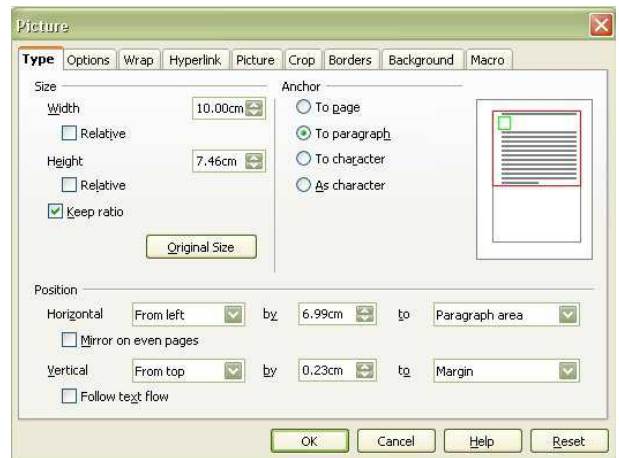


6. OpenOffice.org Writer – text and pictures

Earlier 'worksheets' in this series (e.g. **2 Loading Microsoft files** and **5. Bullets**) demonstrated how text and pictures could be combined to good effect. In this section we will explore how this can be accomplished.

Inserting an image

- Open a new **Writer** document (click **Text Document** on the Welcome page).
- Insert ► **Picture** ► **From file...**
- Find your image by navigating the filer windows.
- Once you've found your image within the file system, **click (left) once** on it to mark it, then click **Open** at the bottom of the **Insert Picture** dialogue box.
- Alternatively, you can **drag-and-drop** the picture into position simply by putting your pointer over it, holding down the left button and dragging it onto your document.
- You can **move the image** around the page by clicking on it and then put your pointer over it, hold down the left button and drag it.
- To adjust the size and behaviour of your image – or if the 'handles' disappear - simply right-click over it and select **Picture** from the menu, the **Picture dialogue box** appears [shown right]:
- On the **Type** tab, adjust the **Size** (Width and Height) as you see fit. Checking the **Keep ratio** box ensures proportions of your image are maintained so you only need to change one Width **or** Height – the other changes automatically to maintain the image proportions. Once you are happy, click **OK**. (Note: you **can** drag **handles** of (green squares) your image to resize it – just click on the image and then drag the handles – the downside is that this does not have a **Keep ratio** option, so your image can quickly become distorted.)



Flowing text around your image

The key feature in **Writer** that controls this is **Wrap**. You have to define the wrapping behaviour around each image in a text page. To do this for your current image...

- Right click** over your image then **Picture** – the **Picture dialogue** box shown above will re-appear.
- Click on the **Wrap** tab (the various options looking like card indexes across the top of all dialogue boxes are called **tabs** (see above).
- Click on the option that most closely fits your requirements (**None**, **Before**, **After**, etc).
- In the **Spacing** area, adjust the values in **Left**, **Right**, **Top** & **Bottom** as required; these set how close text can get to each of these edges of your image. (The values used for the image on this page were 0.3cm, 0.0cm, 0.2cm and 0.3cm respectively.)
- Click on **OK** to confirm your selection.

Now you can type your text which will 'flow' around your image.

Other useful aspects of the Picture dialogue box include **Anchor** which can either fix the position (Page) or allow the image to move as you add more text (other options). **Explore!**