

Working with graphics

Picture this: Corel® WordPerfect® Office makes it easy to use graphics in your documents, spreadsheets and slide shows. By combining images with text, you can create eye-catching projects with big impact!

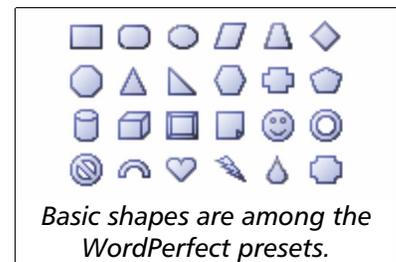
Creating graphics

To create a simple graphic directly within your project, you can draw with preset shapes: Just choose a shape, and then drag to draw it! (Some shapes even let you customize their form by dragging a pink handle, or “glyph.”)

- In WordPerfect®, click **Insert ▶ Shapes** to choose a shape.
- In Quattro Pro®, use the **Drawing Tools** toolbar to choose a shape.
- In Presentations™, use the **Insert ▶ Shape** menu to choose a shape.

To create a more complex graphic that you can insert into your project, you can use Presentations Graphics.

To take a snapshot of your screen, you can use WordPerfect® Lightning™.

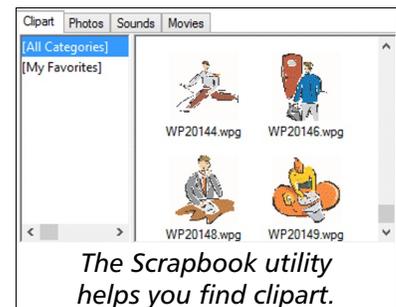


Inserting graphics

You can insert clipart or other existing graphics into your project.

- To browse and insert WordPerfect Office clipart images, access the Scrapbook™ utility by clicking **Insert ▶ Graphics/Pictures ▶ Clipart**.
- To insert your own image (such as a photo or a graphic created in another program), click **Insert ▶ Graphics/Pictures ▶ From File**.

Your graphic is automatically inserted at its default size in WordPerfect (at the cursor location) and Presentations (at the center of the slide). In Quattro Pro, you can click to place your graphic at its default size, or you can click and drag if you prefer to size your graphic manually.



Adjusting graphics

You can create the perfect look for your graphics by adjusting them.

- To select a graphic, click it. Selecting a graphic displays its sizing handles.
- To resize a selected graphic, drag one of its sizing handles. Corner handles let you scale the graphic, while side handles let you stretch it.
- To access basic adjustment options for a graphic, right-click it.
- To access even more adjustment options for a graphic, double-click it. For example, double-clicking a preset shape lets you change its fill. In WordPerfect and Presentations, double-clicking a photo lets you access built-in bitmap-editing features.



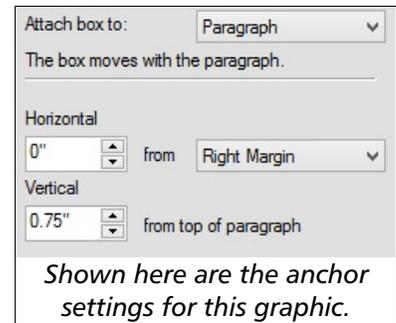
Positioning graphics

You can roughly position a graphic by dragging it to its new location.

In WordPerfect and Presentations, you can more carefully position a graphic by right-clicking it and choosing **Align**. You can align graphics to the current page or slide—or even to one another!

In WordPerfect, you can precisely position a graphic by right-clicking it and choosing **Position**. The **Box Position** dialog box lets you “anchor” the graphic by attaching its “bounding box” to one of the following:

- **Page** – keeps the graphic at the specified location on its page. Even as you add or delete content in the document, the graphic does not move.
- **Paragraph** – keeps the graphic at the specified location within its paragraph. As you add or delete content in the document, the graphic moves with its paragraph.
- **Character** – treats the graphic as though it were a character in a line. As you add or delete content within that paragraph, the graphic moves just like any other character.



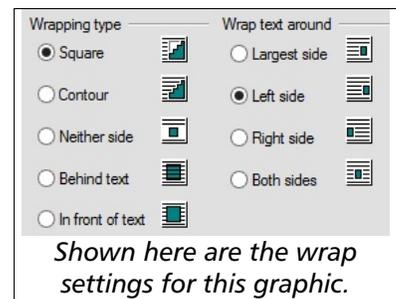
Laying out graphics with text

For maximum impact, you can fine-tune the layout of your project.

You can right-click a graphic to access the commands that control its “stacking order.” For example, you can send a graphic to the back if you want it to appear under any text it overlaps.

In WordPerfect, you can wrap text around graphics rather than having them overlap. Right-click a graphic, choose **Wrap**, and then choose your settings:

- **Wrapping type** options – specify how the graphic and text interact
- **Wrap text around** options – specify how text flows beside the graphic



In closing

Congratulations! You’ve learned how to work with graphics in WordPerfect Office:

- **Create graphics** with built-in drawing tools, or with Presentations Graphics or WordPerfect Lightning.
- **Insert graphics** from the Scrapbook utility, or from photos or pictures elsewhere on your computer.
- **Adjust graphics**, such as by resizing them, to perfect how they look.
- **Position graphics** where you want them to appear, either roughly or more precisely.
- **Lay out graphics with text** to achieve maximum visual impact.

For even more information, please see the following Help topics:

- WordPerfect Help: “Working with graphics”
- Quattro Pro Help: “Adding graphics to spreadsheets”
- Presentations Help: “Working with graphics and pictures”

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This Quick Reference Card was created with WordPerfect.