

IN THIS CHAPTER

- Learn how to insert horizontal and vertical graphic lines.
- Find out how to import graphics into WordPerfect.
- Learn how to create and use text boxes.
- Add borders and fills to graphics and text boxes, and learn how to wrap text around them.
- Learn how to add a watermark to your pages.
- Explore creating and layering your own drawings (shapes).



WORKING WITH GRAPHICS

Words are great. They're the stuff of *Grapes of Wrath*, *To Kill a Mockingbird*, and *The Catcher in the Rye*. Just think what the authors of those famous works could have done with a word processing program such as WordPerfect! Although you and I are pretty good with words, we could use a little help in making our words communicate more effectively. That's where graphics come in.

Graphic elements range from simple lines or shapes that we create ourselves, to clip art created by artists who are much better at art than we are. WordPerfect makes it so easy to insert and manipulate graphics that you don't have to be an artist to create documents with a polished and professional appearance.

Working with Graphic Lines

Although they might not seem like it, lines in WordPerfect are a simple form of graphics. In fact, some of the things you learn about graphic lines will help you as you work with more complex things such as shapes or clip art. So, graphic lines are a good place to start the discussion.

Inserting Standard Lines

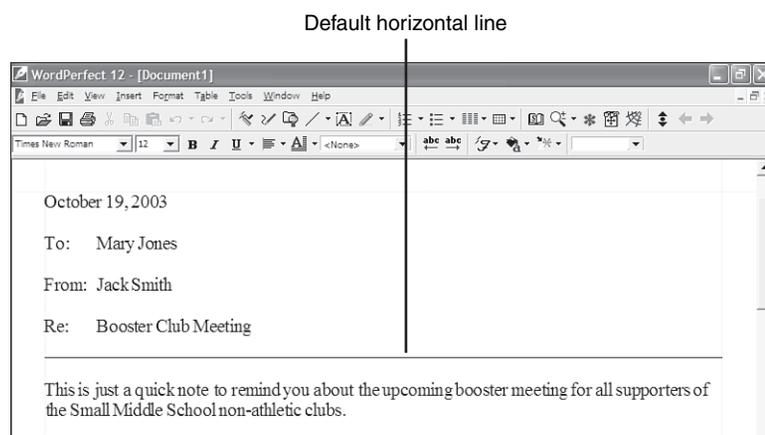
There are two basic types of lines in WordPerfect: horizontal and vertical. The most commonly used type is the horizontal line, which helps the reader visually separate sections of your document.

For example, when you create a memo, you often separate the heading information (TO:, FROM:, RE:) from the body of the text with a line that extends from one margin to the other. The default horizontal graphic line is a thin line that stretches from the left to the right margin (see Figure 12.1).

To create the default horizontal line

1. Position the insertion point on the line where you want to create the graphic line.
2. Choose **Insert, Line, Horizontal line (Ctrl+F11)**.

FIGURE 12.1
The default horizontal line extends from the left margin to the right margin.



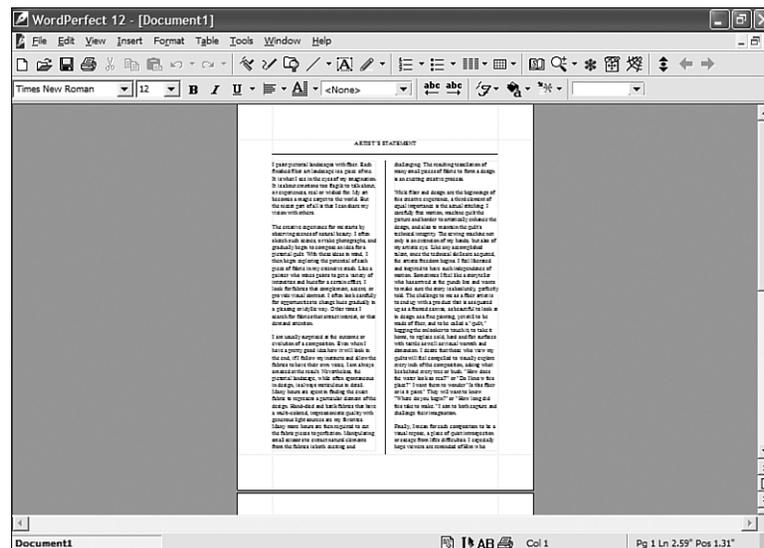
WordPerfect places a perfectly measured horizontal line in your document (refer to Figure 12.1). No muss, no fuss! “But,” you ask, “why can’t I just type a bunch of underlines?” Graphic lines have distinct advantages over lines created with

characters. First, if you change your margins, the line might end up being too long and will wrap to the next line, or it might be too short, not reaching all the way to the right margin. Second, if you change your font, the width of the underline characters changes and again your line might be too long or too short. Graphic lines, on the other hand, fit neatly from margin to margin, regardless of the margin settings or the text font.

The other graphic line type, vertical lines, has a different purpose. Often, they are used with newspaper style columns and help the reader follow the flow of the text (see Figure 12.2).

FIGURE 12.2

Vertical lines are often used to separate columns of text.



To insert a vertical line, position the insertion point at the left margin and simply choose **Insert, Line, Vertical Line**. WordPerfect inserts a vertical line at the left margin that extends from the top to bottom margins (see Figure 12.3). Note, however, that because the default vertical line is nearly on top of the text, you will probably want to move the line over a little.

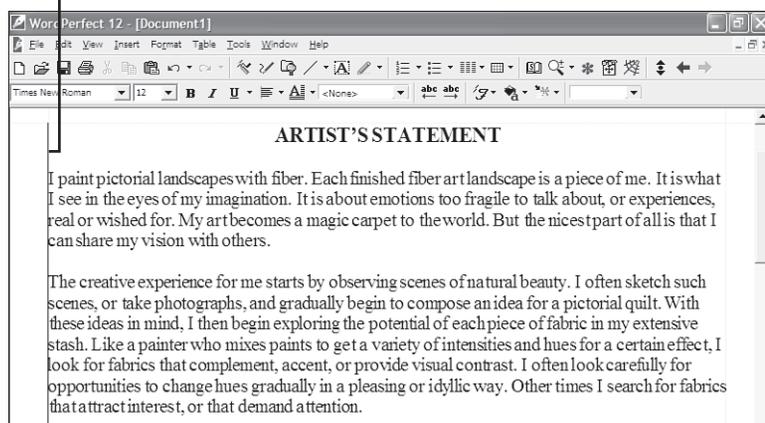
Customizing Graphic Lines

Fortunately, you can customize your lines to meet your needs. One way is simply to drag the lines to another location. The other is to create a line as long and as thick as you want, located exactly where you want it. Suppose that you want to move the vertical line you just created a bit to the left, into the left margin.

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FIGURE 12.3
The default vertical line practically stands on top of the text, so you might need to adjust its location.

Default vertical line

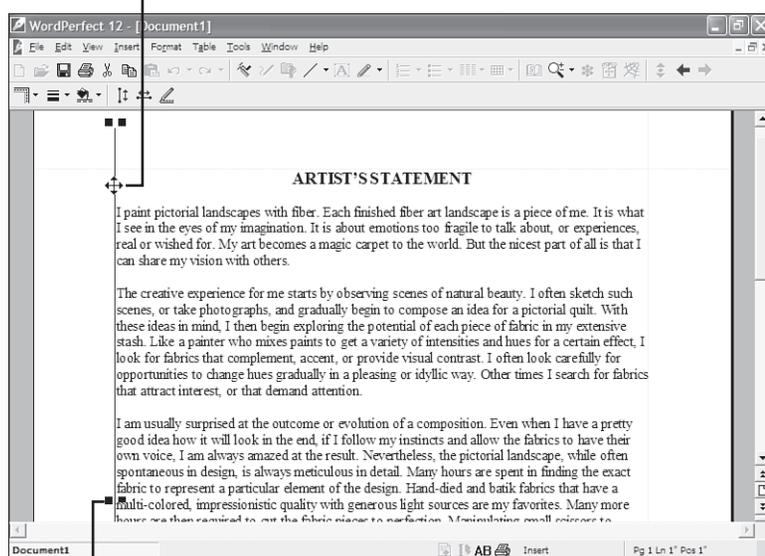


To move a graphic line

1. Position the mouse pointer over the graphic line until the pointer leans to the right.
2. Click the mouse, and small black boxes appear at each end of the line and also in the middle (see Figure 12.4). These boxes are called *sizing handles* and can be used to manipulate a graphic image.

FIGURE 12.4
Sizing handles are used to change the shape of a graphic element.

