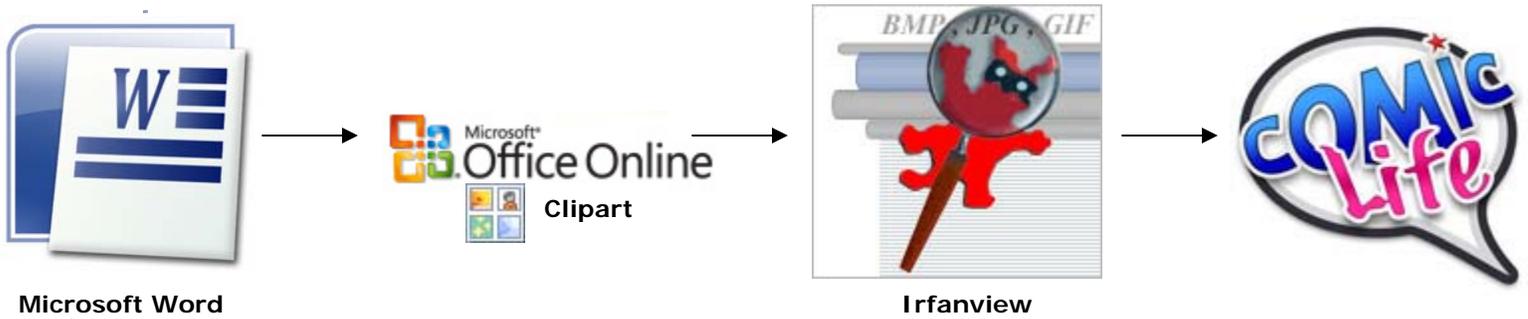
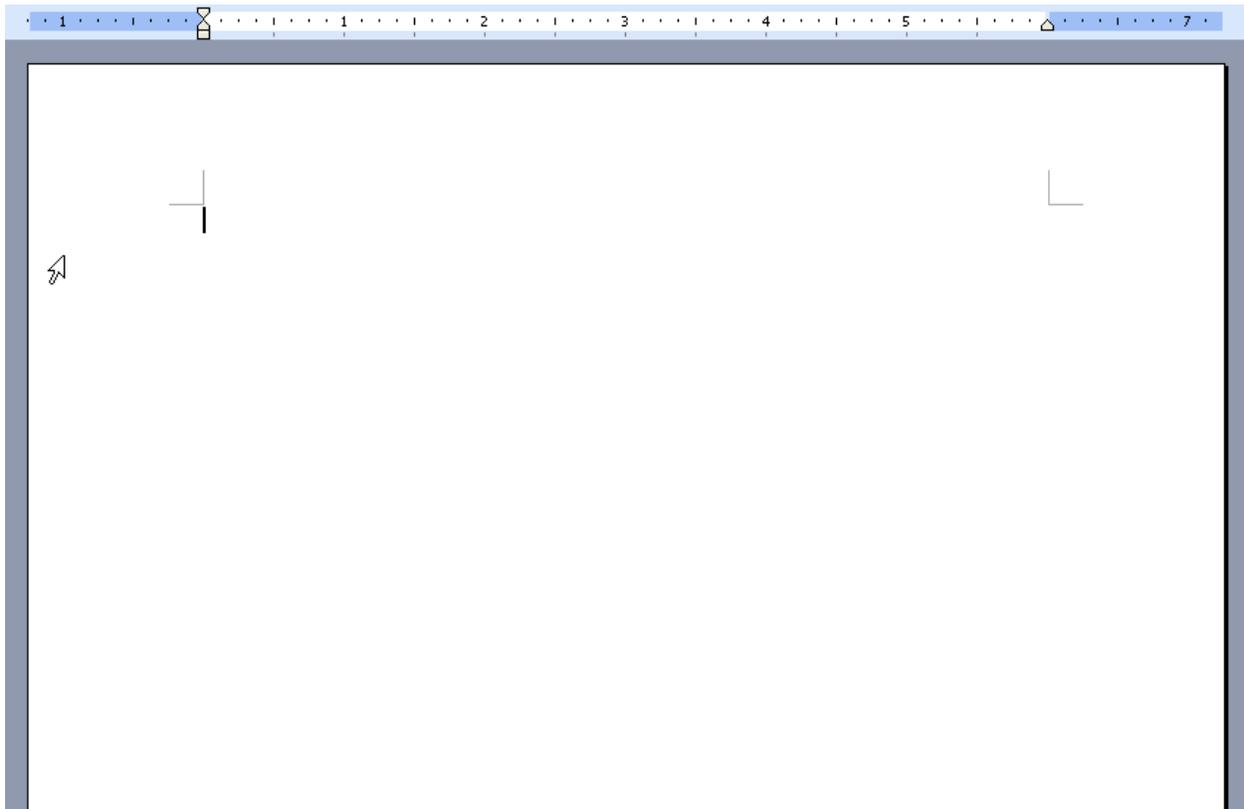


