

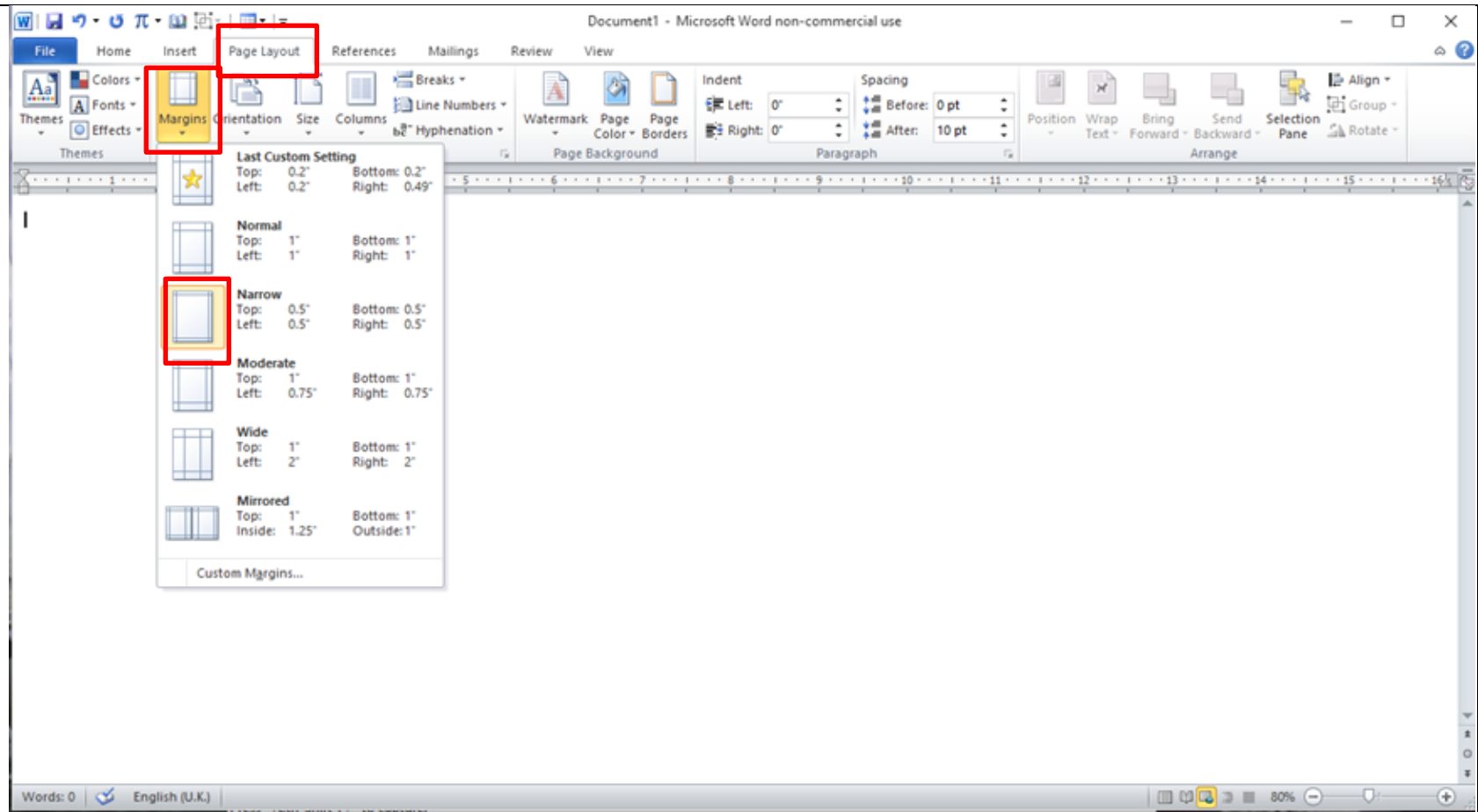
Creating Graphics pages

To create a page to accept photos, which can be moved anywhere on the page alongside texts etc. requires the creation of as larger an area as possible.

First make the margins as small as possible.

Click on page layout out

Click on margins and select Narrow

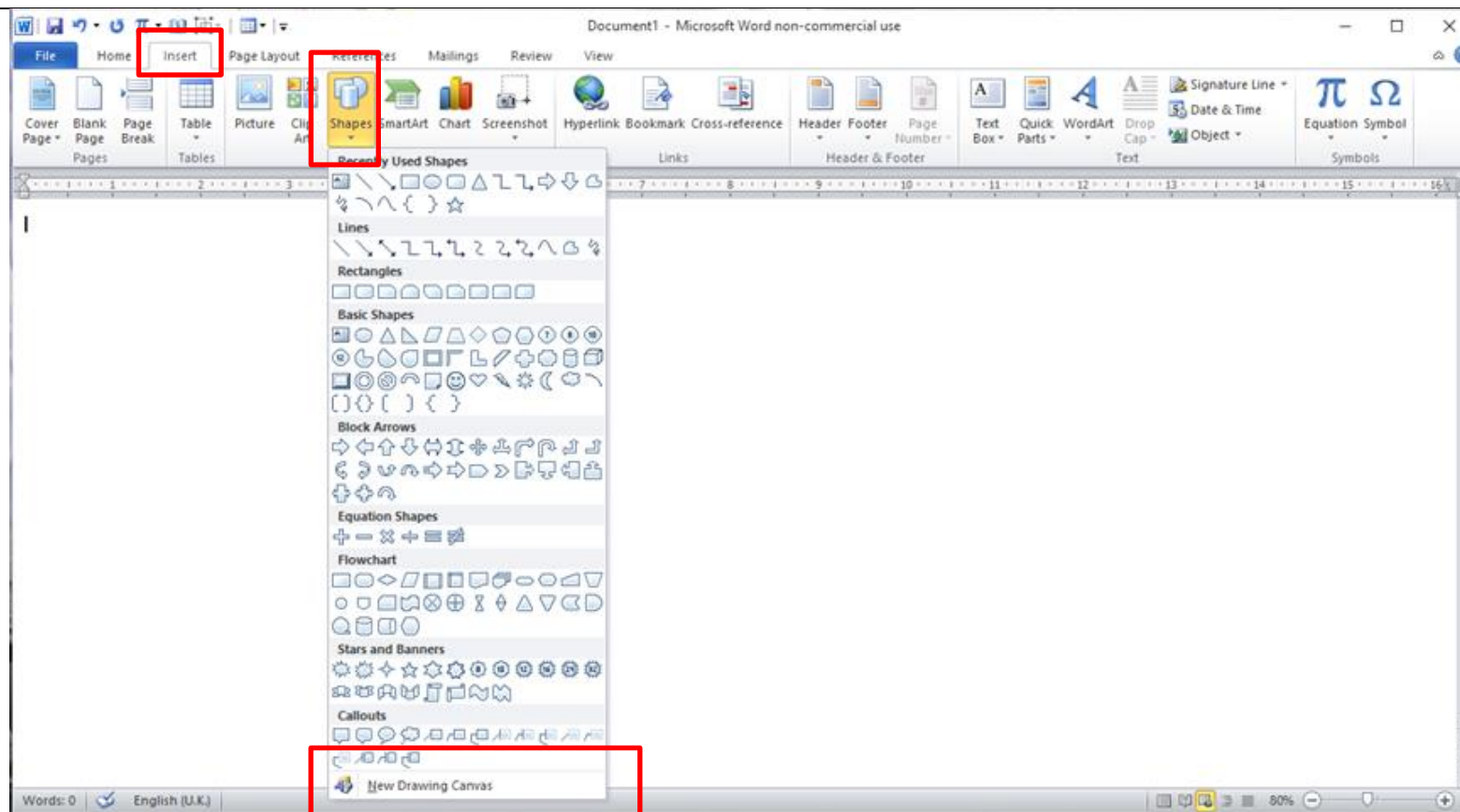


Create a drawing canvas by;

