

# CUSTOMIZING GRAPHIC SHAPES AND IMAGES

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# MAKING WORDPERFECT TEXT WORK WITH GRAPHIC OBJECTS

Graphic elements such as clip art, lines, or watermarks can do wonders to spice up an otherwise mundane document. However, the core of the document is still the text. Getting text and graphics to coexist in your document requires some skill and a lot of patience. Not only must you find room for your graphic images, but you also have to make sure the text is readable and that the graphics support rather than overwhelm what you're trying to say. In addition to what you learn here, trial-and-error also will be your teacher.

## CAUTION

Using graphics, especially on computers that have limited memory (that is, RAM), increases the chances of program crashes. Save your work frequently while working with graphics to avoid losing painstaking work.

## NOTE

All graphic images used in this chapter can be found in the Scrapbook or on the WordPerfect Office CD-ROM, Disc 2, unless otherwise noted.

## WRAP OPTIONS

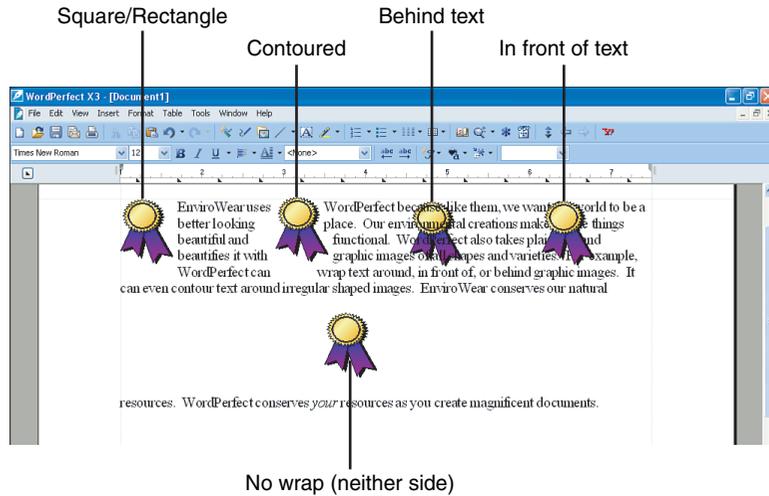
When you insert a graphic image in your document, you insert a rectangular graphics box that contains the image. How the body of your text interacts with the graphics box, or with the image it contains, depends on the *wrap* method you choose.

By default, WordPerfect wraps text on both sides of a graphics box rectangle. To see other wrap options, right-click the graphics box and choose Wrap from the QuickMenu (see Figure W1.1).

**Figure W1.1**  
You can choose wrap options from the Wrap Text dialog box.



**Figure W1.2**  
Wrapping text means making room around a graphics box for the text that surrounds it. You can also wrap text in front of or behind images.



WordPerfect offers five basic options for wrapping text around an image (see Figure W1.2 for examples of each):

- **Square**—This option leaves a small margin of white space between the outside of the graphics box rectangle and the text that surrounds it. The side the text appears on depends on the other options you choose. For example, you can choose to wrap text on both sides, on the left or the right sides, or only on the largest side (the side with the most text).

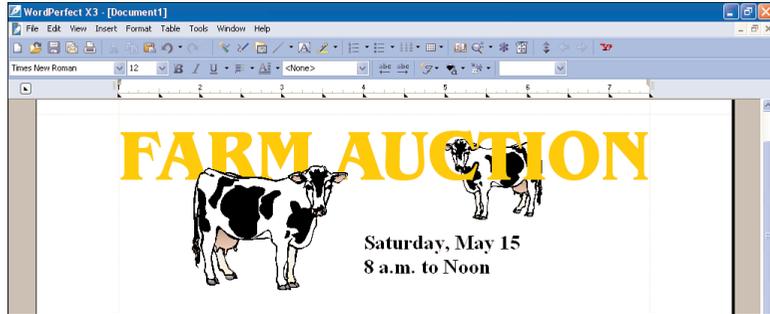
#### CAUTION

If you use the option to wrap text around both sides, you should check the wrapped text to make sure the image has not split words and that the way the words wrap makes sense. Consider not only the visual result, but also the text flow; because wrapped images interrupt the text flow, you need to verify that the reader will be able to follow along.

- **Contour**—Using the Contour option, you can wrap the text so that it contours to the image contained in the box, instead of to the box itself (refer to Figure W1.2). This can result in a very professional-looking document. You can also specify which sides the text appears on. Note, however, that if you add a border of any kind to a contoured graphics box, the wrap option reverts to Square.
- **Neither Side**—This option means you do not wrap text around the box, but instead, leave blank spaces on each side of the graphic image. In effect, the text wraps only on the top and bottom of the graphic image. For example, equation graphics boxes, by default, do not wrap on either side.
- **Behind Text**—When you place an image behind the text, or in front of the text, you effectively turn off wrapping altogether. This option is used whenever you need to position an image without disturbing the text around it, such as in a poster (see Figure W1.3).

**Figure W1.3**

By turning off the wrap option, placing a larger image in front of the text and a smaller image behind the text, you create a sense of three-dimensional depth in a sign or poster.



- **In Front of Text**—When you place an image in front of the text, you also effectively turn off wrapping altogether. You often use this option in documents such as posters where covering part of the image with text doesn't interfere with what's being presented (refer to Figure W1.3).

**NOTE**

If you select the In Front of Text option but the graphic doesn't print in front of the text, try choosing the option from the Advanced tab in the Print dialog box to Print Text As Graphics.

**TIP**

An even easier way to select a wrap style is to click the Wrap button from the property bar. As you hover the mouse pointer over each option, WordPerfect previews the effect in the document itself. You can click an option to apply it to the selected graphics box.

## WORKING WITH GRAPHIC LAYERS

If you add more than one graphic element at the same location, you create layers of graphics. The bottom layer is the image you inserted first, and the top layer is the graphic you inserted most recently. If you select an object and also move it, that object moves to the top layer. WordPerfect also helps you specify the order of the graphics layers.

By changing the size and order of the objects in the layers, you can combine graphics into interesting and effective images. For example, in Figure W1.4, four clip art images are shown in their original size. If you want to create a stack of dollar bills, make that and the stack of gold bullion proportional to Scrooge, and place a dollar bill floating behind him, you must change the order of the layers.

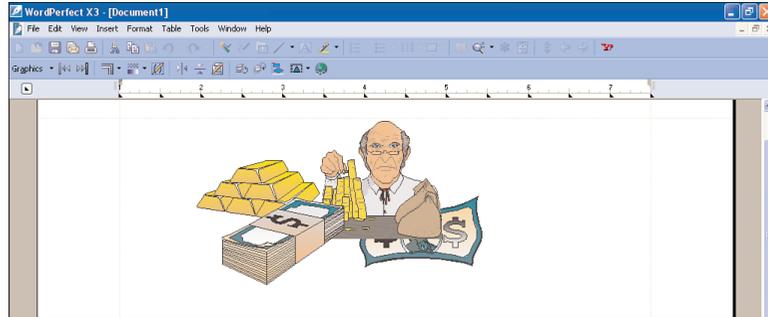


*If you're having trouble selecting the graphics box you want, see "Selecting the Correct Graphics Box" in the Troubleshooting section at the end of this chapter.*



*If you accidentally double-click an image, see "Exiting the Graphics Editing Screen" in the Troubleshooting section at the end of this chapter.*

**Figure W1.4**  
Four graphic images have been inserted in the document, layered one on top of another, at their original size.



To change the order of graphic object layers, follow these steps:

1. Click the object you want to change (for example, the flying dollar bill object).

#### TIP

If you select an image, but the sizing handles don't seem to match the graphics box for that image, click again until you select the correct box. This works even if the box you want to select is hidden behind another image.

2. Click the Graphics menu on the property bar (see Figure W1.5), or right-click the object and choose Order from the QuickMenu.

**Figure W1.5**  
You can access Graphics menu commands from the property bar or from the QuickMenu.



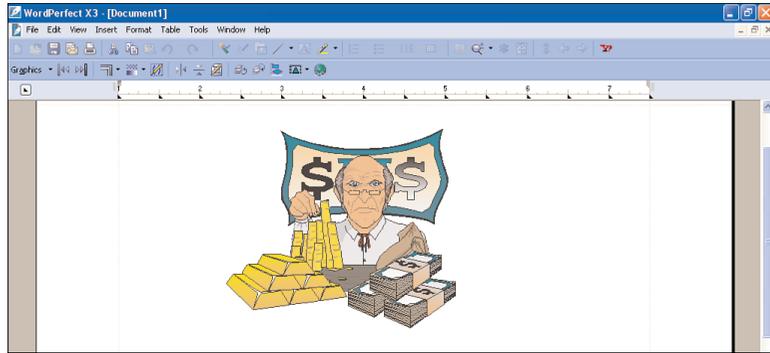
3. From the menu, choose one of the following options:
  - **To Front**—This moves the object all the way forward to the top layer.
  - **To Back**—This moves the object all the way backward to the bottom layer.
  - **Forward One**—This moves the object forward only one layer. Other objects may still remain on top of or in front of it.