Four-way arrow pointer



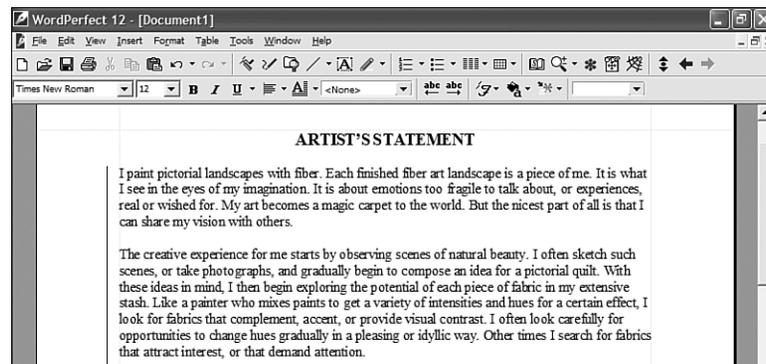
Sizing handle

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3. Position the mouse pointer over the selected graphic until it turns into a four-way arrow, which is the move pointer (refer to Figure 12.4).
4. Click and hold down the mouse button while you drag the line to its new location.
5. When the line is where you want it, release the mouse button. If you don't get it quite right, repeat steps 3 and 4 until you do (see Figure 12.5).

FIGURE 12.5

The vertical line has been moved away from the text into the left margin.



It doesn't make any difference whether you're moving a horizontal or vertical line; the steps to move it are the same. You select the line by clicking on it; then move the line by dragging it to a new location.

Most of us prefer simply to drag graphic elements to position them and use sizing handles to resize them. However, sometimes you need more precise control of a line: the length, width, thickness, color, or the position on the page. Suppose that you want to create a three-inch signature line at the end of a legal agreement.

To create a custom line

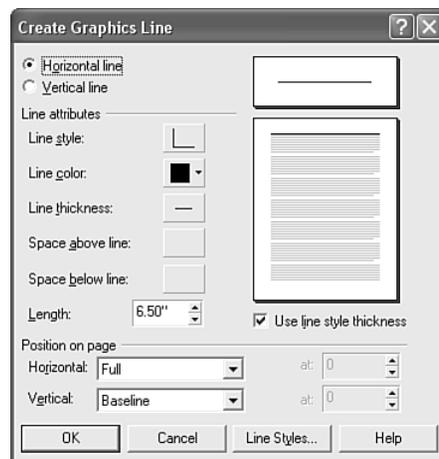
1. Position the insertion point where you want to insert the line.
2. Choose **Insert, Line, Custom Line**. WordPerfect displays the Create Graphics Line dialog box (see Figure 12.6).
3. Change the line options as desired. For example,
 - **Vertical line/Horizontal line**—Choose the type of line you want to create. This selection determines some of the other options available to you.
 - **Line attributes**—Choose the style (single, double, dashed, and so on), color, thickness, spacing, and length.
 - **Position on page**—If you set a horizontal line's horizontal position to Left, whatever size line you create will begin at the left margin. To place

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a vertical line between columns, choose the horizontal position **Align with Columns**. If you choose **Set** in either the **Vertical** or **Horizontal** drop-down lists, the length of the line will be from the current insertion point position to the right or bottom margin.

FIGURE 12.6

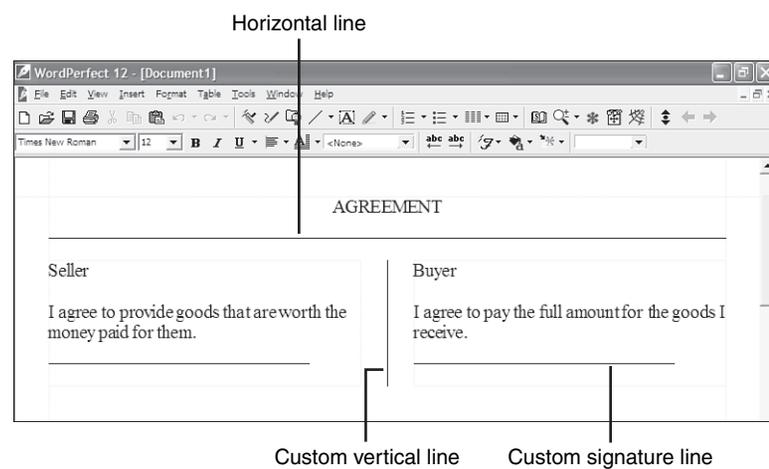
Using the Create Graphics Line dialog box, you can create a custom line of any length, thickness, color, or location.



4. The preview box shows you what your line will look like. When you're satisfied, click **OK**. WordPerfect inserts the line in your document (see Figure 12.7).

FIGURE 12.7

You can use horizontal, vertical, or custom lines all in the same document.



Inserting Graphic Images

Graphic lines are simple and are rather practical graphic elements. However, I'll bet that you really want to know about putting pictures in your document. You've probably heard about clip art, but that is just one of the many graphic elements you can add to a WordPerfect document. Some of the things you can add include

- WordPerfect's own clip art images
- Pictures you take with a digital camera
- Images you scan yourself
- Graphic images from the Internet
- Background graphics called watermarks
- Graphic shapes such as stars, boxes, or arrows

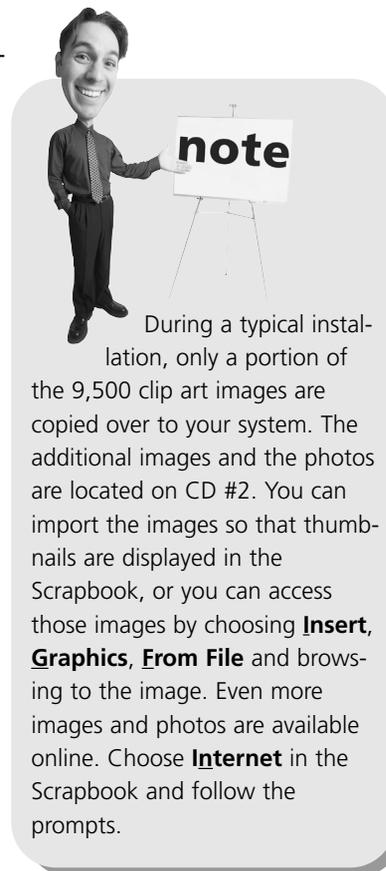
Working with graphics is fun! But try not to get too carried away. At the very least, you might find yourself spending a lot of time trying to get things just right. At the worst, you will focus so much on the graphical elements that you neglect to write good text.

Inserting Clip Art

The easiest place to start is with WordPerfect's own clip art images—predesigned artwork that comes with the WordPerfect program. The steps to insert and manipulate these graphic images also apply to most other graphic elements, including graphic lines, which you just learned about.

To insert a clip art image in your document

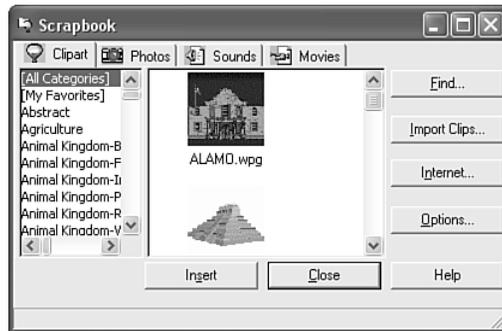
1. Position the insertion point at the location where you want to insert the graphic image.
2. Choose **Insert, Graphics, Clipart**, or click the **Clipart** button on the toolbar. WordPerfect displays the Scrapbook dialog box (see Figure 12.8), which contains thumbnail images of the clip art on your system, along with photos, video, and audio clips.



During a typical installation, only a portion of the 9,500 clip art images are copied over to your system. The additional images and the photos are located on CD #2. You can import the images so that thumbnails are displayed in the Scrapbook, or you can access those images by choosing **Insert, Graphics, From File** and browsing to the image. Even more images and photos are available online. Choose **Internet** in the Scrapbook and follow the prompts.

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Depending on your version of WordPerfect, the WordPerfect Scrapbook provides access to up to 9,500 clip art images (on CD-ROM), as well as photos, audio, and video clips.

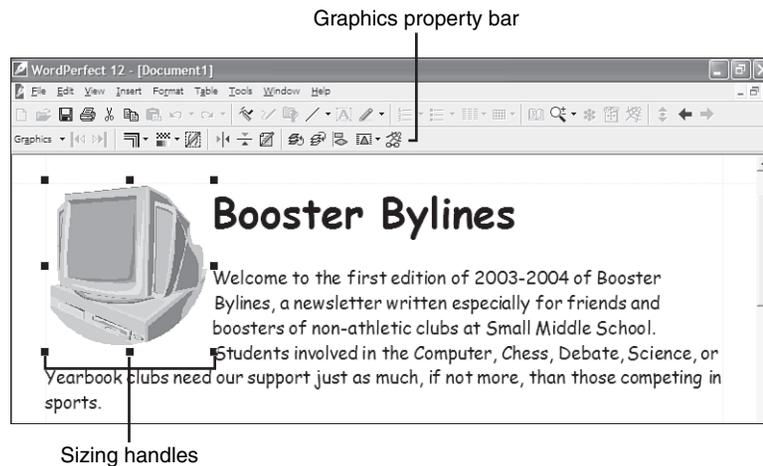


3. Scroll through the list of images and select the one you want.
4. Click **I**nsert to place the image in your document. Or, if you prefer, you can double-click an image to insert it in the document.
5. Click **C**lose to clear the Scrapbook dialog box.