## Creating Comic Life Images Using Microsoft Word, Clipart, and Irfanview.

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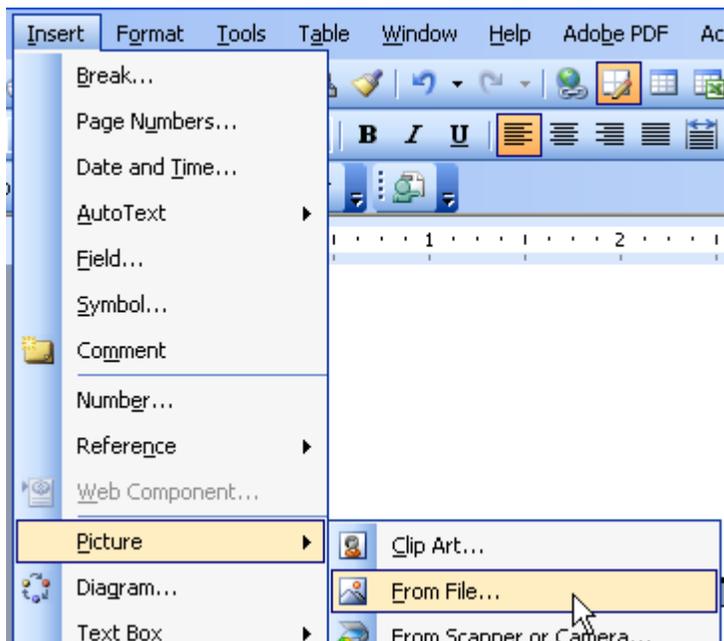


1. Open up Microsoft Word – It will act as a blank canvas for us to add our images and layer them.



2. Insert a background picture that will be the backdrop for your setting in your comic strip. I will be adding a Disneyland picture I downloaded from the internet.

**Click on the Insert Menu --- Picture --- From File**



Locate your picture **Select It and Click Insert**



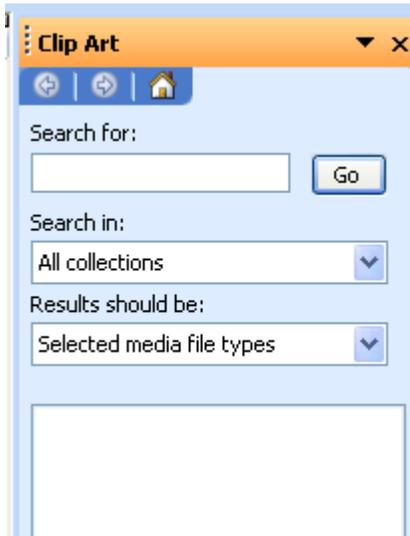
3. We now have our picture in the background of our page.



4. Now lets add our character. In this example I am going to add a clip art monkey. Make sure you have not selected the picture. To do this click your cursor so its after the picture.

**Click on the Insert Menu --- Picture --- Clip Art**

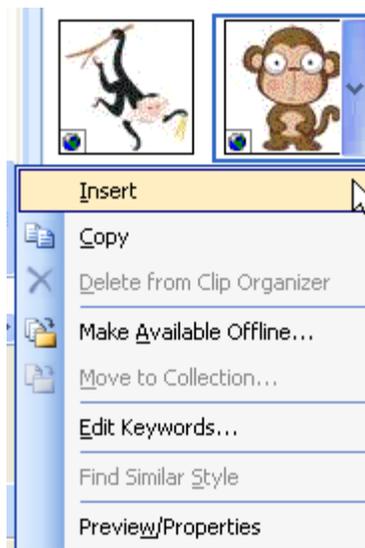
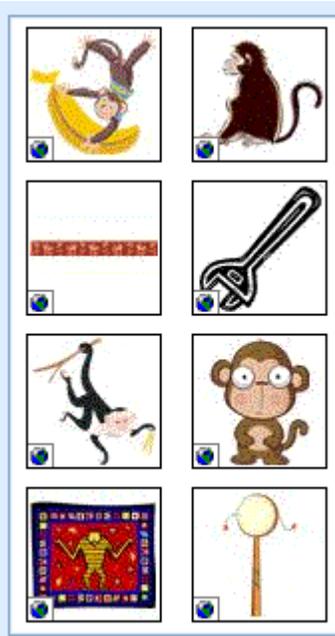
5. The Clip Art sidebar window should open to the right



6. Type in the word **monkey** in the Search for: box and click Go.



7. Below clip art images will be retrieved online. Select the same one as I have selected. Click on it and click the right arrow pointing down. Then from the menu the pops down click insert.