- **Back One**—This moves the object back only one layer, so other objects may remain beneath or behind it.
4. Repeat steps 1–3 until all the objects are in the proper order.

Now, after you adjust the size (by dragging the sizing handles of the graphics box) and position (by dragging the graphics box) of the graphic objects, you create the effect of a composite graphic image, as shown in Figure W1.6. You may have to resize, relocate, and reorder images several times to get just the effect you want.

**Figure W1.6**

You can size, position, and change the layer order of multiple graphics to create the effect of one image.



#### NOTE

Setting some images to wrap in front of the text and others to wrap behind the text creates two separate groups of graphics layers, each separated by the text itself. If you try to make a graphic that is behind the text move to the front, it only moves to the top layer of all the images that reside behind the text. Likewise, moving an image that is in front of the text all the way to the back causes it to move only to the bottom layer of all the images that reside in front of the text.

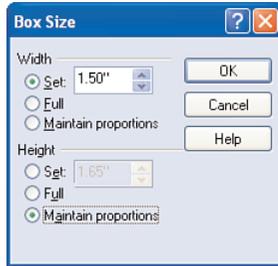
## CHANGING SIZE AND CONTENT OPTIONS

Moving and sizing objects with the mouse is quick and easy but not always perfectly accurate. If you're creating a complicated layout of text and graphics, you might find it easier to use dialog boxes to specify exact locations, sizes, and content of the graphics boxes.

To specify an exact size for a graphics box, follow these steps:

1. Select the graphics box.
2. Click the Graphics menu button on the property bar, or right-click the graphics box.
3. Choose Size from the menu. WordPerfect displays the Box Size dialog box (see Figure W1.7).
4. Set the width and height and click OK.

**Figure W1.7**  
You can use the Box Size dialog box to specify an exact height or width of an image.



The options for width and height include the following:

- **Full**—This means that the graphic will extend from margin to margin.
- **Set**—Use this option to specify the exact measurement of the graphics box. This is particularly useful when you want several images to be exactly the same size, such as in a photo gallery.
- **Maintain Proportions**—Unless you intend to distort the image, you should set the exact size of one side, and then choose this option for the other.

## ANCHORING IMAGES

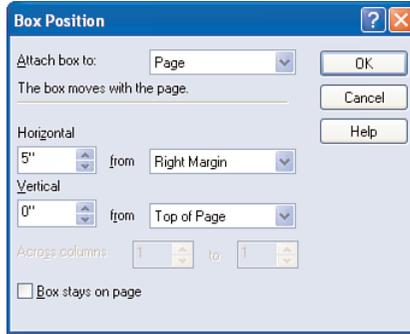
By default, WordPerfect images are anchored to a page. That is, if you move the text, the images remain at the same location on the page. You can also anchor images to paragraphs or to characters. In these cases, the images move as the text moves. To set the exact position of a graphic image, follow these steps:

1. Select the image.
2. Click the Graphics menu on the property bar, or right-click the image and select Position.
3. Choose one of the following methods from the Attach Box To drop-down list for anchoring the graphic, and specify the image's precise location:
  - **Page**—This is the option to use if you want the image at a specific location on a page, regardless of how the text around it changes. The position options change in the Box Position dialog box (see Figure W1.8) if you select a different anchor. You can adjust the horizontal position relative to the left edge of the paper, the margins, or text columns. You set the vertical position relative to the top edge of the page, or to the top or bottom margins. Typically, the image moves with the text of the page it is anchored to, but if you check Box Stays on Page, the image remains on the current page (for example, page 1).
  - **Paragraph**—This is the default option, which attaches the box to a paragraph (see Figure W1.9) and which makes the box move with the paragraph. You can specify the horizontal position relative to the left edge of the paper, to the margins, or the center of the paragraph. You set the vertical position relative to the top of the

paragraph. With the box anchored to the paragraph, when you drag the box with the mouse, a pushpin appears to show you which paragraph the box is anchored to (see Figure W1.10).

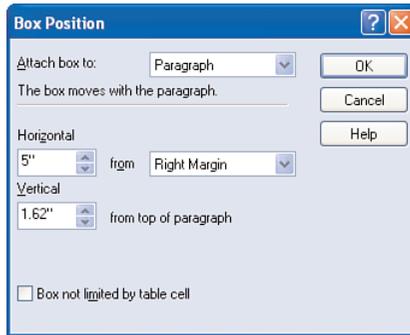
**Figure W1.8**

Options for anchoring an image to a page are found in the Box Position dialog box.



**Figure W1.9**

You can choose Paragraph in the Box Position dialog box to display these options.



**Figure W1.10**

When an image is anchored to a paragraph, a pushpin appears as you move the graphic to show you where it is anchored.

Pushpin indicates location of paragraph anchor.

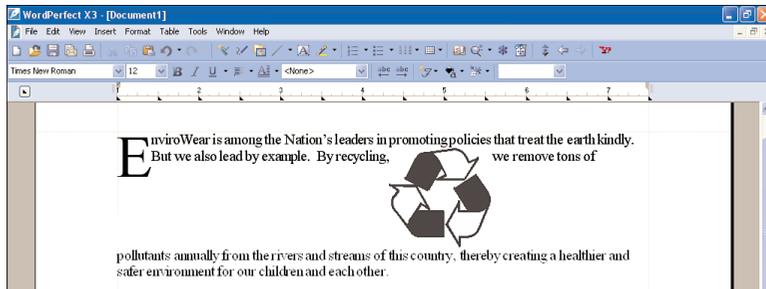


- **Character**—The image moves as the character it is anchored to moves. Note in Figure W1.11 the many options for positioning the image relative to the character. The preview box shows the effect of each option. Character anchoring is a more precise way to attach an image to your text, but it also can cause problems with the text that surrounds it because the line height of the text changes to accommodate the graphic image (see Figure W1.12).

4. Click OK to apply the specified positioning to the image.

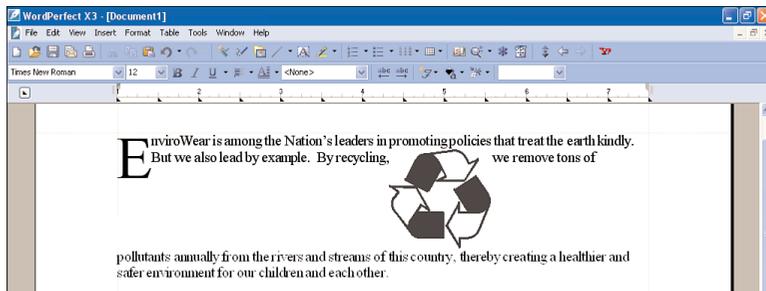
**Figure W1.11**

You can choose the character anchor type to display these options, which enables you to preview the results.



**Figure W1.12**

If you anchor an image to a character, you cause the text line height also to change to the height of the graphics box.



*If you're having trouble with graphics not moving when you edit your text, see "Anchoring Images Correctly" in the Troubleshooting section at the end of this chapter.*

## USING ALIGN AND DISTRIBUTE

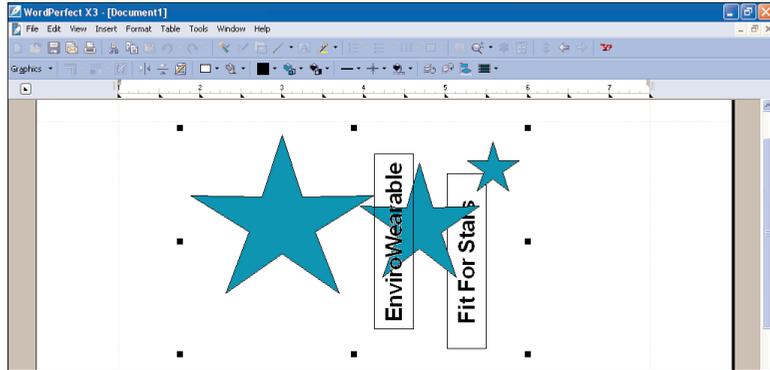
The Align and Distribute feature enables you to position objects on the screen more precisely than you can by merely dragging and dropping the objects. For example, if you want several graphic objects to appear evenly spaced across the top of the page, such as in a photo gallery of your real estate offerings, you can use the Align and Distribute feature to place each object in its proper place, quickly and easily.

The Align and Distribute tool involves two separate concepts and procedures. One is to align all the objects relative to a location on the page. The other is to distribute all the objects relative to one another.

