


**CUTTING & PASTEING THE OLDIES or
INSERTING PICTURES FROM THE INTERNET or FROM YOUR FILES INTO A
DOCUMENT.**

TO BEGIN – Open a word document – either a blank document or one where you have already been typing text. If blank save to an appropriate file and give it a name. Go to View > Toolbars and make sure there is a tick beside both the *Drawing* and *Picture* toolbars. This means that both these toolbars will be visible in your workspace.

INSERTING FROM THE INTERNET:

Go online and access Google > Images > enter subject > select desired image from the thumbnails or open by right clicking and select from the web page which opens [these images will generally be of better quality] > right click on image > left click copy > open your word document > place cursor where you wish the image to be positioned > right click > left click paste.



REMINDER: The most useful icon on the Standard Toolbar  Should you make a mistake, and we all do, this will generally take you back, one step at a time, to where you want to be.

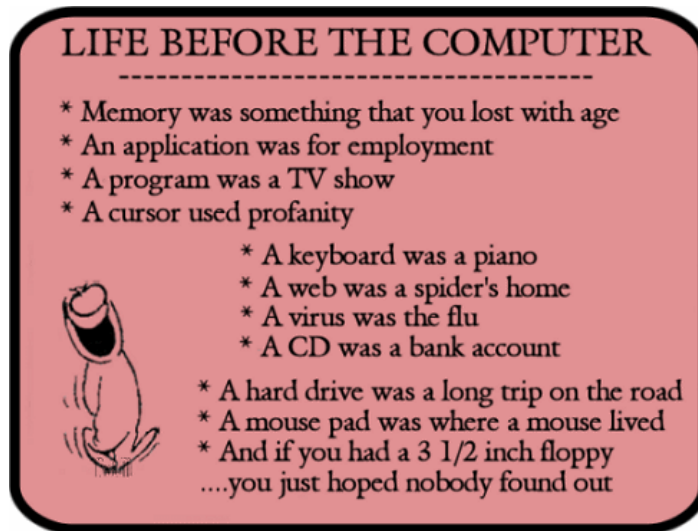
Sometimes pictures from the Internet are covered by copyright and will not reproduce in your document, however, if you save them to My Pictures they will generally then be available to be copied. This also applies to pictures from emails which you have received.

FROM A FILE:

With your word document open click on *Insert* menu > picture > from file. Find required picture, left click on picture > Insert. Your word document will reappear with the picture.

Do not be alarmed should the image take up a large part of the page. Select the picture > click on *Text Wrapping* (the dog) on the picture toolbar then on *Tight*. This allows the picture to be positioned within the text. To resize the picture left click on one of the corners and push towards the centre or crop excess background from the sides of the picture.

With the picture selected explore the other icons on the *picture toolbar*. You can adjust the *contrast* and *brightness* of the picture, *crop* or *rotate* the picture, and / or *place a line* around the picture. Should you place a line around a picture and then decide you don't want it, or want a different style or colour, select picture > *Line Style* > *More Lines*. In *Format Picture Window* > *Colours & Lines* > *Lines* > *Colour* and click on *No Line*, click OK. The last icon on the Picture toolbar is the Reset Picture icon and will reset your picture to its original status.



To insert a Text Box below a picture in which you may wish to place information about the picture place the cursor approximately where you wish the text to go. Go to Insert on Menu Bar, scroll down and click on Text Box. After creating the text box by dragging the crossed lines, the size of a Text Box can be changed in the same way as a picture.

The text within a Text Box can also be edited in the same way as any other word document.

Should you run out of room when typing in a Text Box simply click and hold on the circles at the mid point in each side to widen or lengthen the box or at any of the corners to increase the overall size.

By holding the cursor over the margin of the Text Box until a cross appears then clicking and dragging, the Text Box may be moved within the document

Having created a Text Box it is possible to have an outline, or not, and change the colour and nature of the line, and/or have a coloured background simply by going to Format > Text Box.

It is also possible to not have an outline by going to Format > Text Box > Colors & Lines > Lines > None. Click OK.

To only have a line on one side of a Text Box go to Format > Borders & Shading > click on Box in Settings > click on required line in Preview > OK.

Need to have the cursor in paragraph and may need to do this several times.

Text Boxes may be inserted anywhere within the workspace.



By inserting a photo, possibly of your relative or a location, to the left of the page a Text Box may be created to the right which can be edited and into which can be placed any information about that person or place as it comes to hand.

Again this Text Box can have a black or coloured and / or fancy outline, no outline, or can be flooded with colour.

This is Uncle Charlie in his formula 1 racing car at Cannes.



Cousin Ernest (born 16/8/1045) was always a bit of a sponge when it came to books and learning, however, it all paid off when he was awarded the Nobel Prize for being an egg head.



Adolphus Alouishus Smith – born 26.02.1867 London England died 08.12.1901 South Africa. Married Harriette Hepzibar Green, born 14.10.1877 Lismore NSW died 05.05.1902 Lismore NSW. They were married at the Church of the Good Shepherd, Homebush on 14.10.1897. Family legend has it that Harriette died of a broken heart when Adolphus was killed in the Boer War. They had three children . . . etc. etc.

Be Creative and Enjoy Yourself