Clicking on insert

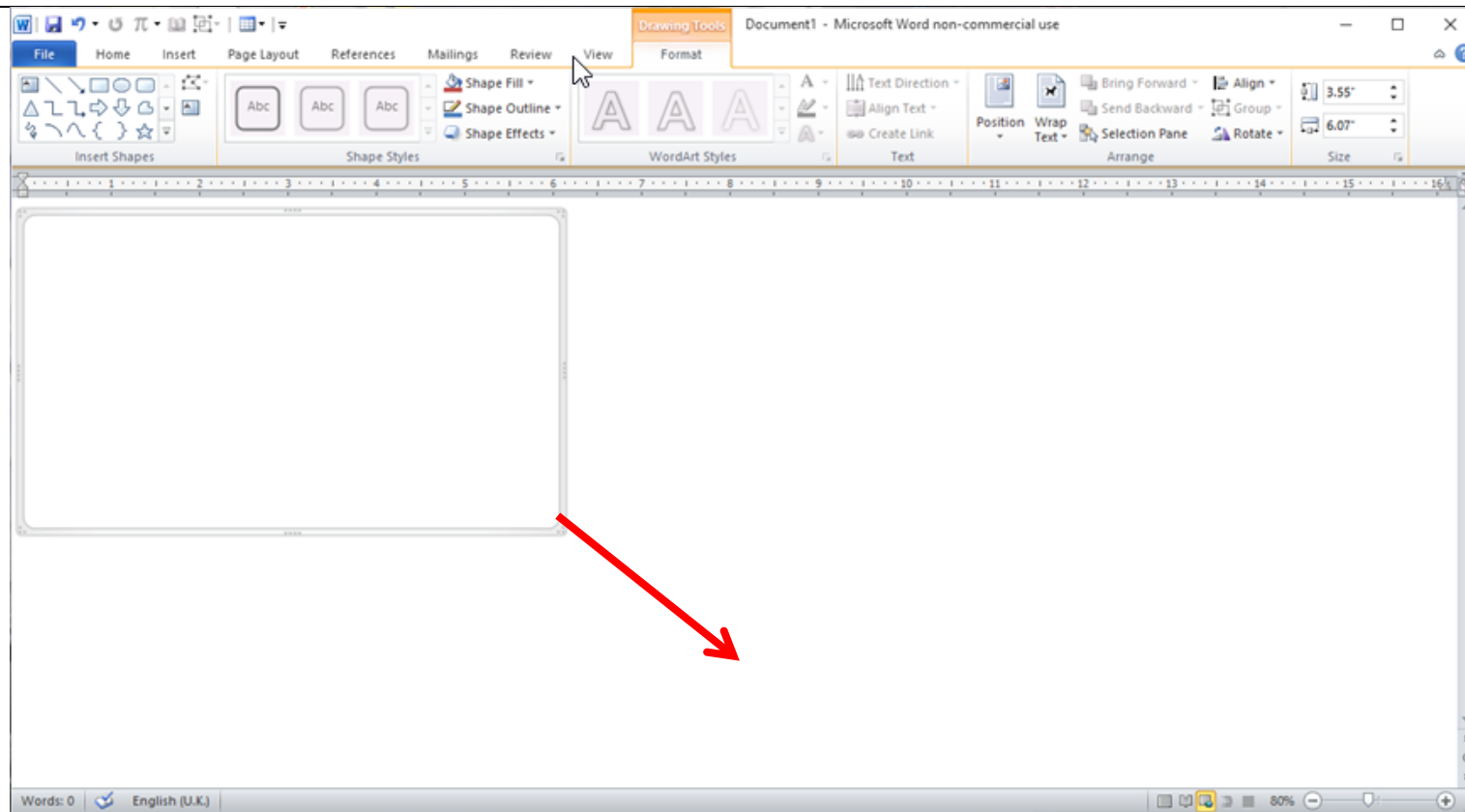
Clicking on Shapes

Select drawing canvas at the bottom of the sub menu



Hold the cursor over the bottom right corner of the canvas boundary rectangle. Hold down the left key of the mouse and drag the corner out to enlarge the boundary.

The boundary line can also be changed by grabbing the mid points (3 dots location) of the sides or the bottom and moving to suit.



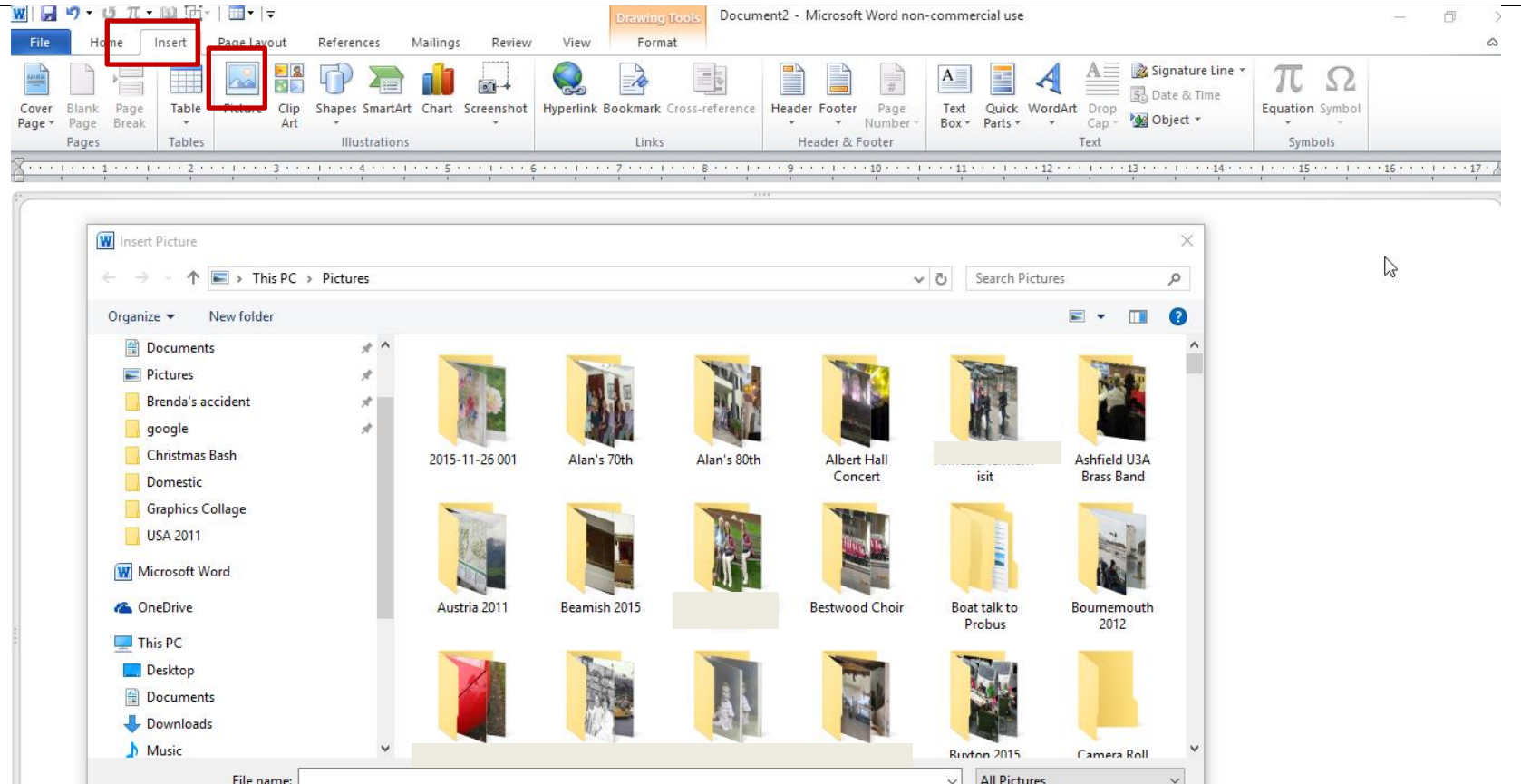
To select a photo,

Select Insert

and then picture.

