

Work with graphics

Introduction to Microsoft® Office Publisher 2003

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Lesson 4

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Graphics in Microsoft Publisher Page 1 of 6

If you just wanted to type some text, you probably would've used a word processor like Microsoft Word, right? Publisher excels at combining text and graphics in interesting ways, and now that you understand how to use text in a publication, it's time to explore some of those possibilities.

Draw with the drawing tools

Where do graphics come from? In some cases, you create them yourself. For sophisticated drawings, you'll probably want to use a third-party graphics application, such as Adobe Illustrator or Photoshop. However, if you just want a few simple lines or shapes, you can use the drawing tools in Publisher. They're quick and easy and are similar to the drawing tools offered in other Microsoft Office applications.

Figure 4-1 labels the drawing tools on the Object toolbar. To draw with one of them, click the button, and then drag on the page.



Figure 4-1: Drawing tools.

When drawing a line or arrow (which is a line with an arrow on the end), to make the line perfectly vertical horizontal or an angle of a multiple of 15 degrees, hold down the **Shift** key as you draw. Holding down **Shift** when you draw an oval, creates a perfect circle; with a rectangle, it produces a perfect square.

TIP

To draw a perfect 1- x 1-inch square, select the rectangle, and then double-click the page rather than

dragging. Doing the same with the oval tool selected results in a circle with a 1-inch diameter.

The AutoShape tool requires a bit more explanation. Clicking it opens a menu of categories of predrawn shapes. Click a category, click the desired shape, and then drag across the page to draw it. Figure 4-2 shows the AutoShape menu system.

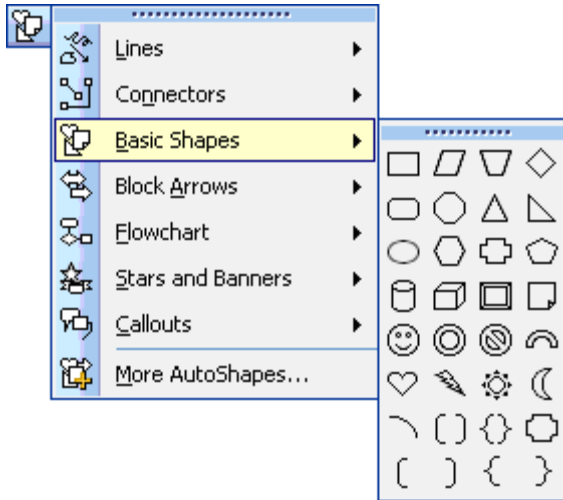


Figure 4-2: Available AutoShapes.

Format lines and fills

Drawn lines and shapes can be colored and filled the same as text boxes. Select the shape, and then use the Line Color drop-down list or Fill Color drop-down list on the toolbar, as you learned in earlier lessons for other objects. You can also use the Line/Border Style button's menu for line thickness, the Dash Style button's menu for dashed lines, and the Arrow Style button for different arrowheads. Figure 4-3 shows these different buttons.

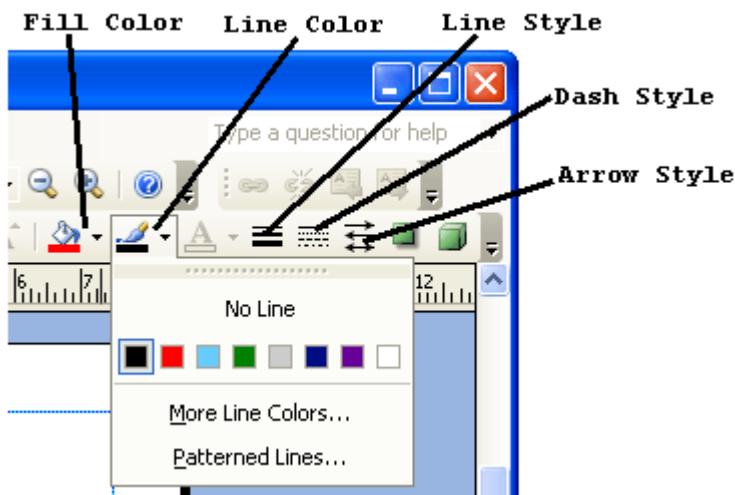


Figure 4-3: Set line and fill properties for the drawn objects using these toolbar buttons.