Notice how the image pushes aside the text that surrounds it, in the shape of a rectangle (see Figure 12.9). You will also note that a special Graphics property bar appears to help you manipulate and modify the image. And don't forget that nearly anything that's available on the property bars is also available on the QuickMenu. If you get into the habit of right-clicking graphics so you can select from the QuickMenu, you'll save yourself oodles of time.

FIGURE 12.9

Graphic images are placed in graphics boxes that you can manipulate with the sizing handles and several options on the Graphics property bar, or the QuickMenu.



The rectangle that surrounds the image is called a *graphics box*, and when selected it is surrounded by eight black boxes called *sizing handles* (refer to Figure 12.9). If you click elsewhere in the document, you deselect the graphic box and the handles disappear. When you click an image, you select the object and the sizing handles reappear.

Note that if you accidentally insert the wrong image, you can delete it. Just select the image and press **Delete**.

Moving and Sizing an Image

Before we talk about other types of images, you probably want to know how to make the clip art behave the way you want it to. It might be too large or too small, and almost certainly it won't be positioned exactly where you want it.

To move an image

1. Click *once* on the image to select it; the sizing handles appear. Remember that double-clicking takes you to the graphics editor.
2. Position the mouse pointer over the image until it turns to the four-sided move pointer.
3. Click and drag the image to the new location.
4. Release the mouse button.

Part of the problem in placing the graphic might be that the image is too large or too small. You can change the size of a graphic image this way:

1. Select the image and then move the mouse pointer to one of the corner sizing handles until the pointer turns to a two-way arrow. This is called a *resizing pointer* (see Figure 12.10).
2. Click and drag the sizing handle toward the center of the image to make it smaller or away from the center to make it larger.
3. Release the mouse button. You might need to further adjust the location of the image as described previously.

Dragging the corner sizing handles keeps the image proportional. If you want to distort an image, drag the top, bottom, or side sizing handles. You can produce some interesting images using this method, such as short, fat giraffes or long, skinny pigs.

caution

Be careful not to double-click a clip art image after you've inserted it in to your document. Doing so actually transfers you to the Corel Presentations graphics program where you can edit the clip art image itself. Menus and toolbars change drastically. If this does happen, simply click outside the image area to return to WordPerfect and your document.



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For example, in Figure 12.11, the image on the left has the original proportions. The image in the middle is taller as a result of clicking and dragging the bottom center sizing handle downward to increase the length. The image on the right is wider after clicking and dragging a side sizing handle outward to increase the width.

FIGURE 12.10

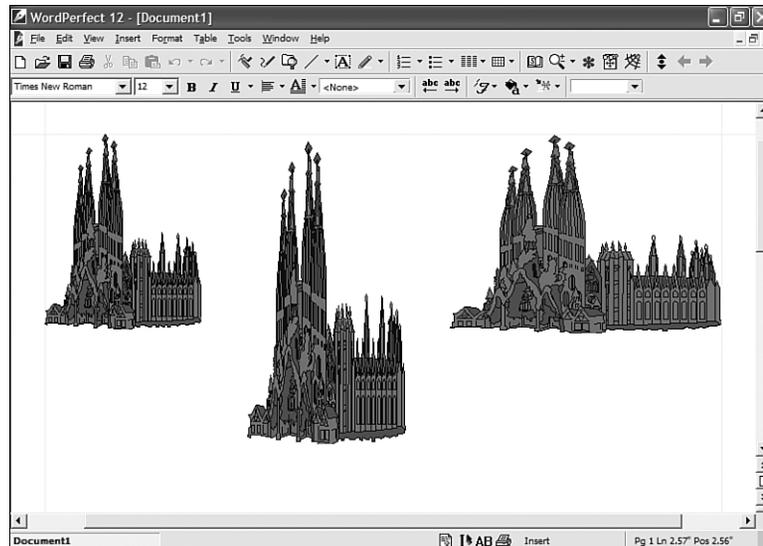
To resize a graphic image, drag the corner sizing handles.



Resizing pointer

FIGURE 12.11

You can alter the proportions of an image by clicking and dragging the top, bottom, or side sizing handles.



Importing Graphics

WordPerfect's clip art is extensive and useful. But often the precise image you need just can't be found in WordPerfect's clip art library. Fortunately, you can import almost any type of graphic, from almost any source. The Internet has a vast

collection of free clip art that you can download and use in your documents. You can also convert graphics created in other applications to WordPerfect format. Finally, if you have a printed copy of an image, it can be scanned and inserted into a document.

Inserting Other Graphic Types

Whether you use a graphic image created in another graphics program, a scanned graphic, or an image from the Internet, the procedure for inserting it is the same.

WordPerfect capably converts to the WordPerfect format a variety of graphics, such as the GIF, JPG, TIFF, or PCX graphics format. For a complete list of the formats that you can convert in WordPerfect, search for “graphic file import formats” in the Index tab of the Help Topics dialog box.

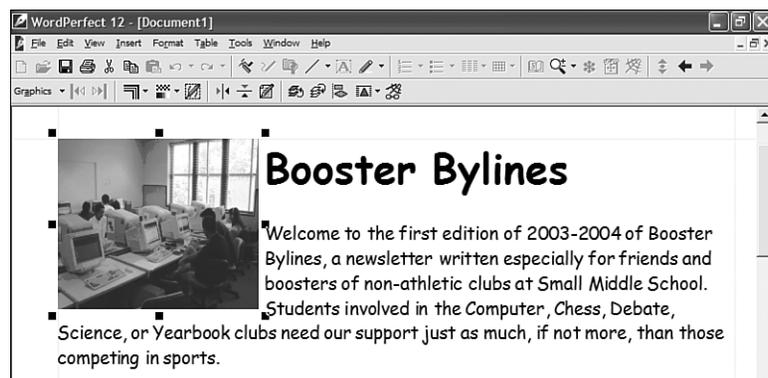
To convert a graphic from another format, all you have to do is insert the image, and WordPerfect takes care of the rest. If, for some reason, WordPerfect doesn't recognize a graphic format, it tells you, and you will have to find another format for the image you want.

To insert a graphic image from a non-WordPerfect file

1. Position the insertion point approximately where you want to place the graphic image.
2. Choose **Insert, Graphics, From File**. WordPerfect displays the Insert Image dialog box. It looks a lot like the File Open dialog box, and you use it the same way to locate and insert a graphic image that you've saved to your disk. You might have to browse to locate the file you want.
3. Select the file you want to use, and click **Insert**. WordPerfect converts the file to a WordPerfect format and inserts it into your document (see Figure 12.12).

FIGURE 12.12

You can insert nearly any kind of graphic image, including scanned images or graphics from the Internet.



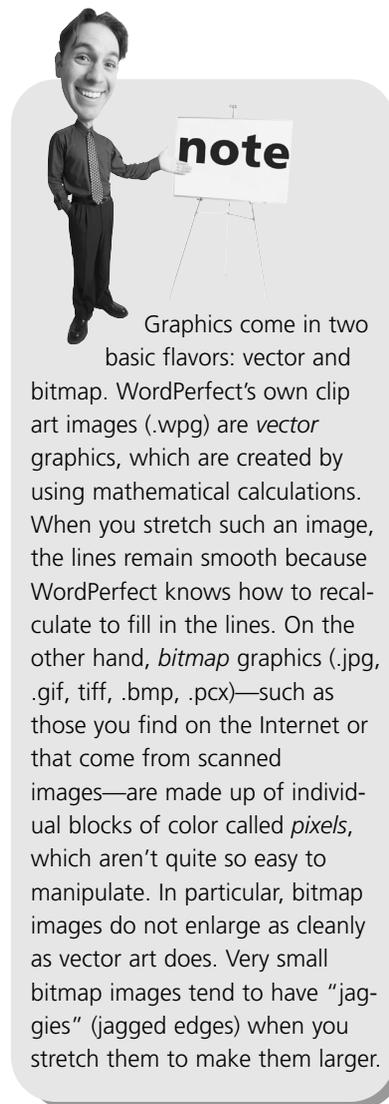
4. At this point, you can move and size the image just like you did the clip art image.

