

Working-with-Microsoft-Word Tutorial 6

Review-Exercise 5

The Picture you created in the exercise is actually an image in a box similar to this:

To begin Tutorial 6, you are now going to copy it into your Private Letter Template.



Working with Images - Importing and Formatting Images

Pictures, diagrams and even screen-prints from your PC can be inserted into Word documents with ease; but their formatting will need a little tweaking to make them versatile. With a Selfie or two, you can customise your private letter template.

Creating a Recipes Template

In this tutorial, you will be copying from an Internet page, then pasting and re-assembling both text and image to formulate a document which can be used to start a cookery book, maybe including some of your own recipes.

Screen Printing

Sometimes you won't be able to copy from a web page; but you can take a screen print of whatever is on your screen, then save all or part of it as a picture that you can use in a Microsoft Word document.

Part 1 – Inserting and Re-sizing a Text Box Picture

Now that you know how formatted text boxes can alter the look of a document, you can imagine the extra polish and impact photographs and diagrams can add. Let's try putting the picture box you created in exercise 5 into a different document. Open your Word-Images and Word-Letter Template (Priv) files and position them side by side (Page 20).

In Word-Images, move the mouse **I** marker to an edge of the picture box until the move tool appears, right-click and Copy to the clipboard. Left-click on the Letter Template file name (top of the document) to activate, then **Ctrl+V** to paste the picture.

It will appear in a position relative to the place in the document it came from (Word-Images). This doesn't matter, neither does the size. On a border, left-click, hold and drag the image down until it sits to the right of "Regards" and your name. Release the mouse button to drop. As it is still Selected, the re-size handles are visible. I want you to try a couple of things with them.

Move the mouse **I** marker to the square handle on the middle of the top border until the double-headed arrow appears. \updownarrow Left-click, hold and drag the border down to about half the height of the picture, then release the mouse button.

If you formatted the Picture box correctly and ticked the "Lock aspect ratio" box, following



your height adjustment, you should have something like my example on the left. **Ctrl+Z**, find the \leftrightarrow on the right-hand square handle and drag the



border to the left to reduce the width to about half.

Your picture should have re-sized similar to mine on the right.

If you look closely, you will see that the aspect ratio has been retained. In other words, the image in the re-sized picture wasn't squashed in either case. You just lost part of the original image.

Remember this for later, because pictures created in this way can be cropped in Microsoft Word by the methods just used – you won't have to do it in a photo-editing package. For the moment, **Ctrl+Z** to get back your original picture. Now you are going to re-size it using one of the circular corner handles.

Take the mouse **I** marker to the top right-hand corner, and when the \nwarrow appears, left-click, hold and drag to make the image a size that would cover both "Regards" and your name. Depending on the dimensions of your original, you may have to make it bigger or smaller. Either way, you will notice that the image within the picture box is still in perfect proportion; but, yet again, part of it may have been lost, proving that re-sizing by hand isn't perfect.

Before you do anything more, right click on the move tool, go to Format Text Box... options and click on the "Size" tab. Notice that the "Height" and "Width" are 100% - that's the original locked aspect ratio - but Height and Width sizes next to the "Absolute" buttons (top left) may be different to the original. Take a note of each size, in particular the Height. Cancel Format Text Box and **Ctrl+Z** to return to your original – don't undo further back than this, or you will have to re-Paste.

Go back into Format Text Box... and look at the size figures. My originals were 6.16 cm Height and 6.97 cm Width. Because you want the Height of yours to be about the same as the distance between "Regards" and your name, you need to change the Height measurement to whatever the Height was of your re-sized version. BUT you don't want to mess up the aspect ratio. So, BEFORE you go any further, ensure the "Lock aspect ratio" box is checked. Now you can safely change just the Height. By left-clicking on the Width figure, you can watch as Word adjusts the size to retain the correct ratio. **OK** the changes.

I resized mine manually to this cropped image:



then used its height measurement (3.02cm) in the Format Text Box... Size panel with Lock aspect ratio un-checked for this:



Once your picture box is re-sized in the correct proportions, you can place it wherever you like in the template. I chose to slide mine across to the right margin directly opposite “Regards” and name. This way, any “message” typed above word wraps, and other paragraphs added will simply push everything below down the page accordingly. When satisfied with your work, Save and Close Word-Letter Template (Priv).

If you wish to continue with the next part of the tutorial, leave Word-Images open.

N.B. you can change or add to the picture(s) in your letter template anytime.

Part 2 – Importing Images and Text from the Internet

In general, copying from the Internet is quite simple, provided the security restrictions set for the page on screen allow it. For this exercise, you will be using our website **A Season of Happiness**, in particular one of the recipes. Before starting, open your Word-Basic file and Save As... Word-Recipe Template. **E**nter a few times to give yourself some extra paragraphs at the top. Now send the document down to the taskbar using the minus tool (-) top right of the file name.

Go to www.aseasonofhappiness.com, click on the current recipe picture for the TOC page. At the foot of the page, click on Recipes 25-32. The one you want is number 28 Lemon Meringue Pie, so click on the picture to bring it up. Left-click the cursor before the GF Friendly tag at the top, hold and drag to Select everything down to the last word “baking” of the final Italic paragraph, including the full stop. Right-click inside the Selection highlight and left-click Copy. Now, restore your Word-Recipe Template from the bottom taskbar and **Ctrl+V**.

GF Friendly
Lemon Meringue Pie



tancy lemon filling topped with meringue

200-220g shortcrust pastry
3 Eggs
cornflour
150ml water
juice and grated rind of 2 small lemons
100g granulated sugar
2 eggs, separated
75g caster sugar

Blind bake* the pastry on 220°C (200°C fan-forced) for 15 minutes, covering exposed edges with foil to avoid burning. Remove paper and rice, but keep edges covered. Return to oven for a further 5 minutes. The example in the picture was made gluten-free. You'll find the GF pastry recipe and method in January's Healthy Living H1.1's article

Mix cornflour with water in a saucepan, add lemon juice and grated rind. Bring slowly to the boil, stirring continuously until the mixture thickens. Now add the granulated sugar. Remove from the heat, cool slightly and stir in the egg yolks. Pour into the cooled pastry case.

Whisk the egg whites until stiff and the meringue stands in peaks. Now whisk in half the caster sugar and finally fold in the rest. Pie the topping on pie and bake on 170°C (150°C fan-forced) for 10-15 minutes until meringue is golden and crispy. Depending on your oven, temperature and times may need adjusting - for a soft topping use slightly higher temp and shorter cooking time, for a crisp meringue, reduce the temperature a bit and cook longer.

* Put pastry into dish and cover with baking paper. Spread about 1/2 cup of uncooked rice over this to keep the pastry flat. Afterwards, the rice will no longer be any good for eating, but can be used many times over for blind baking.

You will probably have something like the screen print on the previous page which isn't quite right. While you are on the web page, however, click on the PDF link and compare it with your copy. To start with, all the text of yours is left-aligned, including the header and sub header; and the picture is on the left too. Notice, also, that each is in a different Font, as is the main body of text; and the GF Friendly may be missing its green highlight. You do, however, have all you need to replicate the format of the PDF with no problem.

Let's start with the Font. Left-click inside your copy, **Ctrl+A** to Select all, then go up to the Home toolbar, drop down the Font options and left-click "Arial". Notice that nothing happened with the picture. We'll leave that for now. You are going to start at the top and work down. What you are after is something similar to the screen print below.

GF Friendly **Lemon Meringue Pie**
 tangy lemon filling topped with meringue

200-220g shortcrust pastry
 3 Tspns cornflour
 150ml water
 juice and grated rind of 2 small lemons
 100g granulated sugar
 2 eggs, separated
 75g caster sugar



Blind bake* the pastry on 220°C (200°C fan-forced) for 15 minutes, covering exposed edges with foil to avoid burning. Remove paper and rice, but keep edges covered. Return to oven for a further 5 minutes. The example in the picture was made gluten-free. You'll find the GF pastry recipe and method in January's Healthy Living | IL15 article.