To align five graphics across the top of the page, follow these steps:

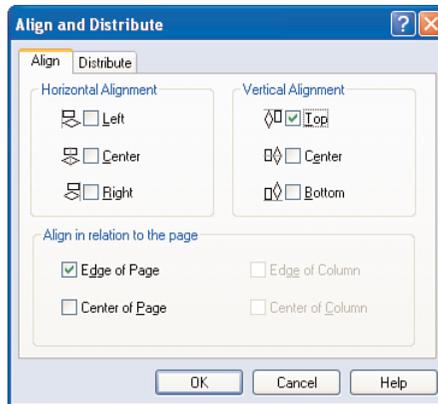
1. Select all five objects by holding down the Shift key while clicking on each separate object. Note that you can select graphic images, graphic shapes, or even text boxes (see the example in Figure W1.13).

**Figure W1.13**  
You can align and evenly distribute several objects at once by selecting them and using the Align and Distribute tool.



2. Click the Align and Distribute button on the property bar, or right-click the selected objects and choose Align and Distribute from the QuickMenu. WordPerfect displays the Align and Distribute dialog box (see Figure W1.14).

**Figure W1.14**  
Use the Align options in the Align and Distribute dialog box to align objects relative to the page and to one another.



3. On the Align tab, choose the location on the page where you want to align the objects. For example, if you want all the objects aligned at the top edge of the document, select Top from the Vertical Alignment section, and Edge of Page from the Align in Relation to the Page section.
4. Click OK to align the objects at the top margin.

WordPerfect warns you that using this tool might change the anchor positions of the objects. Go ahead and click OK, because you can always use Undo if things don't work the way you expect them to. Note also that WordPerfect maintains the relative horizontal position of the selected objects.

**TIP**

Don't forget that before you can use Undo, you must first click somewhere else in the document to deselect any graphic images you might have selected.

**NOTE**

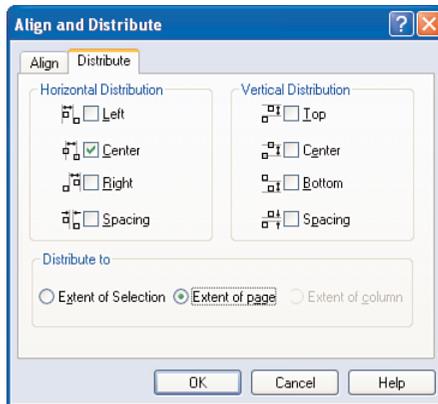
You can use the Align option to align single objects. However, you must have at least two objects selected to use the Distribute option.

To spread the objects evenly across the page, follow these steps:

1. With the objects selected, click the Align and Distribute button on the property bar, or right-click the selected objects and choose Align and Distribute from the QuickMenu. WordPerfect displays the Align and Distribute dialog box.
2. Click the Distribute tab to view the Distribute options (see Figure W1.15). If the options are grayed out, you have only one object selected, and you have to go back and select at least two objects before you can use the Distribute option.

**Figure W1.15**

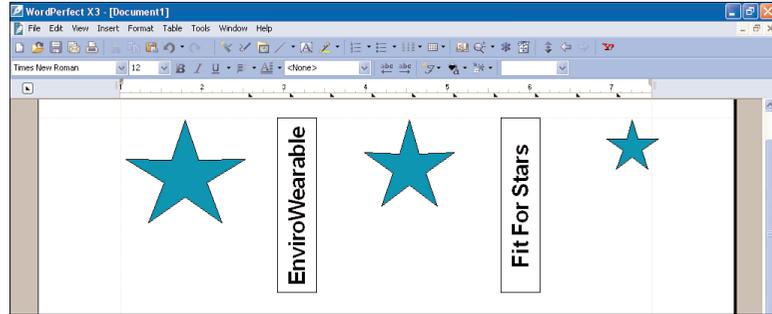
Use the Distribute options in the Align and Distribute dialog box to spread out objects relative to the page and to one another.



3. Select any horizontal option to spread the objects horizontally, or any vertical option to spread them vertically. The options refer to how the objects line up relative to evenly spaced division points across the page. For example, choosing Center aligns the center of the objects on those division points.
4. Click Extent of Selection if you want the objects to spread across the space currently occupied by the selected objects, or select Extent of Page if you want them to spread from margin to margin.

- Click OK, and WordPerfect distributes the objects evenly across the page, as shown in Figure W1.16.

**Figure W1.16**  
The Align and Distribute feature makes it easy to position multiple objects evenly across the page.



#### NOTE

Unless you have several objects selected, you might see little, if any, difference when choosing different distribution options. You might have to experiment to find which settings work best for you.

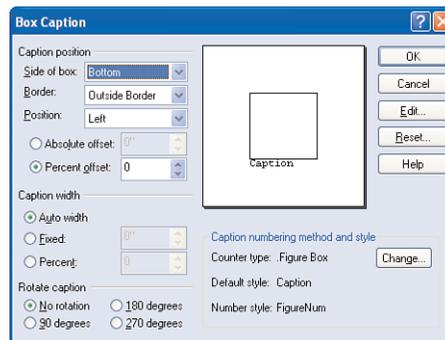
## ADDING CAPTIONS

Image captions are useful for identification. Not only can you add text description, but you also can add figure numbers that automatically sequence throughout the document.

To add a caption, follow these easy steps:

- Select the graphic.
- Click the Graphics menu on the property bar, or right-click the graphic and choose Caption. WordPerfect displays the Box Caption dialog box (see Figure W1.17).

**Figure W1.17**  
The Box Caption dialog box enables you to create, edit, and position captions for a graphics box.



**NOTE**

If you just want to add a caption, using the default caption settings, you can right-click the image, and choose Create Caption from the QuickMenu.

You cannot add captions to graphic shapes such as lines or arrows, but you can add them to clip art, other images, or text you place in a graphics box.

W1

3. Click Edit to create the text of the caption. WordPerfect automatically places the figure numbering style along with the text *Figure n* (where *n* is the number of the box to which you're adding a caption). If you don't want that information, press Backspace once to delete it.
4. Type the caption information. Use the property bar to modify the font, size, and other attributes of the text.

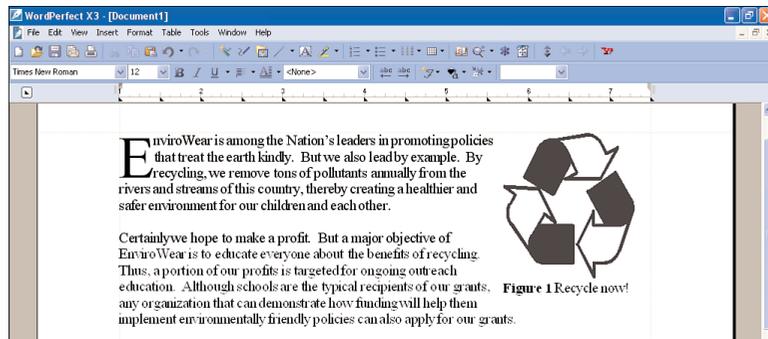
**CAUTION**

The font of the caption is based on the document default font. If you change the font in the text but don't change the default font, the caption font might not match your text.

5. Click the Close button on the property bar to return to your text, or just click in the text area. WordPerfect adds the caption to your graphics box, as shown in Figure W1.18.

**Figure W1.18**

Captions add information and are numbered sequentially to help you refer the reader to the images in your document.

**NOTE**

When you add a caption outside the graphics box border, the graphics box extends to include the caption, but a graphics box border surrounds only the image. Document text wraps around both the image and the caption.

By default, WordPerfect creates captions that appear at the bottom left, outside the graphics box border. Using the Box Caption dialog box (refer to Figure W1.17), you can modify the caption to fit your needs. The options include the following:

- **Side of Box**—You can place the caption on the top, bottom, right, or left of the graphics box.
- **Border**—You can place the caption inside or outside the box border.
- **Position**—You can position the caption at the left or right, top or bottom, or center of the side you select. Or you can be even more precise by specifying an exact offset, by measurement or by a percentage of the available width.
- **Caption Width**—You can let WordPerfect do the calculating for you, or you can specify an exact measurement or percentage of available space for the width of your caption.
- **Rotate Caption**—If you place the caption on either side of the graphics box, you might want to rotate the caption 90 degrees (left side) or 270 degrees (right side). Rotating top or bottom captions doesn't make much sense, but you can do it.
- **Caption Numbering Method and Style**—By default, WordPerfect counts boxes according to the types of boxes they are. For example, each figure box is numbered sequentially, as are text boxes, equation boxes, and so on. You can change the box type, which also changes the box number. However, unless you are working with a long document where box numbers are important, you do not need to change the box type.
- **Reset**—Use this option if you want to delete a caption. This also sets options back to their original defaults.