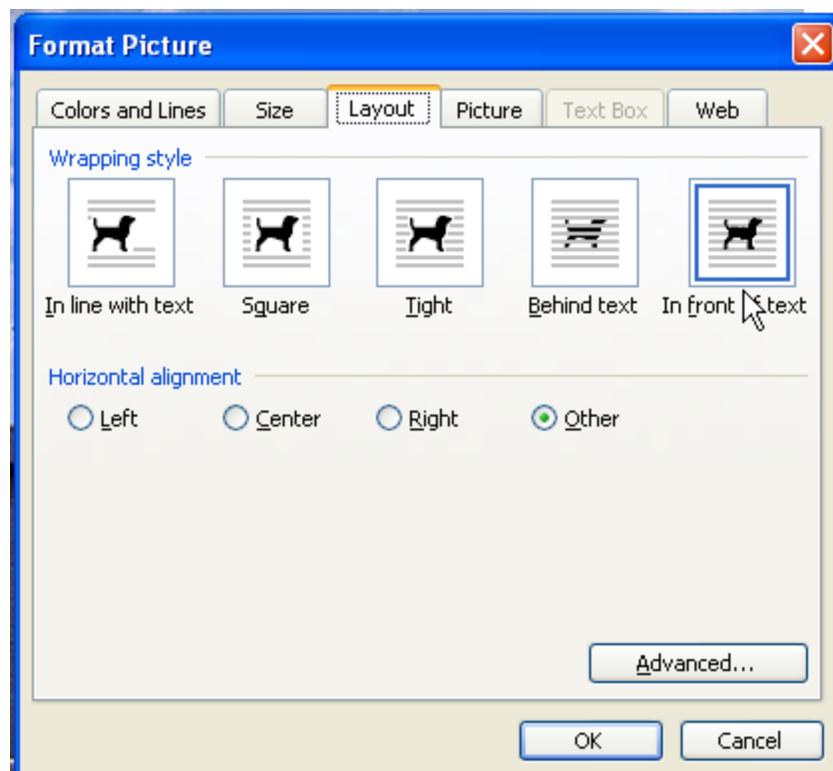


8. The clip art monkey will show up below the Disney background.

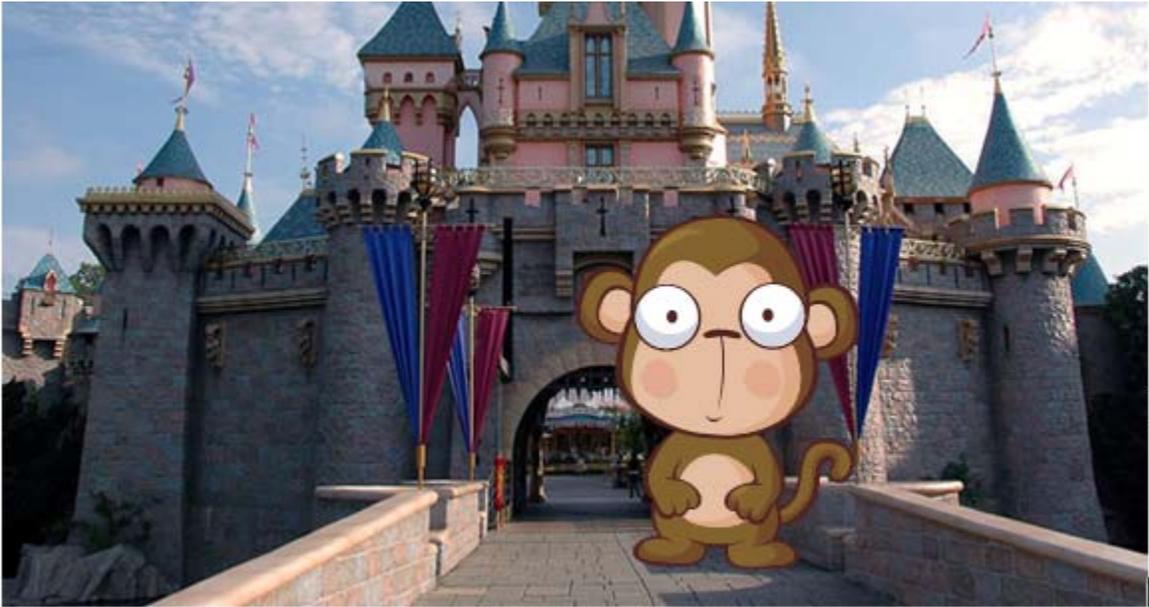


I

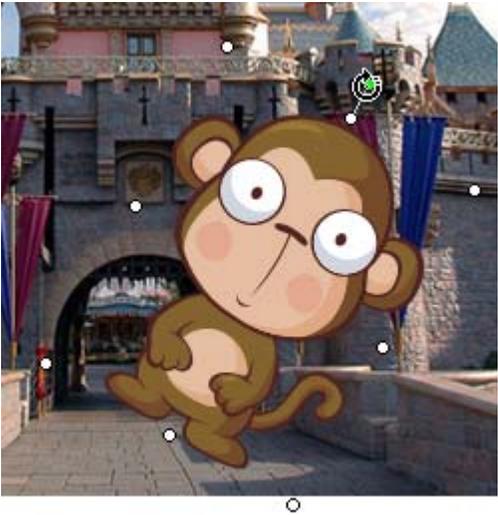
9. To have the monkey float above the picture so we can position it, start by Double-Clicking on the monkey to get its properties. Click on the layout tab and select the **Wrapping style --- In front of text**