Using Images from a Scanner

Any image, black-and-white or color, can be scanned and inserted into a document. The quality of the scanned image is directly related to the quality of the scanner. If you aren't satisfied with the scanned image, you might consider paying a print shop to scan the image for you.

To scan an image directly into your WordPerfect document

1. Position the insertion point where you want the image.
2. Choose **Insert, Graphics, Acquire Image**. Depending on the scanner you have, a scanning software program appears. Each scanning program is different, but you should consider these options, if available:
 - Choose the type of scan that matches the image: color, grayscale, or black and white.
 - Crop (trim) the scan to just that part of the overall image you want.
 - If you can, specify the size of the resulting image. For example, the original might be only 1/2" by 1/2", but if you scan it at 2" by 2", the result will be much cleaner and you won't have to stretch the image. Likewise, you can make a much larger image smaller so that it doesn't take up so much space on your hard drive.
 - Apply settings such as color balance or brightness and contrast.
3. When you're ready, scan the image. The scanning program either sends the result to a file on your system, or inserts it directly into your WordPerfect document.

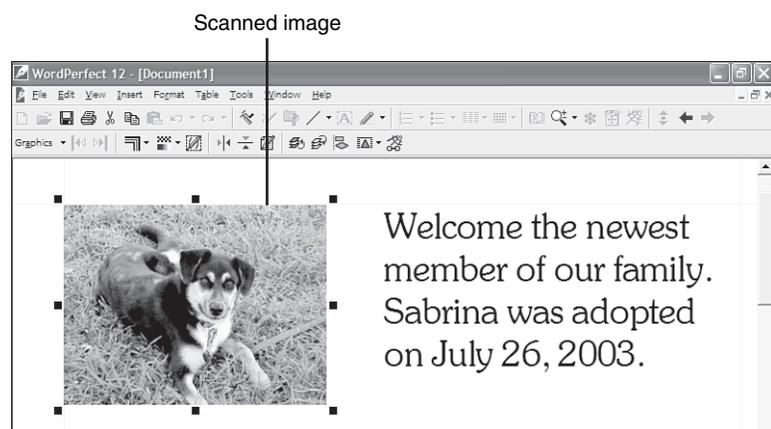


Graphics come in two basic flavors: vector and bitmap. WordPerfect's own clip art images (.wpg) are *vector* graphics, which are created by using mathematical calculations. When you stretch such an image, the lines remain smooth because WordPerfect knows how to recalculate to fill in the lines. On the other hand, *bitmap* graphics (.jpg, .gif, tiff, .bmp, .pcx)—such as those you find on the Internet or that come from scanned images—are made up of individual blocks of color called *pixels*, which aren't quite so easy to manipulate. In particular, bitmap images do not enlarge as cleanly as vector art does. Very small bitmap images tend to have "jaggies" (jagged edges) when you stretch them to make them larger.

4. If the image isn't inserted directly into WordPerfect, choose **I**nsert, **G**raphics, **F**rom **F**ile and browse to the scanned image so that you can insert it yourself (see Figure 12.13).

FIGURE 12.13

Some applications allow you to scan directly into WordPerfect, whereas others save the file to disk.



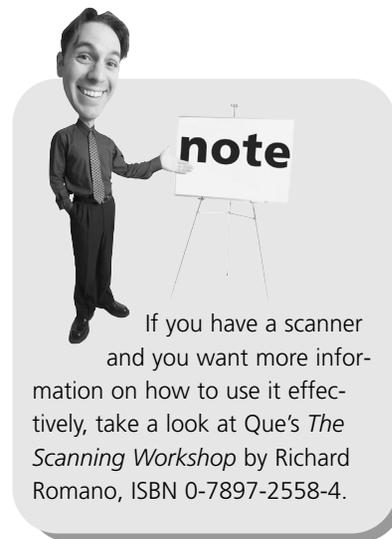
5. Size and move the image just as you would any graphic.

Using Images from the Internet

You can even use images you obtain from the Internet. But first, a word of caution—just because you *can* use Internet images, doesn't necessarily make it *legal*. Copyright laws apply to Internet graphics just as they apply to print graphics. Depending on how and where your document will be used, you might need to seek permission to use Internet images in your documents.

To download an Internet image and use it in a WordPerfect document

1. Locate an image using your Internet browser; then right-click the image you want to download.
2. In Netscape choose **S**ave **I**mage **A**s, or in Internet Explorer choose **S**ave **P**icture **A**s.
3. Provide a name and local destination (for example, c:\My Pictures\happy-face.jpg). Don't change the filename extension for the image—for example, .gif or .jpg.



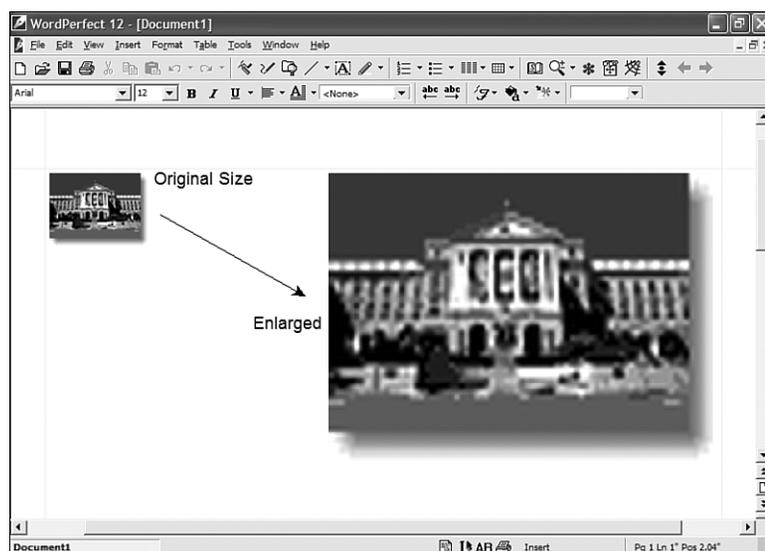
If you have a scanner and you want more information on how to use it effectively, take a look at Que's *The Scanning Workshop* by Richard Romano, ISBN 0-7897-2558-4.

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4. Click **S**ave to save the image.
5. Switch to WordPerfect and choose **I**nsert, **G**raphics, **F**rom **F**ile.
6. Browse to the location where you saved the image, select the image, and click **I**nsert.

WordPerfect converts the image from the Internet format (.gif or .jpg) and places it in the document. See Figure 12.14 for an example of an Internet image, at both normal and enlarged sizes. You then can move or size the image.

FIGURE 12.14
Small bitmap images downloaded from the Internet might have jagged edges if you try to enlarge them.



Creating Text Boxes

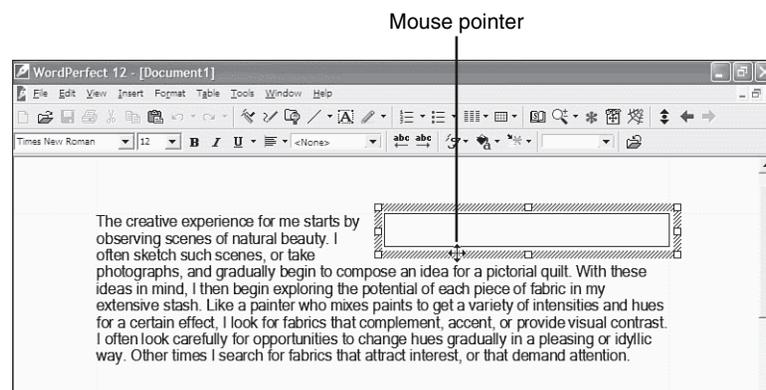
A text box is just what you would expect: a box that you can type text into. Text boxes in a graphics chapter? You might be wondering how text boxes fit in a chapter on graphics. Well, the box that contains the text is a graphics box, so you treat text boxes just like graphic images.

What's nifty about text boxes is that you can create some text, such as a sign or a label, and then move it on top of other text or graphic images. See "Layering Graphics" at the end of this chapter for more information.

To create a text box

1. Position the insertion point approximately where you want the text box to begin.
2. Choose **I**nsert, **T**ext **B**ox. WordPerfect places an empty text box at the right of the screen (see Figure 12.15).

FIGURE 12.15
Text boxes let you put text in a box that you can place anywhere on the document, even in the margins.



3. Type the text you want. You can change the font style, size, color, or other attributes, and you can include hard returns, just as you would with regular text.
4. When you're finished editing the text content of the box, you might want to size the text box to match the contents. Note that when you size a text box, the text reformats to fit the new contours of the box.
5. To move the box, move the mouse pointer to the edge of the text box. When it changes to a move pointer (refer to Figure 12.15), click and drag the box. Drop the box into a new position.

