



Digital Imaging for the Web with MS Word

The purpose of this Instructional Technology Activity is to explore the use of MS Word as a tool for manipulating graphics to be used on the Web. Strictly speaking, Microsoft Word is a desktop publishing/word processing program and not a graphics program. However, many features in MS Word can be used to quickly and efficiently create and modify images for use on the screen. We will be looking at preparing visuals for online delivery.

Importing Images:

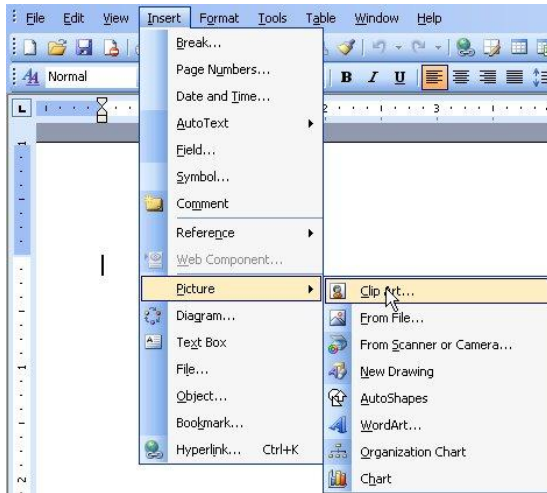
Insert – Picture

We will be investigating only a few of the several options available:

- Clip Art
- From File
- New Drawing
- Chart

Clipart:

ClipArt graphics are usually vector-based, as opposed to bitmap images such as jpg, gif and png. For this reason, they are not displayed in their native format on the Web. However, clip art can be used in MS Word and subsequently converted to gif or png format when the document is saved as a Webpage.



Importing clipart:

Insert – Picture – Clip Art

If the “Task Pane” is open, it will change to display a search form for available art. If nothing is entered in the “Search for” field, all available clip art will be displayed when the “Go” button is selected. Drag and drop the art onto the document.



From File:

Images allowed in MS Word:

- Clip Art: *.wmf, *.emf
- Web images: *.gif, *.jpg, *.png
- Windows Bitmap (Paint): *.bmp
- Word Perfect Graphics: *.wpg
- Encapsulated Postscript: *.eps
- Tag Image File Format: *.tif, *.tiff

Browser supported formats:

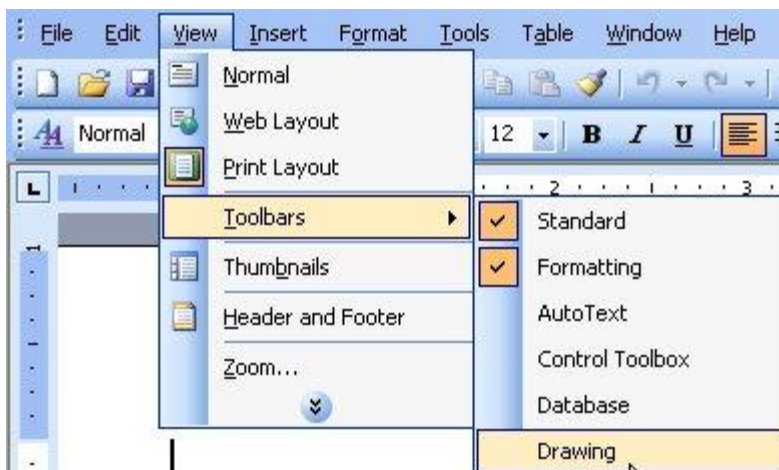
- JPEG
- GIF
- PNG

Another option for adding images is Copying and Pasting Images from your screen:

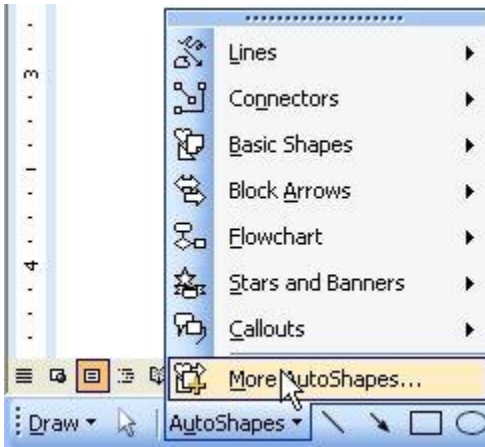
- Mouse Right-click – Copy Image
- (go to Word document – place cursor at location) Mouse Right-click - Paste
- Screenshots: Alt-PrtSc (go to Word document – place cursor at location)
- Mouse Right-click - Paste

New Drawing:

You may need to add the Drawing Tools menu.



View – Toolbars – Drawing (places the Draw menu on the lower left-side of the window).



The Draw menu allows you to select from a variety of preset shapes, connectors, arrows, etc. You may also use common shapes and lines. Select line and fill colors, textboxes and WordArt.

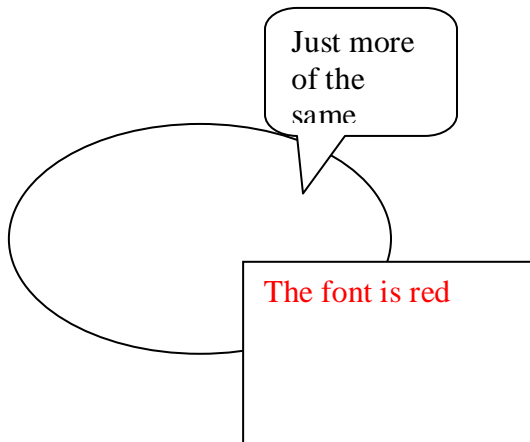
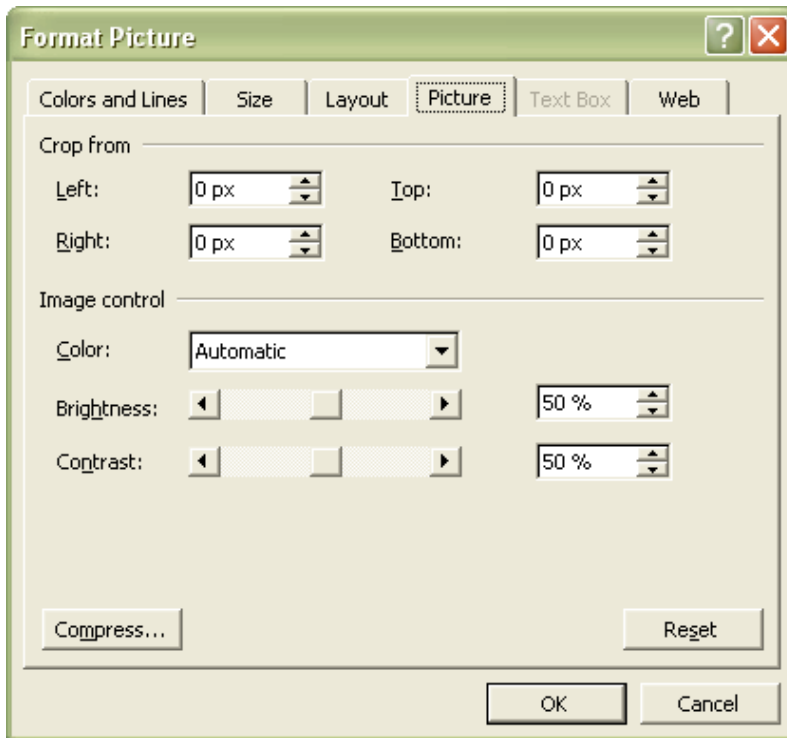