10. Now you can float the monkey anywhere over the Disney background.

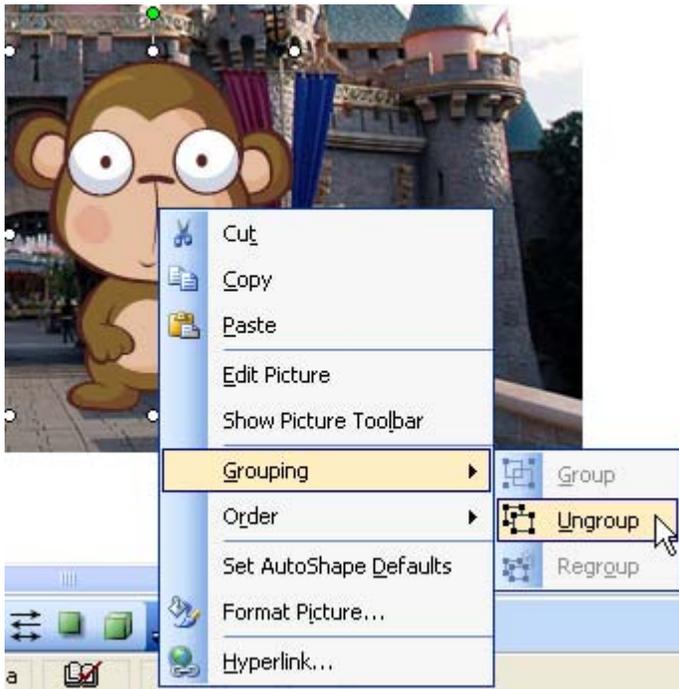


11. Clicking on the monkey will allow you to do the typical clip art functions such as re-sizing, rotating etc.



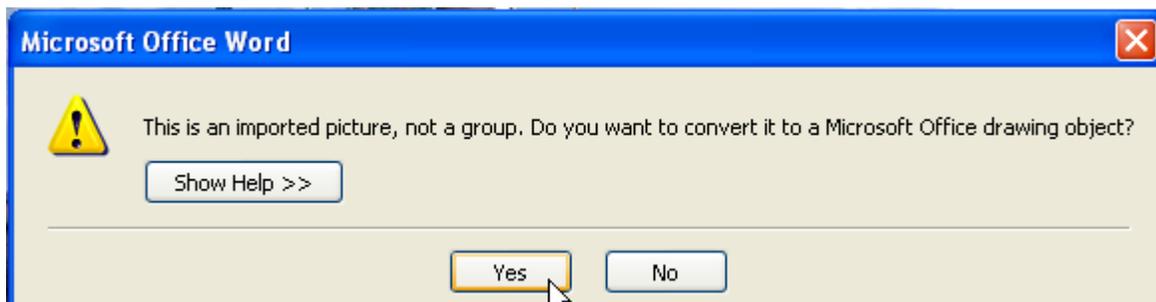
12. To make some advanced changes to the monkey you can Ungroup this clip art object. (Not all clip art that you get from Microsoft Office Online clip art can be ungrouped)

Click on the monkey to select it, then right-click on the monkey to get its properties menu.

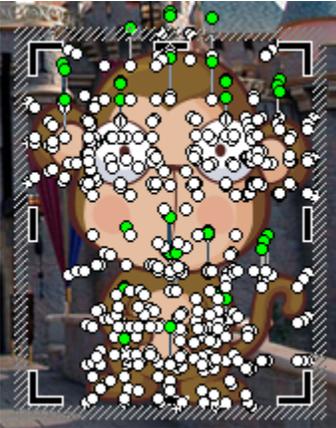


Select the Grouping Menu ---- then click on Ungroup

13. Click Yes to the message that follows

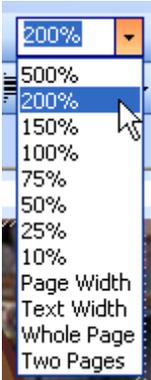


14. Your monkey will now look a little funny. All of the parts that make up the monkey have been separated. Click somewhere else on the screen to de-select the monkey and it should go back to normal.

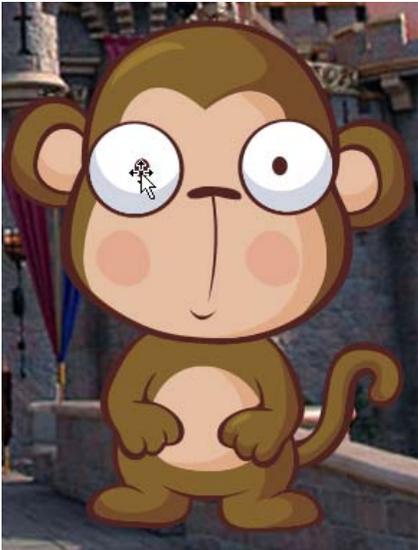


15. Now we will zoom in a little closer and we can make some subtle changes to the expression of the monkey. To do this go to the tools at the top and click on the arrow beside the Zoom percentage.

Choose 200%. And then position the screen to look at the monkey with the scrollbars.



16. Move your cursor over one of the eyes and click on it. You can now move the eye to look at a different direction.



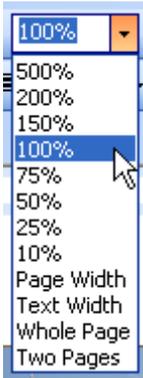
17. You now can adjust, with small variations, different expressions or looks of the monkey so your comic strip images are not so static looking.



In this example I moved his eyes and turned his smile over into a frown.

To make fine adjustments, remember to hold the ALT key down while moving with the mouse.

18. Once you have made you scene, save it (file --- save as). We will now need to save it as an image using screen capture and Irfanview.



Return your screen view back to 100% Zoom.

Make sure your cursor is not selecting anything. (Click somewhere after the picture)

Once the whole picture is in view on the screen, press the print screen key on your keyboard **Prt Scr** (usually on the top right-side of your keyboard)