Rotate and reshape drawn objects

Notice the little green circle above a drawn line or shape, shown in Figure 4-4? That's its rotation handle. Drag it to rotate the object. (Try it!)

Notice the little yellow diamond(s) on a drawn AutoShape? They don't all have them, so if you don't see one, then try drawing one of the more complex AutoShapes. You can drag that diamond to change the shape of the object. Different objects have different dimensions you can change. (Again, the best way to learn is just to try it!)

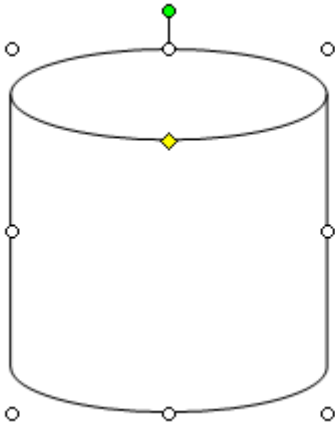


Figure 4-4: The green circle rotates; the yellow diamond reshapes.

Insert clip art Page 2 of 6

Clip art is predrawn, resizable artwork. It gets its name from the olden days when it came in a big printed book and users would clip various pieces with scissors. Nowadays, however, clip art is primarily computer-based. Clip art images are usually stored in a format called WMF (Windows Meta File) or a variant of that called EMF (Enhanced Meta File).

Owning Publisher entitles you to access to the online Microsoft Office clip art. Most of the clip art in Publisher is drawn from that Web site, so if you're not online when using Publisher, you don't have many clip art images to choose from.

To open the Clip Art task pane, do one of the following:

- Select **Insert > Picture > Clip Art**.
- Click the Picture Frame button on the Objects toolbar, as shown in Figure 4-5, and then select **Clip Art**.

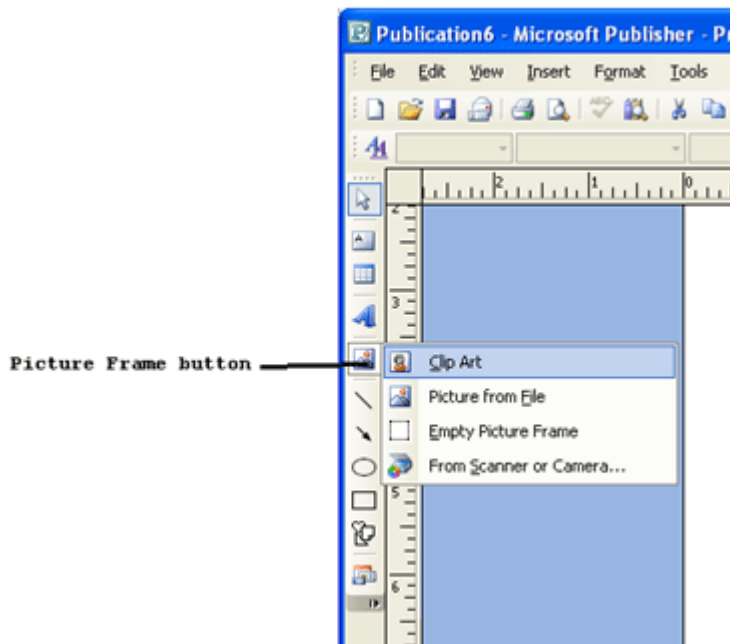


Figure 4-5: The Picture Frame button opens a menu with several types of graphics.

The first time you access clip art, you're prompted to catalog the clips. Click Now to do so; it takes several minutes. You can also choose to do it later, and you'll be reminded to do it each time until you do. Cataloging clips makes searches more effective, so you should do it as soon as possible.

The Clip Art task pane, shown in Figure 4-6, appears from which you can search for a clip matching your needs.