## ADDING TEXT BOXES AS GRAPHIC OBJECTS

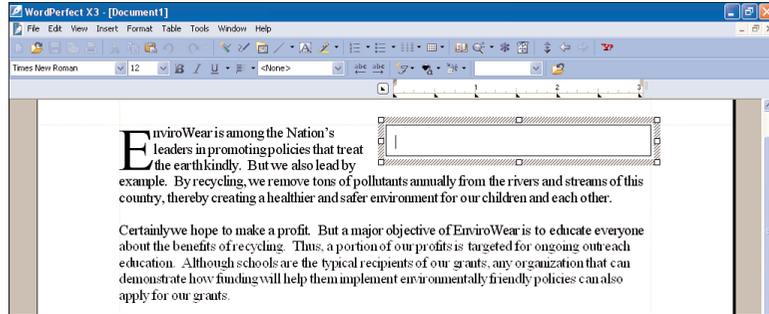
Text boxes are similar to graphics boxes except that their content is text instead of graphic images. Text boxes are useful for adding labels to your document—for example, on top of a graphic image.

### CREATING TEXT BOXES

To create a text box, follow these steps:

1. Position the cursor where you want to place the text box.
2. Click the Text Box button on the toolbar, or choose Insert, Text Box from the menu. WordPerfect places in your document a text box with a single-line border, aligned at the right margin (see Figure W1.19). The hash marks around the text box and the blinking cursor indicate that WordPerfect is waiting for you to add or edit text.
3. Type, edit, and format the text of the text box. If the text wraps, or if you press Enter, the box expands vertically.
4. Drag the right-center sizing handle toward the text so that you don't have a lot of extra white space in the right side of the box.
5. Move the box itself by positioning the mouse pointer at the edge of the box (the pointer becomes a four-way arrow) and dragging the box to the desired location.
6. Click outside the box to deselect it.

**Figure W1.19**  
A text box is distinctive in that it is surrounded by hash marks, and the blinking cursor indicates where to type or edit text.



**NOTE**

To edit a text box, click the text area of the box. To move a box, however, you must move the mouse pointer to the edge of the box until you see the four-way arrow. To select a box to delete it, you must first click the edge of the box. Otherwise, you delete only text within the box.

You can apply all box-formatting options to text boxes, the same way you do to graphics boxes. For example, you can change the way text wraps around the text box; add a border, background, or a caption; and so on.

**TIP**

If you want to add a text label to a graphic image, create a text box and wrap it in front of the text. You might have to change the order of the graphic image and the text box so that the text box appears in front of the image.

**ROTATING TEXT**

Often you need labels that aren't horizontal. Fortunately, you can easily rotate the text within a text box. To rotate text in a text box, follow these steps:

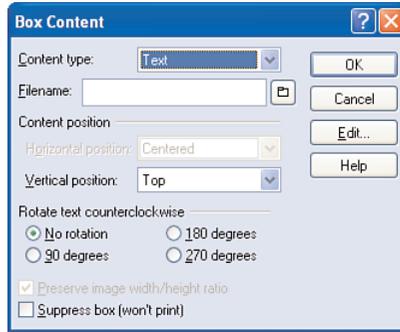
1. Select the box. Remember that you must click at the edge of the box, not in the text area, so that the Graphics property bar appears.
2. Click the Graphics menu on the property bar and choose Content. WordPerfect displays the Box Content dialog box (see Figure W1.20).
3. From the Rotate Text Counterclockwise section, choose 90, 180, or 270 degrees.

**NOTE**

You can rotate the contents of a text box only in 90-degree increments. If you need to rotate text at some other angle, you must create the text as a graphic drawing object.

➔ For more information on adding custom text images, see "Creating Specialty Text," later in this chapter.

**Figure W1.20**  
You can use the Box Content dialog box to rotate text in a text box.



4. Click OK to rotate the text in the text box.

If you rotate text, the editing process for that text changes. When you click the text box that contains rotated text, WordPerfect opens a Text Box Editor screen (see Figure W1.21). Although it appears that you have the entire screen to work with, WordPerfect limits the editing area to match the width of the text box itself. Make any changes you want and click the Close button on the property bar to return to the document.

**Figure W1.21**  
When editing rotated text, you use the Text Box Editor screen. Note that text wraps at the text box margins, not at the margins of the editing screen.



#### TIP

If you intend to add a lot of text to a rotated text box, select the box first and drag the side sizing handles to give yourself more room. Then, click the center of the box to enter the Text Box Editor screen.



If you want to move a rotated text box and can't do so without going into the special editing screen, see "Moving a Rotated Text Box" in the Troubleshooting section at the end of this chapter.

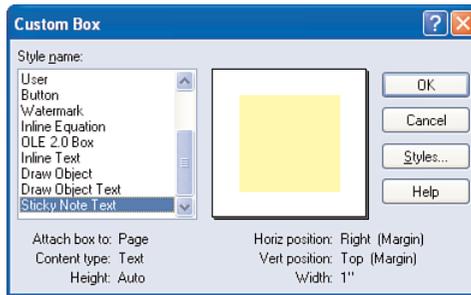
## STICKY NOTE BOXES

One particularly useful text box style is the Sticky Note text box. This box is similar to other text boxes, but it contains a yellow background, and it wraps in front of your document text, just like a sticky note! Unfortunately, this custom text box is a bit hard to find unless someone shows you where it is.

To add a sticky note to your document, follow these steps:

1. Position the cursor on the line where you want the sticky note.
2. Choose Insert, Graphics, Custom Box. WordPerfect displays the Custom Box dialog box (see Figure W1.22).

**Figure W1.22**  
Among styles available in the Custom Box dialog box is the Sticky Note Text style.



3. Scroll through the Style Name list box, and select Sticky Note Text.
4. Click OK to add a sticky note text box to your document.

You edit and manipulate the Sticky Note text box the same way you do any text box. Because the box covers text, you might want to have it wrap behind or beside the text, or simply remove it before printing.

➔ For information on WordPerfect’s document collaboration features such as Comments, Document Compare, and Document Review, see Chapter 14, “Collaborating on Documents,” p. 375.

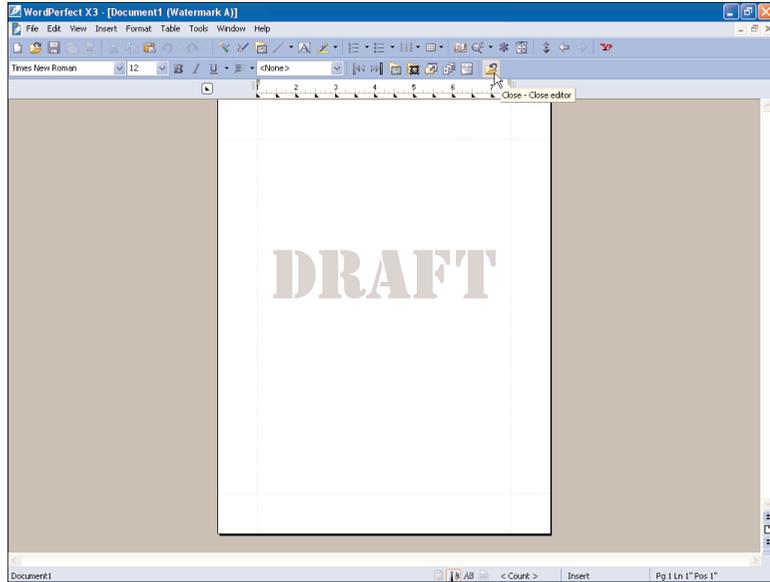
## WATERMARK TEXT BOXES

Watermarks need not be only graphic images. You can also create your own text watermarks.

To create a text-based watermark, follow these steps:

1. Choose Insert, Watermark from the menu.
2. If you’re creating a new Watermark A, click Create.
3. In the Watermark A editing screen, add text and format it. For example, you can change the font, the font size (72 points equals 1 inch high), center the text horizontally, or center the page vertically (by choosing Format, Page, Center).
4. Note in Figure W1.23 that WordPerfect automatically changes solid black text to 25% gray. However, you can also lighten or darken that shading by choosing Format, Font, and by changing the font’s shading percentage.
5. If you want, you can also add graphic images along with your text.
6. Click the Close button to add the watermark to your document.

**Figure W1.23**  
Text used as a watermark appears at 25% black. You can use text along with images in a watermark.



➔ To learn more about using WordPerfect’s watermark feature, **see** “Using Watermarks,” **p. 331**.

## CUSTOMIZING GRAPHIC IMAGES

In Chapter 12, “Adding Graphics to Documents,” and so far in this chapter, we have focused on modifying and manipulating the graphics box, or the container of the graphic image. Borders, sizing, backgrounds, and wrapping are all elements that apply largely to the box border. But graphics boxes are like windows through which you view the contents—you can also modify or customize what you see inside the graphics box.

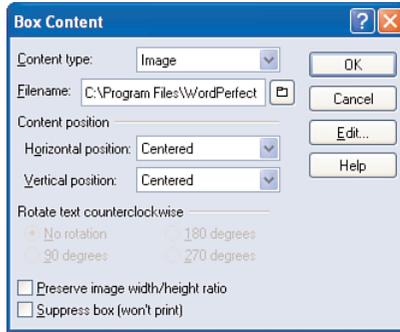
### CHANGING BOX CONTENTS

You can change the contents of a graphics box, or the way the image is displayed, without affecting the size, border, or other changes you have made to the graphics box itself.

