Unit 1
Intro to Desktop Publishing

Desktop Publishing — documents that combine text and graphics to design and layout pages for publication—includes newsletters, cards, flyers, announcements, invitations, etc.

Clip Art — professionally designed images sold for use in word processing and graphics documents.

Many word processing programs include a wide variety of clip art images.

You can also find a number of Internet sites that offer free use of clip art images.

To insert a clip art image —

Insert tab, Illustrations section Clip Art button

Type in the subject of images you would like to search for

Be specific

Double check spelling

Help Pane for Clip Art —

Works very similar to Internet searches.

Also very useful Clip Art library online for Microsoft Word
Once search is complete, you will get a menu of pictures to choose from.

Click on the drop down arrow next to the picture.

Choose Insert from the menu.

**Text Wrapping**—change the way text is placed around a selected graphic or other object.

Make sure image is active (handles around picture)—

Use Picture Tools tab and Format tab

Arrange section

Text Wrapping button

**Text Wrapping Choices**

- **In Line with Text**—words are placed on a line above and below the picture
- **Square**—moves the words around the image leaving a square area containing the image
- **Tight**—moves the words around the image and follows the contours of the image.
- **Behind Text**—allows the words to show in front of (or float over) the picture.
- **In Front of Text**—allows you to “float” the graphic over the text and place it wherever you wish (the text is covered by the graphic).
- **Top and Bottom**—similar to In Line with Text.
- **Through**—similar to Tight.
- **Edit Wrap Points**—allows you to determine how close you want the words to come to the picture.

This process will place handles around your graphic.
**Handles**—small circles surrounding an object indicating that it has been selected and is in an Edit mode.

**Aspect ratio**—the relationship between an image’s height and width.

If a picture is 1’ tall and 1” wide, it has a 1:1 aspect ratio.

If you do not want to distort a picture when you resize it, use the handles on any **CORNER** to reduce or enlarge the image.

These handles keep the aspect ratio of an image constant.

Click on an image to make it active.

Then, place your pointer on a corner handle, hold the mouse button down, and drag the corner in or out until the image is the size you need.

Whenever you place Clip Art in text, be careful how your graphic is placed in the paragraphs.

**NEVER** let a graphic split up lines of text.

This forces your eye to jump over the image and interrupts your reading rhythm.

The words need to be easily readable and not interrupted with a picture.