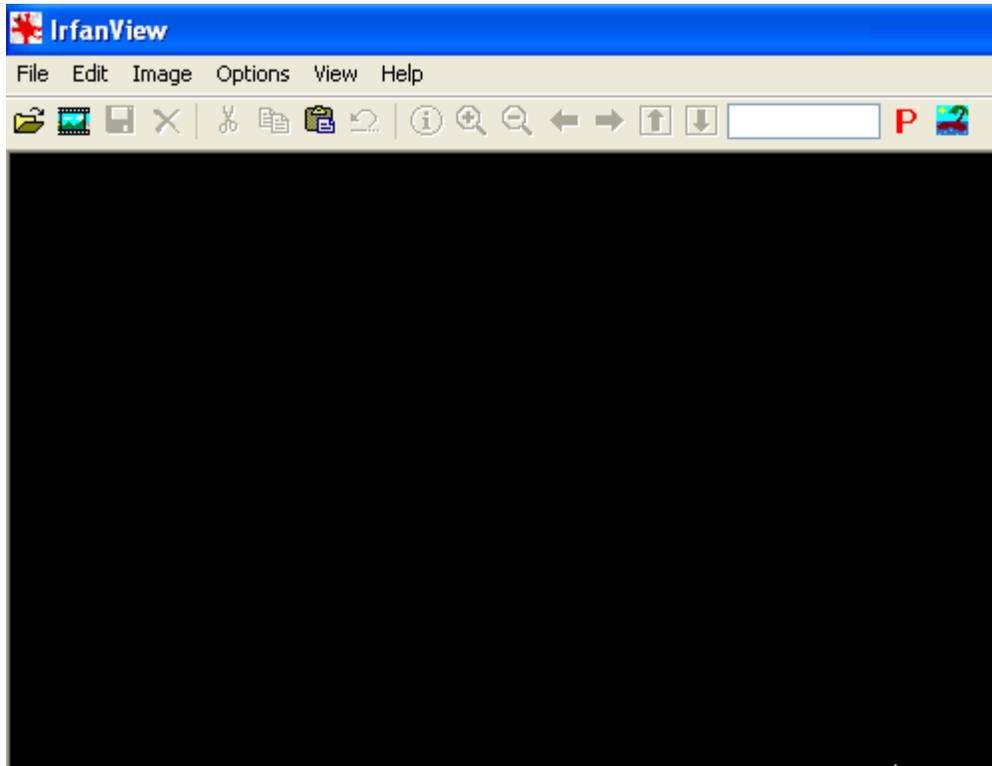
19. When you press it, it will seem like nothing really happened. But what the computer did was take a screen capture of the entire screen and put it in the clipboard memory.

We need to now open up Irfanview.

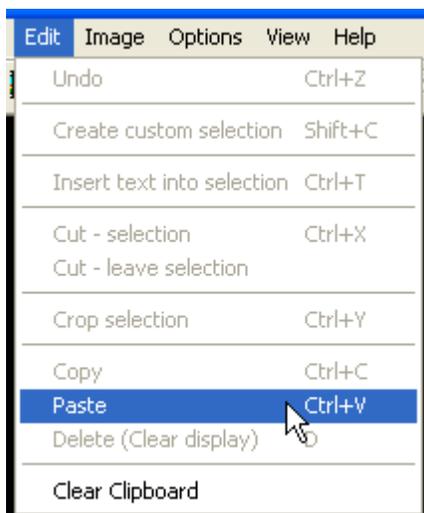
20. Find Irfanview in Start – programs – Irfanview



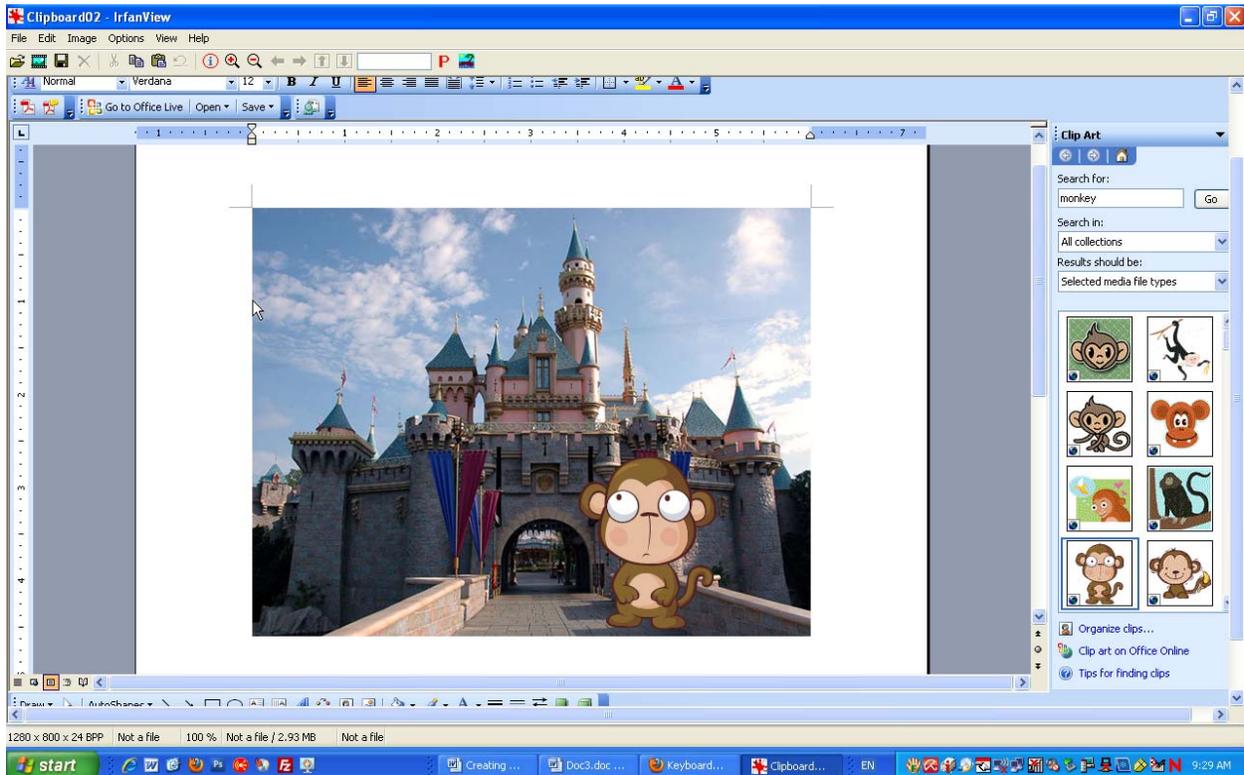
21. When Irfanview opens it will look something like this.



