Importing Images into Documents

Open Office is a superb free set of programs for Windows or Macintosh, compatible with *Microsoft Office*. It has a full-featured word processor (like *Word*), a spreadsheet (like *Excel*), and a presentation program (like *Powerpoint*). You can download the latest version from http://openoffice.org/. It's completely free and has no ads. (If you like it, make a donation).

The *Open Office* word processor works a lot like *Microsoft Word* or other other full-featured word processors. For free tutorials on using the Open Office suite of programs, see http://www.tutorialsforopenoffice.org/, http://www.learnopenoffice.org/, or Google "openoffice writer tutorial" or search YouTube for "openoffice writer". Lots of instructive texts and videos are available.

Importing Images into Documents

You can add any kind of image, digital photo, or clip art into an OpenOffice Writer document. This is great for making illustrated reports, newsletters, greeting cards, signs, etc. The images can come from anywhere: photo programs like *Picasa*, the Web, clip art, email, etc.

A. Importing from Picasa into an *Open Office* document using Copy and Paste.
1. Open Picasa and double-click on the thumbnail of the desired photo.
2. Pull down the **Edit** menu and select **Copy**. (**Ctrl-C** does *not* work)
3. Open your document in ***Open Office.***
4. Click in the document where you want the image to go and select **Edit > Paste** (or type **Ctrl-V**).
5. Click once on the picture. You can now re-size the image by *holding down the **Shift** key* and dragging the tiny squares on the edges.
6. Right-click on the picture and click **Anchor > To Paragraph**.
7. Right-click on the picture and select **Wrap**> **Optimal Page Wrap**, or whatever other wrap style you wish.
8. Drag the picture to position it. Hold down the **Shift** key and drag the tiny green squares in the corners to change the size.
 (To delete a picture, click on it and press the **Delete** key).

B. Importing *any* graphic file into a document (works with almost all graphic formats).
1. From within the document, click where you want to graphic to appear.
2. Pull down the **Insert** menu and click **Picture > From File**... (or **Clip Art)**.
3. Navigate to the desired graphic, click it, click **Open.** Resize as in step 5 in **A** above.

C. Importing an image from a Web page (and most emails) into a document.
1. Right-click on the image on the Web page and select **Copy Image**.
2. Open the document and go to step 4 in section **A,** above.

Converting *Open Office* documents to PDF files (to share with others).
1. From within the *OpenOffic*e document, select **File > Export as PDF**...
2. Click **Export**, then click **Save**.
Note: Anyone can open and print (but not edit) a PDF document sent via email, as long as they have *Adobe Acrobat Reader* or other PDF reader installed. This program is usually pre-installed on new computers, or you might prefer the free *Foxit Reader* from http://www.foxitsoftware.com/

How to Create Photo Arrangements with Attached Text

1. Click **Start > OpenOffice.org > OpenOffice.org Writer**.

2. Pull down **Insert,** click **Frame**...., and click **OK**. Click **View > Toolbars > Frame**.

3. Stretch out the frame to roughly the desired size, by dragging its corners. You can change the frame style, thickness, and the frame and background color by clicking on the frame edges and using the tools in the toolbar at the top.

4. To add a picture, click inside the frame and either

   (a) paste (**Edit > Paste**) in a picture previously copied (**Edit > Copy**) from *Picasa* or another program, or

   (b) pull down **Insert** and click **Picture > From File..,** navigate to the desired picture, and click **Open**.

5. Right-click on the picture and click **Anchor > To Frame**.

6. To add a caption or associated paragraph, click in the spaced just below the pictures (but still inside the frame) and type. The frame expands as you type.

7. To move the frame *and its contents all together,* click on the *border* of the frame to select the whole frame (green handles appear around the edges of the frame) , then drag the middle of the frame (cursor changes to crossed arrows).

Prairie Dog

8. To resize the frame, click on the border of the frame to select it, then drag the handles (small green squares) as desired.

9. To move or re-size the picture *within the frame*, click outside the frame first, then click on the picture to select it, then drag the middle of the picture to move the picture or drag the handles (small green squares) to re-size the picture.

A big old lion was walking around in his area.

Fish in the Amazonia exhibit at the National Zoo, Washington, DC.