MS WORD

INSERTING PICTURES AND SHAPES

# MICROSOFT WORD – INSERTING PICTURES AND SHAPES

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WORKING WITH ILLUSTRATIONS

You can add illustrations to a Word presentation. An illustration can enhance a presentation by depicting an idea that may be difficult to describe or by making the presentation more visually appealing.

Illustrations that can be used in Word include shapes, clip art, charts and pictures (such as scanned images that are saved as files).

You can add different illustrations to a slide from the buttons located on the *Insert Ribbon* in the *Illustrations Group*:
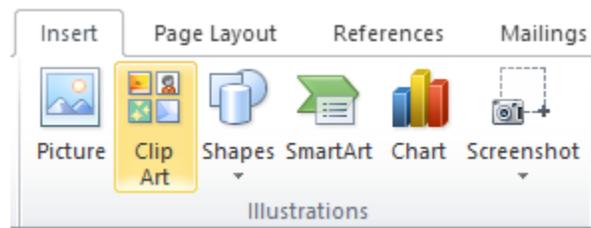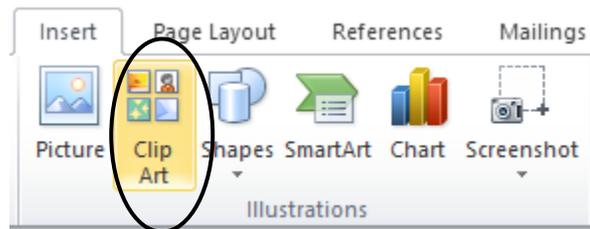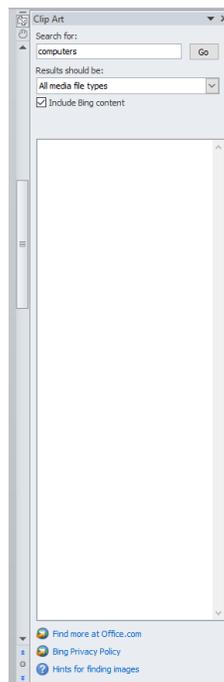
USING THE CLIP ART TASK PANE

Clip art images can add interest to a Word presentation. You can use the ***Clip Art Task Pane*** to insert clip images.

To access the Clip Art Task Pane:

- Click on the ***Clip Art*** button located on the ***Insert Ribbon*** in the ***Illustrations Group***:

- The Clip Art Task Pane will appear:

To find a clip, enter a word related to the type of clip art you want to insert in the **Search for** box. Words used in a search are called keywords. If you want to insert a clip into a document, but you are not sure which one you want to add, you can perform a keyword search for clips.

If your document deals with sporting goods, for example, you can use the keyword **sports** to search the Clip Organizer; any clip pertaining to **sports** will be found as shown below:
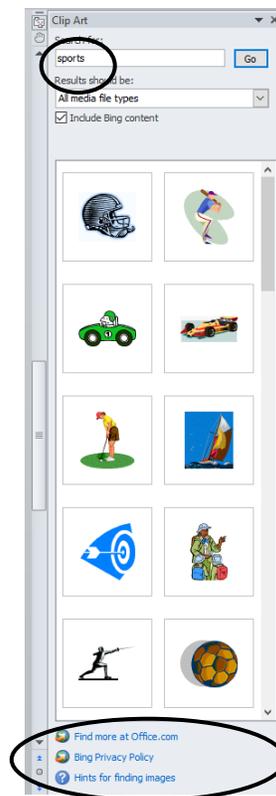
You can limit searches to a specific type of media file by selecting the corresponding options from the **Results should be** list.

After entering your search criteria and clicking the **Go** button, thumbnails of the clips found based on the search criteria appear in the **Results** box. You can scroll through the **Results** box to view all your options.

When you point to a clip, a ScreenTip displays the keywords related to that image, its size in pixels, its file size, and its graphic format. Clicking directly on a clip inserts it into your presentation at the insertion point. You can use the list of options that appears when you right-click a clip or click its drop-down arrow to copy or delete the clip, edit the clip keywords, find clips with a similar style, or view the clip properties.

If the list of found clips does not suit your needs, you can change your search criteria and search again.

In addition, you can use the link **Find More at Office.com** in the **Clip Art** task pane to display additional ways of searching for graphics, sounds, and animations:

INSERTING A PICTURE FROM FILE

In addition to clip art, you can insert a picture from an existing graphic file into a Word presentation. From the Insert Picture dialog box, you can select from a variety of pictures, including scanned images, photographs, and drawn objects saved as files.