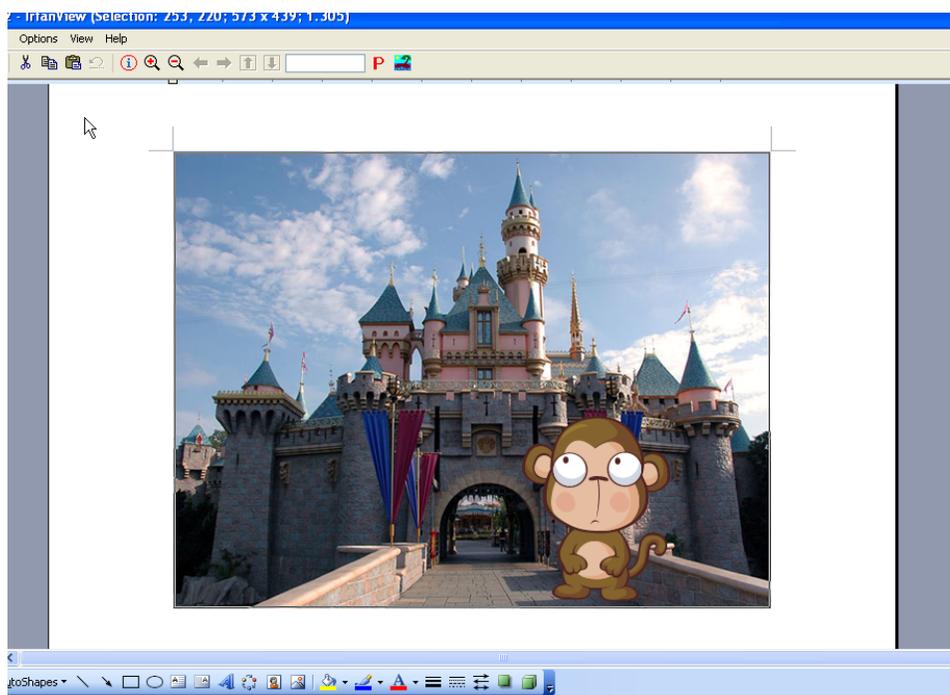
Under the Edit Menu click on **Paste**, to insert the screen capture in Irfanview.



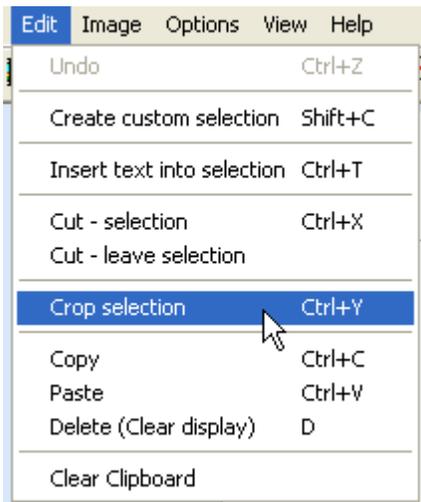
22. What you will see is the entire Word screen, menus and all show up in Irfanview as a picture.



