Using MSWord To Create Photo Albums
Presentation to SIR Branch No. 1
Computer Group
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Overview

Every time you buy a new digital camera you get a new and mysterious photo editing program. Some of these are terrible some are very good. All require that you learn a new program that uses a new vocabulary. I discovered several years ago that MSWord does a good job of making a photo album which my wife likes to put on the coffees table. If you would like to find out how to do this, read on.

Filing your images

This has nothing to do with using MSWord but you may like to use this method.

Windows XP has a wonderful place to put your pictures called "My Pictures" but you can put them anywhere.
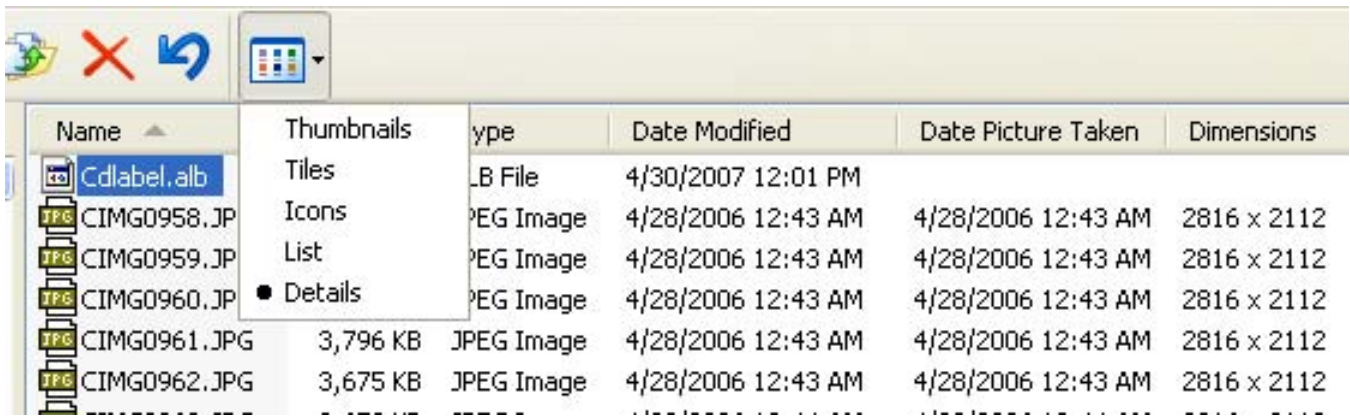
I find that filing them chronologically really works well. Here is what I do.
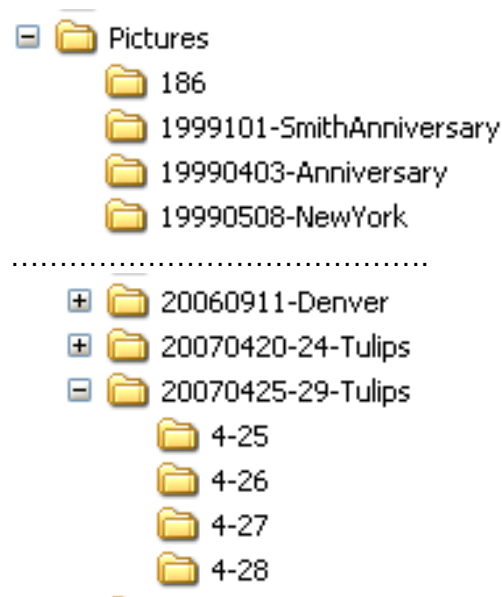
Under "Pictures" or wherever you select, I title the folders with the year, month, date, dash and a description. Why? Because they sort nicely and I am more apt to remember things chronologically. Sub headings like "4-28" are your option.

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Click on folder "4-28" to see the image files.

