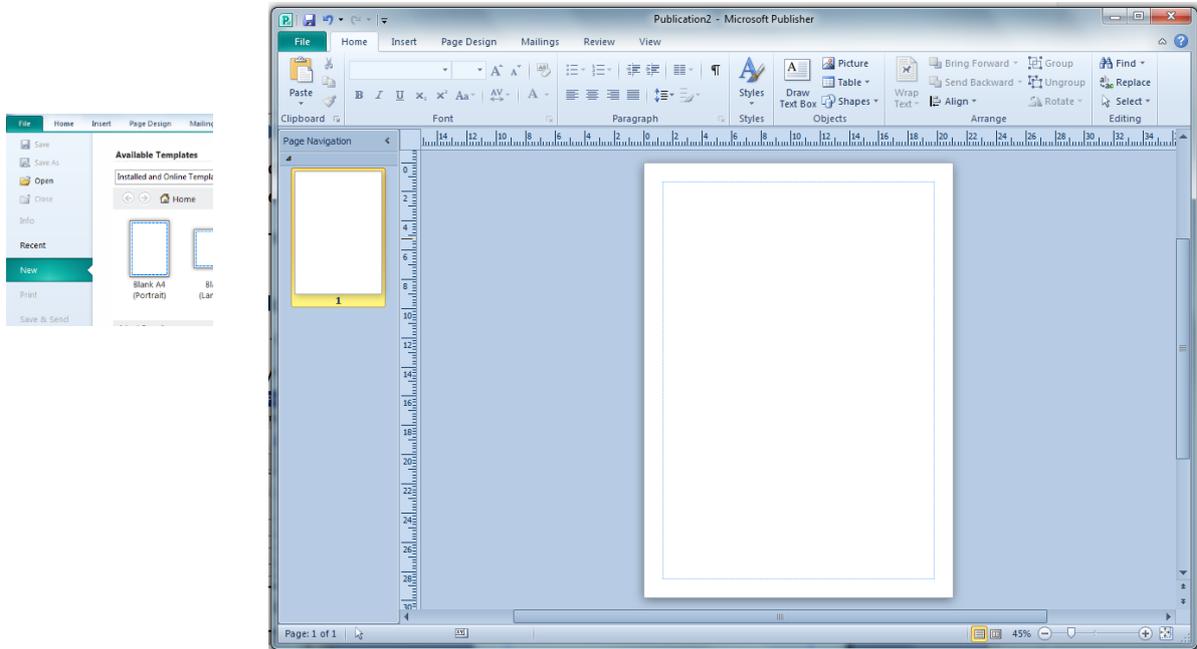


Activity 2 – Working with graphics

While Publisher has dozens of pre-formatted designs we can use, to understand how to use it properly we will look at how to work with individual page elements. We will start by investigating the use of graphics.

1. Start Publisher and use *File > New* to create a new *Blank A4* publication.



At the moment the publication consists of a single page.

The white page is where we will place pictures, text, lines, etc. The blue lines around the page are margin guides to assist with placing objects on the page. These guides are not printed.

Surrounding the page is an area we can use to store items we have not yet placed on the page.

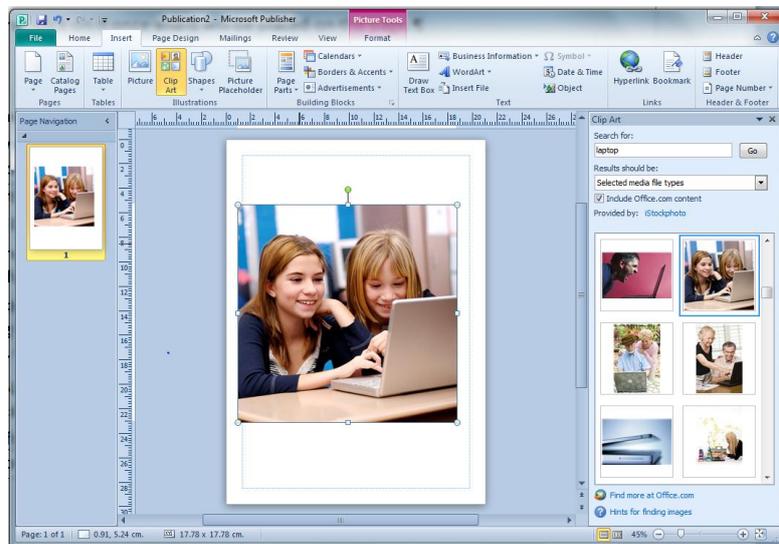
Note: each new document in Publisher opens a separate copy of the program.