To change the contents of a box, first select the box, and then from the Graphics menu on the property bar, choose Content. WordPerfect displays the Box Content dialog box (see Figure W1.24), where you have the following options:

- **Content Type**—Typically, content is an image. However, you can also choose Empty (a box with nothing in it), Text, or Equation. A final choice, Image on Disk, is useful if you want to display and print the image with the document but don’t want to store a copy of the image in the document itself. For example, if you specify that the graphics used for a letterhead logo remain on a disk, you don’t store a separate copy of the image with each letter you produce.

**Figure W1.24**  
You can use the Box Content dialog box to change the image or to change the type of content used in a box.



## CAUTION

If you choose to use the Image on Disk option, the image does not print if someone else who does not have access to that image tries to print the document. In a network environment, be sure that images you want everyone to use are accessible by everyone before using this option.

## NOTE

If you edit the image (for example, you double-click the image and open it in the Draw program), the content type changes to an OLE object, and the filename changes to Presentations 12 Drawing.

- **Filename**—You can use the Browse button to find and insert a graphics file into the current box, replacing the one that's already there.
- **Content Position**—These settings affect where the content appears within the box. By default, images are centered both vertically and horizontally. However, if you change the box size, you might want to position the image at the left or right, or at the top or bottom of the box. If the content of the box is text, you can also rotate the text in 90-degree increments.
- **Preserve Image Width/Height Ratio**—If you drag the side sizing handles when reshaping a box, the graphic image also becomes distorted. Check this option to prevent image distortion.
- **Suppress Box (Won't Print)**—This option means that WordPerfect prints the document with space reserved for the image but does not print the image or the box border or caption, if any.

## USING IMAGE TOOLS

WordPerfect's image tools enable you to customize a graphic image. You can move the image within the graphics box, rotate it, flip it, size it, or change its brightness and contrast.

To access the image tools, first select the graphics box of the image you want to edit and then click the Image Tools button on the property bar or right-click the graphics box and choose Image Tools from the QuickMenu. WordPerfect displays the Image Tools dialog box (see Figure W1.25).

**Figure W1.25**  
The Image Tools dialog box enables you to modify the image inside a graphics box.



Typically, you choose an option and use the mouse, or select from palettes of options to make changes to the image. The following are some of the options:

- **Rotate**—Click this option, and WordPerfect displays four diagonal sizing handles at the corners of the image, but inside the graphics box. Drag a handle to the right or left to rotate the image inside the box.

**TIP**

When you rotate an image, often the edges of the image don't fit within the box without being trimmed. To avoid this, scale (zoom) the image to a smaller size, and then rotate it.

- **Move**—After clicking this option, drag the image in any direction. Remember that the graphics box is like a window through which you view the graphic image. If you move part of an image beyond the border of the graphics box, you place it out of sight, and that part of the image does not display.

**TIP**

You can move an image beyond the edge of a graphics box border if you want to crop or trim part of the image. For example, if the very bottom of an image isn't pertinent to your document, you can move the image down far enough so that the edge of the box crops the bottom of the image.

- **Flip**—You can flip the image horizontally, flip the image vertically, or both.

**TIP**

If all you want to do is flip the image, just click the Flip buttons on the property bar and bypass the Image Tools dialog box altogether.

- **Zoom**—Clicking this option gives you a palette of three choices (see Figure W1.26). The magnifying glass enables you to click and drag an area of the image. WordPerfect then zooms to that area. Clicking the up/down arrow displays a scrollbar that enables you to decrease (up) or increase (down) the size of the graphic image. The 1:1 option restores the image to its full, original size.

**Figure W1.26**

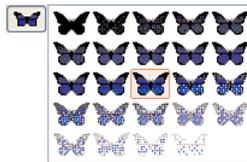
The three image zoom tools enable you to crop an image, scale it, or restore it to its original size.



- **BW Threshold**—If you want to print the image in black and white (without shades of gray), choose one of the options on the BW Threshold palette. To turn color back on, click the large X button on the palette.
- **Contrast**—This palette, which is similar to the Brightness palette shown in Figure W1.27, enables you to adjust the dark/light contrasts in an image.

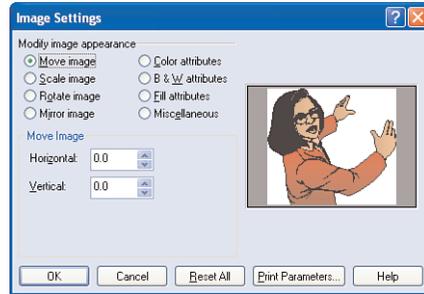
**Figure W1.27**

The Brightness palette enables you to choose a preset brightness. The Contrast palette looks similar and works the same way.



- **Brightness**—This palette (refer to Figure W1.27) helps you choose a shading for the colors of the image. Watermark images, for example, use buttons from the bottom row of the palette.
- **Fill**—These options generally aren't that useful. The blue butterfly is the default (as shown in the Brightness and Contrast palettes) when you use all of the image's colors. The others display only those parts of the image that are black and white.
- **Invert Colors**—This option creates a negative of the image.
- **Edit Contents**—This option opens the image in the Drawing Editor.
- **Edit Attributes**—If you need to make precise settings to a variety of attributes, you can choose this option to display the Image Settings dialog box (see Figure W1.28), where you select the attributes you want to change, specify exact settings, preview the results in the preview box, and click OK to apply them to the image.

**Figure W1.28**  
The Image Settings dialog box enables you to specify by exact numbers the changes you want and to preview them.



- **Reset Attributes**—If you want to restore all the original image settings, choose this option.

To close the Image Tools dialog box, click anywhere in the document, or click the Close button on the dialog box.

## CREATING AND EDITING IMAGES IN PRESENTATIONS

The preceding sections deal with modifying a graphics box or an entire image—for example, its brightness or rotation. However, if you install Corel Presentations as part of the WordPerfect Office X3 suite (which is highly recommended), that program also serves as the Drawing Editor in WordPerfect. With it, you have a full range of options for editing WordPerfect clip art and other graphic images, or for creating original artwork. For example, you can create specialized text, or you can remove or add parts of images.

Most of the details of using Presentations for creating and editing graphics can be found in Chapter 32, “Working with Graphics and Multimedia Elements in Presentations.” However, because you can use Presentations directly in WordPerfect, you need to know how to access and use Presentations features while working in WordPerfect.

### ACCESSING PRESENTATIONS THROUGH WORDPERFECT

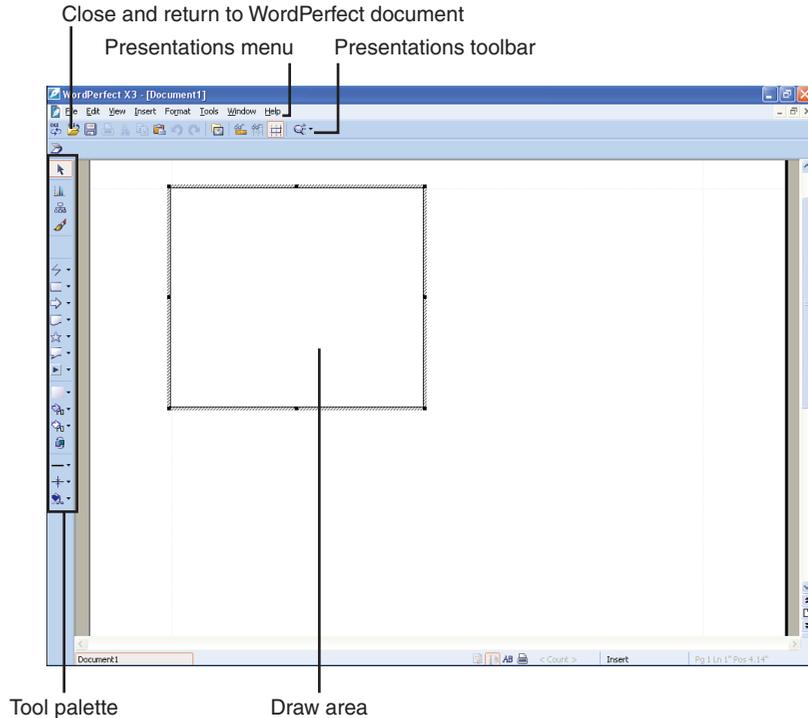
When you choose Insert, Graphics, Draw Picture, or click the Draw Picture button on the toolbar, WordPerfect opens an editing window in which you can create and edit graphics using the tools found in the Corel Presentations drawing program (see Figure W1.29). In addition to the window, you also see somewhat different toolbars. At the left side of the screen is a tool palette that looks a lot like some of the tools you use when working with graphic shapes and boxes. Further, if you click some of the menu items, you notice that certain features you’re used to seeing are gone, replaced by other features you’ve never heard of before.

