Information Sheet No. 3

Working with Text in Objects

Office 2007 allows you to add text to objects without creating a text box within an object.

Working with Text in Objects: Adding Text

NOTE: You cannot add text to shapes from the *Lines* or *Connectors* categories of the *Shapes* menu.

1. Right click the shape **»** select **Add Text**
   note: If you have already added text to this object, the *Add Text* option changes to *Edit Text*

2. Type the text

3. optional: To format the font and size of the text, from the *Home* command tab, use the commands in the *Font* group

4. optional: To format the color of the text, from the *Home* command tab, in the *Font* group, from the *Font Color* pull-down list $\underline{A}$ ˅, select a color

5. When you are done entering and formatting the text, click anywhere outside of the object

Working with Text in Objects: Editing Text

You can always go back and edit text in an existing object.

1. Select the object that contains the text you want to edit

2. Click within the text to begin working with the text
   note: Depending on the chosen shape, the I-beam may appear below the shape instead of within the text.

3. Make the desired changes

4. When finished, to deselect the text, click outside the object

Working with Text in Objects: Text-Fitting Options

You have several options available to customize the fit of your text within the object.

1. Right click the shape **»** select **Format AutoShape...**
   The *Format AutoShape* dialog box appears.
   The *Format Shape* dialog box appears.

2. Select the **Text Box** tab

3. Select the desired options

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Information Sheet No. 4

Picture Tools

Pictures can be added to Word documents and then formatted to various ways. The picture tools in Word 2007 make it easy to incorporate images into your documents and modify these images in innovative ways.
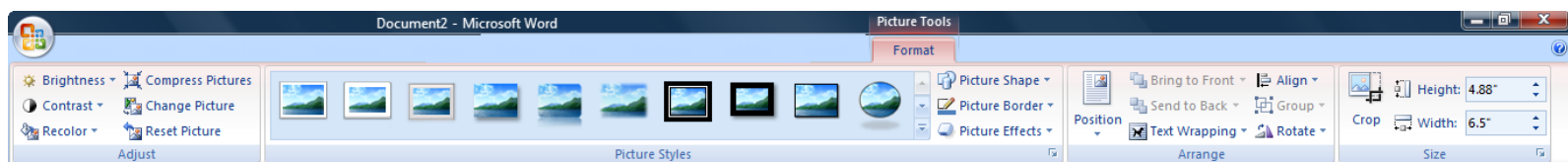
- ➢ **To insert a picture:**
    1. Place your insertion point where you want the image to appear.
    2. Select the Insert tab.
    3. Click the Picture command in the Illustrations group. The Insert Picture dialog box appears.
    4. Select the image file on your computer.
    5. Click Insert, and it will appear in your document.

Left-click a corner sizing handle, and while holding down the mouse button resize the image. The image retains its proportions.

Enhancing pictures

After you add your images, you may want to use the editing and enhancement tools in Word to put a professional polish on them. Whether you want to do simple tasks like correct lighting problems or crop out unnecessary elements—or stylize the images by adding shadows, frames, and more—this is where the fun of working with images in Word really begins. We'll start with the Picture Styles because they give you the most dramatic enhancements for the smallest amount of effort.

Applying Picture Styles to your images

Picture Styles work similarly to the other quick styles you'll find in strategic places throughout Word. When you select a picture in your document, the contextual Picture Tools become available on the Ribbon. The Picture Styles have their own group in the middle of the Format tab.

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➢ **To Apply A Picture Style:**

1. Select the picture.
2. Select the Format tab.
3. Click the More drop-down arrow to display all of the picture styles.
4. Hover over a picture style to display a live preview of the style in the document.
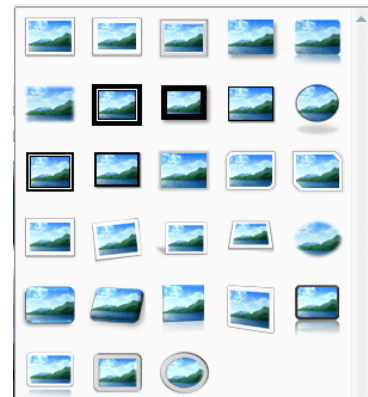5. Left-click a style to select it.

Figure 1. The Picture Styles gallery provides you with many different ways to display an image.

Adding a picture shape

If you want to create a unique effect, you can apply a shape to the picture so that the image appears within the body of the shape.

➢ **To Change The Shape Of A Picture:**

1. Select the picture.
2. Select the Format tab.
3. Click the Picture Shape icon. A menu appears.
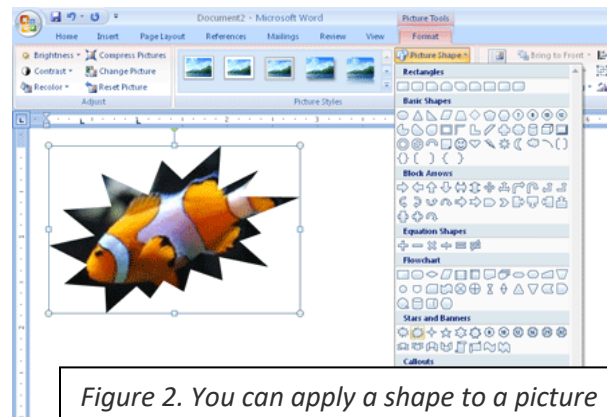4. Left-click a shape to select it.

*Figure 2. You can apply a shape to a picture to create a cut-out effect for the image.*

Displayinga picture border

When you click Picture Border in the Picture Styles group, a color palette appears, enabling you to choose the color of the border you want to apply, as well as the weight and style of the line used to create the border.

➢ **To Add A Border To A Picture Manually:**
  1. Select the picture,
  2. Select the Format tab.
  3. Left-click the Picture Border command, and select a color.

     OR Select the Weight from the menu and choose a line weight.
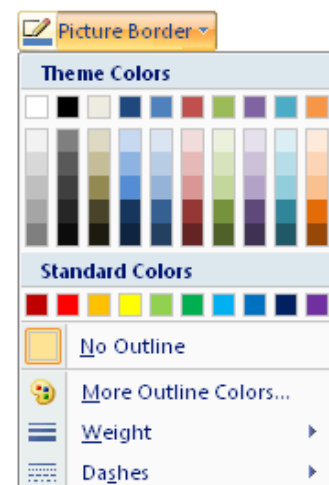
Adding a picture effect

Picture effects give you a huge range of special formats you can apply to the selected picture. You can choose from among a variety of shadow styles, apply a glow to the outer edges, display a reflection of the image, soften the edges, create a beveled effect, and apply 3-D effects and rotation.

> ➢ **To Apply A Picture Effect:**
1. Select the picture.
2. Click Picture Effects in the Picture Styles group. (A palette of choices appears.)
3. Point to the effects category you want to apply (Preset, Shadow, Reflection, Glow, Soft Edges, Bevel, and 3-D Rotation). *A palette of effects opens to display your choice.*
4. Left-click an effect to select it.

Figure 3 Use Picture Effects to enhance your pictures by adding shadows, bevel effects, 3-D effects, and more.