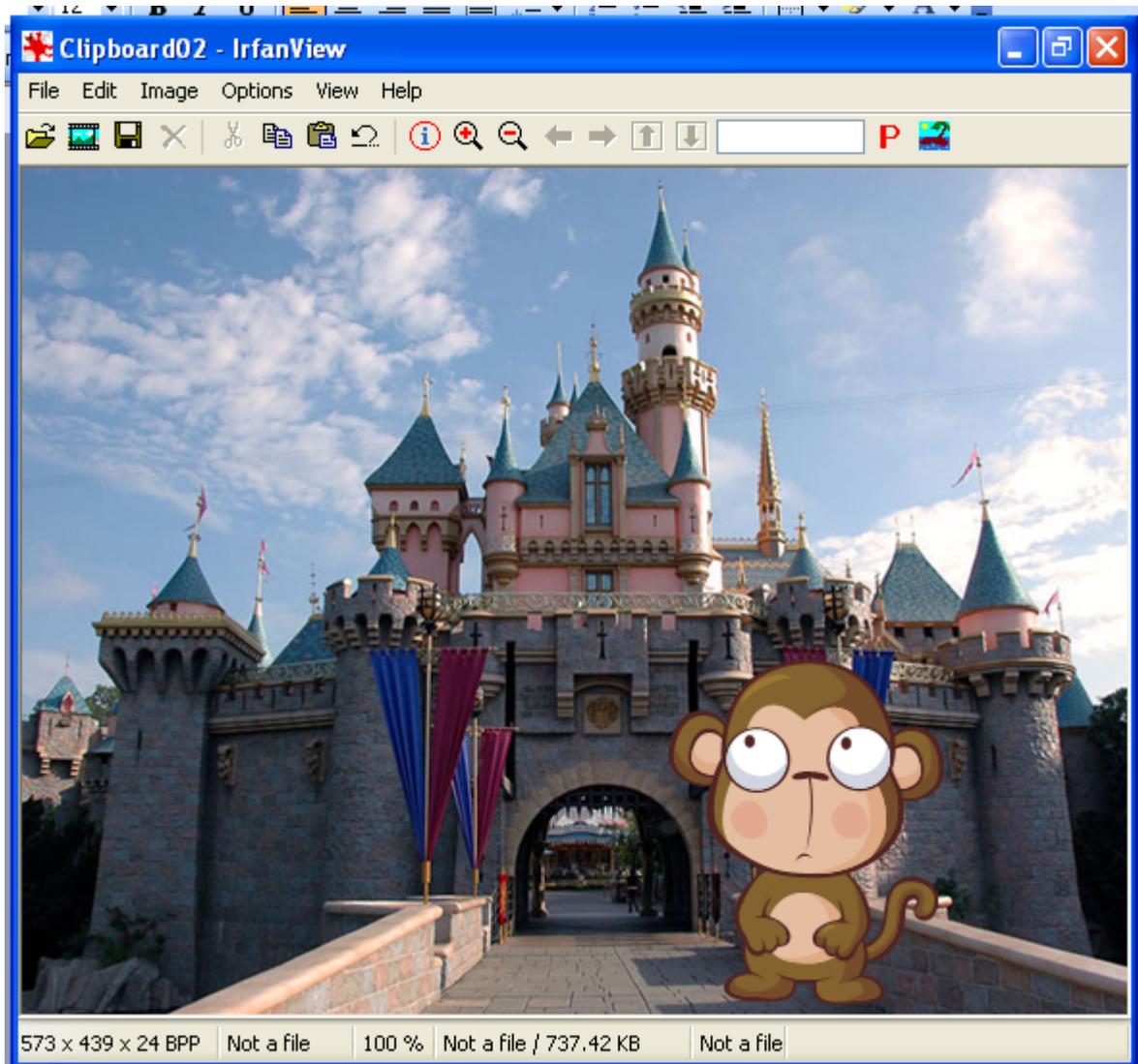
23. We need to now make a selection of what we want to keep, which is just the picture. To do this move your cursor to the top right of the Disneyland picture and click, hold and drag your mouse to make a rectangle around the picture.



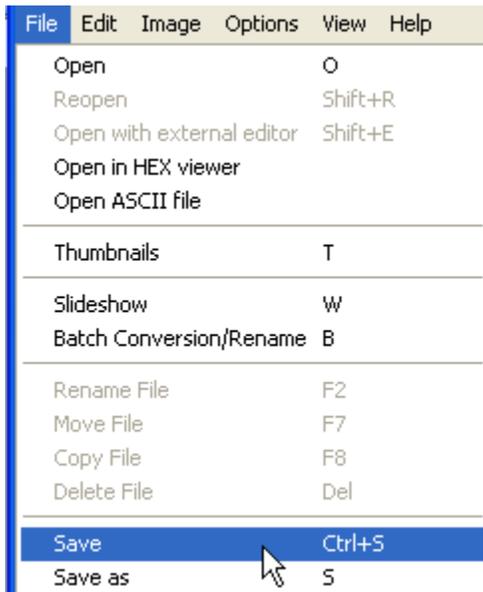
24. Now we will crop the image to the size of that rectangle you made. Click on the Edit Menu again and choose crop selection.



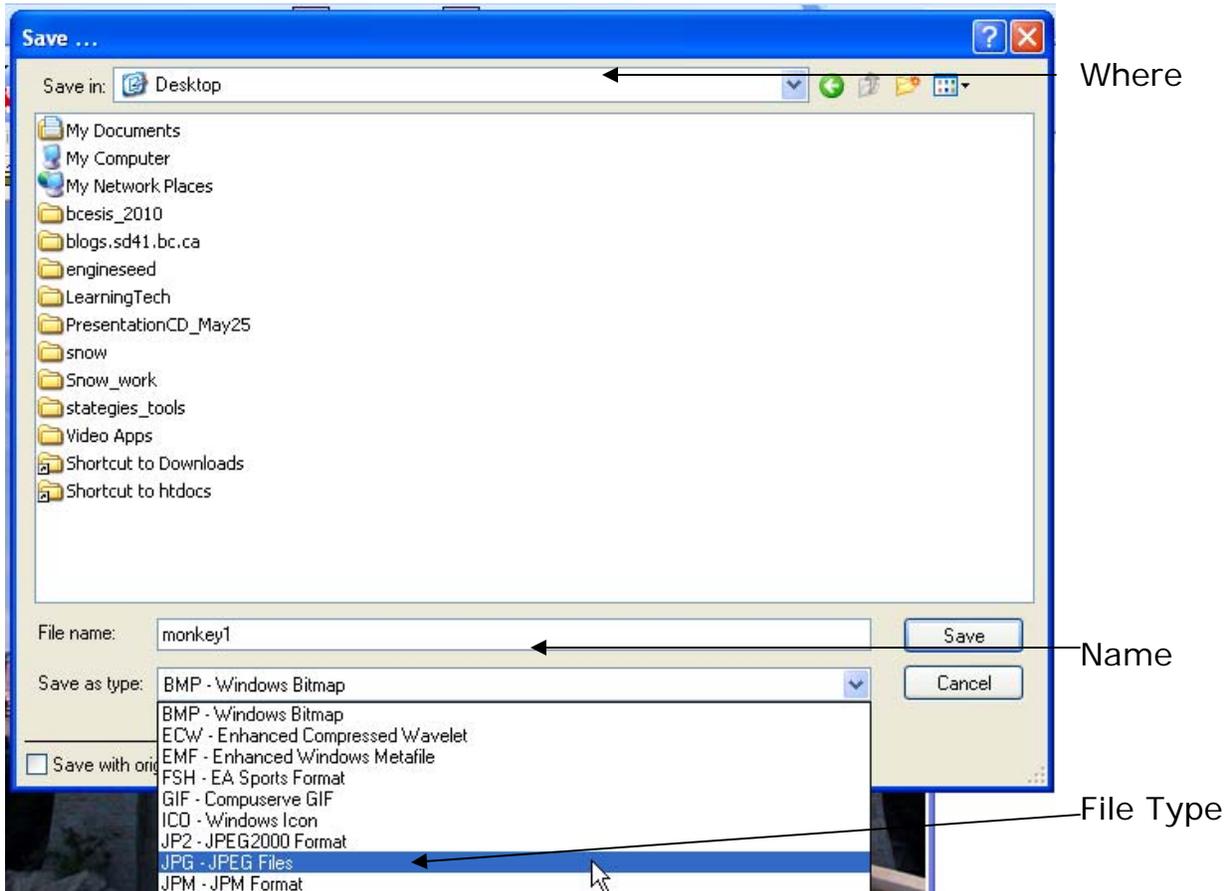
25. We should now be left with just the image in Irfanview



