

GRAPHICS MODIFIED

© Darry D Eggleston, 813.677.2871, DarryD@darryd.com
Click on the blue, underlined text to go to its linked reference.

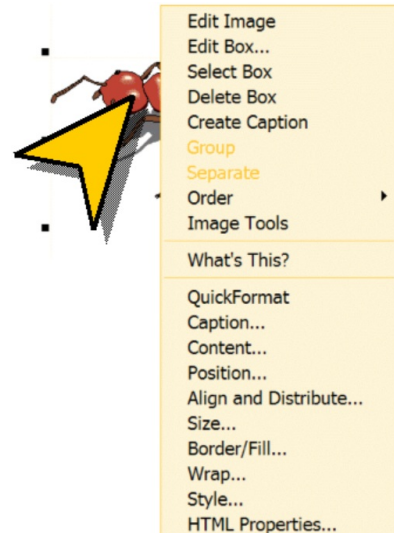


To insert graphics, one simply selects Insert ► Graphics ► From Clipart or Insert ► Graphics ► From File.

This lesson addresses, “What do you do to modify them after that?”

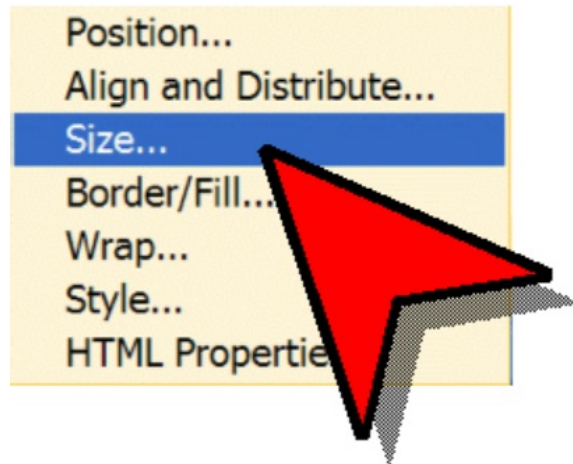
WHEN IN DOUBT, RIGHT-CLICK

Any modifications to a graphics can be made as the result of a RIGHT-click on that graphic (**Figure 1**).



RESIZE

For example, if you wanted to resize a graphic:



1. RIGHT-click on the graphic.
2. Left-click on Size (**Figure 2**).

Figure 1

Figure 2

¹ Permission for reproduction in whole or in part is granted to groups and organizations for internal, non-profit use provided credit is given to the author along with the copyright notice: Article reprinted with permission. Copyright © 2010 Darry D Eggleston, <http://DarryD.com>. Editors: PegEgg Eggleston & Parker Monroe.

3. The Box Size window shows (Figure 3).

☆ The default size is 1.50" width.

☆ IF you change the width, ensure that the Height is "Maintain proportions" or you will create a skewed image.

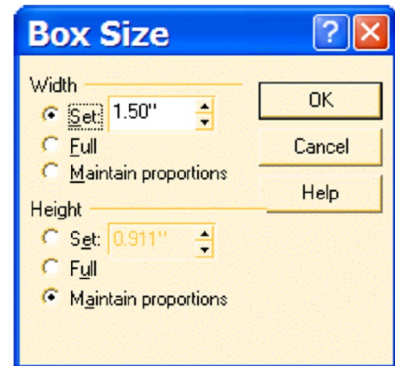


Figure 3

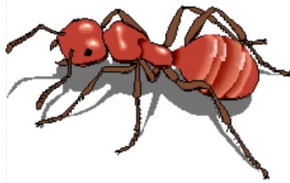


Figure 4

IMAGE TOOLS

One of the unique features of WordPerfect is the ability to quickly change the contrast, brightness and fill — using the "Image Tools."

On the next page, you'll see changes to the image.

1. RIGHT-click on the image (Figure 4).

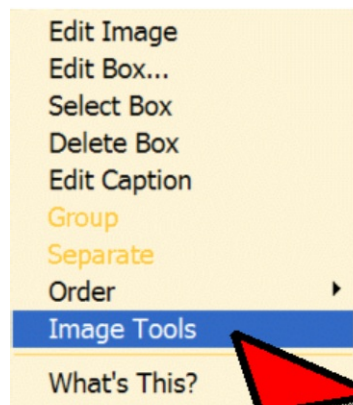


Figure 5

2. Left-click on "Image Tools" (Figure 5).

3. With this tool (Figure 6), you can:

- ☆ Rotate
- ☆ Move
- ☆ Flip horizontally and vertically
- ☆ Zoom in and out
- ☆ Change the black-and-white threshold
- ☆ Contrast
- ☆ Brightness
- ☆ Fill
- ☆ Invert colors
- ☆ Edit the contents
- ☆ Edit the attributes
- ☆ Reset attributes