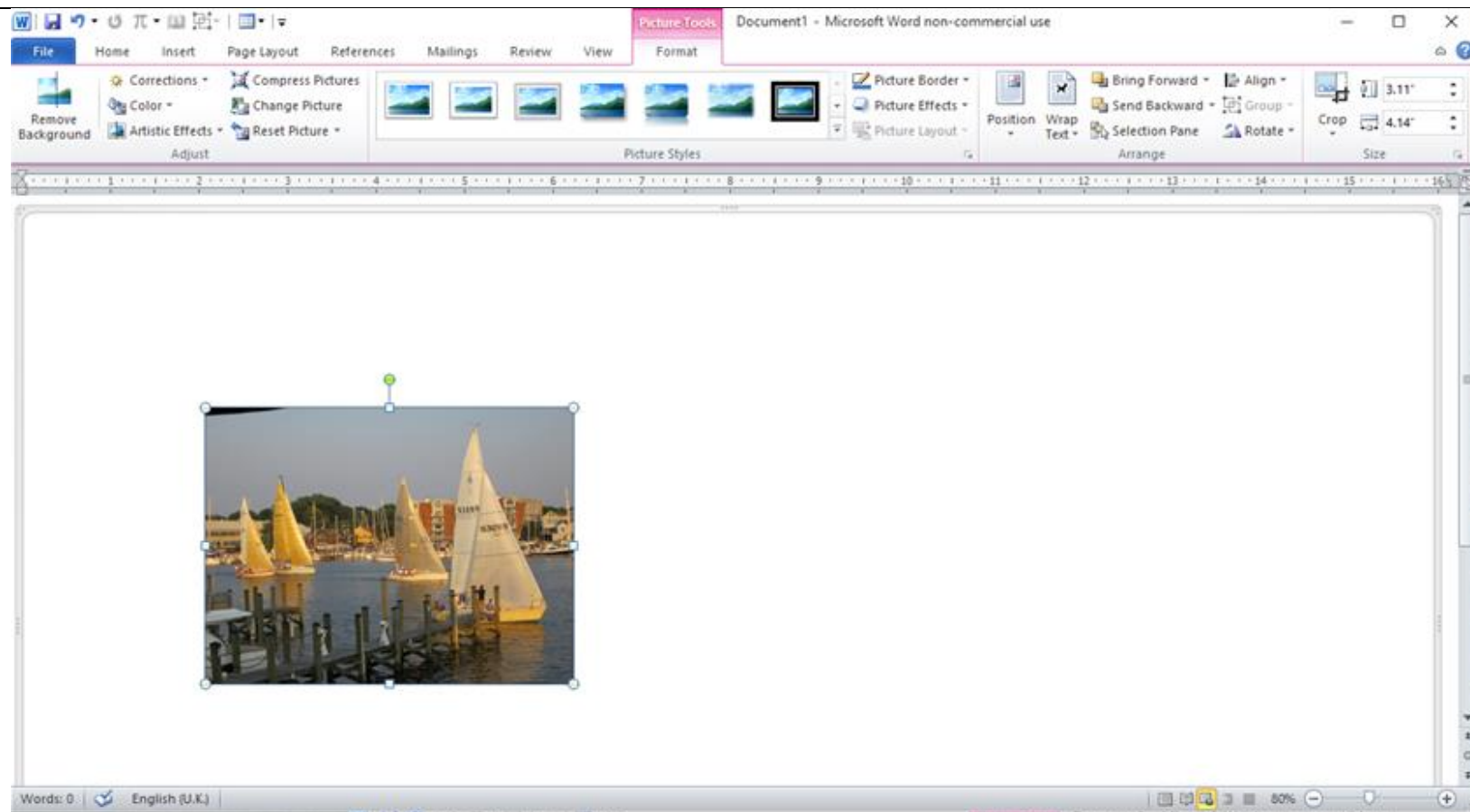
This will display the index system of Pictures

Select the required picture by opening the folder and then the photo, by double clicking on the required photo.



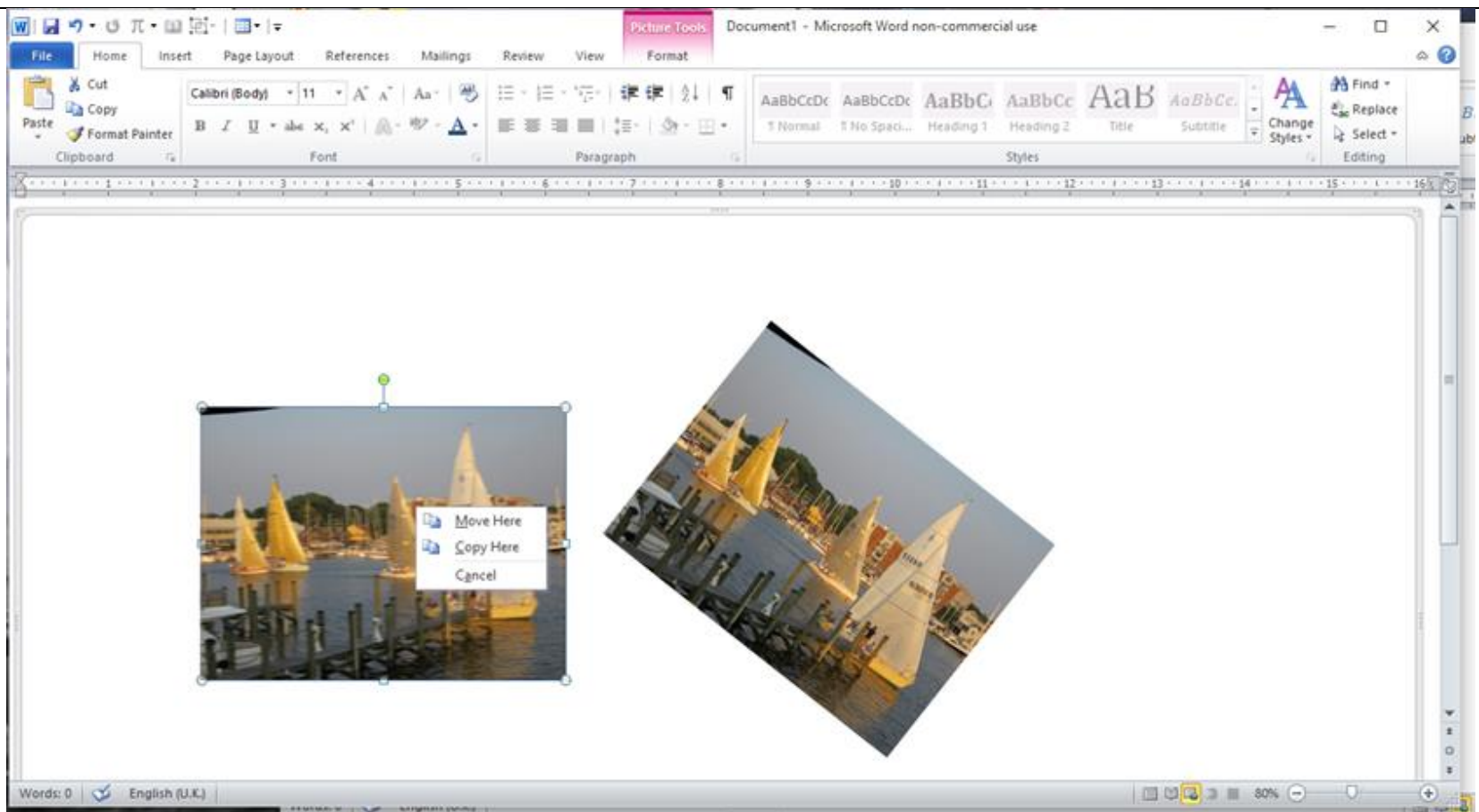
On selecting the require photo, it will be displayed in a random location of the canvas area.