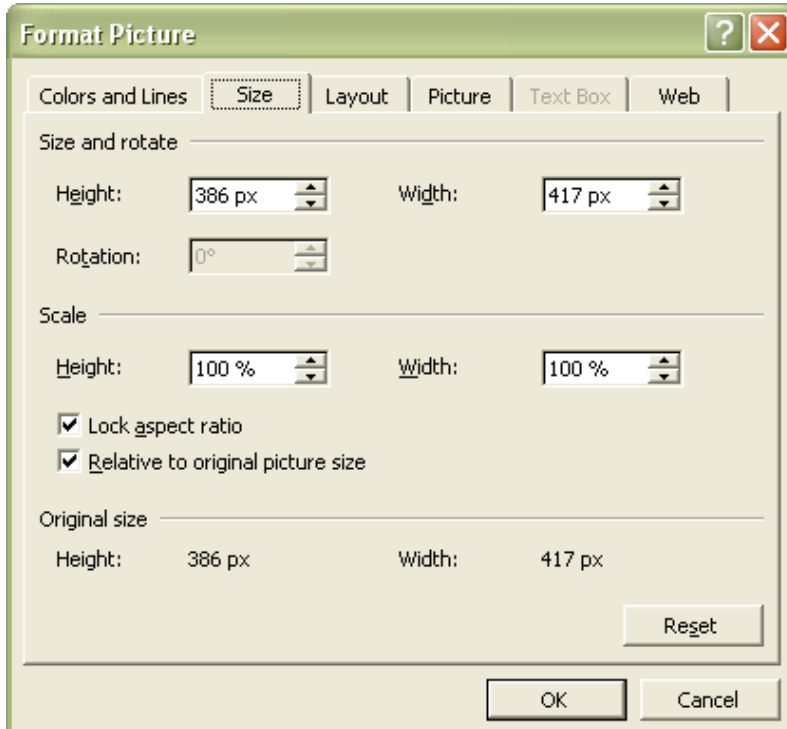
Image Properties:

Format Picture

Color - Contrast

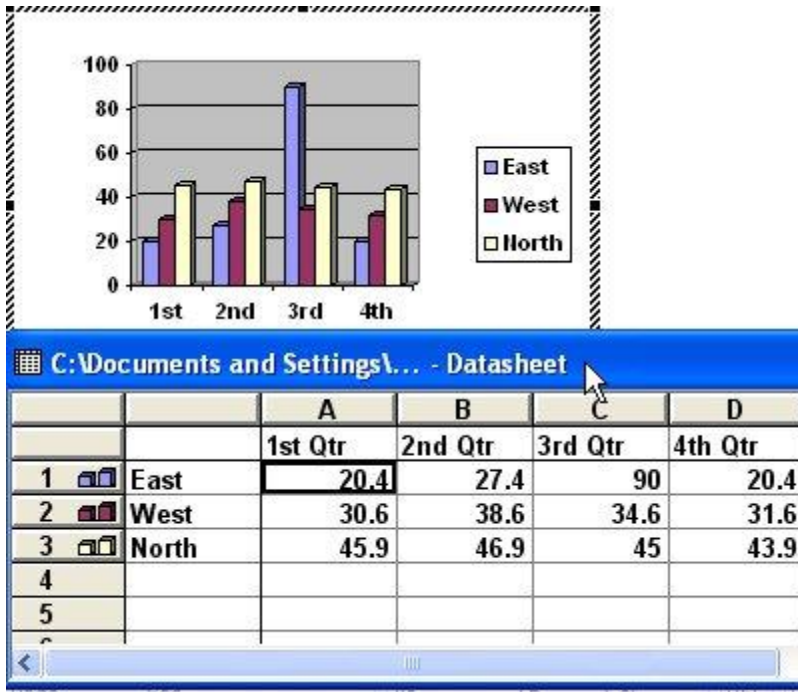


Size



Using Charts:

Insert Picture – Chart



To edit a chart, double-click on the image/chart – Edit – Chart Type

Electoral Votes

