

**Art & Technology Workshop Spring 2010:
Images & Word 2007 for Intermediate-Advanced Computer Users**
(in Place of Paint Activities)

Part I: Download & Insert

1.1 Download both the Starry Night & Langara Memories to your U drive from

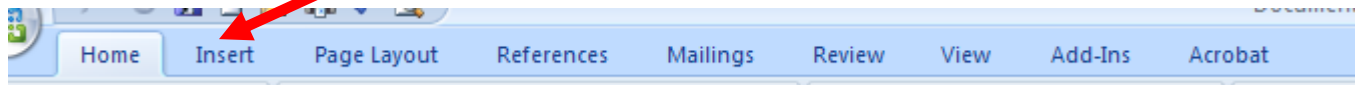
http://www.viu.ca/education/ed_tech/course_sessions/art/advanced/index.asp

(You can always pick other images from elsewhere on the web & download them, but you'll need 2 different images.)

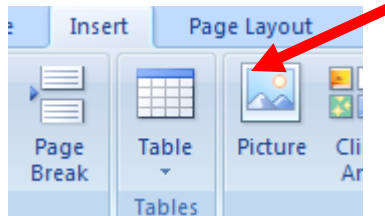
1.2 Open a new Word document.

1.3 Very Important for Image Editing: You **MUST** keep the file in the Word 2007 (.docx) mode—NOT “Compatibility” (.doc). So on your first save make sure you SAVE AS→ Word Document

1.3 Double click on Insert tab.



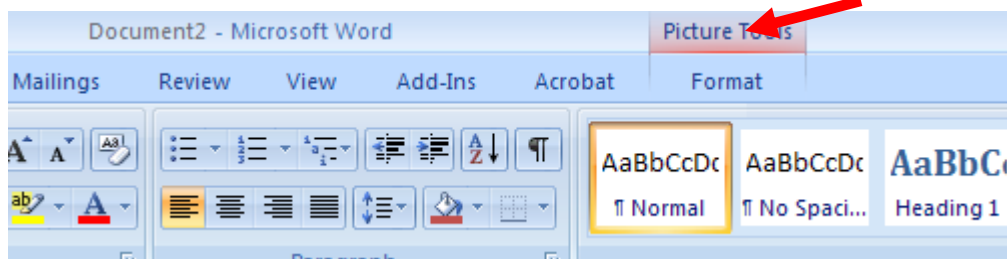
1.3 With Insert active, click on Picture & insert the Starry Night you downloaded to your U drive. (Note: it must be the Starry Night image for this part—as you will do something different with the Langara Memories one).



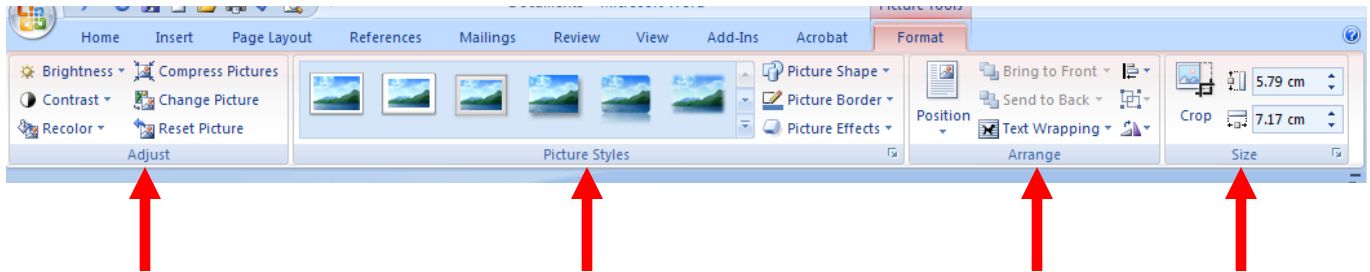
1.4 With the image “active”—you can see the dots/handles. Use them to resize the image to about ½ the original size (Click on the image if you need to make it active again.)

Part 2: Word's New Image Editing Interface

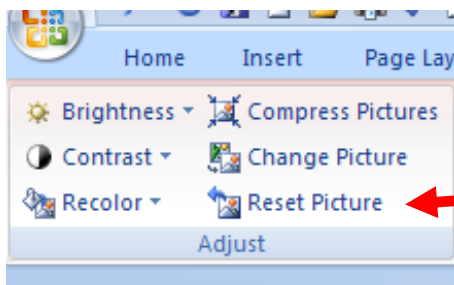
2.1 When the image is actively selected, you will see in Word2007 a special section activate—called “Picture Tools”. It's in pink on the same line as the document name with “Format” underneath. These picture formatting tools are only visible when an image is actively selected (when you can see the handles).



