

# How to use Horizons in word documents

## Instructions for users of **Microsoft Word 1997 to 2003.**

(If you are using Microsoft Word 2007, please scroll down to page 2 to see alternative instructions)

### How to insert a Horizon into a word document

1. Visit [www.ramblers.org.uk/Volunteer/Horizons.htm](http://www.ramblers.org.uk/Volunteer/Horizons.htm) and click on FULL COLOUR HORIZON LIBRARY link which will open up a .zip folder. (This may take more than 1 minute to open as it is a large file).
2. Click OPEN and a new window will open with a folder called Horizons\_png\_files. Double click on this folder and it will reveal all the different horizons in 10 different colours.
3. The horizons are in .png format (PORTABLE NETWORK GRAPHICS) which work in the same way as .jpg image files do, but are more compressed and take up less memory.
4. You should select the horizon you want and save it to your own computer. You can do this either by double clicking on your chosen horizon which opens it and allows you to save it, or by right clicking to open it, or by holding down the left mouse button and dragging the file onto your desktop where you can then open and "save as" to your own computer.
5. Then open up your word document, and click INSERT on the top menu
6. Choose PICTURE and FROM FILE to find the location on your computer where you have saved the horizon
7. Click on the horizon file name and click INSERT to insert your horizon into your document

### How to resize the horizon so that it fits the margins of your page

1. In your word document, right click on the horizon and choose FORMAT PICTURE
2. Click LAYOUT and select the BEHIND TEXT wrapping style (this sends the picture to the background and allows you to type text over it)
3. Click the ADVANCED button at the bottom and then look at the OPTIONS section. You need to UN-CHECK the box which says MOVE OBJECT WITH TEXT (this will mean that the horizon won't move when you type over it)
4. Click OK once, and then click OK again. You will now be able to resize your horizon.
5. Simply click and drag the corners of the horizon (sometimes these are represented as small round white circles) to make the horizon smaller or bigger. You can even drag the horizon over the edges of the page. *(Remember to always resize using the corner, rather than dragging from the top or sides as this can distort the scale and proportion of the horizon).*

### How to make the horizon automatically appear on every page

1. If you want the horizon to automatically appear on every page of your document (not just the first page), then you need to insert in the horizon into the FOOTER of your document.
2. To do this, go to the top menu bar and click VIEW and then scroll down to HEADER and FOOTER. This will cause the header and footer sections to appear on the page. The cursor will be in the header so you will need to scroll down and click in the FOOTER before inserting your horizon (follow the same instructions at the top of this page which show you how to insert a horizon file)

## How to fade the horizon or turn it into a tinted background image

1. Right click your mouse on the horizon and select **FORMAT PICTURE**.
  2. Then choose **PICTURE** and look at the **IMAGE CONTROL** section
  3. Next to **COLOUR**, you have 4 options in a drop-down menu:
    - **AUTOMATIC**
    - **GREYSCALE**
    - **BLACK & WHITE**
    - **WASHOUT**
  4. Choose **GREYSCALE** to change your horizon to mono (for black and white printing)
  5. Choose **WASHOUT** to change your full colour horizon to a tint. You can adjust the **BRIGHTNESS** and **CONTRAST** percentages to get the appropriate darkness of tint that you require. Suggested settings are 85% **BRIGHTNESS** and 15% **CONTRAST**. *(Remember to keep the tint light if your document will be printed on home computers as darker horizons will use more ink)*
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## Instructions for users of **Microsoft Word 2007**.

### How to insert a Horizon into a word document

1. Visit [www.ramblers.org.uk/Volunteer/Horizons.htm](http://www.ramblers.org.uk/Volunteer/Horizons.htm) and click on **FULL COLOUR HORIZON LIBRARY** link which will open up a .zip folder. (This may take more than 1 minute to open as it is a large file).
2. Click **OPEN** and a new window will open with a folder called **Horizons\_png\_files**. Double click on this folder and it will reveal all the different horizons in 10 different colours.
3. The horizons are in .png format (**PORTABLE NETWORK GRAPHICS**) which work in the same way as .jpg image files do, but are more compressed and take up less memory.
4. You should select the horizon you want and save it to your own computer. You can do this either by double clicking on your chosen horizon which opens it and allows you to save it, or by right clicking to open it, or by holding down the left mouse button and dragging the file onto your desktop where you can then open and "save as" to your own computer.
5. Then open up your word document, and click **INSERT** on the top menu
6. Choose **PICTURE** to find the location on your computer where you have saved the horizon
7. Click on the horizon file name and click **INSERT** to insert your horizon into your document

### How to resize the horizon so that it fits the margins of your page

1. In your word document, right click on the horizon and choose **TEXT WRAPPING** and then **BEHIND TEXT** option (this sends the picture to the background and allows you to type text over it)
2. You will now be able to resize your horizon. Simply click and drag the corners of the horizon (these should now be represented as small round white circles) to make the horizon smaller or bigger. You can even drag the horizon over the edges of the page. *(Remember to always resize using the corner, rather than dragging from the top or sides as this can distort the scale and proportion of the horizon).*

## How to make the horizon automatically appear on every page

1. If you want the horizon to automatically appear on every page of your document (not just the first page), then you need to insert in the horizon into the FOOTER of your document.
2. To do this, go to the top menu bar and click INSERT and then click on FOOTER. A box will open asking you which format you require. Unless you want specific text to go into the footer of your document, this is not important so choose the first option. This will cause the header and footer sections to appear on the page. The cursor may be in the header so you will need to scroll down and click in the FOOTER before inserting your horizon (follow the same instructions on page 2 which show you how to insert a horizon file)
3. When you want to return to your NORMAL view of your word document (e.g. to close the header and footer section so you can start typing your text), you simply need to click on the red box with the white cross on the right hand end of the HEADER AND FOOTER TOOLS which says "CLOSE HEADER and FOOTER).

## How to fade the horizon or turn it into a tinted background image

1. Right click your mouse on the horizon and select FORMAT PICTURE.
2. Then choose PICTURE which will bring up options to RECOLOUR, and adjust BRIGHTNESS and CONTRAST.
3. To increase or decrease BRIGHTNESS and CONTRAST of your horizon, use your mouse to adjust the sliding scale, or type a number directly into the percentage box. You will see how this changes the colour strength of the horizon. Suggested settings are 85% BRIGHTNESS and 15% CONTRAST. *(Remember to keep the tint light if your document will be printed on home computers as darker horizons will use more ink)*