#### NOTE

The Draw Picture feature is actually a window into the Corel Presentations program. If you use a standalone version of WordPerfect, or if you did not install Presentations when you installed the WordPerfect Office suite, the Draw Picture feature is not available to you. I highly recommend that you install Presentations if it is available.

**Figure W1.29**

The Draw program is actually the Corel Presentations program and works right within WordPerfect.



## WORKING WITH DRAW

When you create a new Draw figure, WordPerfect limits you to a predetermined portion of the WordPerfect screen. You can stretch or shrink that editing window to fit your needs.

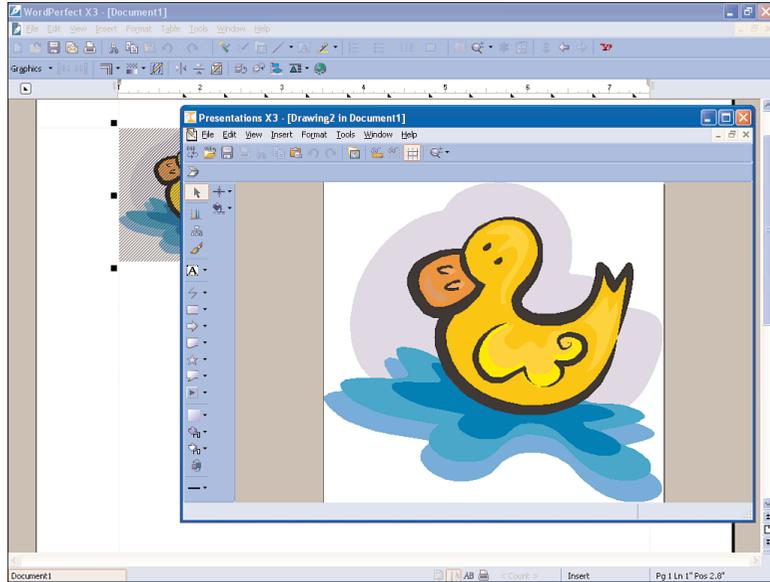
### NOTE

For the sake of brevity, we refer to the Draw Picture program simply as Draw (for example, “Use Draw to create a text line”).

If you want to edit a graphic image, double-click the image to open an editing window the same size as the image’s graphics box.

However, if you want to open a larger editing window, hold down the Alt key and double-click the image. WordPerfect opens a separate Corel Presentations drawing window (see Figure W1.30). This window can be sized as large as you’d like it to be. You can even maximize the window to a full screen. Using this separate window can make it easier to see and work with your drawing. When you close the window and return to your document, WordPerfect scales the drawing to fit the original image window in your document.

**Figure W1.30**  
If you use the Alt key while double-clicking an image, you open a larger Presentations editing screen.

**TIP**

When editing a graphic image in WordPerfect, hold down the Alt key and double-click to open a full Corel Presentations editing screen.

When you create or open a Draw window in WordPerfect, you then can use all of Presentations's drawing features to create graphic images or specialized text.

→ To learn more about using the Drawing Editor (Corel Presentations) to edit images, **see** Chapter 32, "Working with Graphic and Multimedia Elements in Presentations," **p. 795**.

## CREATING SPECIALTY TEXT

Although WordPerfect is the premiere program for creating, editing, and formatting text, when it comes to graphical presentation of text, Draw (Presentations) offers several advantages, including the following:

- Text rotated at any angle
- Gradient shaded text
- Text shaped to curved objects
- Three-dimensional text
- Text warped to fit predefined shapes

In WordPerfect, you can rotate text in text boxes only in 90-degree increments. However, if you want to angle text at 45 degrees, for example, you need to create the text in Draw and add the graphics box containing the text to your document.

To create text in Draw, follow these steps:

1. Choose Insert, Graphics, Draw Picture, or click the Draw Picture button on the toolbar. WordPerfect opens the Draw editing window (refer to Figure W1.29).
2. Click the drop-down menu or the Text Objects button on the Draw tool palette to display text options (see Figure W1.31), which include the following:

**Figure W1.31**  
Draw offers a variety of ways to create text objects.



- Create a text box when you want to create more than one line of text.
- Create a text line when you want to limit the text to just one line.
- Create a bulleted list.
- Create text with special effects, such as that created by TextArt or QuickWarp.

#### TIP

Often, working with text lines, rather than text boxes, is more efficient in the long run because you can rotate and rearrange text more easily.

3. Click the tool you want (for example, text line) and move the mouse pointer to the area of the screen where you want to start the text line. Note that the mouse pointer becomes crosshairs.
4. Click to begin the text line.
5. Type the text.
6. Select the text where you want to change or add the formatting, such as font, size, and bold.
7. To close a text box, click anywhere else on the Draw screen. To close a single line of text, you can also press Enter.

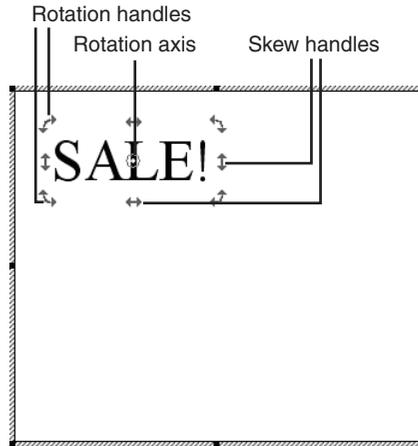
## ROTATING AND SKEWING GRAPHIC TEXT

Although you already selected a font size, you may want to make some adjustments. For example, you can drag any of the four sizing handles of a text box in Draw to make the text larger or smaller. You can also rotate or skew the text in small increments.

To rotate a text object, follow these steps:

1. Single-click the text box you want to rotate to select it.
2. Click the Rotation Options button on the toolbar, and choose Manual Rotation, or right-click the object and choose Rotate from the QuickMenu. WordPerfect places rotation and skewing handles around the outside of the text box and an axis in the center of the box (see Figure W1.32).

**Figure W1.32**  
You can rotate or skew Presentations text at unlimited angles in Draw.



3. Drag a corner handle to rotate the text on its axis.
4. Drag a side handle to skew the text.

Finally, before returning to your document, you should make the Draw screen approximately the same size as the text box. The borders of the Draw screen become the borders of the graphics box that contains the special text, and you don't want too much empty space between the text and borders of the box. Simply move the text object to the upper-left corner of the Draw screen, and then drag the sizing handles of the Draw screen to fit the text box (see Figure W1.33). Click in your document to close the Draw screen.

**Figure W1.33**  
You should try to make the size of the WordPerfect graphics box match the size of the objects it contains.



*If you tried to use the menus to return to your document and can't figure out how to make Draw work, see "How to Get Out of the Draw Screen" in the Troubleshooting section at the end of this chapter.*

#### TIP

You can add as many graphic elements as you want to a single draw screen, including clip art, shapes, and text, all of which become a single graphics box in WordPerfect.

## MODIFYING GRAPHIC TEXT APPEARANCE

In WordPerfect, you can change a font's style and color. In Draw, you can make many other changes as well. To modify a text object in Draw, select the text object and choose Format,

Font. Alternatively, you can press F9 or right-click the object and choose Font. WordPerfect displays the Font Properties dialog box, which offers a wide range of font options.

The Font tab of the Draw Font Properties dialog box (similar to the Font dialog box found in WordPerfect) enables you to choose font type (Face), size, color, and other basic attributes, and to preview the results.

→ For information on using fonts, **see** “Choosing the Right Font,” **p. 62**.

The Fill, Outline, and Shadow tabs enable you to modify the look of the font itself, including colors, patterns or gradient shading, font outlining, and drop shadows. The procedures are the same as for modify shape properties, as described in Chapter 32.

→ For information on modifying font or shape properties, **see** “Working with Shapes,” **p. 801**.

When you finish your text modifications, click OK to return to the Draw screen. An example of text changes you can make in Draw is shown in Figure W1.34, where the text has gradient shading, no border line, and a transparent gray shadow.

**Figure W1.34**

It's easy to customize graphic text using Presentations, as in this text that displays a different font, gradient shading, no border line, and a transparent gray shadow.

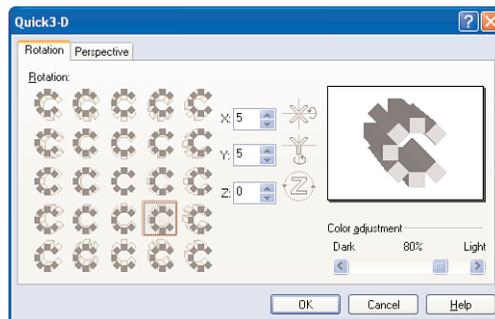


## ADDING SPECIAL EFFECTS TO TEXT

Draw includes two special-effects options that apply to text as well as to other graphics objects. Quick 3-D adds dimension and shading to text, and QuickWarp fits text into a pre-defined shape.