Whilst the wire frame is displayed, the picture can be moved around to the require position. (place the cursor on the photo hold the left key down and drag.) Grabbing hold of the green button provides a rotation facility.

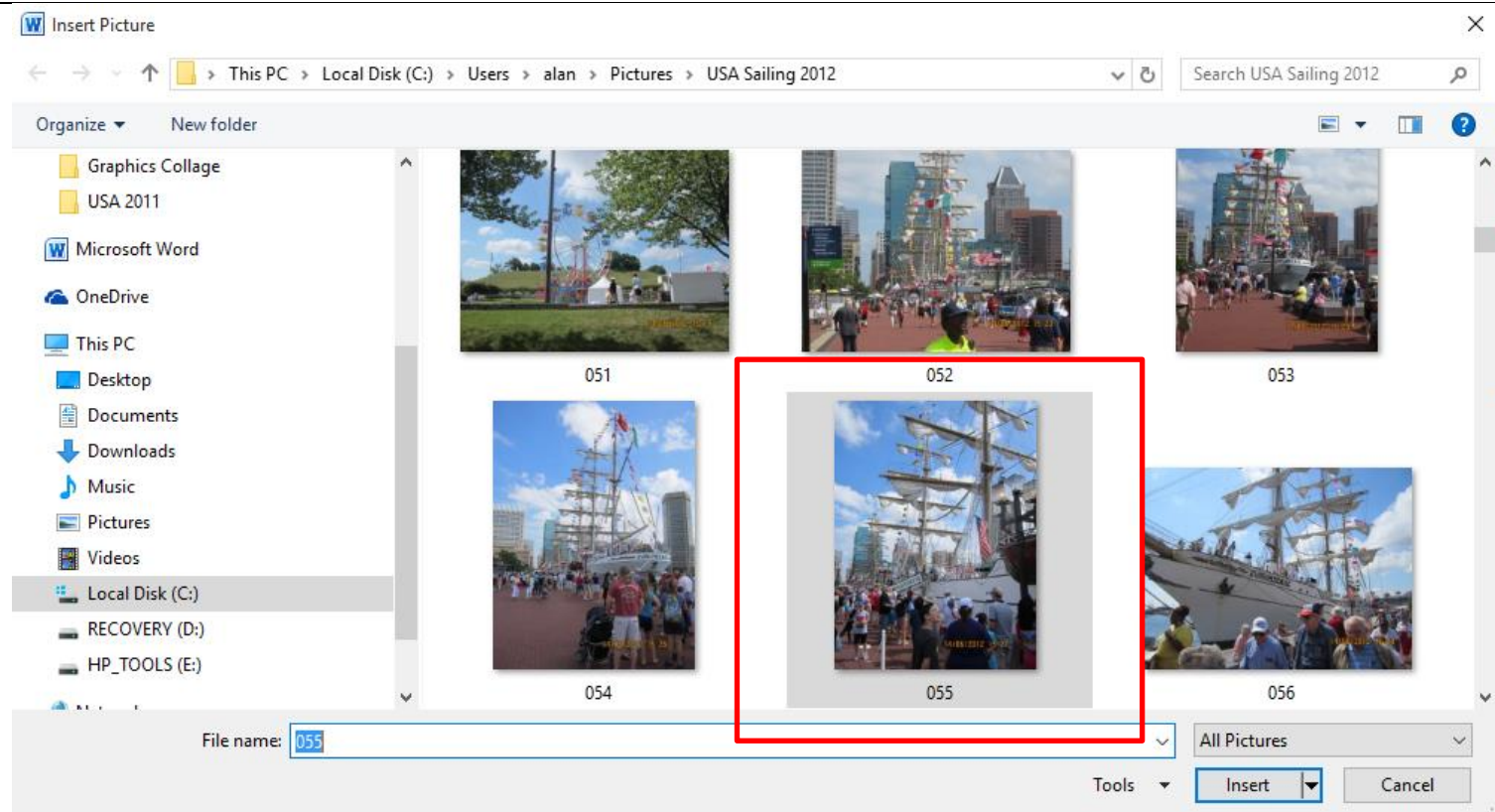


Right clicking on the photo displays a sub menu, giving the options to move, Copy or cancel the menu.

Using the copy option will cause a second Image to display on the canvas, often on top of existing images. Merely grab it and slide to where it is required.

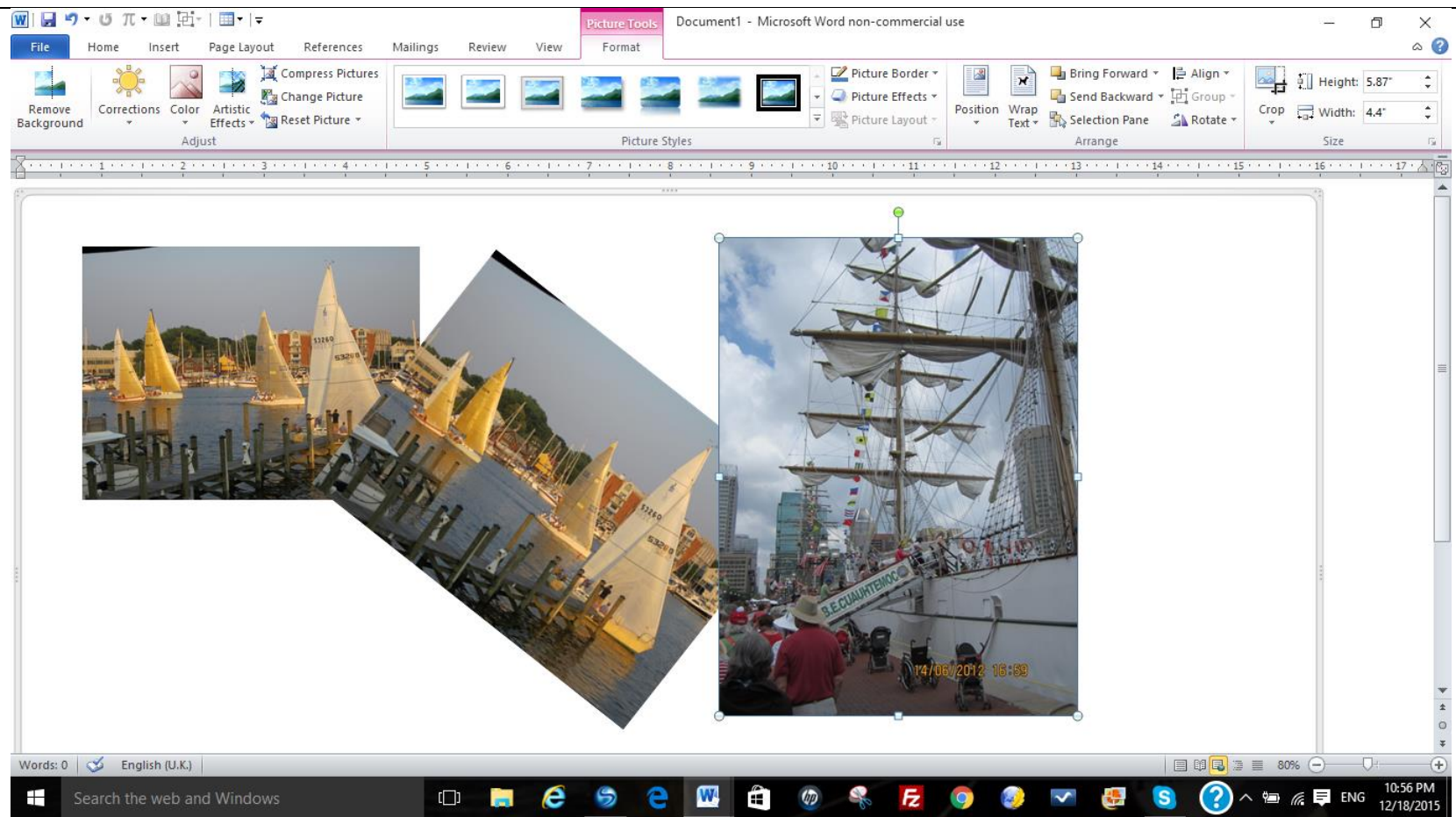


Here a tall ship photo is selected



The Tall Ship photo is pasted on to the canvas area.