Mix cornflour with water in a saucepan, add lemon juice and grated rind. Bring slowly to the boil, stirring continuously until the mixture thickens. Now add the granulated sugar. Remove from the heat, cool slightly and stir in the egg yolks. Pour into the cooled pastry case.

Whisk the egg whites until stiff and the meringue stands in peaks. Now whisk in half the caster sugar and finally fold in the rest. Pile the topping on pie and bake on 170°C (155°C fan-forced) for 10-15 minutes until meringue is golden and crispy. Depending on your oven, temperature and times may need adjusting for a soft topping use slightly higher temp and shorter cooking time; for a crisp meringue, reduce the temperature a bit and cook longer.

* Put pastry into dish and cover with baking paper. Spread about ½ cup of uncooked rice over this to keep the pastry flat. Afterwards, the rice will no longer be any good for eating, but can be used many times over for blind baking.

Select "GF Friendly" and make it 11pt, then change the text colour to Black. While it is still Selected, try using the Text Highlight Color (next to Font Color) on the toolbar. Drop down the options and pick green. It is adequate, but the highlight is a bit tight. Go to the Insert toolbar and draw a text box to fit the "GF Friendly" words; then go into Format Text Box... and colour the Fill "Light Green". It looks a little muddy; but you can adjust it by going back in and dropping down "More Colors..." to fine-tune by hand. While there, make the Line No Color. Select the "GF Friendly" text, drop down the highlight menu and left-click No Color; then **Ctrl+X**. Click inside the text box, **Ctrl+V**, then **Ctrl+E**. Adjust the box to fit; **Ctrl+B** the words; then slide it back to the left margin.

Next, Select the header and the sub header together, and change them to 12pt Black text, Centralised. If the picture jumped across with the headers, don't worry about it. We'll get it out of the way now. Right-click to Select it, go down to Text Wrapping and choose In Front of Text. You can then move this down below the sub header and against the right margin.

There is an extra line space between the header and sub header, so **Delete** this. Select the header and sub header together; then go to the Paragraph options on the Home toolbar and zero the Spacing Before. If you click inside the first line of the ingredients, you'll find it has "Auto" Spacing for Before and After. The same applies to all of the text. Select all and, in the Paragraph options, left-click the up arrows to the right of each and this will Zero both. **OK**, and the text is condensed because the Spacing between lines is single. Go back in and make Line spacing: Multiple > At: 1.15.

Obviously you'll need to shift the ingredients down a line. Drop the cursor before the "200" **Enter**. If the picture drops too, simply re-position it.

N.B. Because web pages are scripted to look the way they do, formatting changes as above may be needed to make copies suitable for use in a Word document.

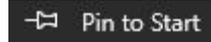
All that's left to do is in the first paragraph of the method. Gluten-free on the second last line can either be changed to green, or highlighted in green using the Text Highlight Color options on the toolbar. "[Healthy Living HL15](#)" needs to be changed to black and the underline removed. That's always assuming you don't want to leave it as is – the choice is yours. If there are spare spaces at the top of the page, you can clear those now.

Finally, Save Word-Recipe Template; THEN Save As... Lemon Meringue Pie. The Template file can be used over and over, by simple substitution of the various elements. Close this new file.

Part 3 – Screen Printing Images and Text from the Internet

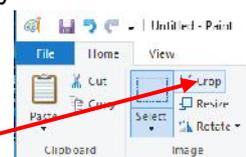
There will be times when you wish to copy images and text from a web page; but pasting into a Word document doesn't seem to work. The chances are, the website you are on has blocked copying, and probably saving too. There is a way out of this which is quite simple, and that is to take a snapshot of this [PDF](#) page that you now see on your screen.

You will need a graphics program for this, and there is a basic, but adequate one provided by **Microsoft**. It can be found by clicking on the Windows icon  (bottom left corner of your screen). Scroll down the options until you find Windows Accessories and click on the down arrow to view the choices. Right-click on Windows Paint and left-click >



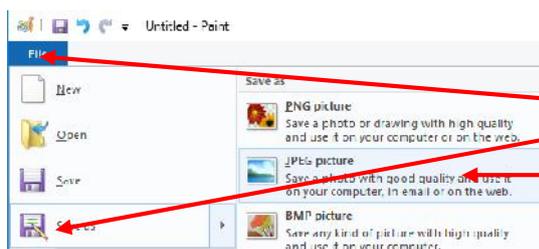
This will place the Paint icon in the Start panel on the right. You can open it from here with a left-click; or drag the icon onto the desktop and drop it in a convenient spot. A double left-click on this desktop icon will open a Windows Paint panel; but first you need something to Screen Print, so use this paragraph.