Note that the files are displayed as "Details" as this option shows dates. To select the view you want, click on the "View" icon and make your selection from the drop down menu. I selected "Details" here. The default is "List" which never gives me all the information I want.
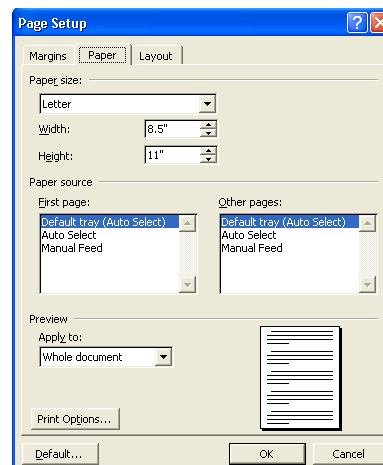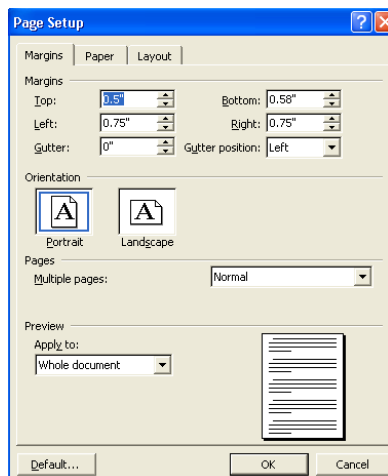
You may prefer they be displayed as "Thumbnails" shown below
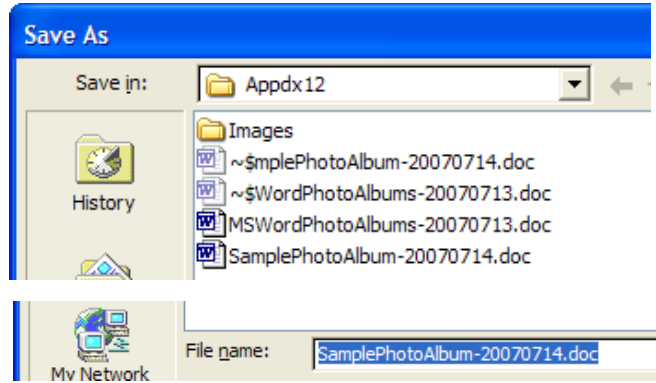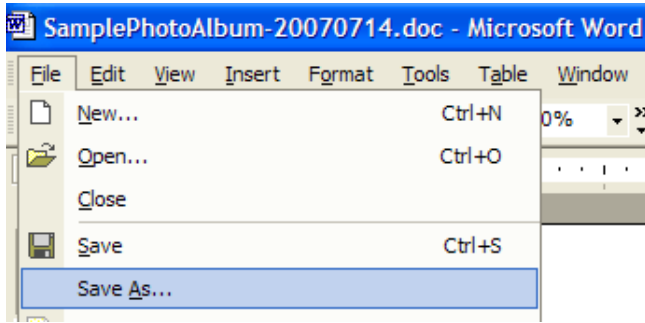

Enough about filling. Let's make a Photo Album.

The Photo Album

First some assumptions. We will use 8 ½ by 11 paper with margins as shown.

1) Launch MSWord
2) Click File, Save <u>A</u>s and pick a location and the name of the file "SamplePhoto Album-20071717.doc" See below as an example


It is very good practice to locate and name your document right away.

3) Shown below is the resulting blank page of "SamplePhotoAlbum-20070714" which we will be using for our example. Put in about 20 carriage returns (enters) as shown on the left. *[Can't see the paragraph mark, then select "<u>T</u>ools" click on "Options", select tab "View" under "Formatting Marks" check"All']* Click on the second paragraph mark form the top to position the cursor then Click on "<u>I</u>nsert" as shown on the right then "Picture" and "<u>F</u>rom File."
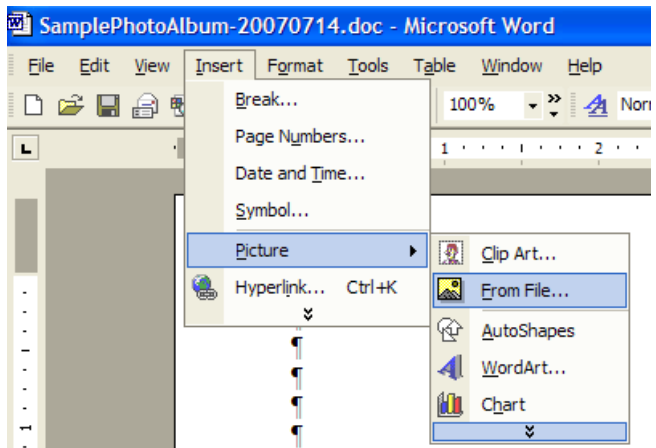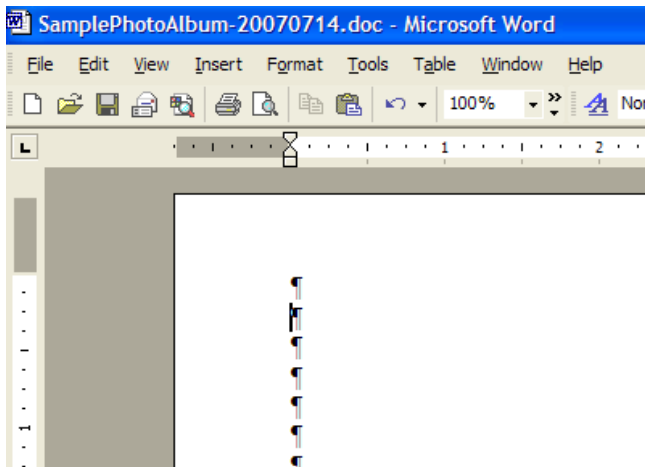
4) You will get a screen as shown on the next page:

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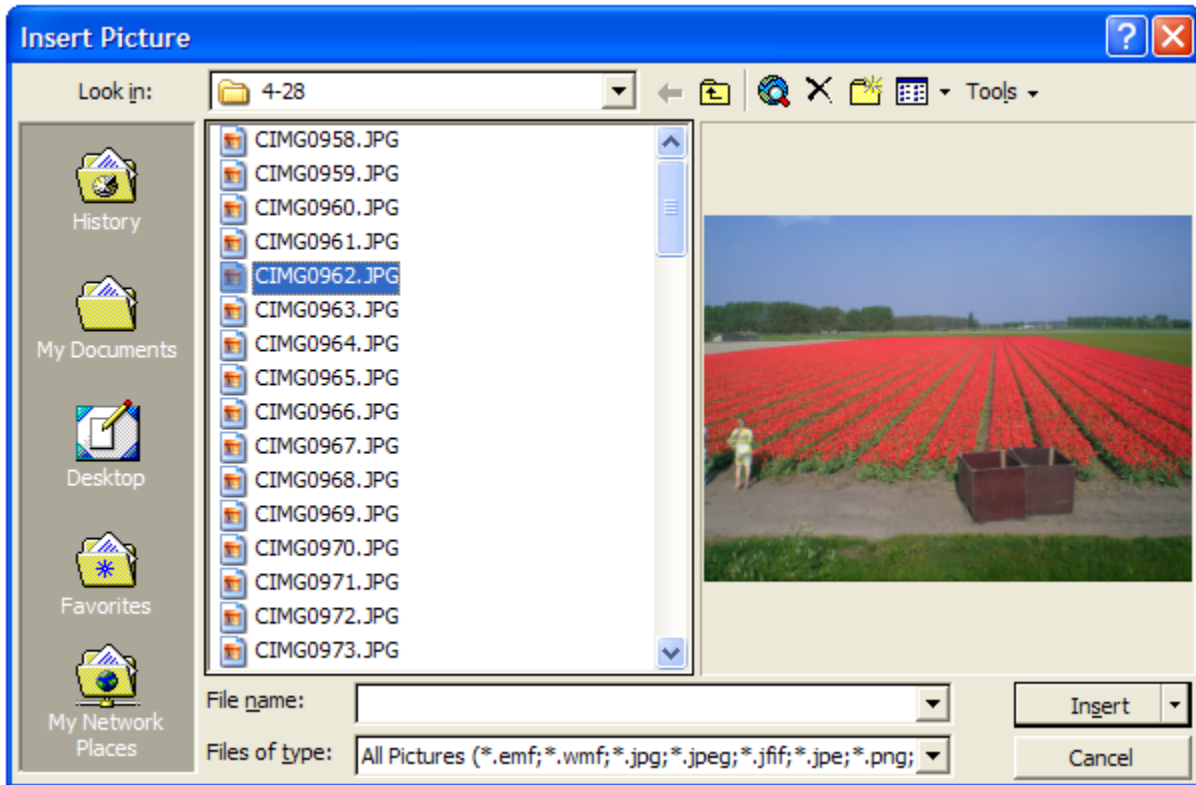
5) Observe that the picture selected is the same as the one used on page 2. Word remembers where we were last using the insert method and goes there. If this is not the file you want to use, and it probably is not, then browse using the "Look in" window and locate the file you want to use. We will use this file
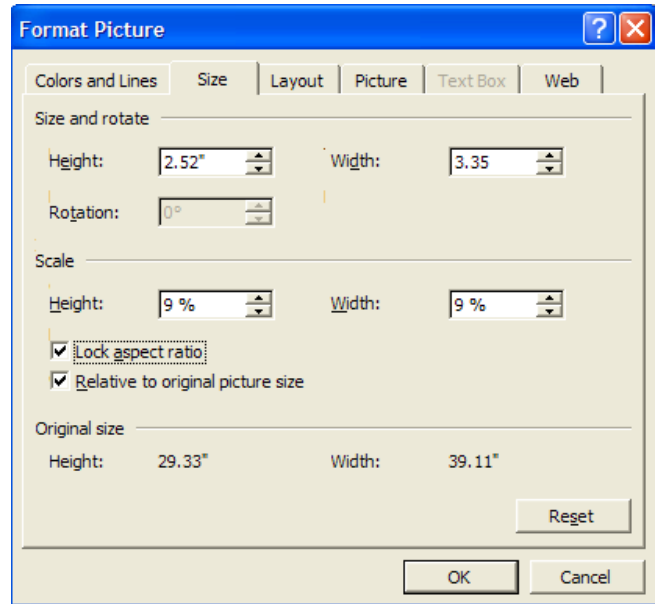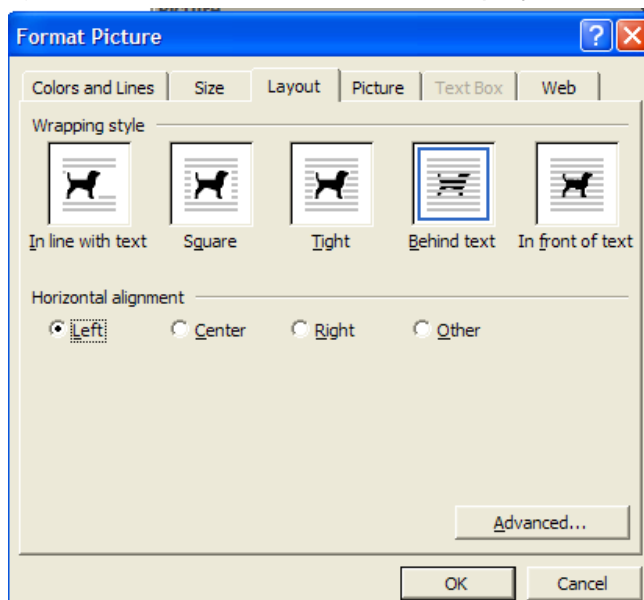

