

Importing and Editing Pictures in Word

You can use Word as a mini photo editor. To see how to do this,

1. Open a new Word document and type your name at the top.
2. Insert your picture that you took with a digital camera.
3. Unformat it (right click, format picture, layout, and behind text).
4. Resize it to make it fit about 1/5 of the page. Click off the picture.
5. Open the picture toolbar by going to View on the menu bar, then toolbars and then select picture. A toolbar should appear.
6. Put your mouse on the gray line at the top and drag to a location where you can see your picture and the toolbar in the same window.
7. Go to the icons that look like suns and click on the one to increase the brightness and the one to decrease the brightness until you are happy with the results.
8. Find the contrast buttons and click on those until you get the best picture quality. You will probably have some things in your picture that you want to “crop out”. Make sure your picture is selected.
9. Choose the “crop” (You can know the icon buttons name by passing your mouse slowly over the buttons until the names appear.) tool. Your cursor will change to the crop icon. Move your cursor to one of the black boxes on the edge of the picture. When it becomes a upside down t, drag the picture in. Do this on all four sides until you have a cropped picture of just you.
10. Now open the drawing tool bar.
11. Get the callout with the cloud shape and type some words in it.
12. Take the call out and drag it to the appropriate place on your picture. (You may need to close your drawing canvas to move it or you can “crop” your canvas to make it smaller.) Be sure to place it so it does not interfere with your picture. Use the yellow box to position it form somewhere on your head (as if you are voicing a thought).

Paint and Pictures

1. Open Microsoft Photo Editor.
2. Open your digital picture. Save it again as a bitmap image.
3. Open your paint program.
4. Open your picture in Paint.
5. Go to view, and zoom your picture to large size or 200%.
6. Select the bucket and “paint your eyes” a different color.
7. Paint a tattoo on one of your cheeks.
8. Save your new picture.
9. Insert this new picture into your Word document.

Email your document.