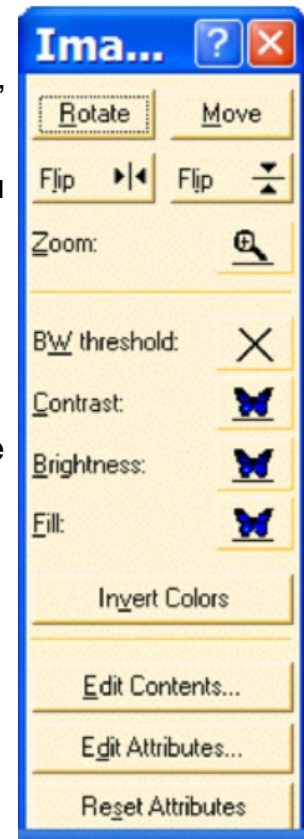


Figure 6

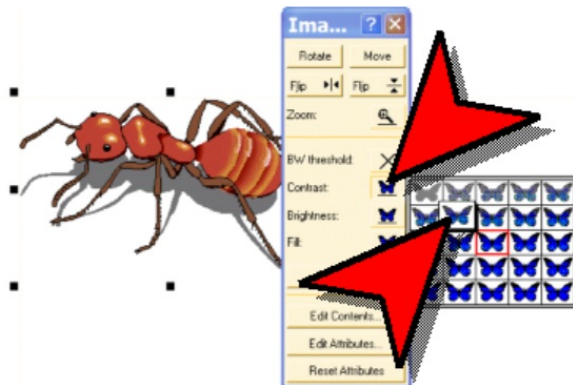


Figure 7

CONTRAST

If you click on Contrast and then click on the box to the upper-left of the center (Figure 7), you'll get an image contrast (Figure 8).



Figure 8

BRIGHTNESS

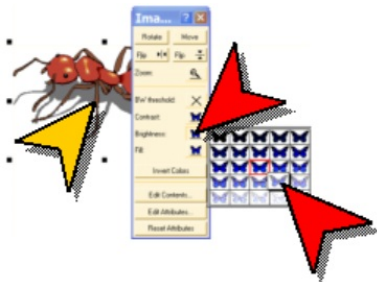


Figure 9

If you click on Brightness and then click on the box to the upper-left of the center (Figure 9), you'll get an image contrast (Figure 10).

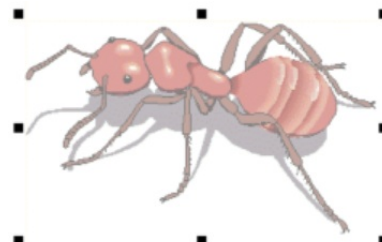


Figure 10

FILL

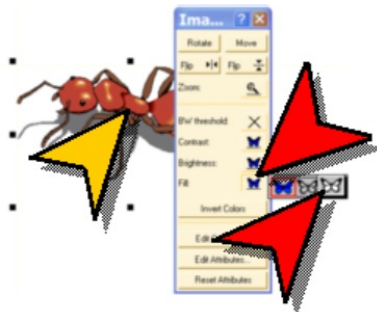


Figure 11

If, after opening Image Tools, you click on Fill and then click on the box to the upper-left of the center (Figure 11), you'll get an image contrast (Figure 12).

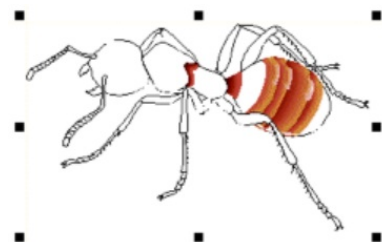


Figure 12

COMBINE CONTRAST & BRIGHTNESS

If you combine the selection of Contrast (Figure 7) with the selection used in Brightness (Figure 9), you'll see a different result (Figure 13). Compare Figure 13 with Figure 8 and with Figure 10.

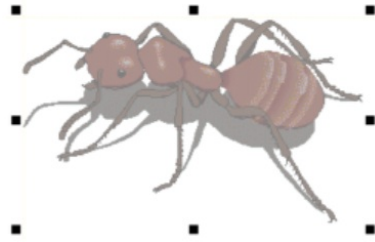


Figure 13

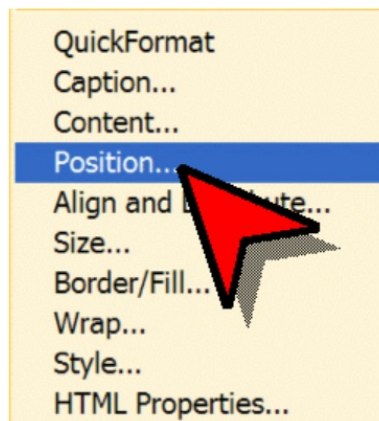


Figure 14

POSITION A GRAPHIC

To move a graphic:

1. RIGHT-click on the graphic.
2. Left-click on "Position."
3. Left-click "Attach box to" and select what you want to attach the graphic to.

ANCHOR TO PAGE

I anchor to the page when I want the graphic at a specific place on the page or

I have inserted a graphic into a table and want to fill a given cell.

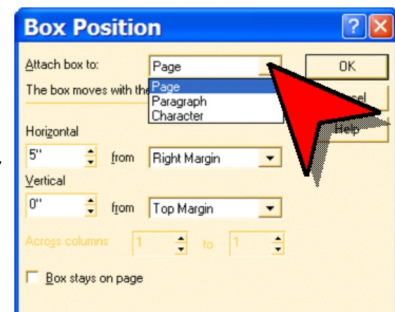


Figure 15

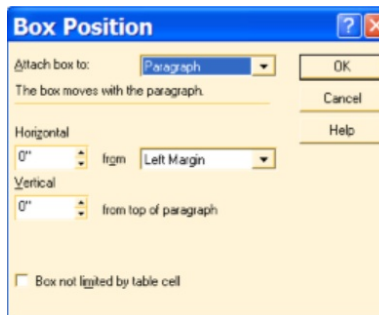



Figure 16

ANCHOR TO PARAGRAPH

Each graphic in this lesson is attached to the paragraph it supports. That is because I wanted them either directly left or right of the paragraph that it supports.

ANCHOR TO CHARACTER

This is used to place a graphic in a sentence, such as this one:  .