First, open your Word-Images file. Make sure the [above paragraph](#) is central on your screen, then tap the **PrtScn** (or **Prt Sc**) key, probably top right of your keyboard. The entire screen has been copied to the clipboard. Double left-click on the Desktop Paint icon and maximise the window; then **Ctrl+V**. All you need is the previous paragraph and you can define and crop this by left-clicking on the crop tool top left corner of the toolbar.



You will be presented with a cross which works in the same way as the one for drawing text boxes. Position it just above and to the left of the first word "You"; left-click, hold and drag down below the last line (ending in "paragraph") and across to the right margin just clear of the text. Release the mouse button; then click on the crop tool again.

Windows Paint has cropped the screen print and left you with your Selection. This is actually an image like any other picture and you need to save it as such.



Click on File;
then Save As... and
Select JPEG picture.

BUT before you save it ...

go to MY WORD > Word Tutorial and create a new Folder: Word-Screen Prints. Double click to Select this. Name the file: Microsoft Paint Icon and save it to your new folder. To copy, simply right-click on the file image in the Folder window, left-click Copy; then paste it into the Word-Images document. It should look like this.

You will need a graphics program for this, and there is a basic, but adequate one provided by Microsoft. It can be found by clicking on the Windows icon  (bottom left corner of your screen) **Use the scroll bar on the right to** find Windows Accessories and click on the down arrow to view the choices. Right-click on Windows Paint and left-click > 

This will place the Paint icon in the Start panel on the right. You can open it from here with a left-click; or drag the icon onto the desktop and drop it in a convenient spot. A double left-click on this desktop icon will open a Windows Paint panel; but first you need something to Screen Print, so use this paragraph.



To use it, right-click the image and first make Text Wrapping In Front of Text. Next, right-click again and make the Order: Bring to Front; then you can position it wherever you like. For now, just put it below your picture box. Bear in mind, though, that this is also a picture, and you cannot edit the text in it in the usual way. You can, however, cheat it.

Try this: draw a text box about the height of a Normal line and in it type: Use the scroll bar on the right to *N.B. you may have to re-size the Font to suit – I reduced mine to Arial 10 pt.*

Re-size the box to fit the text on a single line; and Order it Bring to Front. Go to Format Text Box..., open the Text Box panel and zero the Right Internal margin. You can take this into the screen print and position it over the top of: "Scroll down the options until you". With a little **Arrow key** fine-tuning the edit will fit quite neatly, covering the original words. When it does, go back to Format Text Box... and make Lines No Color, but leave the white Fill. I've left my border visible as an example of positioning. You just need to remember that, when editing in this way, there's no such thing as word-wrap; so any insert must fit in the space taken up by the original text in the image. And if you move the image, you'll have to re-position the text box. Save and Close Word-Images.

Exercise 6

Open a Word-Basic and Save As.. Word-Exercise 6. Type this: Lines or blocks of text can be positioned on the page using hidden text boxes formatted to substitute when tapping the Spacebar doesn't seem to work.

Try dropping the cursor at the start of line 2 and tapping the **Spacebar**. Next, try the **Tab** key. Undo this last command and start again.

Draw a text box over the top of, and just covering: "substitute when tapping". Format it with a No Color border, but leave the Fill. Now make the Wrapping style Square.

If your final result looks like this:

Lines or blocks of text can be positioned on the page using hidden text boxes formatted to substitute when tapping the Spacebar doesn't work.

...you've done a pretty good job. Well done.

Coming next: Working with Columns and Tables

WT6 – ADDENDUM FOR 365 USERS

Page 56 To format Text Wrapping of a picture, right-click on a border, then Wrap Text... > and select an option.