If, after the text box is deselected, you want to make some changes to the text, you need to select the box first. The first click places sizing handles around the box. The second click activates a thick border around the box. When you see the thick border and a blinking insertion point inside the box, you can edit the text.

Setting Border, Wrap, and Fill Options

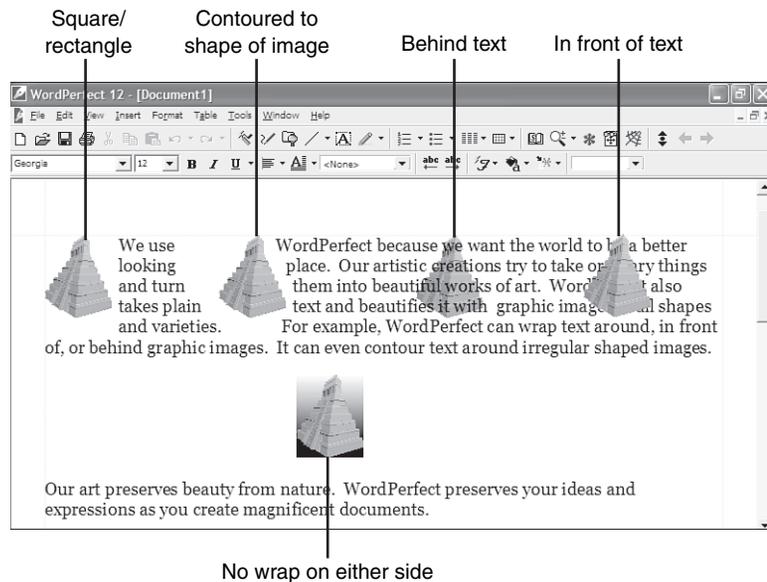
Graphics boxes—whether they contain clip art, scanned images, or text—are like containers you place into your text. The way your document's text flows around these graphics boxes is called *wrap*. A box can also have a visible border, and it can be filled with a pattern or color.

Wrapping Text Around Graphics Boxes

You can make your text wrap around graphics boxes in several ways. By default, WordPerfect text moves aside to make room for graphics boxes, but you can change the settings to have the text appear in front of, or behind, the box (see Figure 12.16).

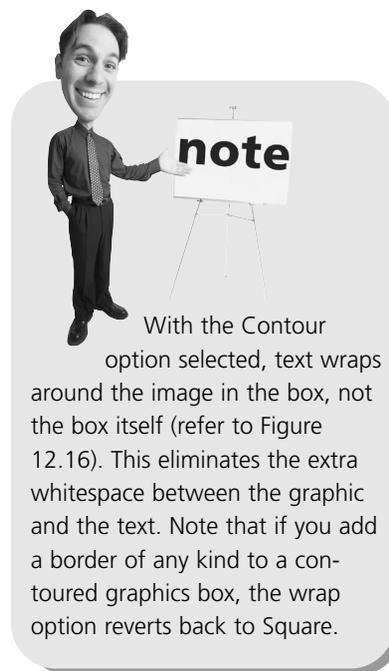
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FIGURE 12.16
Wrapping text means making room around a graphics box for the text that surrounds it. You can also place graphic images in front of or behind the text.



 To change how text wraps around a box, right-click the graphics box and choose **Wrap** from the context menu. WordPerfect displays the Wrap Text dialog box (see Figure 12.17). You can also click the **Wrap** button on the Graphics property bar to display a drop-down list of options, but to see the Graphics property bar, you must have first selected the graphics image or text box (click on the edge of a text box to select it). Some of the more useful options from the Wrap Text dialog box are illustrated in Figure 12.16.

FIGURE 12.17
The Wrap Text dialog box shows you various ways to wrap text around graphics boxes.



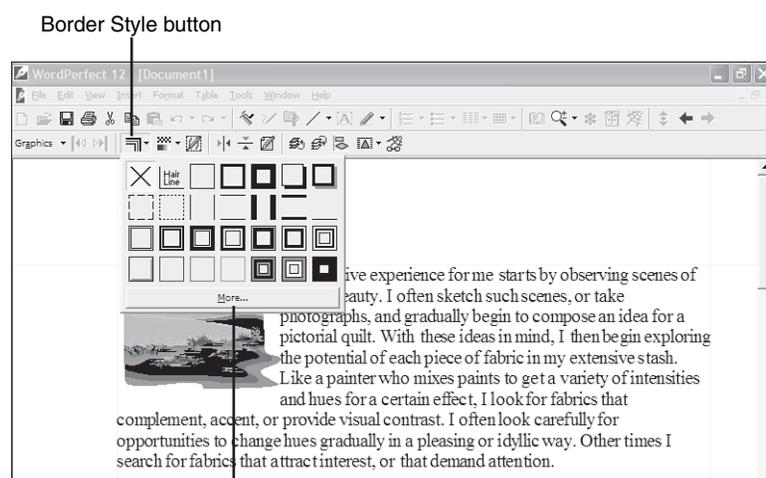
Adding Borders to Graphics Boxes

If you really want to set off your graphics, you can put a border around them. By default, text boxes have a single line border and graphic boxes have none. You can switch to a different line border, or a decorative border, in just a few steps.

To change the border around a graphics box

1. Click the graphics box that needs a border. Remember, you have to click the edge of a text box to select it.
2. Click the **Border Style** button on the Graphics property bar. WordPerfect displays a palette of border styles (see Figure 12.18).

FIGURE 12.18
Select graphics box border styles from the Graphics property bar. Click the box with the X in it to remove a border.



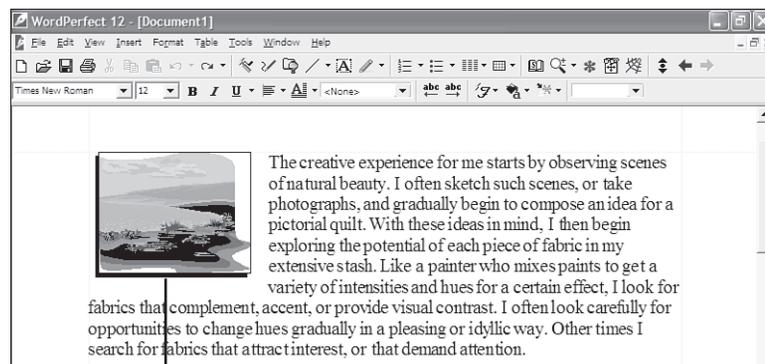
Click to open the Box Border/Fill dialog box

3. Hover the mouse pointer over the border you want to activate in RealTime Preview, which shows you how the border will look if you apply it to the graphic.
4. Select a border style from the palette. WordPerfect adds it to your graphics box (see Figure 12.19).

If you're feeling particularly adventurous, you can click the **More** button on the Border Style palette to display the Box Border/Fill dialog box, where you can change line or shadow colors and styles, and more. Figure 12.19 shows a drop-shadow border on the left and bottom sides of the graphic box.

FIGURE 12.19

Graphics boxes stand out more clearly with an appropriate border, such as this drop-shadow border.



Drop-shadow border

Adding Fills to Graphics Boxes

For effect, you can also provide a background pattern or shading to your graphics box, whether or not you use a border. Let me give you some examples. You might want to add a shaded background behind a clip art image or to text in a text box. If you have access to a color printer, you can use colors; otherwise, the shading is done in shades of gray.

To select a fill pattern and color

1. Click the graphics box to select it.
2. Click the **Box Fill** button on the Graphics property bar. WordPerfect displays a palette of fill patterns (see Figure 12.20).
3. Hover the mouse pointer over the pattern you want—for example, one of the gradient shadings on the bottom row of the palette. WordPerfect previews the effect in the document before you select it (refer to Figure 12.19).
4. Click the fill pattern you want to use. WordPerfect applies it to the graphics box.

Unfortunately, all the patterns on the palette are shades of gray. If you want to add color, click **More** on the Box Fill button. WordPerfect displays the Box Border/Fill dialog box, with the Fill tab selected (see Figure 12.21). Click the color buttons (in this case, Start Color and End Color) and select the colors that you want to use. Click **OK** when you're finished.

FIGURE 12.20
Gradient shading is just one of many fill patterns you can apply to graphics boxes.

