

Using Images in Geography

Most teachers are aware of the importance of image and the role that it plays in society. With the recent technological revolution we suddenly have far more power in the way that we can control images. This is a brief guide for the laymen on how to use Microsoft Word to change images and text to create resources and presentations. This is by no means an extensive guide, but an introduction. Most of the methods explained within the guide are the same or similar across editions of various software including PowerPoint for presentations. This guide is aimed at beginners who are looking for a few tips and a guide in a different format to 'Help'.

A Brief Guide on How to Edit and Format Images

Changing an Image Size

Route A

1. Left click on the image once. A menu appears.
2. Roll the mouse over one of the corners of the image. When two-headed arrow appears hold down the left mouse button.
3. Move the mouse inwards to make the image smaller. Move the mouse outwards to make the image larger.

Route B

1. Right click on the image.
2. Select **Format Picture**.
3. Select the **Size** tab.
4. Make sure that **Lock Aspect Ratio** is selected (deselect to distort the image).
5. Alter change height and width either by percentage or measurement.

Select reset at anytime to reset the image.

Cropping an Image

Route A

1. Right click on the image. A menu appears.
2. Select **Format Picture**.
3. Select the **Picture** tab.
4. Within the four 'Crop from' options enter the measurement and side you want to crop.
5. Left click once on **OK**. The image is cropped.


Route B (more versatile)

1. Right click on the image. A menu appears. If the Picture menu appears go straight to step 3.
2. Select **Show Picture Toolbar** (and on some computers Edit Picture).
3. Left click once on the crop tool. The tool appears on your mouse arrow.
4. Move your mouse arrow so that it is over one of the small squares on the rim of the image.
5. Hold down your left mouse button on the small square.
6. Keeping your left mouse button held down move your mouse inwards to crop the selected side of the image.
7. Release your left mouse button. The image is cropped.

You can remove or reduce a crop. Follow steps 1 to 5 but this time select the side of the image that needs to be exposed and move your mouse button outwards.

Rotating an Image

Route A

1. Right click on the image. A menu appears.
2. Left click on **Show Picture Toolbar**. The Picture toolbar appears.
3. Left click on the rotate icon . The image rotates through 90'.
4. A small green circle appears beside the edge of the picture. Roll your mouse arrow over the green circle. A new, circle arrow appears.
5. With this new arrow over the green circle, hold down your left mouse button.
6. Keep the button held down. You will notice the arrow change again showing that the image is ready to rotate. Move the mouse arrow to the left or right. Adjust to the required position.
7. Release the left mouse button. The image is rotated.

Route B (for precision rotation)

1. Right click on the image. A menu appears.
2. Left click on **Format Picture**.
3. Left click on the size tab.
4. In the rotation box select the the degree of rotation needed.
5. Left click on **OK**. The image is rotated.

Changing the Colour

Changing the Greyscale and Black & White (use Greyscale for photocopies using photos)

1. Right click on the image. A menu appears.
2. Left click on **Format Picture**.
3. Left click on the Picture tab.
4. Left click on the color menu. You can now change the colour of your image. Play.
5. Left click on OK to select the image. You can select automatic to reset at any time.

To change the brightness and contrast follow steps 1 to 3 and then use the control bars. Play and use Reset at anytime.

Using Text with Images

1. Right click on the image. A menu appears.
2. Left click on **Format Picture**.
3. Left click on the Layout tab.
4. Play with or select the function you need.
 - **In line with text** allows the image to be placed within a line of text. The text does not wrap around the image.
 - **Square** wraps text around the image with straight edges.
 - **Tight** wraps text around an image, following the edge of the limit. This includes curves.
 - **Behind** allows you to write over the top of an image. You should try changing the colour of text if it does not stand out.
 - **In front of text** puts text behind the image.
5. Left click on **OK** to apply your choice.