If the photos are placed to overlap. You will notice that each subsequent photo is in front of the earlier photo.

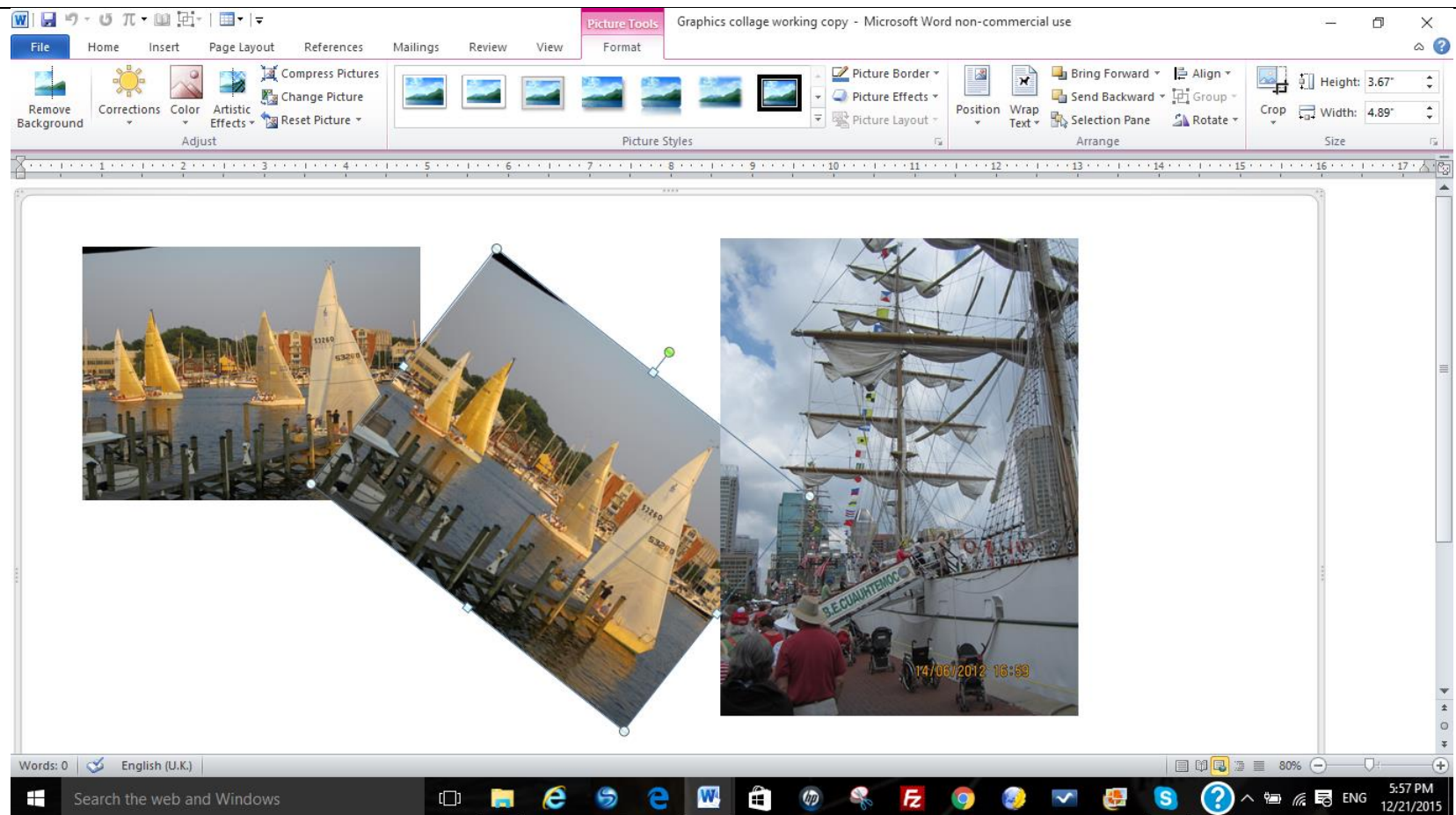


To change the middle photo to appear in front of both the other photos;

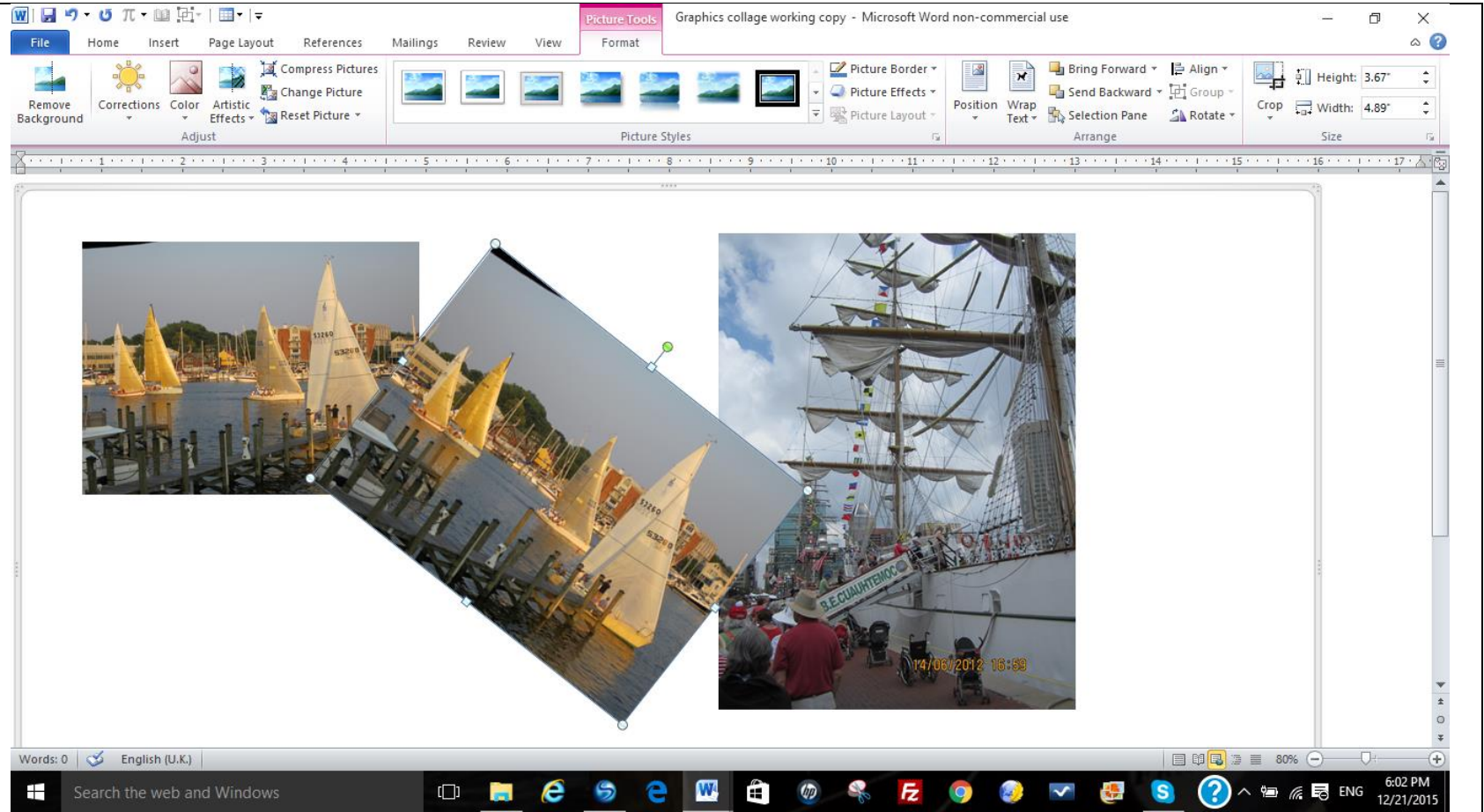
Left click, on to the required photo which will display the wire frame

Make sure that Format is selected

Select Bring Forward, by left clicking on the triangle at the side, and then left click on bring forward.