To access the Insert Picture dialog box:

- Click on the **Picture** button located on the **Insert Ribbon** in the **Illustrations Group**:
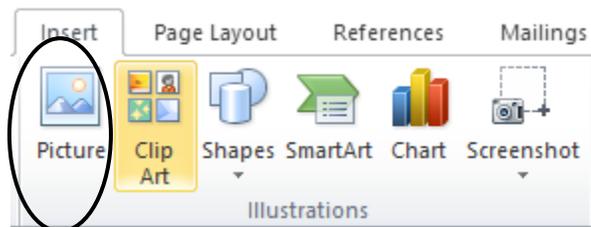
- The Picture dialog box will appear:
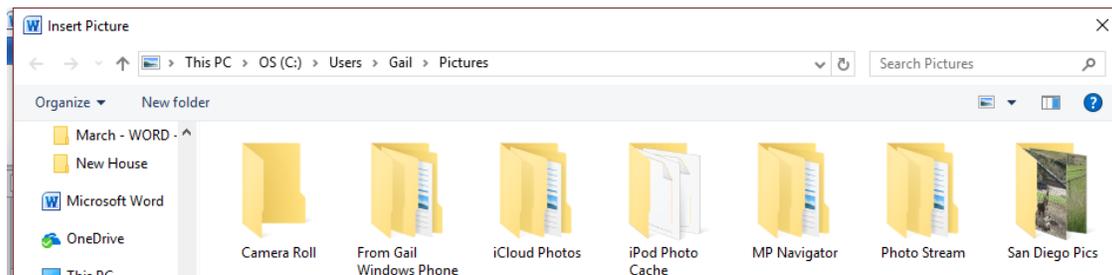
- Double-click the file to insert the picture into the document:

Word accepts several types of graphic file formats. Some formats are accepted without a graphic filter. These formats include **.wmf**, **.emf**, **.bmp**, **.rle**, **.dib**, **.gif**, **.jpg**, **.tif** and **.png**. Other formats, such as **.wpg** and **.eps**, require a graphics filter, which can be installed using Office Setup.

You can also purchase clip art libraries that specialize in specific types of images, such as education, business, or a particular industry.

Once you have inserted a graphic into a document, you can resize it, crop or cut away portions of the image, or change its colors. You also can move the graphic, make copies of it, and add text to it.

When a clip is inserted, eight small circles called sizing handles appear in a rectangle around the picture. Sizing handles indicate that the picture or object is selected. The small, green circle is a rotate handle and can be used to rotate the clip.

In addition, the **Format Picture Ribbon** appears as soon as you select any graphic on a slide and closes when you deselect the graphic:

Rotate Handle

Sizing Handle

Picture Tools
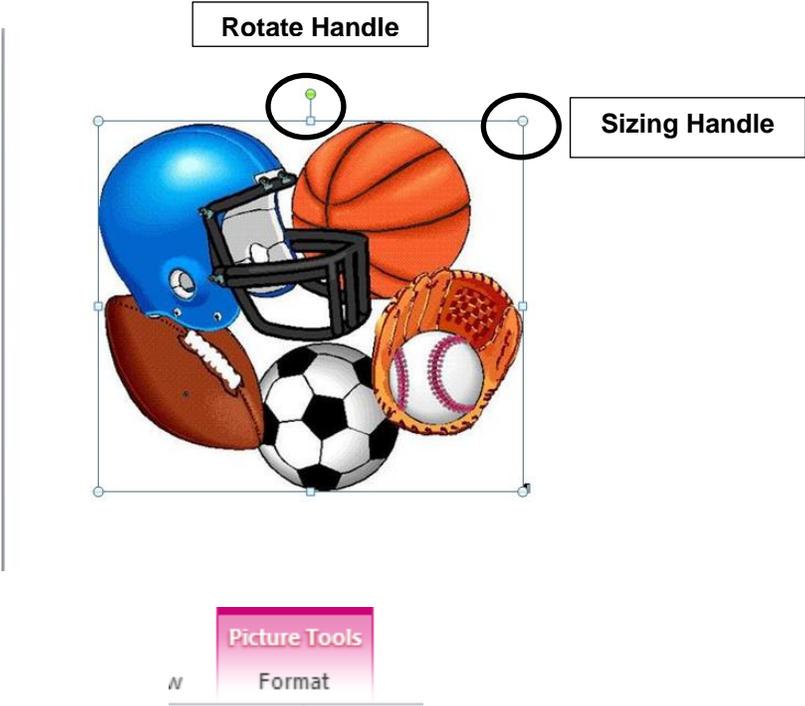
Format

You can insert more than clip art into a document. Once inserted, a clip can be moved or resized.