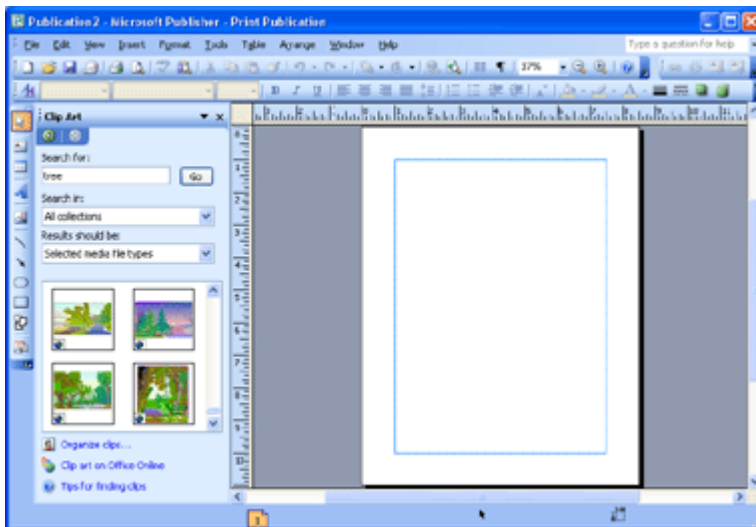


Figure 4-6: Clip Art task pane.

View a [larger version](#) of this image.

Each clip has one or more keywords associated with it. Type the keyword you're looking for in the **Search for** text box, and then click **Go**. An assortment of clips that have the word you typed as a keyword appear. Click the clip you want, and it appears in your publication, in its own frame. You can move and resize that

frame as needed.

Work with the Clip Organizer

If you want to browse all available clip art, rather than search by keyword, you can use the Clip Organizer. In the Clip Art task pane, click the **Organize clips** hyperlink. This opens the Microsoft Clip Organizer window. Then click a folder on the Collection List to see the pictures within it.

The folders in the Collection List are cataloged based on what the Clip Organizer found when it searched for and organized your clips initially. A separate folder appears for each folder in which it found pictures of any type, not just clip art. The clip art that comes with Publisher is in a folder called **Office Collections**. Within that folder are subfolders by category. Click a category to browse the clips within it. The **Web Collections** folder contains subfolders that link to Microsoft Office Online: Microsoft's online repository of clip art. You can browse the clip art available from the Microsoft Web site directly through these folders.

The Clip art on Office Online hyperlink in the task pane opens a Web page from which you can browse available clips at Office Online, as an alternative to using the Web Collections folder. The same clips appear either way.

To work with a particular clip in the Clip Organizer, point to it, so an arrow appears to its right, and then click the arrow to open a menu, as shown in Figure 4-7.

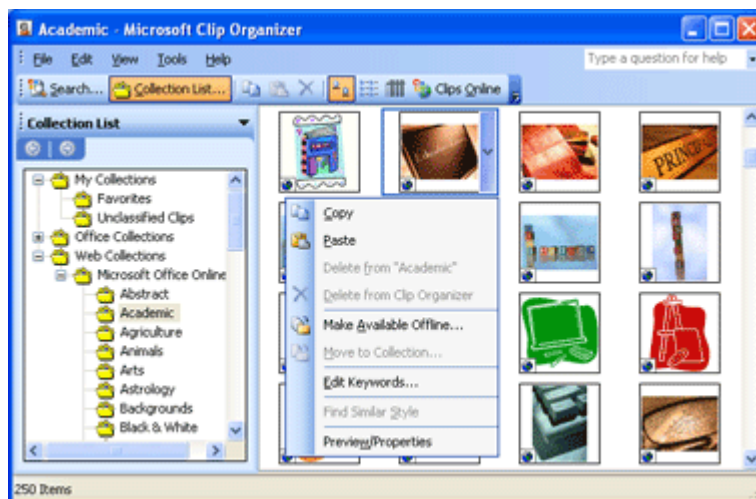


Figure 4-7: Clip menu.

TIP

Clips with a small yellow star in the bottom-right corner are animated. In a publication for print, this doesn't do anything, but on a Web page or on-screen presentation, such as in Microsoft PowerPoint, the clip would have a simple animation sequence.

You might want to copy a clip from the Internet to your hard disk so you can use it later when the Internet is not available. To do so, select **Make Available Offline**, and then when prompted, select a local folder in which to store it.

