


WORKING WITH PHOTOGRAPHS USING WORD 2003

This tutorial explains how to work with photographs in documents made with Word 2003. If you are using a different program or get stuck, click on your program's **Help** menu for assistance.

For more information on working with photographs, see page 362 in Paul V. Anderson's *Technical Communication: A Reader-Centered Approach*.

Cropping Photographs

When you crop (or trim) a photograph, you eliminate unnecessary detail and enlarge the items you want your readers to see.

1. Highlight your photograph.
2. From the **View** menu, choose **Toolbars**.
3. From the menu that appears, choose **Picture**.
4. In the toolbar that appears, click on the **Crop** symbol: 
5. Position the cropping tool over one of the handles (small, solid black squares) on the square black line surrounding the picture.
6. Crop the picture in one of the following ways:
 - a. To crop one side, drag the **center** handle on the targeted side inward.
 - b. To crop equally on two sides at once, hold down **CTRL** as you drag the **center** handle on the targeted side inward.
 - c. To crop equally on all four sides at once, hold down **CTRL** as you drag a **corner** handle inward.
7. On the **Picture** toolbar, click **Crop** to turn off the **Crop** function.

Undo Cropping

1. Before saving the picture, you can undo the crop.
2. There are two ways to return the picture to its original composition:
 - a. Under the **Edit** menu, select **Undo**.OR
 - b. On **Picture Toolbar**, click **Reset Picture**.

Altering the Picture's Quality/Appearance

1. Highlight your photograph.
 2. From the **View** menu, choose **Toolbars**.
 3. From the menu that appears, choose **Picture**.
 4. On the toolbar that appears, click on the various icons to find the change you would like to make (for example, contrast, brightness, redeye elimination).
 5. Continue making adjustments until the photograph appears as you wish it to appear.
- Note:** From **Picture Toolbar**, you can also **Rotate** the photograph, **Compress** its file, select the type of **Text Wrapping** you want, and make several other adjustments.

Creating Labels or Captions

1. Under the **Insert** menu, select **Reference**.
2. In the menu that appears, chose **Caption**.
 - The **Caption** box will open.
3. If the field labeled "Caption," type the caption you would like to provide.
4. Click **OK**.
5. If you would like to change the size, color, font or other feature of the caption, do the following:
 - a. Highlight the caption.
 - b. From the **Format** menu, choose **Font**.
 - c. Make the changes you desire.
 - d. Click **OK**.