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6) Right click this image to get the dropdown menu as well as the "Picture" toolbar. Click on "Format" from the drop down menu. *[If the "Picture toolbar doesn't appear click "View" from the Word toolbar, "Toolbars", "Picture"]*
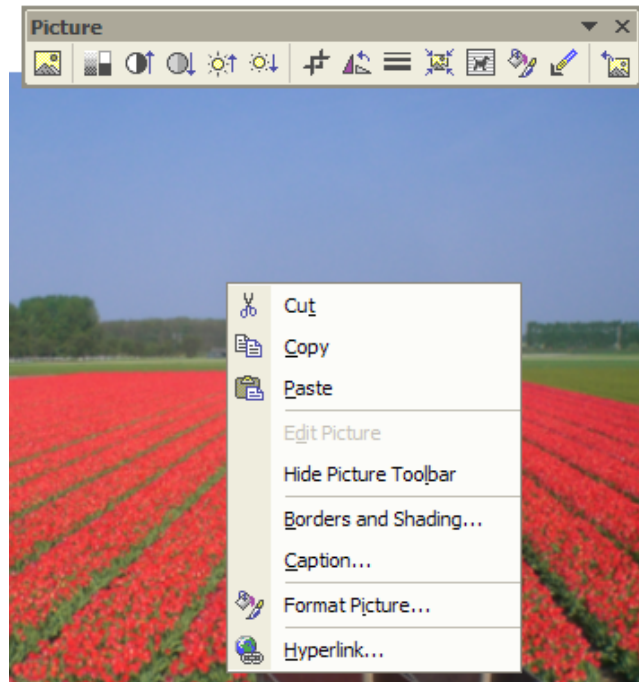
7) The result is "Format Picture" displays shown below.

8) Select "Layout" tab then "Behind text" and "Left" then Select "Size" tab then set width to 3.35" and "OK". The result is shown on the next page. We chose "Behind text" so that we can type close to or on top of the image. We chose 3.35 inches as the width because it allows for 2 images across the 8 ½ inch paper width. Note that "Lock aspect ratio" is checked so that changing the Width automatically changes the "Height" proportionally. You can choose any width but 7" is the max in order to stay within the margins

9) Note the paragraph marks along the left border if the image. We need one at the bottom of the image for text. Add a few more by putting the cursor about mid height of the image and hitting the carriage return key

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Tulips ready for harvest

Dwight and Laura enjoy the garden

10) Add text as shown.
11) Add new image by putting the cursor on the second paragraph mark repeating steps 3 through 9 except put the image on the right.
12) Note that the image is too dark. Put the cursor on the image and left click.   Using the toolbar click the up arrow by the sun to brighten.
13) Put the cursor on the text and add more text.
14) Put the cursor on a paragraph mark below the text and start another row.
15) You will find that the entire album with 30 or forty picture is a very large file. Each image is high resolution and a large file in itself. Forty pictures really add up. The picture tool bar has a feature that compresses all the images in the document to 200 dpi, suitable resolution for the image size, and up to 1/10th the file size. See below
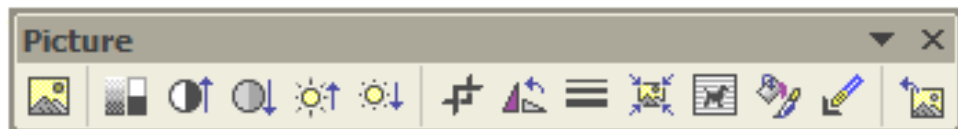
Click here ^ to compress file

16) This paper is just a primer. As you are more comfortable with these Word features you can apply your imagination and do much more. Screen shots, as used in this paper, are an obvious use extension of the methods described..

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