FORMATTING PICTURES

Although pictures are inserted with default settings, there are many options you can use to change these settings. You can change the size, alignment, fill color, and text wrapping style for inserted graphics.
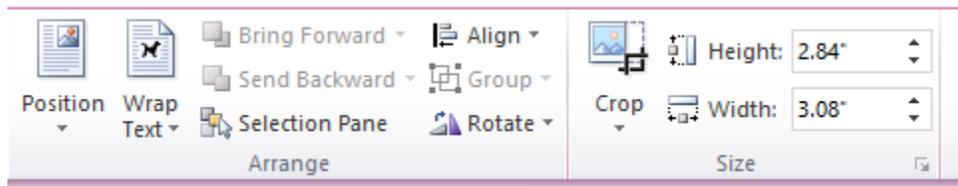
The text wrapping style of graphic determines whether or not you can drag the object independently of the text in which it is positioned. The **In line with text** option keeps the graphic image within the document text. To be able to freely move an object on the page, you may have to select another text wrapping style.

**Wrap Text – More Layout Options**
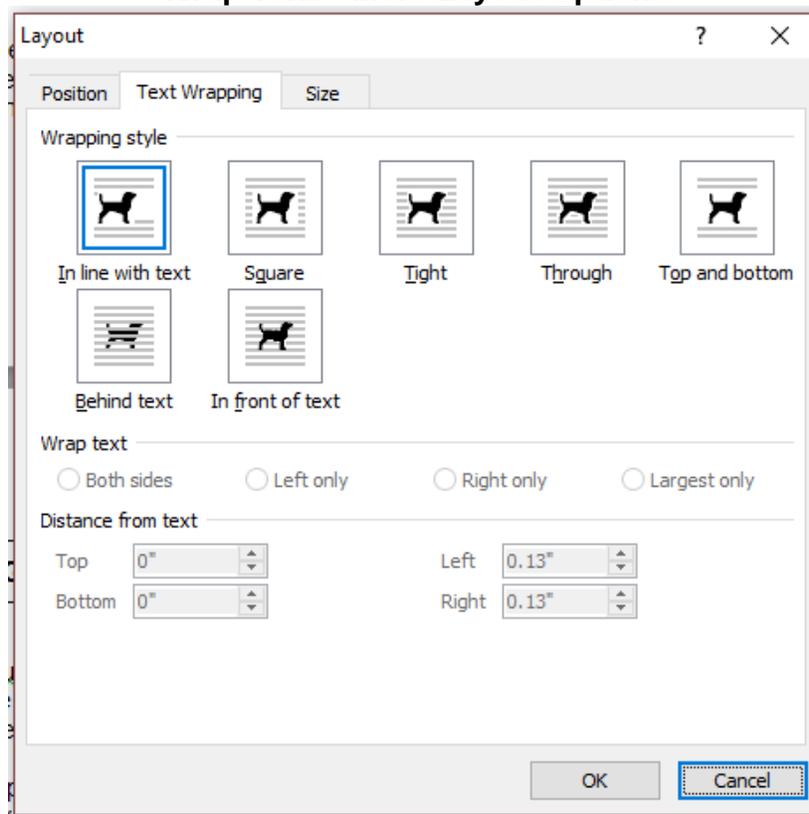
USING OTHER LAYOUT OPTIONS

The Layout dialog box provides options for precisely positioning an object in a document, as well as for wrapping text around an object.

The Picture Position page allows you to specify a horizontal and vertical position for a graphic object. Objects are positioned in relation to an anchor. The anchor options vary, but may include page margin, paragraph, column, character, or line. You can specify an exact measurement in relation to the anchor or a relative position, such as top or center. For example, you can specify that the object aligns to the right, relative to the margin.

If you select a graphic and display the formatting marks, an anchor icon appears to the left of the line to which the graphic is anchored. If you want a graphic to move with its associated text, you can select the **Move object with text** option. The **Lock anchor** option guarantees that the object remains on the same page as the paragraph to which it is anchored, even if the object or the paragraph is moved.