You cannot insert a clip into a publication directly from the Clip Organizer, but you can copy it (Copy command on its menu), and then close the Clip Organizer and select **Paste** (**Edit > Paste**). You can also drag-and-drop from the Clip Organizer into a document.

Many publishing projects involve using your own artwork, such as digital photographs or computer-generated drawings. At the beginning of this lesson, you saw how to create your own simple drawings, but if you create them in some other program (or capture them with a scanner or digital camera), you need to insert them into Publisher.

Publisher accepts a wide variety of graphic formats, so you should not have to worry about the format being compatible. Some of the formats Publisher accepts include:

- BMP (Bitmap)
- CGM (Computer Graphics Metafile)
- CorelDraw
- GIF (Graphic Interchange Format)
- JPEG (Joint Photographic Experts Group)
- Kodak Photo CD
- Macintosh PICT
- PCX (Picture Image)
- PNG (Portable Network Graphics)
- PostScript
- TIFF (Tagged Image File Format)

WARNING

If you use a picture you've acquired from a Web page, make sure it's not copyrighted and that you have permission to use it. Otherwise, you might be subject to legal penalties.

One way to get a picture into Publisher is to copy-and-paste it from another application. Publisher fully supports this kind of data exchange. However, there are also some methods that don't require you to open the picture in some other program first.

Follow these steps to insert a picture that's stored as a file on your system:

1. Click the Picture Frame button on the Objects toolbar, and then select **Picture from File**. The mouse pointer becomes a crosshair.
2. Drag on the page to draw a box where you want the picture frame or single-click the page to use a default size.
3. The Insert Picture dialog box, shown in Figure 4-8, appears; use it to select the picture you want.

You can also open the Insert Picture dialog box by selecting Insert > Picture > From File. When you do this instead of creating the frame first, Publisher places the picture at a default size in the center of the page, and you must move and resize it after insertion.

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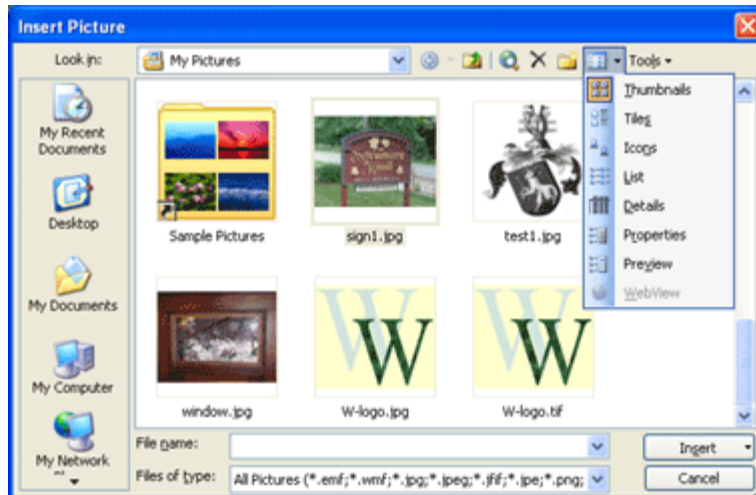


Figure 4-8: Insert Picture dialog box.

If you do not see previews of the pictures, as in Figure 4-8, open, select Thumbnails from the Views button.

Format clip art and pictures Page 4 of 6

If you were paying attention in the earlier lessons (and of course you were, right?), you already have many of the skills you need to format graphic objects.

Let's review:

- **Resize:** Drag the selection handles.
- **Move:** Drag the border or the center of the graphic. (With a graphic it's all the same.)
- **Change the border:** Use the Border Style, Dash Style, and Border Color buttons on the Formatting toolbar.
- **Change the fill:** Use the Fill Color button on the Formatting toolbar. Applicable for clip art only, not for photos. Depending on the clip, it may fill the background behind the picture or it may change the color of the picture itself.

More about graphic size and placement

So far you've used an eyeball method of moving and resizing, but you can get much more precise than that by using the Format Picture box.

Try this to see how it works:

1. Insert a piece of clip art.
2. Right-click it, and then select **Format Picture**. The Format Picture dialog box appears.
3. Click the **Size** tab.
4. Enter a precise size for the picture in Height and Width boxes in the **Size and rotate** section. Or, to resize the picture as a percentage of the original, enter values in the Scale section, as shown in Figure 4-9. Click **OK**.

