

## Using Photos as Textures for Office Drawings

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Suppose I'm making a lab report about how I used one of these bowls on my workbench, along with a multimeter. Don't ask what the experiment is! I have photos from the internet of the bowl, the multimeter, and a workbench. I don't want to actually *draw* any of them, because they contain too many details and textures. Although this might be more properly done with a photo editor like GIMP, I instead want to try to combine them in Office directly into my lab report. Note that unlike many other things we draw, one of the steps below doesn't seem to currently work when in compatibility mode, so let's just stay in "regular" mode for a while.

Here are the three photos, shown "raw". These three images are available on the course homepage (where you got this document). These images have then been placed (Insert/Pictures/This Device) into this document as "inline with text". That means that you can't move them around freely on the page. Each of the images has some issues we have to deal with. The bowls have a lot of background clutter, the multimeter is too small (or the bowls are too big), and it turns out that the multimeter *also* has background clutter!



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I might start by trying to “crop” the bowl I need (the one on the right)... Click the image, then zoom in, right-click, then “crop” in the separate little selector box. Each of the 4 edges of the crop should *perfectly* touch the edges of your object.

The result might look like this, and I’ll similarly crop the multimeter so that it has no space around it either:



Now, I’ll try to paste in a new copy of the table, then the cropped multimeter and cropped bowl. For each, I’ll want to select “In Front of Text” in the “Wrap Text” tool (instead of “inline with text”). Also, I’ll try to use the corners to rescale stuff while I’m at it. I’ll see something like this:

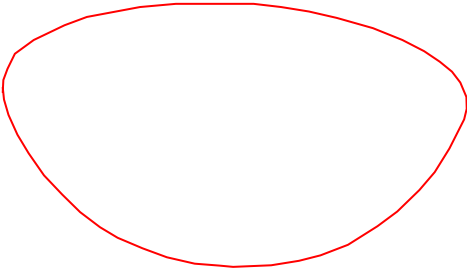


As you can see, this looks awful because the backgrounds of the multimeter and bowl interfere with the table. We can leave the white background alone for the table, because it’s layered all the way to the back anyway. So let’s go back to the two cropped images (not the ones pasted into the scene just above this paragraph), and work on fixing them up.

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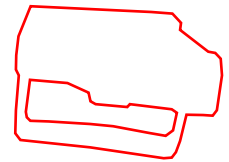
Let's start on the bowl, (remember to use the larger but cropped version!) Select it. Right click, then "Save as picture". I called it **onebowl.bmp**. Then, in word, zoom in to at least 200%, then use "Free form" to trace the outline. My tracing is shown here in red...



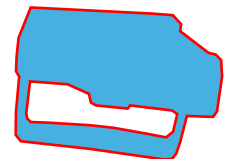
Click on this new outline object, then choose Fill/Picture/From a File/onebowl.jpg. Also, I don't really want the red outline, so change the outline to "none":



We need to do something similar with the multimeter. I resaved the cropped multimeter image as **multimeter-c.bmp**, then traced it (at 400%). Here's my original tracing. Note that I had to actually make *two* tracings, because there's a "hole" in the image that we want to be transparent! In these red outlines, I've set the "wrap text" to "square" so it/they can appear to the side of this text. Sadly, the thing I want to do next is currently missing from Word... but it is still available in PowerPoint. So, use the shift key to select both outlines together (but still ungrouped), then copy them and paste them into PowerPoint!



In PowerPoint, use the "Merge Shapes" tool on our Quick-Access Toolbar, then choose the "combine" sub-option, then copy the result back into word. This tool combines the two outlines into a single object. I temporarily chose to fill it with "blue" so you can see where the "filling" is going to be. Now, we can re-fill this using our saved bitmap, and change the outline here from red to "none":



Now, we rebuild our entire scene. I can copy and paste in the table, then the multimeter, then the bowl, and rescale them from their corners to get something like you see in the grouped result on the next page. Note that I also used the "rotate object" tool on the multimeter to "flip horizontal".



One final operation I performed before grouping was to re-add the outline for the multimeter as a "darkish gray" (matching the object itself), because my tracing was a little imperfect, and the imperfections stood out too much for my taste in contrast to the workbench's dark black surface.

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Here is some boring text to show how I might have chosen to use the “wrap text” = square option and have it lay out in my lab report. I’ll just copy-and-paste this text a few times so you can see how the wrap = square behaves along the bottom edge of the image. Here is some boring text to show how I might have chosen to use the “wrap text” = square option and have it lay out in my lab report. I’ll just copy-and-paste this text a few times so you can see how the wrap = square behaves along the bottom edge of the image. Here is some boring text to show how I might have chosen to use the “wrap text” = square option and have it lay out in my lab report. I’ll just copy-and-paste this text a few times so you can see how the wrap = square behaves along the bottom edge of the image. Here is some boring text to show how I might have chosen to use the “wrap text” = square option and have it lay out in my lab report. I’ll just copy-and-paste this text a few times so you can see how the wrap = square behaves along the bottom edge of the image. Here is some boring text to show how I might have chosen to use the “wrap text” = square option and have it lay out in my lab report. I’ll just copy-and-paste this text a few times so you can see how the wrap = square behaves along the bottom edge of the image.



Finally, the “new images” can be edited using most of the regular drawing tools. Here, I’ve used the “rotate” menu on the multimeter to make it look like someone threw it out of a window:

