TIP – IMAGES

HOW TO EDIT PICTURES AND CLIPARTS IN WORD

Key terms:

**Clipart**: already made graphics that can be placed in a document.
Word: Software produced by the Microsoft Company to produce text documents such as letters, essays, resumes, reports etc.

Pictures and clip arts are images that teachers often paste or insert into a Word document or PowerPoint presentation. We do so when we prepare exams and exercises among others and when we do this, sometimes we want the image to be in a specific place in the document or have a specific size to fit in and not lose quality.
Fortunately for us **Word** incorporates some toolbars that can assist us when doing so.

Just follow these steps and you will get it done right away:

1. Paste or insert a picture in a document.
2. In the menus , click on **View** (ver) and choose **Toolbars** (barras de herramientas) then **Image** (imagen)
3. This toolbar will appear on the screen
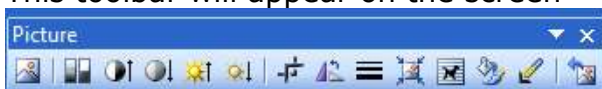
4. Use the **Crop** tool ⌐ to remove what you don't want from the picture

5. Then resize it by clicking and holding the resizing handles to drag to the size that you want. Everytime you click on the image , the toolbar becomes active and the resizing handles appear.

6. Next let's practice with the **Text Wrapping**
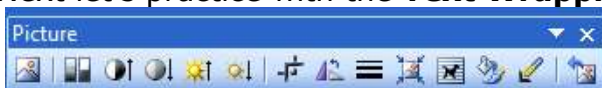
The **Text Wrapping** button allows you to position the picture and text wherever you want.

Sample lesson 1:

1. Open a new document in Word.
2. Paste in a picture with various objects (for example a picture of a room)
3. Students type in the names of objects in the picture.

Sample lesson 2:

1. Open a new document in Word.
2. Paste in a picture of a celebrity (you can paste more than one)
3. Ask students to write a description.

Good websites when searching for images are:

http://images.google.com/
http://www.flickr.com/
http://images.search.yahoo.com/