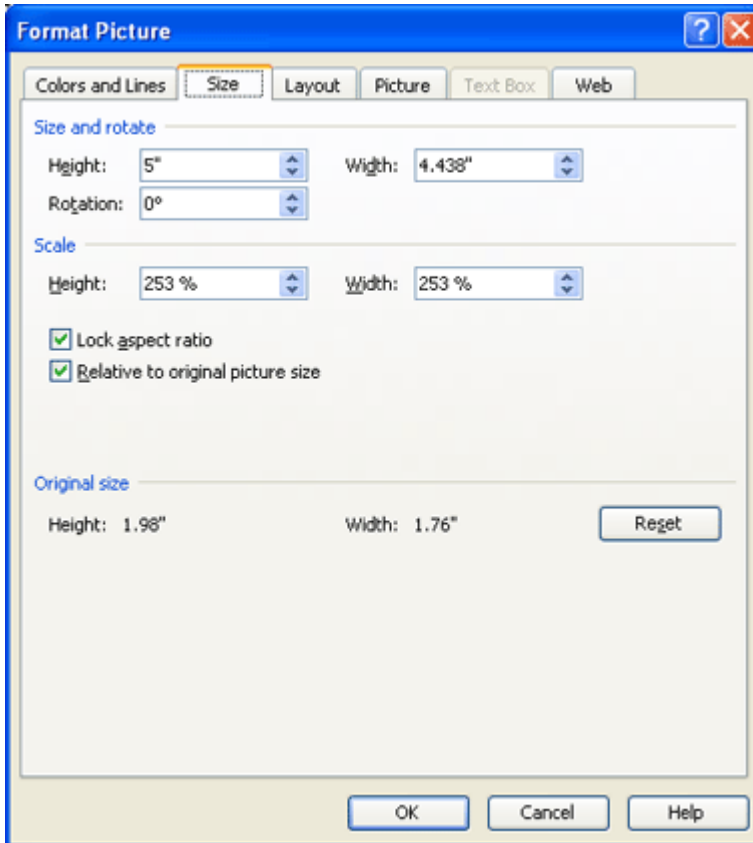


Figure 4-9: Size tab of the Format Picture dialog box.

TIP

To retain the aspect ratio for the picture, make sure the Lock aspect ratio checkbox is checked, and then enter only the desired height or only the desired width. The other dimension will adjust automatically.

There are similarly precise controls for graphic placement. Continue with the following steps to see them:

1. Right-click your clip art, and then select **Format Picture** again.
2. Click the **Layout** tab.
3. In the **Position on page** section, enter precise values for the image's starting position. Enter a numeric value in the Horizontal and Vertical boxes, and then select to what that value relates in the From box, as shown in Figure 4-10. Click **OK**.