**Figure W1.35**

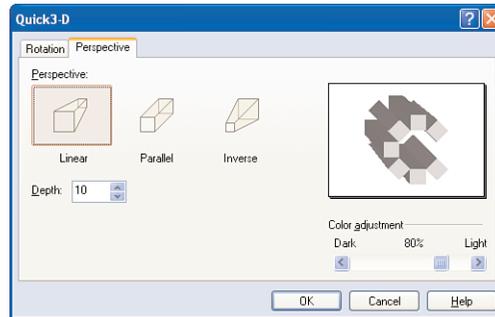
You can add 3D effects to text from preset or customized styles in the Quick 3-D dialog box.



To access the Quick 3-D dialog box, select the text object and choose Tools, Quick 3-D (see Figure W1.35). The options you use depend on the look you're trying to achieve. Options include the following:

- **Rotation**—You can click a predefined rotation angle or make your own adjustments to the X, Y, or Z axes of the letters.
- **Color Adjustment**—The percentage of color applies to the face of the letters. The 3D shadow is automatically made proportionally darker.
- **Perspective**—On the Perspective tab (see Figure W1.36), you can choose Linear, Parallel, or Inverse, as shown by the samples.

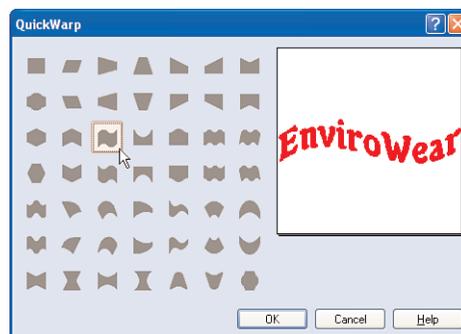
**Figure W1.36**  
You can change the 3D perspective on the Perspective tab of the Quick 3-D dialog box.



- **Depth**—Also on the Perspective tab, you can specify how deep the 3D effect should be.

The QuickWarp feature is similar to TextArt (see the section “Creating TextArt Text” later in this chapter), but with only limited options. When you warp text, you make it change its shape to fit another predefined shape. Choose Tools, QuickWarp to display the QuickWarp dialog box (see Figure W1.37, which shows a shape selected). You can click a shape, preview it, and click OK to add the effect to your text.

**Figure W1.37**  
You can warp text to fit a predefined shape in the QuickWarp dialog box.



### TIP

You can add both the QuickWarp and the Quick 3-D effects to a text or graphic object. For added effect, you can also apply either effect more than once to the same object.

## CONTOURING TEXT TO SHAPES

You can contour text to other shapes, such as circles, half-circles, or even flat-sided objects. To contour text to the outside of a circle, for example, follow these steps:

1. Create the text line you want to contour.
2. Create the shape you want the text to contour to—for example, a circle, created from the Basic Shapes button on the tool palette.
3. Select both the text and the shape. If they are the only two objects on the Draw screen, you can choose Edit, Select All. If there are other objects on the screen, click the shape object, and then hold down the Ctrl or the Shift key and click the text object. You must pair one shape object with each text object you contour.
4. Choose Tools, Contour Text. WordPerfect displays the Contour Text dialog box (see Figure W1.38).

**Figure W1.38**  
You can use the Contour Text dialog box to contour text to another Draw shape.



5. Choose the text position from the Position Text drop-down menu. Choices include Top Left, Top Center, Top Right, Bottom Left, Bottom Center, and Bottom Right.
6. If you want to display the contoured text without the graphic object, leave the Display Text Only box checked.
7. Click OK to contour the text (see Figure W1.39).

Some contoured text looks quite awful, but that's only because of the screen display. The printed result looks nice and clean.

### NOTE

Certain software features work better in theory than in principle. Contouring text is one such feature. Single contoured objects seem to work quite well, but if you contour more than one text object (refer to Figure W1.39), you may encounter several problems. One problem is that one of the objects may not display properly. Another is that one of them may not print at all, even if it does display. Contouring to multisided shapes can also prove problematic. Contouring text can be a cool, useful feature. But be aware that you may have to do a lot of experimenting to get what you really want, if you can get it at all.

**Figure W1.39**  
You can hide or leave visible the object to which text is contoured.



## CREATING TEXTART

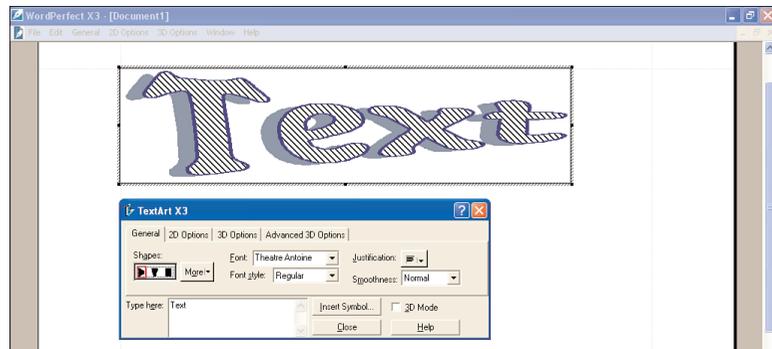
TextArt is a text effects program that enables you to shape words and short phrases into pre-defined shapes and add shadows, textures, and dimensions to the text. In some ways, it's like a super version of the Quick 3-D and QuickWarp features found in the Draw program. (See the preceding section for information on Quick 3-D and QuickWarp.)

TextArt is most often used for logos, banners, flyers, and so on. With a little effort, you can create stunning text effects.

### CREATING TEXTART TEXT

To create TextArt in a WordPerfect document, or in any of the programs in the WordPerfect Office X3 suite, choose Insert, Graphics, TextArt. WordPerfect opens a large graphics box, along with the TextArt dialog box (see Figure W1.40).

**Figure W1.40**  
You can use the TextArt dialog box to create and modify a TextArt image in a WordPerfect graphics box.



The Type Here box displays the word Text, and the graphics box displays the TextArt effect on the word Text, using settings you selected the last time you used the TextArt feature. To add your own words, type them in the Type Here box. You can also add special characters by

clicking the Insert Symbol button, or by pressing Ctrl+W. Note, however, that you can insert only a limited number of special characters, not the entire range of symbols normally available in the Insert Symbol dialog box.

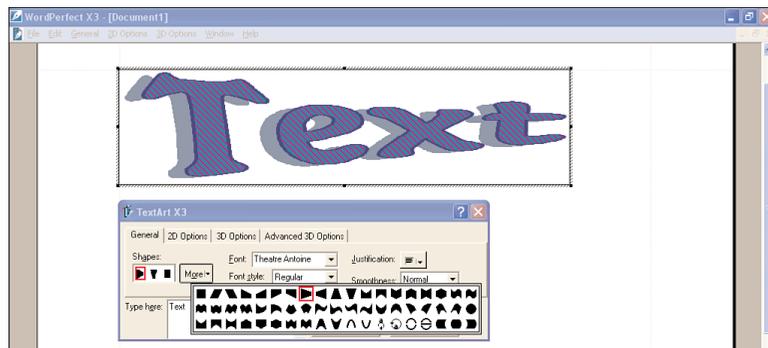
**NOTE**

Although you can type a great deal of text in the Type Here box, generally your TextArt is more effective if you limit it to just a few short words.

Next apply several options to the text you typed, including

- **Shapes**—WordPerfect displays only three shapes, but click the More button, and you have access to 57 different shapes (see Figure W1.41). Click the shape you want, and WordPerfect squeezes and warps the text into that shape.

**Figure W1.41**  
You can warp text to 57 predefined TextArt shapes.

**NOTE**

Depending on the speed of your computer and the amount of memory you have, TextArt can take up to several seconds to update changes you make. Be patient, and be sure to save your work often!



If you seem to have lost the TextArt dialog box, see “Getting the TextArt Program Back” in the Troubleshooting section at the end of this chapter.

- **Font**—You can choose a font from a list of your installed Windows fonts.

**TIP**

The amount of text, the font, and the shape you choose have, perhaps, more impact on what the TextArt shape will look like than any of the other options. Don't be afraid to try out several combinations until you find exactly what you're looking for.

- **Justification**—Normally, this option has little effect on your TextArt because the text fills the entire graphics box. However, if you change the size of the graphics box after creating the text, WordPerfect aligns the text according to your selection.
- **Smoothness**—The resolution of the TextArt drawing can affect display and printing times. Normally, you do not need to change this setting.
- **3D mode**—This option adds another dimension to the object, but you might also want to make other changes on the 3D tabs.

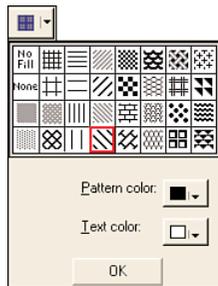
## ADDING 2D TEXTART OPTIONS

After you create the text, font, and shape you want, you can adjust the pattern, color, shadows, and so on. Begin by clicking the 2D Options tab to find the following options:

- **Pattern**—You can choose None (you get a solid color), No Fill (you get only text outlines), or one of the patterns displayed on the palette (see Figure W1.42).