2.2 Click on Format. You now see a set of of option groups: Adjust, Picture styles, Arrange, & Size.



Part 3: Word's New Image Editing Capabilities



Note: To undo just one or two changes, use Ctrl+Z , otherwise there is a complete reset in Format—Adjust—Reset Picture.

- 3.1. Resize the image using one of the handles.
- 3.2. Recolor the picture using Recolor.
- 3.3. Add a Picture Style.
 - 3.3.1. In the Picture Style,
 - 3.3.1.1. change the Picture Shape;
 - 3.3.1.2. change the Picture Border colour.
 - 3.3.2. Under Picture Effects add
 - 3.3.2.1. a Reflection;
 - 3.3.2.2. a Glow;
 - 3.3.2.3. a Bevel;
 - 3.3.2.4. a 3D Effect.

3.4. Now click on the image to select it. Under Picture Tools→Format Find the Arrange group

3.4.1. Click on Text Wrapping.

3.4.2. Select Behind Text

3.5. Click on the document elsewhere & type some lines of text (about the techniques, skills, etc. the painter used— whatever. You can copy these from an assignment if you have one.) Do this in the area of your picture. You will need enough lines to cover your image by 4-5 lines if they were laid on top of each other .

3.6. Select the image again.

3.6.1. Drag the image behind the text.

3.6.2. Adjust the colour of the text to improve it's legibility—if necessary.

3.7. SAVE this as starry_firstinitiallastname.docx on your U drive

3.8. Now go back to the Adjust group.

3.8.1. Select Change picture. C

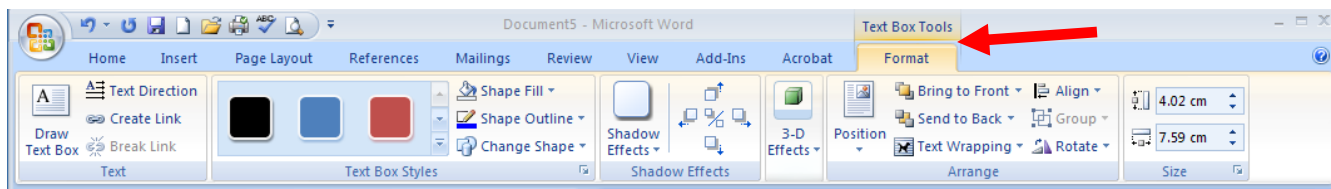
3.8.2. Change it to the Langara image.

3.9. SAVE this as langara_firstinitiallastname.docx on your Udrive

Part 4: Incorporating Images with Callouts

(Time permitting)

4. Now that you have 2 documents with some fairly sophisticated graphics. Pick one to use for this next exercise. The text will need to be some commentary on the image. Copy one single comment out of the text you have about the image.
5. Go to the Insert tab, Illustrations group, Shapes. Scroll down to Callouts. Select appropriate call out shapes for your material. Drag the Callout box to a desired size. Paste your copied comment in here.
6. Callouts are considered Text Boxes by Word 2007. Similar to working with images, when one is actively selected, you will see a new section of Text Box Tools with Format. The groups are Text, Text Box Styles, Shadow Effects, 3-D Effects, Arrange, & Size.



7. Once you're out of the Callout, click in it to edit the internal text, click on the edges to actively select the Callout's shape for editing.
 - 7.1. Click on the shape and drag the origin (where the comment comes out from the image) to the appropriate section/characteristic of the painting to which your comment refers.
8. You'll notice for Callouts with segments that overlap with your image, the Callout may be filled with a solid background. If you see a white portion obscuring the image, go into Text Box Styles, Shape Fill, and select No Fill. This will make it transparent.
9. Customize your Callout by using 3 items from either/both Shadow Effects & 3-D Effects.
10. SAVE this as callout_firstinitiallastname.docx

Part 5: Image Activity Work Product Submission

- 5.1 Email your 3 Word documents: starry_firstinitiallastname.docx , langara_firstinitiallastname.docx & callout_firstinitiallastname.docx directly to Heather.Pastro@viu.ca.

Part 6: Follow the Web Resource Activity

- 6.1 Go to the activity page below for this & run the Web Resources PowerPoint or open the Web Resources PDF. http://www.viu.ca/education/ed_tech/course_sessions/art/advanced/index.asp (Use Heather's worksheet to complete this activity.)