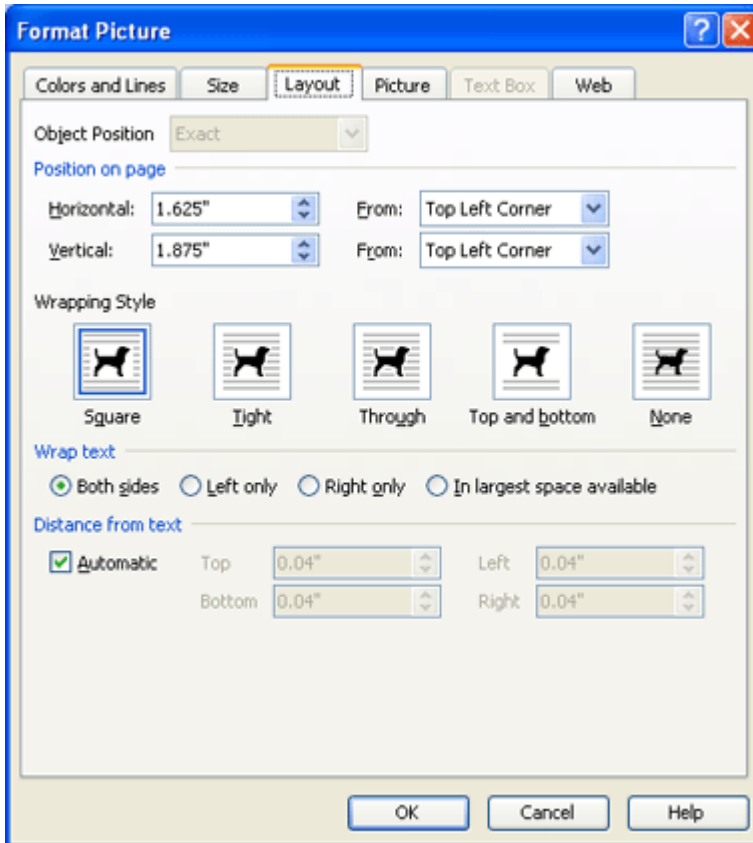


Figure 4-10: Layout tab of the Format Picture dialog box.

TIP

There are also alignment and distribution commands in Publisher that you can use to position objects in relation to other objects on the page. These are covered in the Advanced Publisher course.

More about border lines Page 5 of 6

The Colors and Lines tab in the Format Picture dialog box gives you more options for lines and fills than are possible with the toolbar button methods. You can explore these on your own, but first here's a trick with border lines to illustrate one of these options in particular.

The following steps create a border around a piece of clip art that is unequal in thickness on the various sides. This creates a faux shadow look.

1. Insert a piece of clip art.
2. Right-click it, and then select **Format Picture**.
3. Click the **Colors and Lines** tab.
4. In the **Presets** area, click the left button, the one that looks like a blank (no lines). This clears the Preview grid above it.
5. In the **Preview** area, click the button that represents the bottom border.
6. Hold down the **Shift** key and click the button that represents the right border. You should see gray markers in the Preview sample indicating that only those two sides are selected.
7. In the Line section, open the Color drop-down list and select gray. It can either be a placeholder or a fixed color; it doesn't

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matter for this practice.

8. In the Weight text box, type **10 pt**. The preview should resemble Figure 4-11.

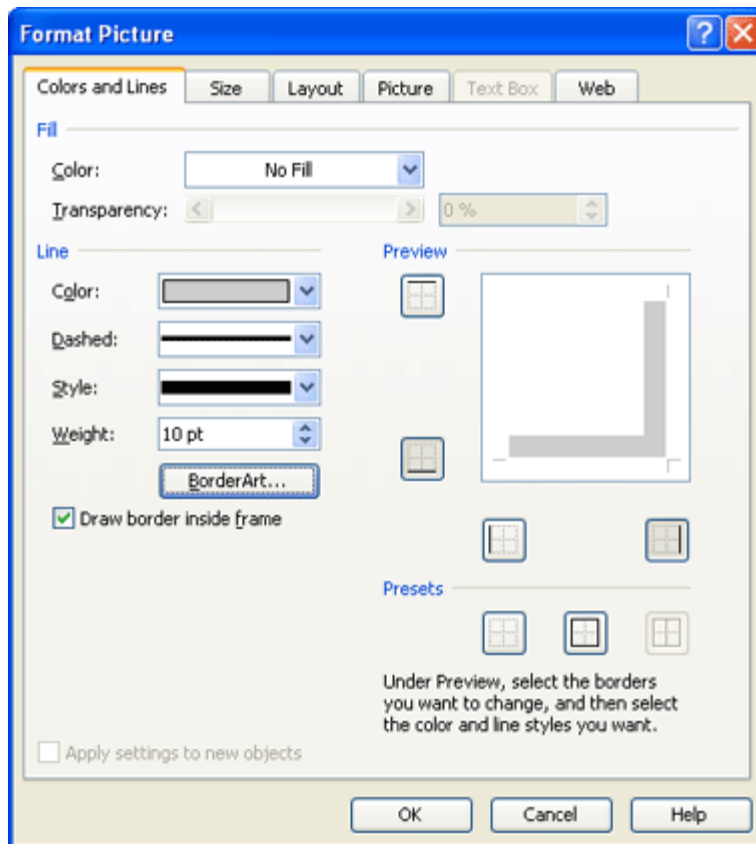


Figure 4-11: Set up a border on some -- but not all -- sides of an object a special effect.