**Figure W1.42**

You can choose a solid color (None) or transparent text (No Fill), or use a pattern with your TextArt text.



### NOTE

If you click the 3D Mode check box, options on the 2D tab are grayed out. Likewise, if the box is not checked, options on the 3D tabs cannot be used.

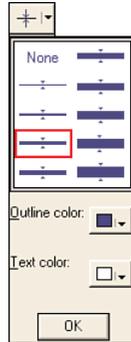
- **Shadow**—You can click this button to display the shadow palette. You can select the direction and depth of the shadow, as well as the text color and the shadow color.

### NOTE

Choosing the right color combination for the text and shadow should be one of your first tasks. Look for colors that complement each other and that make the text readable. Also, if you plan to print to a black-and-white printer, such as a laser printer, choose colors whose grays complement each other. For example, yellow prints as a very light gray, whereas blue and red print nearly black.

- **Outline**—From the outline palette (see Figure W1.43), you can choose the thickness and color of the line that outlines the text. Again, you can change the text color to complement the line color.

**Figure W1.43**  
You can use the outline palette to choose a line style to go along with your TextArt text.



- **Rotation**—Unlike typical graphic objects that maintain their original shape while rotating, TextArt text skews as it rotates to stay within the graphics box and also to stay within the predefined TextArt shape you chose (see Figure W1.44). You can come up with some very interesting shapes using this option.

**Figure W1.44**  
When you rotate TextArt text, it remains within the graphics box boundaries.



- **Text Color**—If you didn't already choose a color when choosing shadow or outline, you can do so here.
- **Preset**—If you're not feeling particularly creative, or you're in a hurry, you can choose from a limited number of predefined 2D effects.

### CAUTION

If you choose any preset setting, you also lose all your carefully customized settings. Try these presets first, before spending time coming up with your own custom settings.

## ADDING 3D TEXTART OPTIONS

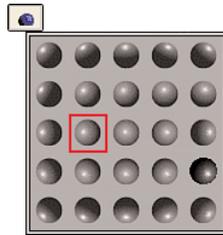
You can click the 3D Options tab to display the options available if you choose to display your TextArt in three dimensions (see Figure W1.45). These options, and some of the things you can do with them, include the following:

**Figure W1.45**  
The 3D Options tab enables you to add another dimension to your TextArt text.



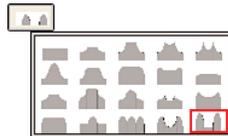
- **Lighting**—Lighting 1 and 2 function similarly, but each light source can be a different color, and each can “shine” at the text from a different direction. Click the color palette to change the color, and click the light source palette to choose a direction from where the light comes (see Figure W1.46).

**Figure W1.46**  
The light source palette helps you visualize the direction light comes from as it shines on your 3D text.



- **Bevel**—This option enables you to shape the edge of the text, as if the letters were carved like wood molding. Choose a beveled shape from the palette (see Figure W1.47) to add this effect.

**Figure W1.47**  
You can bevel the sides of 3D text with interesting effects.



- **Depth**—You can use the slider to increase or decrease the depth of the beveled edge.
- **Rotation**—You can rotate the entire TextArt image left or right, up or down, by choosing from several preset rotations (see Figure W1.48).
- **Free Rotate**—If you prefer to rotate the text yourself, click this option, and then use the mouse to drag the TextArt up, down, left, or right.
- **Preset**—Again, if you prefer to let TextArt do the work for you, you can choose from a palette of predefined 3D settings.

**Figure W1.48**  
Preset rotation angles  
make it easy to rotate  
3D TextArt text.



### CAUTION

Don't forget that choosing a preset 3D option cancels all other settings you may have painstakingly set up.

The Advanced 3D Options tab doesn't mean you have more complicated settings but simply that you have more options (see Figure W1.49).

**Figure W1.49**  
The Advanced 3D  
Options include  
textures.



**Figure W1.50**  
3D TextArt text is  
shown here with  
advanced options.



On this tab, you can change the following settings, some of which are shown in Figure W1.50:

- **Textures**—WordPerfect provides a palette of interesting textures (nuts, tiles, fabrics, wood, and so on) that you can apply to the face of the text, to the beveled edge of the text, or both (see Figure W1.51).

**Figure W1.51**

These textures can be applied to the face or the side of 3D TextArt text.



- **Texture Size**—Use the slide control to increase (up) or decrease (down) the size of the texture pattern. If you want larger peanuts, for example, slide up. The size control applies to both the face and the bevel if you use textures on both.
- **Texture Lighting**—This option controls the contrast between texture and the Lighting 1 and Lighting 2 colors you selected on the 3D Options tab.
- **Quality**—Unfortunately, this option doesn't indicate how good your TextArt looks but how well it will print on a color printer. DPI refers to the number of dots per inch that print, and bits refers to the richness of the colors you can use, especially for textures and gradient shadings.

## USING TEXTART IN DOCUMENTS

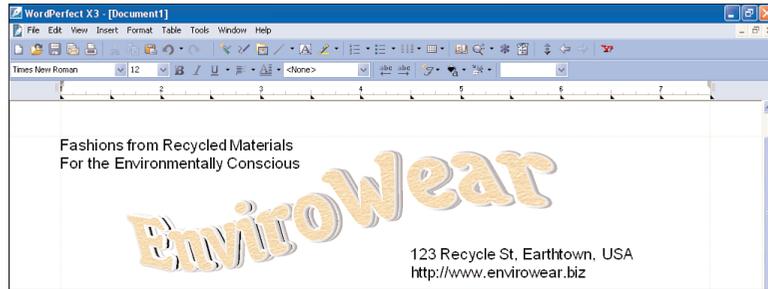
WordPerfect places TextArt images inside graphics boxes. As a result, they work like any other graphics box. You can add borders to the box, choose various wrap options, and size or move the box.

If you size the box using the side sizing handles, you also change the shape of the original TextArt.

If you choose to wrap the TextArt box in front of or behind your text, you can make it appear that the TextArt and text are designed to work together.

Figure W1.52 shows how a TextArt image combines with regular text to create a logo.

**Figure W1.52**  
TextArt in a graphics box can interact with regular document text to create useful effects.



## TROUBLESHOOTING

### SELECTING THE CORRECT GRAPHICS BOX

*I have several graphics boxes, some sitting on top of others. How can I select just the one I want?*

Normally, to select a box you click it once. If there are several boxes, just click again (wait a moment between clicks), and notice that the sizing handles change each time you do. When the sizing handles match the image you want, it's selected. You can also right-click on the stack of images, choose **Select Other**, and then select the image you want from the list of images displayed.

### EXITING THE GRAPHICS EDITING SCREEN

*I clicked a graphic, but my screen seemed to go all haywire, with a funny-looking line around the image and a toolbar on the left side of the screen. What happened?*

You probably double-clicked the image. Single-clicking selects the image, but double-clicking edits the image. In the case of a graphics box, WordPerfect takes you to the Drawing Editor, hence the different toolbars. To close the Image Editor, click in your text, outside the graphics box. Or you can click the **Close** button on the toolbar.

### ANCHORING IMAGES CORRECTLY

*I just used the Make It Fit feature, but now my graphics are all over the place, and they don't fit with the text anymore.*

This is one peril of using the **Make It Fit** feature. If your graphic images are anchored to the page, they remain in place even when the text moves (for example, when you use **Make It Fit**). You can reduce this problem by anchoring graphic images to paragraphs or characters so that the images move as the text moves. If you have a page with a lot of graphics on it, you could select other contiguous pages and apply **Make It Fit** just to those pages, thus leaving the graphics page alone. In any case, anytime you use **Make It Fit**, you need to check your document and perhaps make adjustments to the position of your graphics boxes.



### MOVING A ROTATED TEXT BOX

*I created a text box and rotated its text, but I can't seem to move the box. Every time I click it, I go to the editing screen.*

Selecting a text box that contains rotated text is a bit difficult because in some cases, even when you click exactly on the box border, you enter directly into the Text Box Editor screen. To select such a text box without entering the Text Box Editor, hold down the Shift key and click the box, or right-click the box, and from the QuickMenu choose Select Box. Then, make sure the mouse pointer is at the edge of the box and you see a four-way arrow before you try to drag the box to a new location.

### HOW TO GET OUT OF THE DRAW SCREEN

*When I edit an image and choose File, Close, WordPerfect closes my entire document. I want to close just the Drawing Editor.*

If you click the Close button on the toolbar, WordPerfect closes just the editor. If you choose to use the larger Presentations screen (holding down Alt while double-clicking the image to be edited), the menu is different and you can indeed choose File, Close and return to the document.

### GETTING THE TEXTART PROGRAM BACK

*When I'm working with TextArt, I seem to lose the TextArt dialog box.*

The TextArt program is separate from WordPerfect. When you accidentally switch back to WordPerfect, you hide the TextArt program. Simply double-click the TextArt image to restore the TextArt program dialog box.