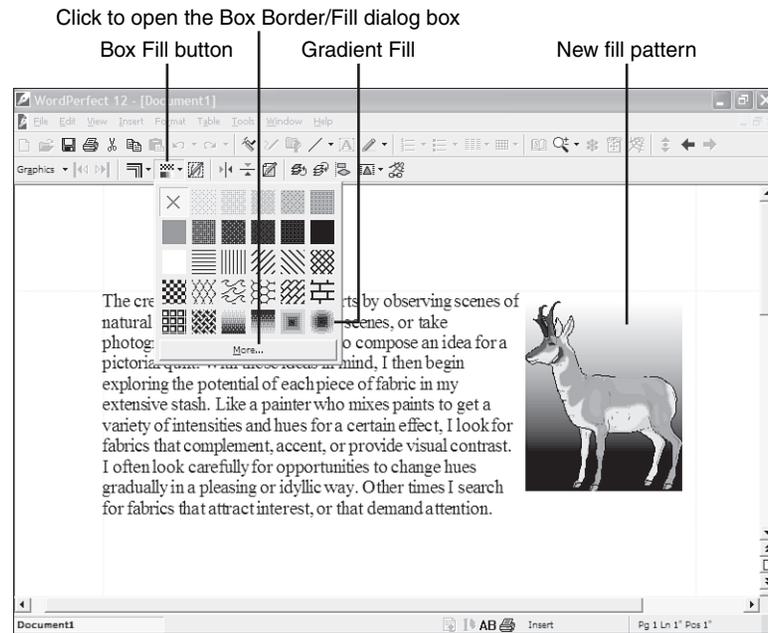
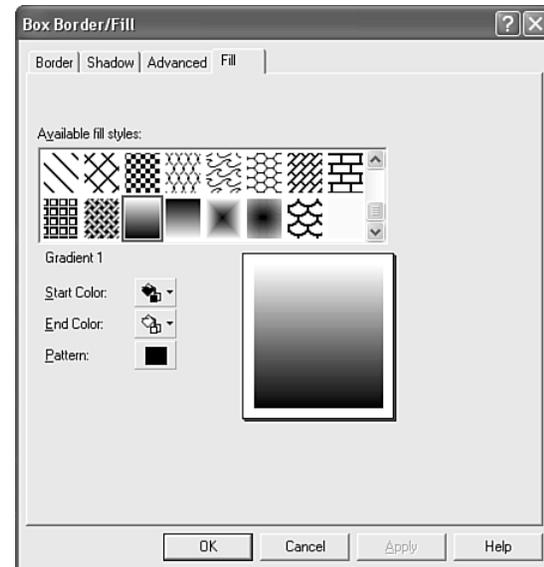


FIGURE 12.21
The Box Border/Fill dialog box helps you add color to fill patterns.



Adding Watermarks

If you hold a quality piece of bond paper up to the light, you will see a pattern, usually the name of the company that manufactured it. This is called a *watermark*. In

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WordPerfect, watermarks are much more versatile and can serve a useful purpose. They're simply lightly shaded versions of graphics or text images that seem to lie behind the body of text. Figure 12.22 shows you what a typical watermark might look like.

To create a watermark

1. Position the cursor at the beginning of the document.
2. Choose **Insert, Watermark**. WordPerfect displays the Watermark dialog box (see Figure 12.23).

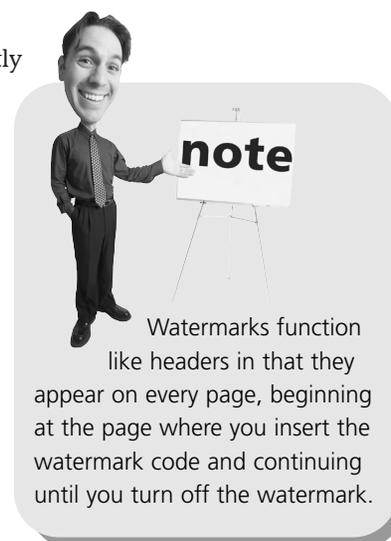


FIGURE 12.22

A watermark image is text or a graphic image, displayed at 25% brightness.

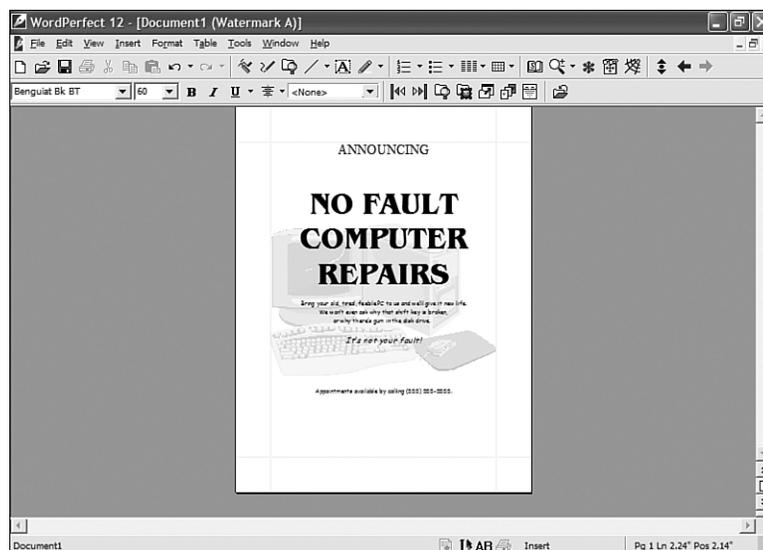


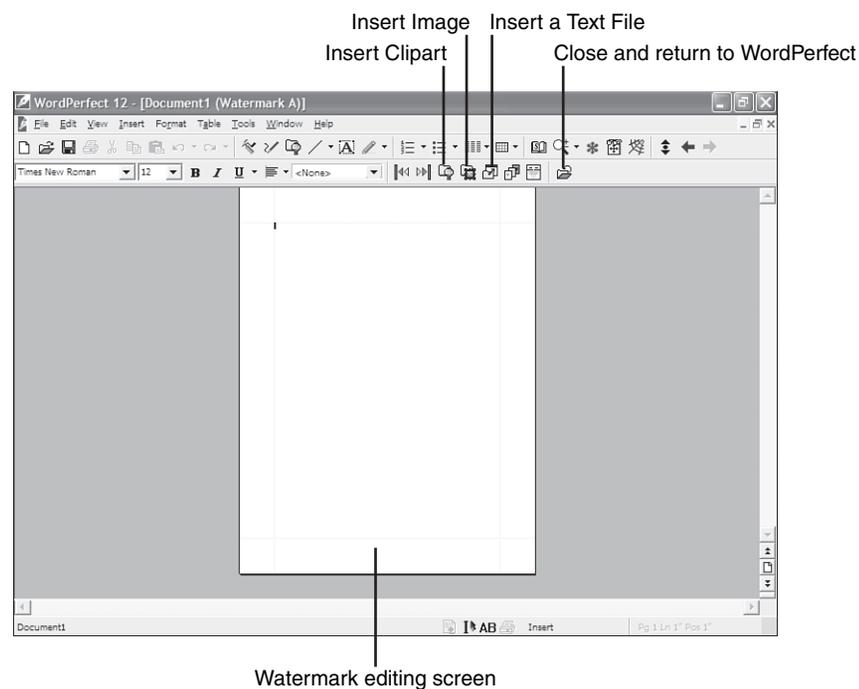
FIGURE 12.23

You can use the Watermark dialog box to create or edit background watermark graphics.



- If this is a new watermark, and the first one you've created in this document, choose **Watermark A** and click **Create**. Otherwise, choose another option, such as editing an existing watermark, or creating a second watermark (Watermark B). WordPerfect displays a blank, full page where you create or edit the watermark graphic (see Figure 12.24).

FIGURE 12.24
Watermarks are created in a separate watermark editing screen.



- You can use graphics from any source that you would use in the document itself. For example, you can choose **Insert, Graphics, Clipart** (or **From File**).
- Insert the image to place it on the Watermark screen (see Figure 12.25).

Note that the graphics box, complete with sizing handles, fills the entire page. You can size and position the graphic image just as you do any other graphic image, using the mouse and the sizing handles.

The image itself is shaded lightly so as not to interfere with the text that will appear on top of it. Normally, you won't want to make this any darker; in fact, you might want to make it even lighter. To change the brightness or contrast of the watermark image, either click the **Image Tools** button on the Graphics property bar, or right-click the image and then choose **Image Tools**. WordPerfect displays an Image Tools dialog box in which you can choose from palettes of brightness and contrast (see Figure 12.26).

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FIGURE 12.25
You manipulate a watermark graphics box just like any other graphics box.