Here the middle photo is brought to the front.

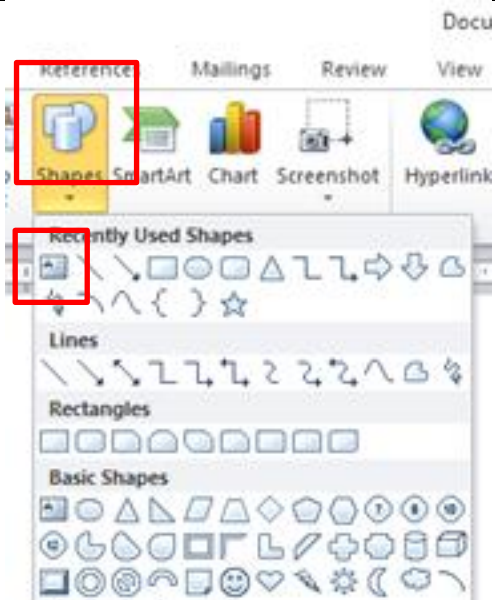


Use the same routine to send is back ward

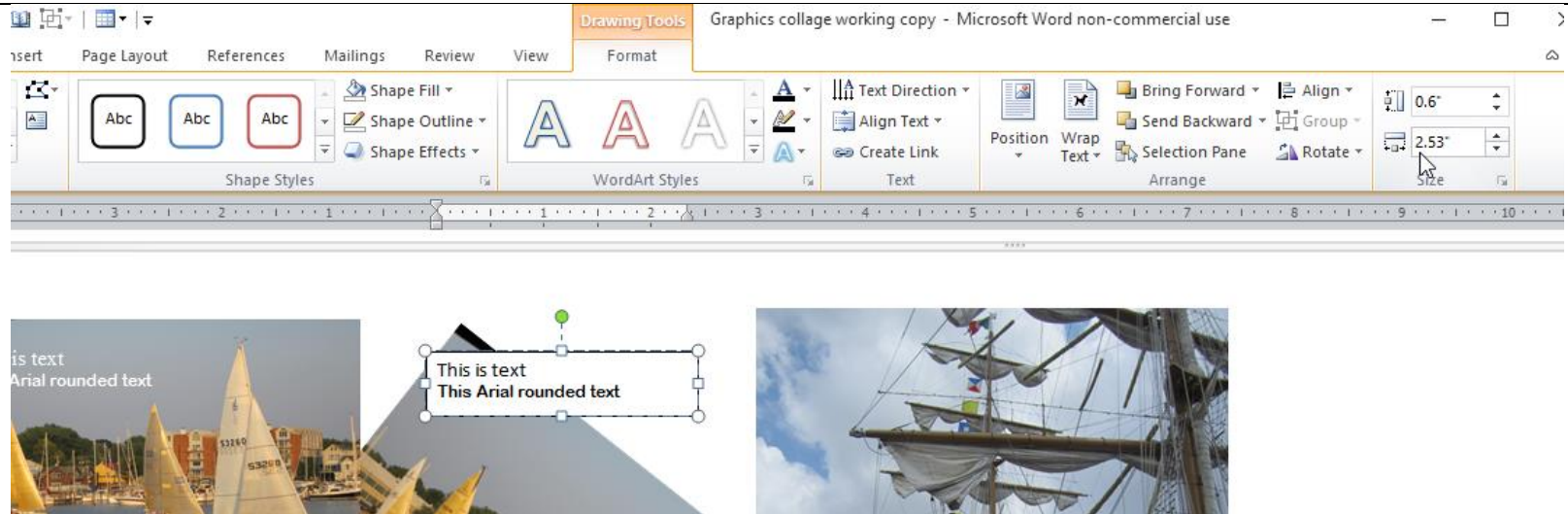


To place text on to the canvas;

Left click on Shapes and then the A symbol.

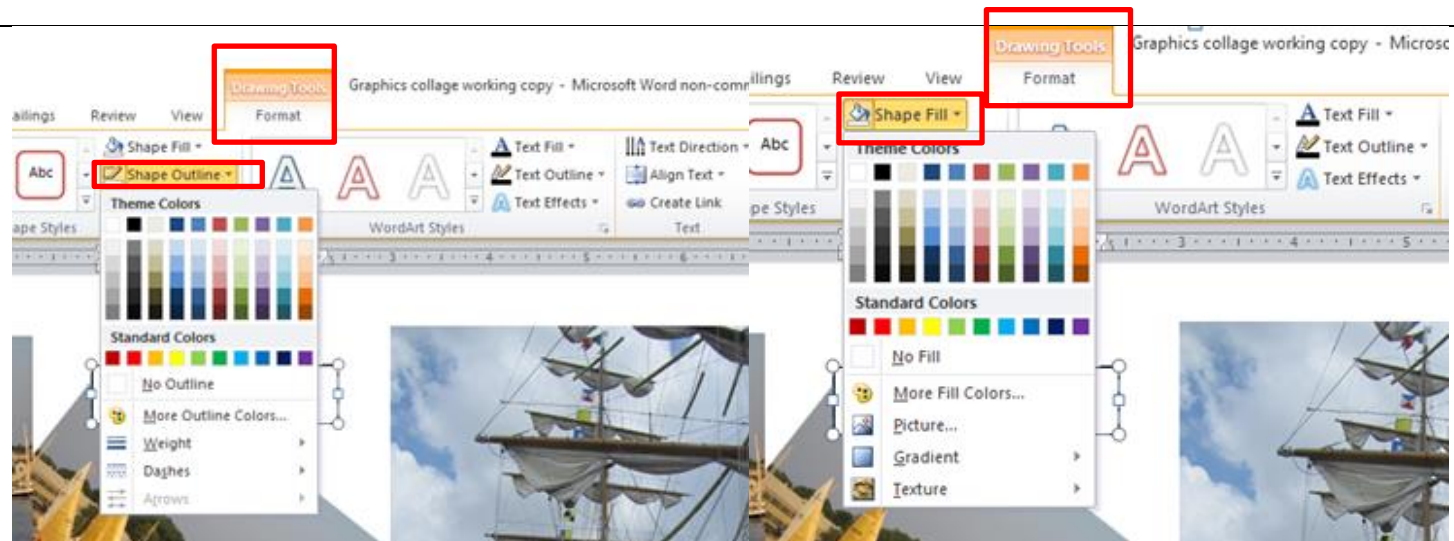


To define the size of the text box, place the cursor at the intended top left corner. Hold the left key down and drag across diagonally to create the box. The size of the box can be adjusted diagonally or by width and height.



Type the text in the box. Select the text font from the home menu.

The shape outline (border) and the shape fill can be selected whilst in the Format menu.



Left click on the required colour, or no fill/no outline as required.

Here are some examples of various combinations of text and boxes.



This is text
This is Arial rounded text with
No shape fill and No Shape outline

This is text
This is Arial rounded text with
White Fill shape and a Black outline

This is text
This is Arial rounded text with
A shape fill colour and a shape
outline in red.



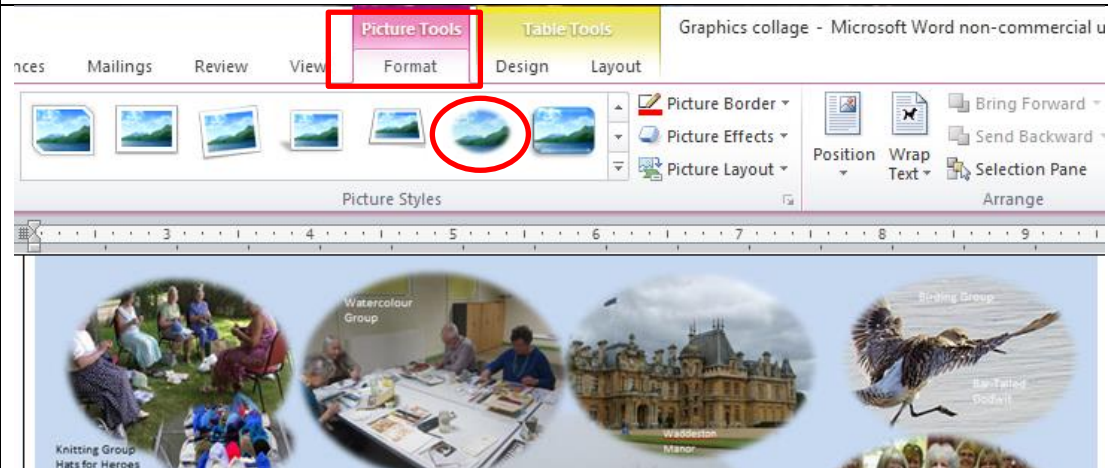
Here are some further examples

The text colour of is on the home menu. Select the triangle next to the capital letter A on a coloured line. Select the colour.

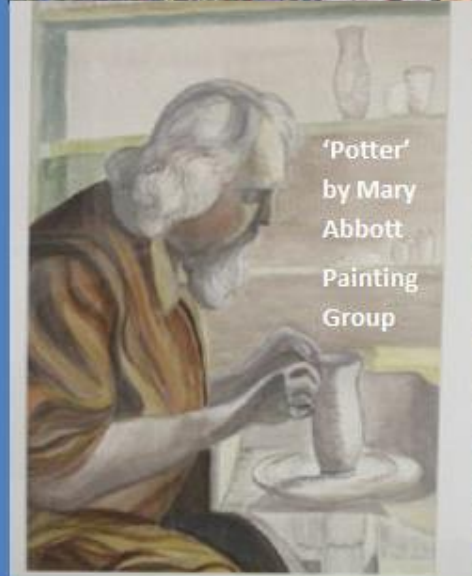
To select a page background colour click on the Page Layout menu, then select the triangle next to Page colour.



To select a photo border click on the photo, and then select format in picture tools and scroll through the border options and select



Two more examples.



Ravenshead U3A Christmas Bash 2015..... a nice location good food..... and homemade entertainment to boot



A drink to welcome you on



concentrate!

The tables all set ready



Alan Paul

22.12.15



Playing in the guitar Group is good fun but you really have to



All that Good Food



Have you got the answer to number 14 ?



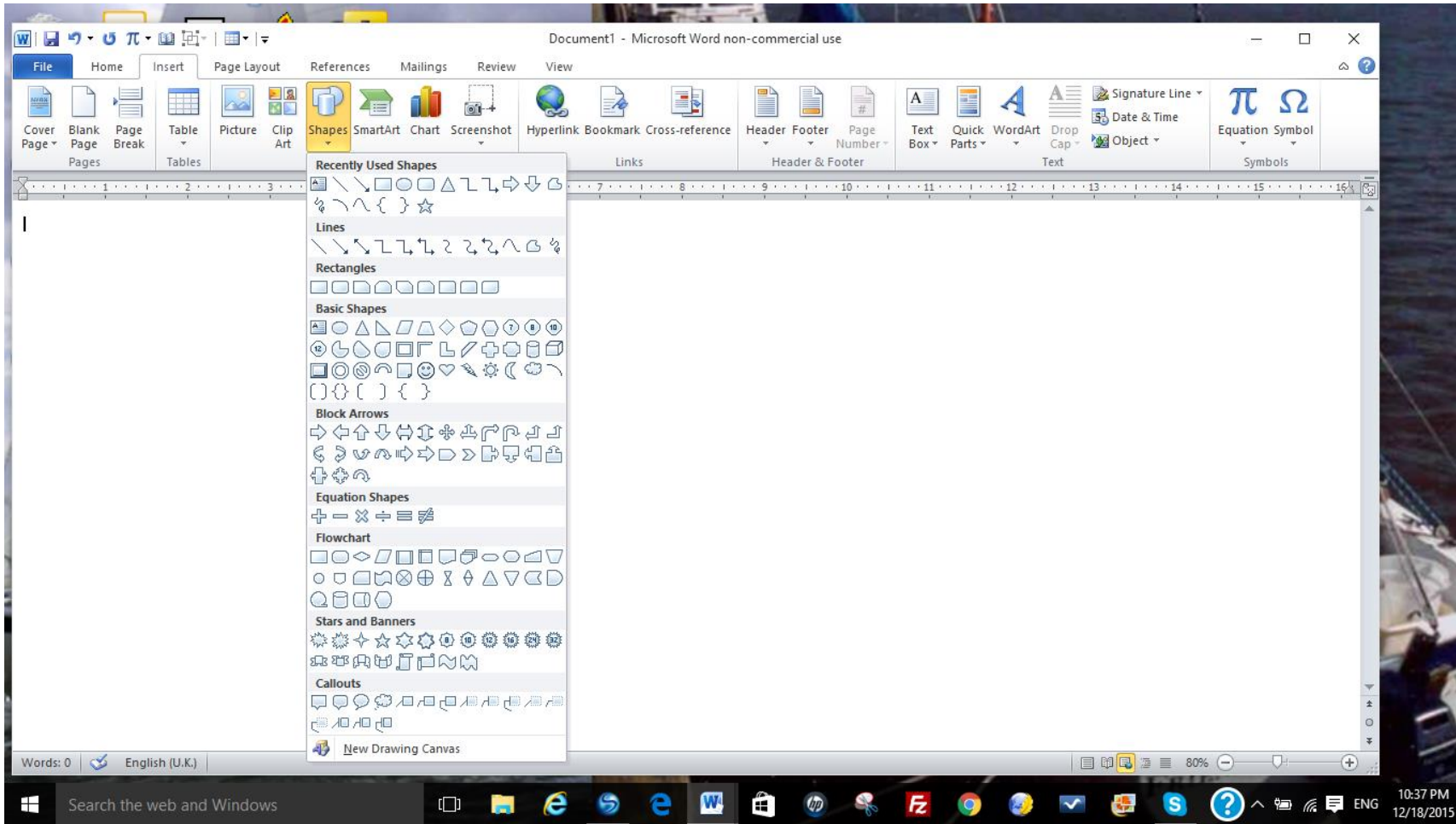
You can't have a Christmas show without Father Christmas



