

How Pictures are put into a Word Document

Putting pictures into a Microsoft Word document is actually quite simple. The problem comes when you want to move them around, place them in a specific location, or want the text and pictures to work together better.

First lets get a picture into your document. Follow these easy steps, and you will have a picture in your document. It may not be where you want it, or the size you want it to be.

1. Open a Word document. (A blank document will work fine too.)
2. Select **Insert** from the menu bar.
3. Select **Picture** from the menu.

Now this might get a little tricky... You have some Choices to make.

- 4a. Select **Clip Art** if you want to use the limited collection of graphics that Microsoft provides, or
- 4b. Select **From File**, in which case, you will have to find the picture you want on your computer.

In either case, you get a picture in your document.

Notice that there are 8 little boxes on the edges of your picture. These boxes indicate that the picture is **selected**.

Like highlighted text, you can now operate on that picture. If it is not selected, just click on the picture and it will be selected.



Next from the menu bar, select **Format**. Notice the last menu option is **Picture**. That selection will only appear if you have a picture or graphic selected in your document. Click on the picture from your menu. You will get a dialog box that has about 6 tabs in it. Select the **Layout** tab. For this discussion, select **Square**. Click on **OK**.

Now you have a picture inserted in your document that you can click on and drag anywhere that you like. If you click on one of the little squares in the corner of the selected picture, you can resize the picture to whatever size you like.

Notice that once you have formatted the picture, the little squares will have a hollow look. They still work the same.

