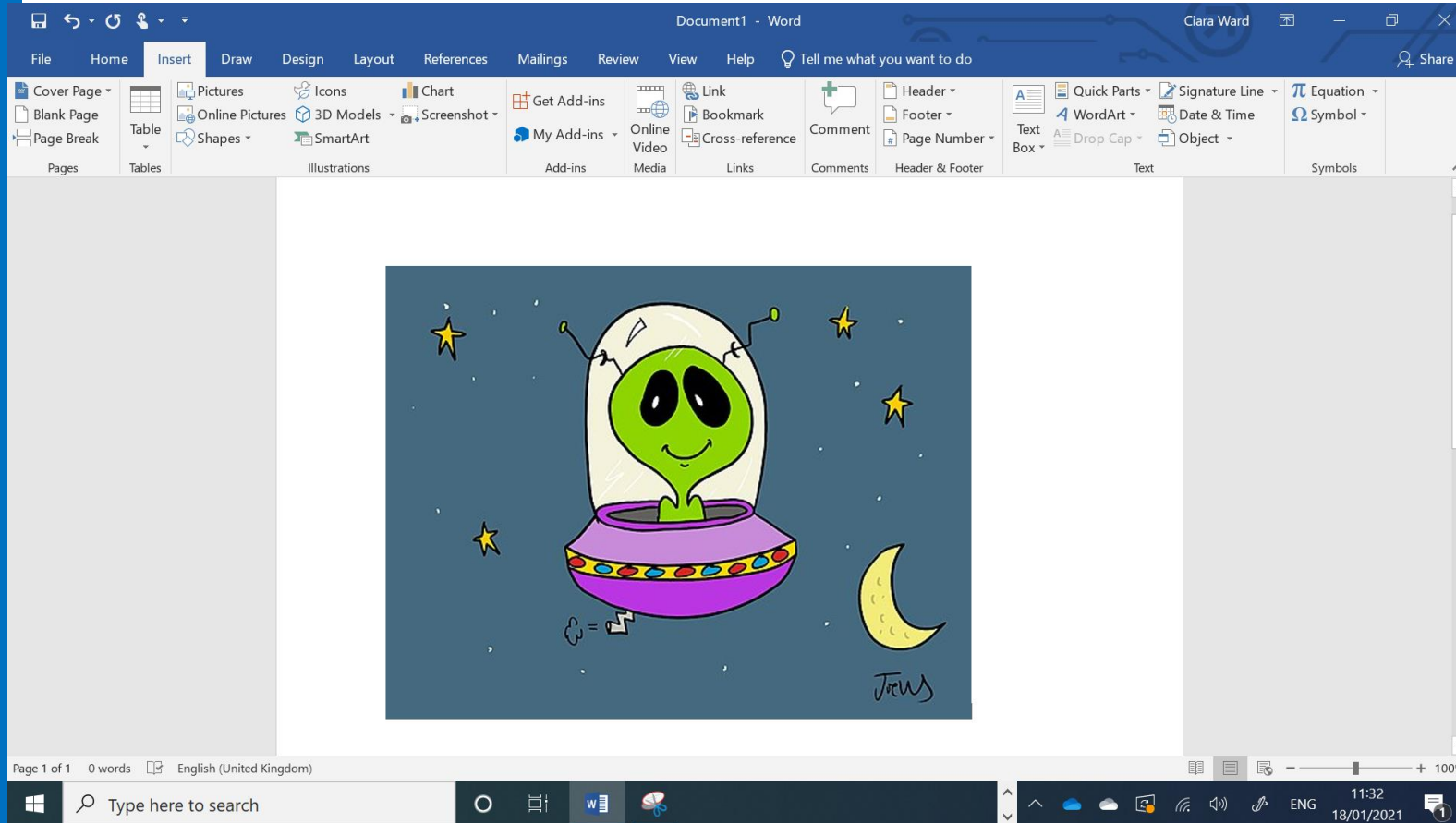
Then click on pictures.



Then click on the image and press insert.

When you have clicked pictures, this box will come up. Find your saved image in the folder you saved it in.

Tadaa, your image should then appear in your word document... Have a go at doing this now and upload your documents to teams so I can see.



Don't worry about moving the images around, we will be looking into this in the next lesson.