Wrapping text around an object gives a document a very professional appearance. Although there are several ways to apply text-wrapping options, the **Text Wrapping** page in the Layout dialog box provides all the possible text-wrapping styles. In addition to selecting a text-wrapping style, you can control to which side of an object the text wraps, as well as specify the distance between the object and the text.
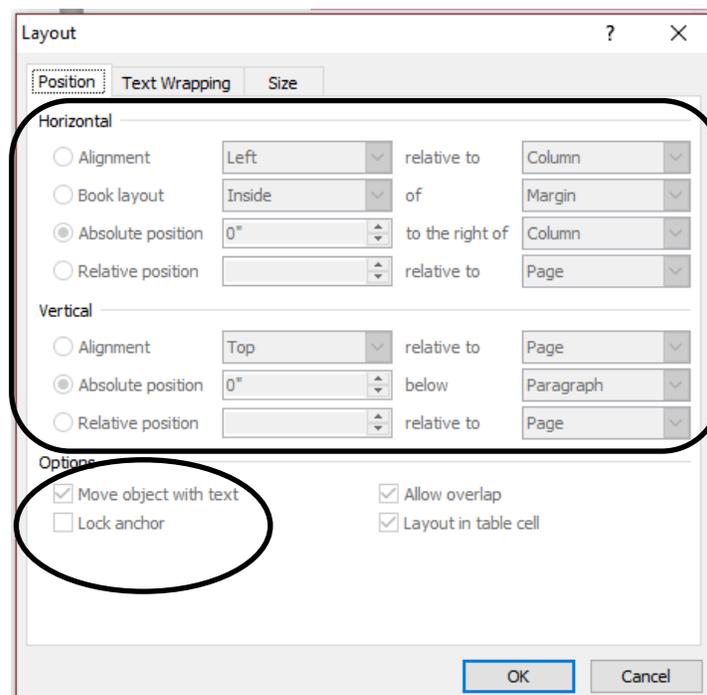
WORKING WITH SHAPES AND OBJECTS

An **object** is any shape, text box, Smart Art, Word Art, picture or Clipart that can be manipulated as a single item. Specifically, a **shape** is a basic object that can be placed in a document such as a callout, a circle, an arrow, a square, and so on.

To insert a shape into your document, use the **Shapes** option in the **Illustrations** group on the **Insert** tab. As you can see there are many different options when it comes to shape selections.
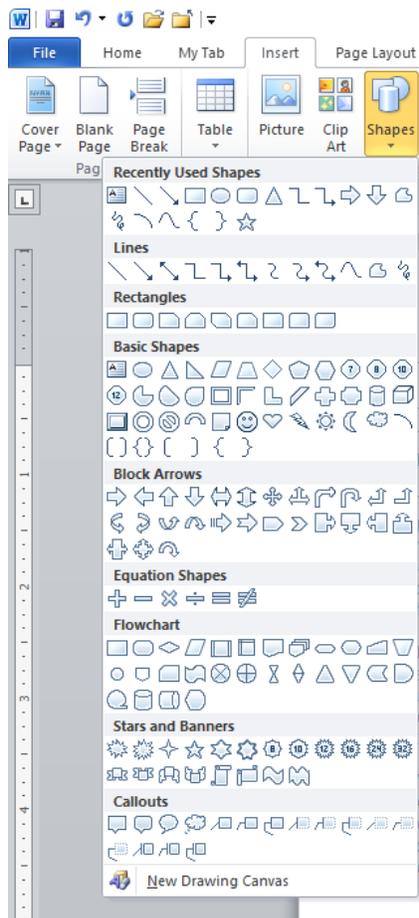
Once you have selected your shape, click on it and use your mouse to create the length, width and location of your shape. When a shape is active, the **Drawing Tools Format** tab appears on the Ribbon.

Once your shape has been inserted, you can format it using the options on the Tab.
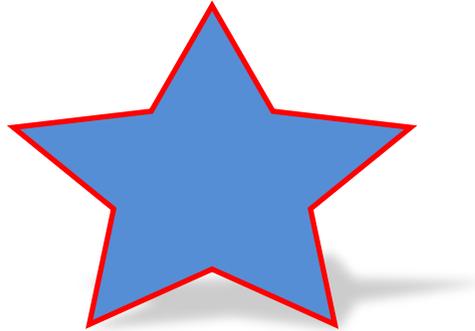
To format the shape using the mouse, click the shape and then drag to place it where you want.

To size the shape and to keep the dimensions, press and hold Shift while you drag on the handles of the shape:

Sizing Handle