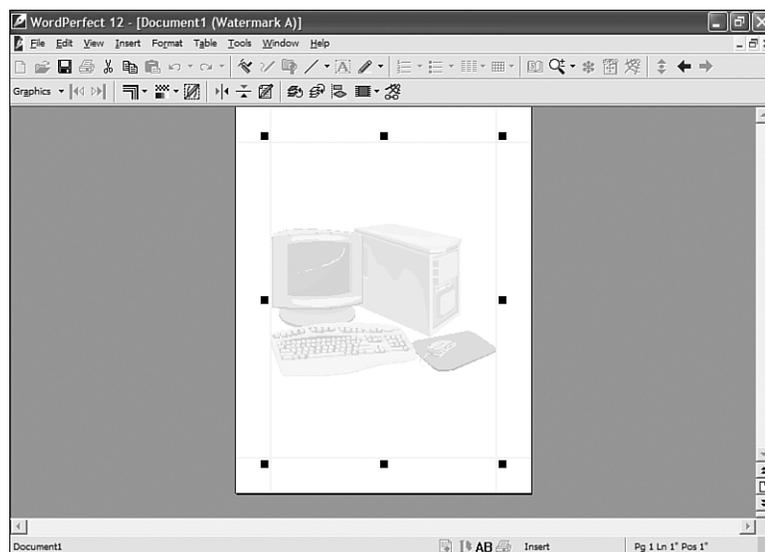
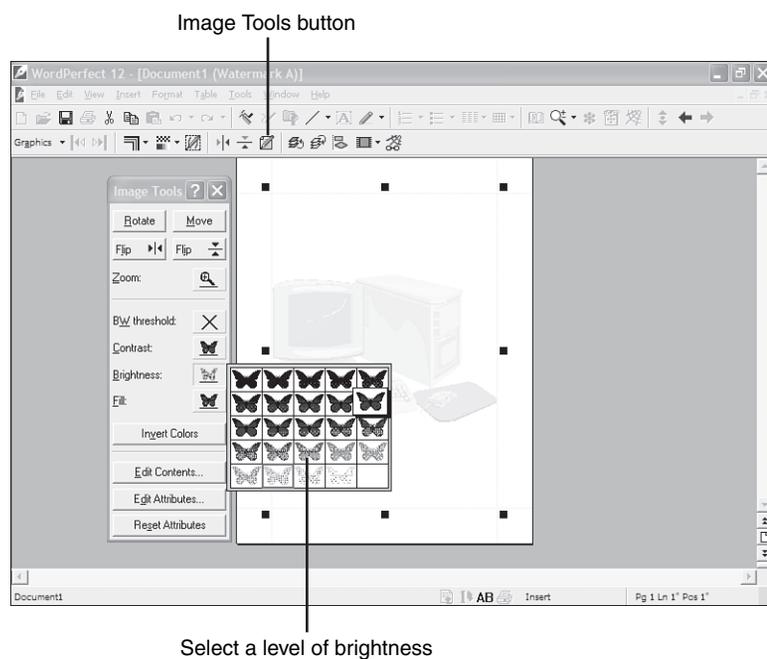


FIGURE 12.26
You can use the Image Tools dialog box to change the brightness or contrast of a graphic image.



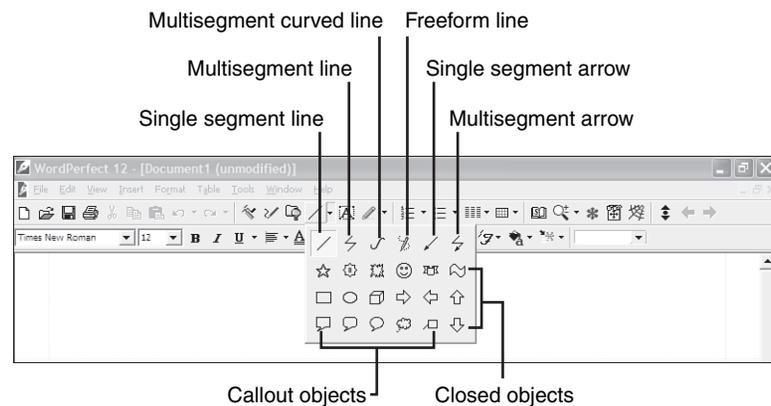
When you're satisfied with the look of the watermark, either choose **File, Close** if the watermark graphic is selected, or click the **Close** button on the Watermark property bar. WordPerfect switches back to the document window, where you can see how the watermark looks behind the text (refer back to Figure 12.22).

Inserting Shapes

Are you ready to become your own artist? Okay, maybe not, but at least you can create your own graphic shapes—such as boxes, circles, stars, arrows, or even smiley faces—and insert them into your documents.

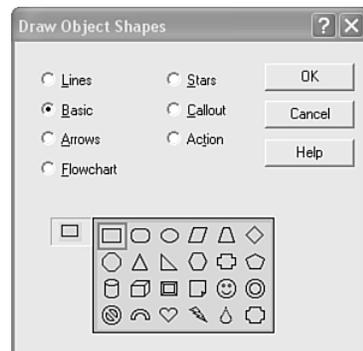
 There are several ways to access the graphic shape tools, but perhaps the easiest is to click the drop-down menu on the **Draw Combined Shapes** button on the toolbar. WordPerfect then displays a palette of choices (see Figure 12.27), which include several line styles, closed objects, and callout styles. By default, this button shows a diagonal line, but after you insert a shape, the picture on the button changes to the shape you inserted in your document.

FIGURE 12.27
Commonly used graphic shape types are included on the Draw Combined Shapes button on the toolbar.



You can also get to shapes by choosing **Insert, Shapes** and selecting from the Draw Object Shapes dialog box, which gives you a more extensive selection of predefined shapes. Simply select one of the shape categories, and then select from the palette that appears (see Figure 12.28). For now, let's focus on the Draw Combined Shapes button. What you learn here will work with all the other shapes as well.

FIGURE 12.28
A more extensive arrangement of predefined shapes is available from the Draw Object Shapes dialog box.



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WordPerfect's graphic shape types fall into three basic categories (refer to Figure 12.27 for examples). Although each has similar characteristics, you create, edit, and manipulate each slightly differently:

- **Lines**—Each of the line types has a beginning and end, and you can add arrow heads or tails to them.
- **Closed shapes**—These include boxes, circles, action buttons, and specialty shapes.
- **Callout shapes**—These are similar to closed shapes, but you can type text in them to make it easier to create callouts, which are like speech or thought bubbles found in cartoons.

Adding Line Shapes

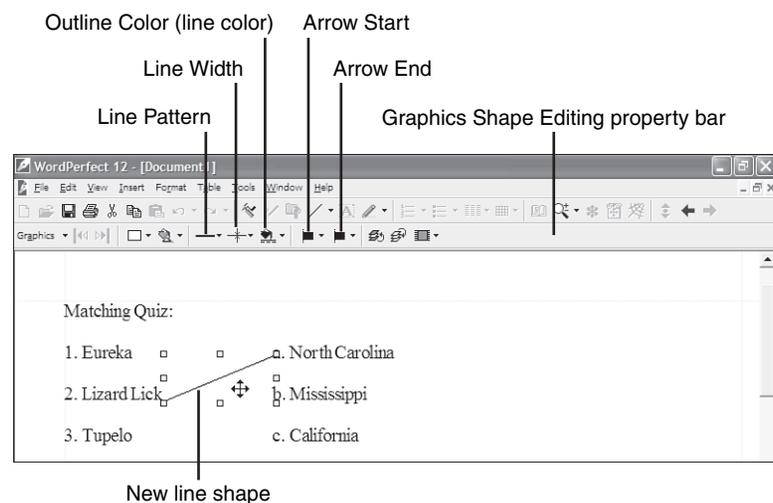
Suppose that you want to draw a line that connects a graphic image to some text in your document. You can use the line shape to quickly draw a horizontal or vertical line in your documents.

To draw a line shape

1. Click the drop-down menu on the **Draw Combined Shapes** button and click the line style you want to use from the palette (refer to Figure 12.27). WordPerfect displays the icon for that style on the button, and the button appears to be selected.
2. Move the mouse pointer to the text area and note that it becomes a crosshair pointer.
3. Position the pointer where you want the line to begin.
4. Click and drag to the opposite end of the line.
5. To complete a line, either release the mouse button or double-click where you want the line to end.
 - If you're creating a single-segment line, follow steps 1 through 4 above, then release the mouse button to add the line on top of your text.
 - If you're creating a multi-segment line, click once to start the line, click again to change directions, and double-click to complete the line.
 - Freeform drawing works just like drawing with a pencil. Click and drag to draw, and release the mouse button to complete the line.

After you complete your line shape, note that WordPerfect places the shape in a graphics box, complete with sizing handles (see Figure 12.29). The shape also covers any text or other objects that lie beneath it. You can adjust the size of the box or move the box as needed.

FIGURE 12.29
Use graphic shapes, such as lines, to add clarity to your document.



With the shape selected, WordPerfect adds the graphics line editing tools to the Graphics property bar (refer to Figure 12.29). These tools enable you to add arrow heads or tails; add shadows; or change line width, pattern, or colors.

Adding Closed Object Shapes

The line ends of closed object shapes come together, as in a circle, so the inside area is closed. These objects have thin single lines and are filled with an aquamarine-like green color. (Doesn't *everyone* like ocean colors?)