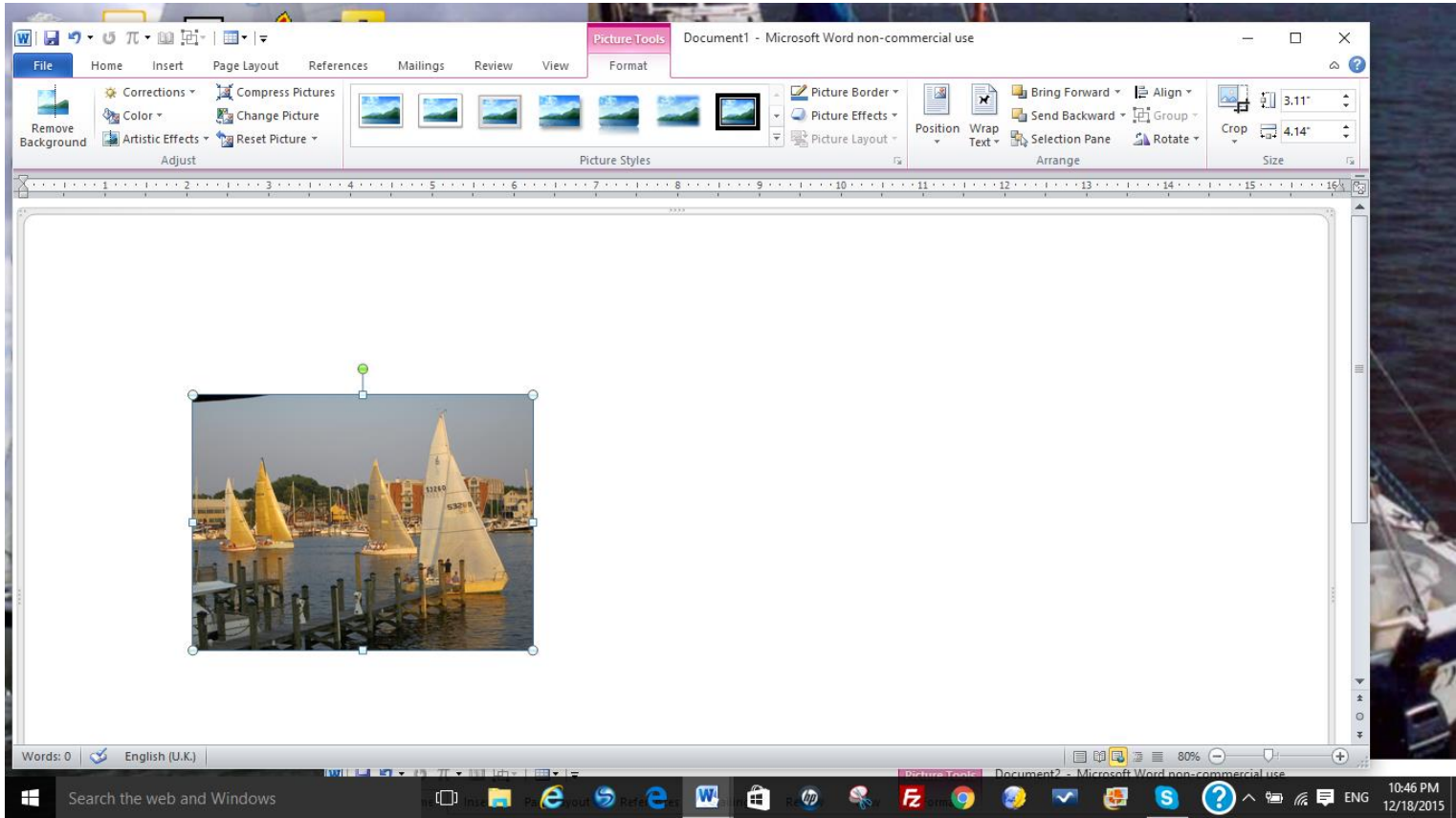
Thank you to all those who helped to make our Christmas Bash such an enjoyable success.

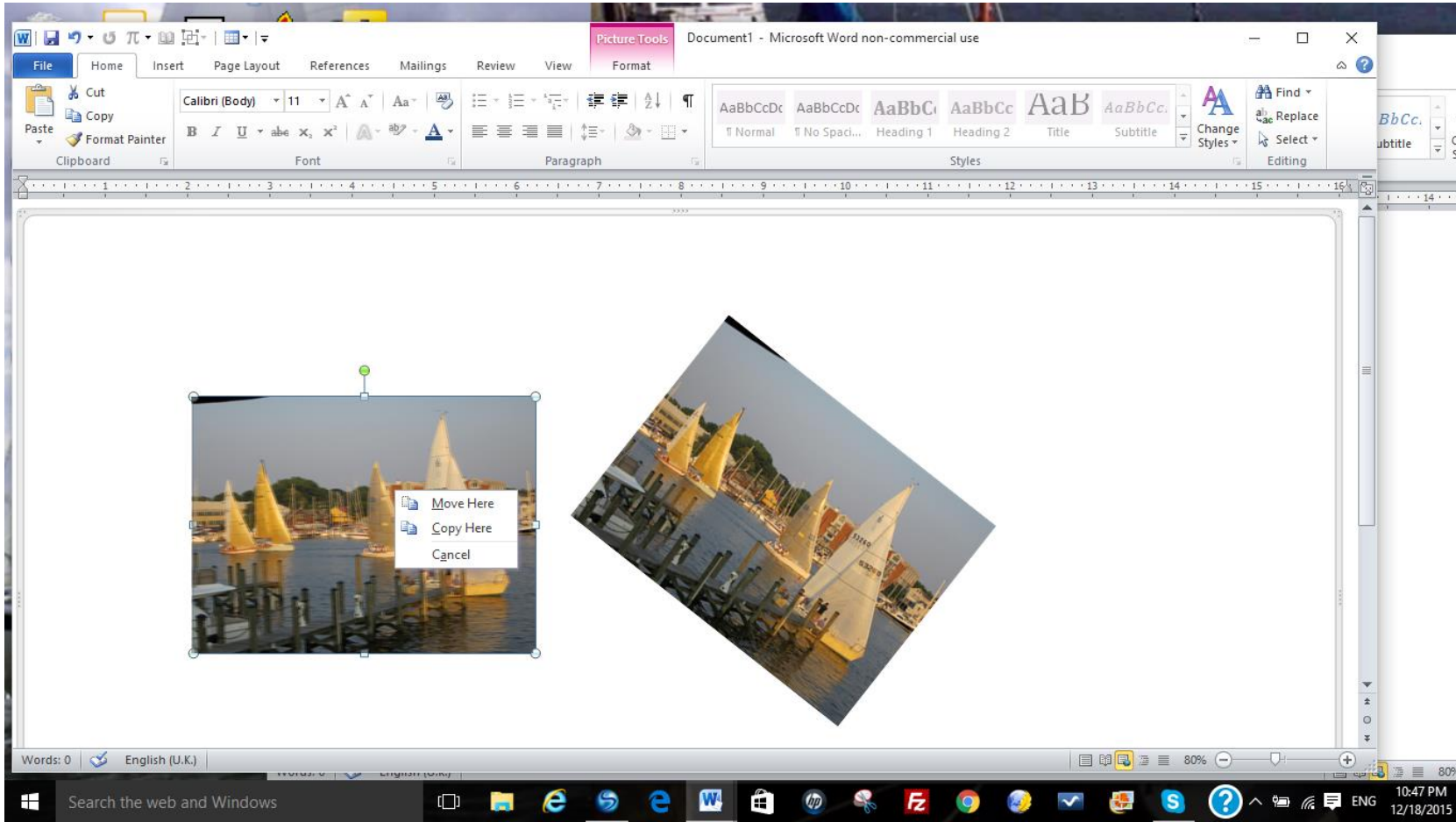


No time for dozing after a good meal, there's entertainment to



The screenshot displays the Microsoft Word 2013 interface. The title bar reads "Graphics collage working copy - Microsoft Word non-commercial use". The ribbon is set to the "Format" tab, with the "Drawing Tools" context menu open. The "Shape Fill" dropdown is selected, showing "Theme Colors" and "Standard Colors" palettes. The main document area contains a collage of two images: a harbor scene with yellow sailboats and a tall sailing ship. Two text boxes are overlaid on the collage, each containing the text "This is text" and "This Arial rounded text". The Windows taskbar at the bottom shows the Start button, search bar, and various application icons. The system tray on the right indicates the time as 9:28 PM on 12/21/2015.





Document1 - Microsoft Word non-commercial use

Picture Tools

File Home Insert Page Layout References Mailings Review View Format

Remove Background Corrections Color Artistic Effects Change Picture Compress Pictures Reset Picture

Picture Styles

Picture Border Picture Effects Picture Layout

Position Wrap Text Bring Forward Send Backward Selection Pane Arrange

Align Group Rotate

Height: 5.87" Width: 4.4"

Words: 0 English (U.K.)

Search the web and Windows

10:56 PM 12/18/2015

The screenshot displays the Microsoft Word interface with the 'Picture Tools' ribbon active. Two images are inserted into the document. The first image, on the left, shows a harbor with several sailboats and is tilted at an angle. The second image, on the right, shows the deck of a tall ship with its masts and rigging, with a timestamp '14/06/2012 18:59' visible in the bottom right corner. The Word status bar at the bottom indicates 'Words: 0' and 'English (U.K.)'. The Windows taskbar at the very bottom shows the search bar and various application icons.