2. To start we will add a picture to the page.

Click on *Insert > Illustrations > Clip Art* and the Clip Art pane will open at right.

Use this to search for a picture to insert.

When you find one, click on it once and it will be placed on the page.



The inserted image is in a frame. Publisher uses frames to hold the elements of a page. (Elements include blocks of text, graphics, lines, boxes, images, and so on.)

3. We will now use this graphic to experiment with the picture frame.

- a Around the frame are small circles called *handles*. If these are not visible, click once on the picture to select it.

When you click away from the frame the handles will disappear. This indicates the picture is no longer selected. To select the frame to do something to it, click on it once and the handles will reappear.

While the picture frame is selected a *Picture Tools, Format* tab will be added to the ribbon.

- b Firstly we will resize the image.

As you move the mouse pointer over one of the white handles it will turn into a two headed arrow. When this appears a click and drag will re-size the frame and image.

Note: the round corner handles will resize the image in proportion, the square middle handles will make the image fatter/skinnier or longer/shorter.

The green handle at the top can be used to rotate the image. Try each of these.

- c To move the image place your mouse pointer anywhere inside the frame so that it turns into a four headed arrow. When this appears, if you click and hold down the mouse button, you can drag the frame to a new position, even into the area off the page.



- d Sometimes we only wish to use part of an image or photograph. For example there might be too much white space on one side, or some detail we do not want to use.

To delete a section of a picture from a corner or side is to *crop* it.

Select the image and then click on *Picture Tools, Format > Crop > Crop*.

The handles will change to *cropping handles*.



Move the mouse pointer to one of the cropping handles and it will change into a T or an angle shape to show it will now cut into (or away from) the image.

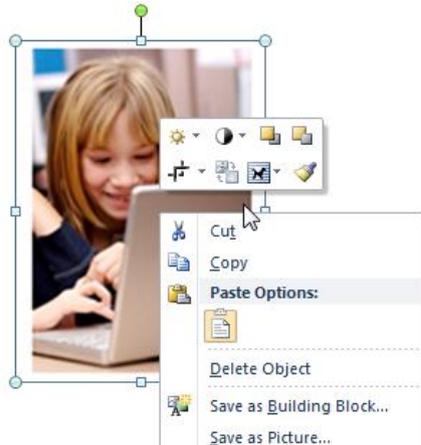
Click and drag *into* the image. This will crop (cut away) the part of the image selected. (Use *undo* if you wish to revert to the original image.)



Try holding down the *Ctrl* key while cropping either a corner or side handle. What effect does this have?

Note: you can also *negatively crop* by moving the cropping handles *away* from the image. This will add white space around an image if required, e.g. for extra padding.

- e Experiment with the other options on the *Picture Tools, Format* tab including *Picture Styles* and *Shadow Effects*.
- f Right click on the image.

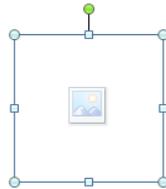


In addition to the context menu, a mini toolbar with the main options from the *Picture Tools* tabs will appear. This is available to make quick adjustments to the image.

- g To remove the image select it and press the *Delete* key on your keyboard.

Undo will reverse the previous action. Publisher has a multiple undo function.

Note: in addition to the clip art gallery the *Insert* tab also has options of loading a picture from file (*Insert > Illustrations > Picture*) or to create an empty picture frame (*Insert > Illustrations > Placeholder*).



This empty picture frame is a placeholder to save space for a picture to be inserted later.

- 4. In addition to pictures, text can also be used as graphics.
 - a Click on the *Insert > Text > WordArt*. The *Word Art Gallery* will appear.