8. Click **OK**. Now it looks like there's a gray shadow behind the clip art.

Create a shadow with the Shadow button

The last steps showed you Publisher's ability to place borders on individual sides of an object, but if you really want a shadow, it's much easier to use the Shadow Style button on the Formatting toolbar.

Try this:

1. Insert a piece of clip art. This experiment works best if you select one that has a lot of white space behind the drawing, not a square-ish one.
2. Select the clip art and click the Shadow Style button on the Formatting toolbar. On the menu that appears, click one of the styles, as shown in Figure 4-12.

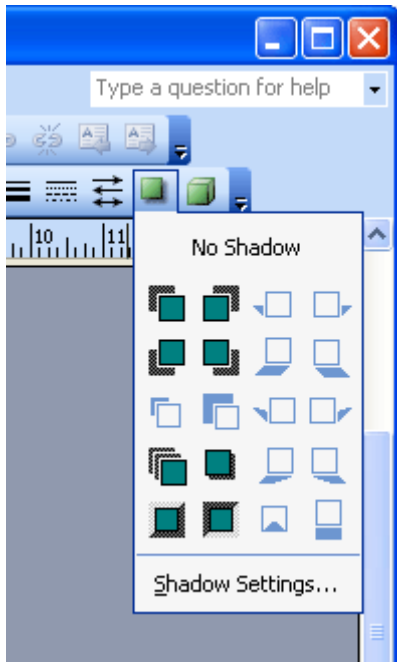


Figure 4-12: Select a shadow style.

3. Notice that the shadow applied to the clip art image itself, not to the frame around the image. Now that's different, huh? It's not the same effect at all as that faux shadow you created earlier.
4. Apply a fill color to the clip art. (Select it and select a color from the Fill Color button.) Notice what happened to the shadow. It now shadows the rectangular frame around the clip art, not the image itself.

Remember that on clip art with no background fill, the shadow clings to the clip art itself. If there's a background fill, the shadow clings to the outer frame. This is important because the same rules also apply to other objects as well, such as drawn shapes and charts.

Apply 3-D effects to drawn objects Page 6 of 6

Now that you know how the Shadow button works, why not move right next door and look at the 3-D button as well? It applies 3-D effects to objects, to make them look like they're jumping off the page.

3-D effects do not work with clip art or imported graphics. They do work with drawn shapes, however, so let's revisit those.

Follow these steps to make a square into a cube, for example:

1. Using the Rectangle tool, draw a square. (Hold down **Shift** as you drag to create a perfect square.)
2. Fill the square with the color of your choice.
3. Click the 3-D button on the Formatting toolbar. A menu appears, as shown in Figure 4-13.

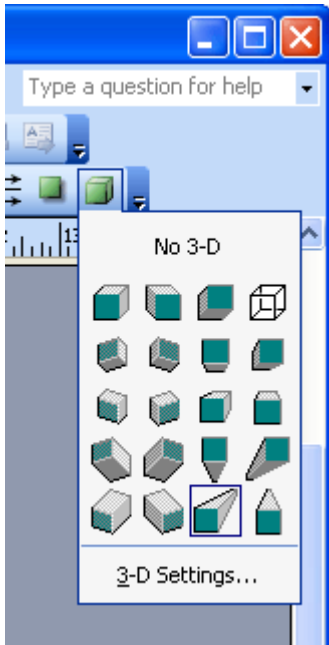


Figure 4-13: Select a 3-D effect.

4. Click one of the 3-D effects. The square now looks more like a box.

TIP

For more control over 3-D effects, select 3-D Settings from the 3-D button's menu. This opens a 3-D toolbar, from which you can change the slant and depth of the effect.

Moving on

In this lesson, you learned how to insert and manipulate drawings, clip art, and digital photos. There's a lot more you can do with images in Publisher, and many of these more advanced techniques are covered in the Advanced Publisher course. You may want to experiment with them on your own for now. The best way to learn is to experiment.

Before move on to Lesson 5, make sure you do the assignment and take the quiz for this lesson. Then check in on the Message Board to see what your fellow students and instructor are up to.