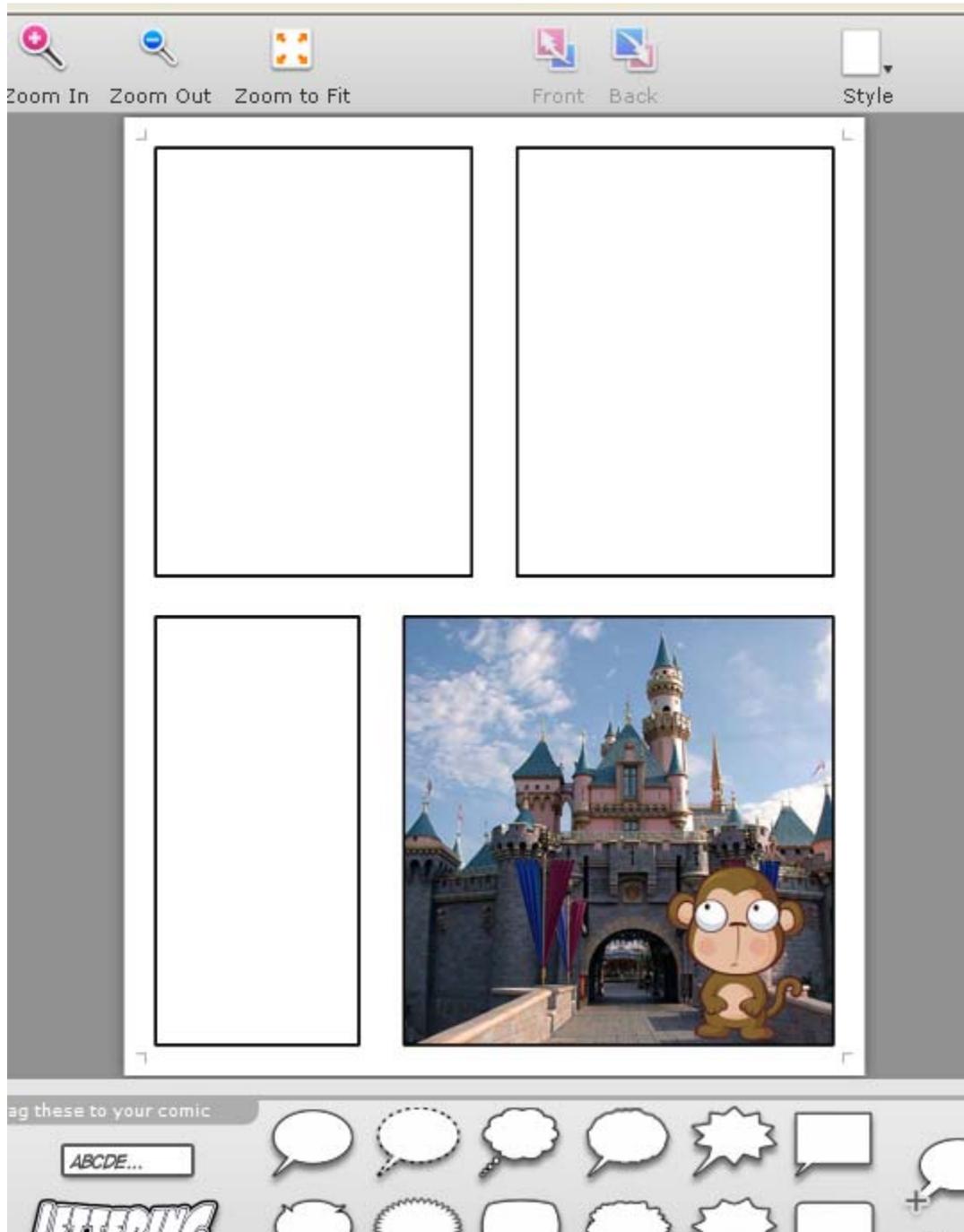
26. We now must save this picture. Click on File – Save.



27. Choose where you want to save it. What you want to call the file. And make sure the file type is a jpg. Then press Save.



28. Now we have a picture that we can insert into Comic Life.



Continue to adjust your character in Word, with different backgrounds, different characters, and different expressions to help you tell your story.