Let's use a five-point star as an example for creating a closed object shape:

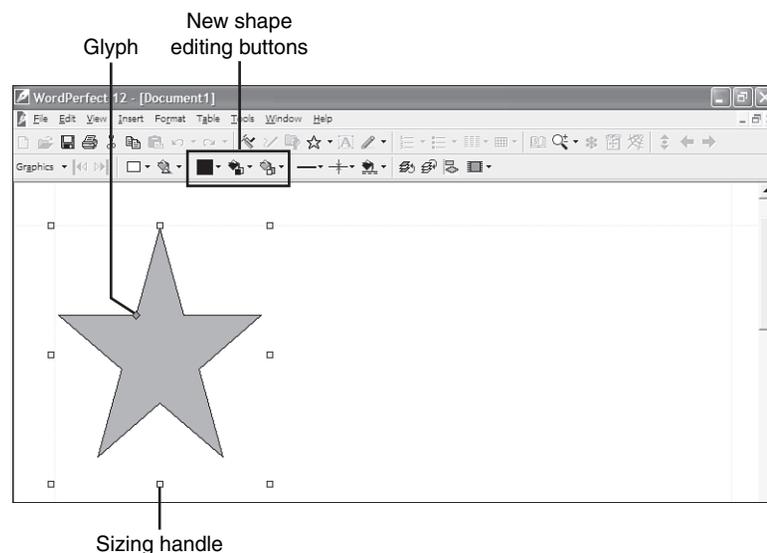
1. Click the drop-down palette on the Draw Combined Shapes button to display the list of available shapes (refer to Figure 12.27).
2. Click a closed object, such as the five-point star. WordPerfect displays the star on the button, and the pointer turns into crosshairs.
3. Position the mouse pointer at one corner of the area you intend to fill with the shape (for example, the upper-left corner).
4. Click and drag the crosshair pointer to the opposite corner (for example, the lower-right corner). Continue holding down the mouse button while you move the pointer, until you have exactly the right size and proportions. If you accidentally release the mouse button, click **Undo** and try again.
5. Release the mouse button to place the object on the document (see Figure 12.30).

If the object has one or more *glyphs*—small pink-colored diamond handles—you can manipulate the shape or the perspective of the shape. For example, on the five-point

star, you can drag the glyph toward the center of the object to create a skinny starfish look, or drag it away from the center to create a sheriff's fat star look. Whenever you see such a glyph, experiment with it to see what happens when you drag it.

FIGURE 12.30

Closed objects and callout shapes are filled with color. Note the glyph, which is used to change the style of a graphic shape.



With the closed object shape selected, WordPerfect modifies the graphics shape editing tools on the property bar (refer to Figure 12.29). The buttons on this toolbar are the same as those used for lines, except that the Fill Style, Foreground Color, and Background Color buttons replace the Arrow Start and End buttons.

When a closed shape is selected, and the Fill palette is displayed, hovering the pointer over the colors will give a RealTime Preview of how the shape will look with that fill applied.

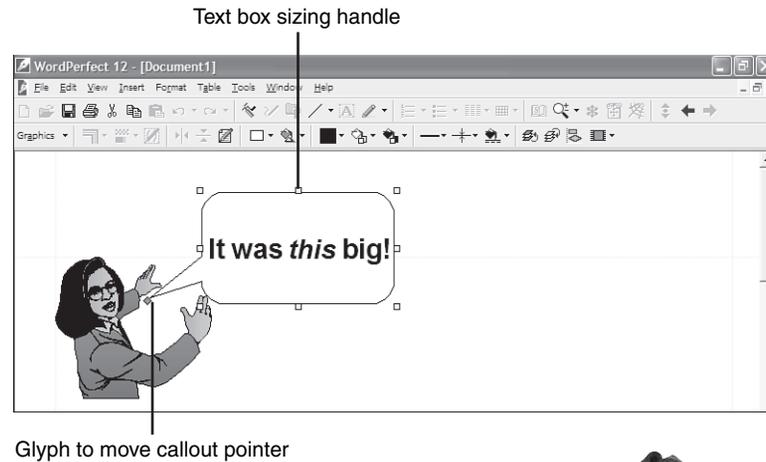
Adding Callout Shapes

You might not even know that the “speech bubble” you often see in cartoons is also called a *callout*. Callouts are similar to closed object shapes and are created in the same way. However, WordPerfect also creates a text box inside the closed shape, where you can type text to go along with the callout. Figure 12.31 shows a callout with text and a white fill background.

To fill in the callout text, simply type text in the box just as you would in any text box. Make sure that you select the text box first, and then click again to select the text. By default, such text is centered both horizontally and vertically, but you can change the text just as you would any other text in your document.

FIGURE 12.31

A callout is a closed object shape with a text box.



You might want to resize the box or change its fill color. You can also drag the glyph at the end of the callout pointer to make it point where you want.

Layering Graphics

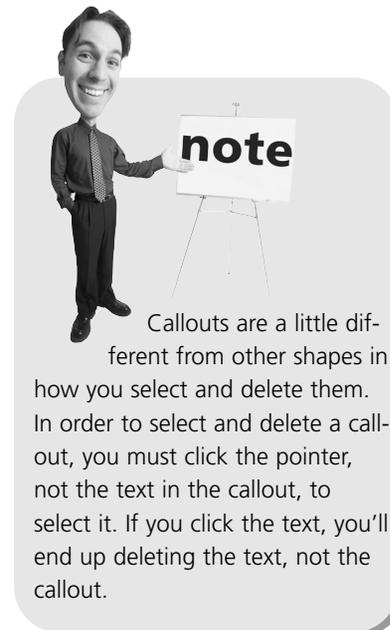
You might have already noticed that after you draw several images and move them around, a graphic image ends up covering another one. This can be an advantage. For example, you could layer a text box and an arrow on top of a scanned photo. Other images or filled shapes, however, are opaque and might cover up something you want the reader to see.

Think of your document as a flat table, and each time you create a graphic image, you lay it down on the table. Sometimes, however, you want to change the order of the objects you have laid down.

For example, you created an arrow and then later decided to add a box that you want to appear behind it. Because it was created first, the arrow is at the bottom of the pile. Fortunately, it's simple to change the order of a graphic element.

To change the order of an object

1. Select the item by clicking it.
2. Click the **Graphics** button on the Graphics property bar to display a menu of options.
3. Choose the option you need that will send the object all the way to the back, send it back just one level, bring it all the way to the front, or bring it forward just one level.

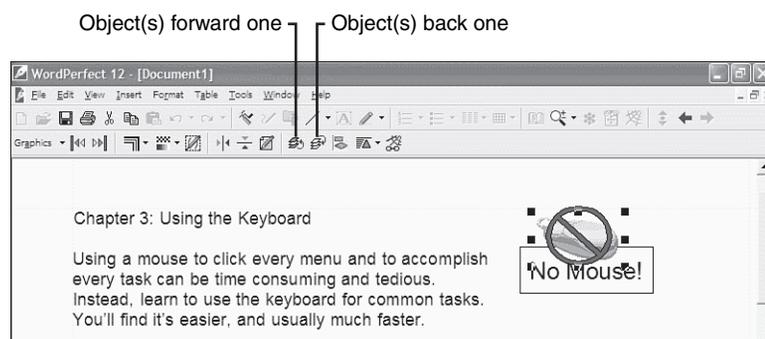


Callouts are a little different from other shapes in how you select and delete them. In order to select and delete a callout, you must click the pointer, not the text in the callout, to select it. If you click the text, you'll end up deleting the text, not the callout.

  You can also click the **Object(s) Forward One** and **Object(s) Back One** buttons on the Graphics property bar.

By changing the order of objects and layering them on top of each other, you can creatively present ideas and concepts that would never be possible with words alone (see Figure 12.32).

FIGURE 12.32
You can layer graphics objects and change their order to more clearly illustrate your document.



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In this chapter, you learned that a well-chosen picture could be worth a thousand words. Graphic elements come in various forms and are easy to add to a WordPerfect document.

- Right away you discovered how easy it is to add graphic lines that don't get messed up when you change fonts or margins.
- You used clip art and other images to spice up your document, and you learned how easy it is to resize graphic images and move them exactly where you want them.
- Graphic images can come from many sources: WordPerfect's own clip art scrapbook, your scanner, or even the Internet.
- Text boxes are just another type of graphics box that you can position anywhere on the page, even on top of other text or graphic images.
- You found that watermarks are cool-looking background graphics that add class to your documents.
- Now you know how to create your own graphic shapes, such as lines, arrows, boxes, and even callouts, to better illustrate what you're trying to say.

In the next chapter, you will learn how to incorporate data from other sources into your WordPerfect documents.