Adding Pictures to a Word Document

Introduction

You must have already created a document to follow these instructions. If not, follow the instructions in *Starting Word, Creating a Simple Document and Saving It*.

Start the **Word** program then load the document you wish to add pictures to. If you need instructions on how to do this see *Loading the Document* in the *Changing Text Style, Colour, Font Face and Size* instruction sheet.

Picture Files

In order to add a picture to a **Word** document you must have access to one or more pictures on your computer. Pictures are stored in a computer in files in a variety of formats. Usually the format is indicated by the extension of the file name. This is the part of the name following the last dot in the name. Some of the more common picture formats are indicated by such extensions as *.jpg*, *.gif*, *.tif*, *.bmp*, *.png* and so forth.

Before you can perform the following instructions to put pictures into your document you must know where you have the pictures stored in your computer. Before continuing make sure you know which disk and folder the pictures you wish to use are in.

Adding a Picture in Line with the Text

The simplest way to add a picture is to insert it as if it were a letter of text. That is you will insert the picture somewhere within the text and it will behave just as if it were a letter or other character. Therefore you can put it on a line by itself by using the ***Enter*** key before it to start a new line for the picture and after it to continue text on a separate line after the picture. You can type spaces or other characters before it to move it to the right or remove them from before it to move it to the left. To add a picture in line with text do the following. We will add a picture between two paragraphs, size it and centre it.

1. Move the mouse cursor to be at the beginning of the blank line between two paragraphs and click the left mouse button. This puts the document cursor there and indicates where the picture will be inserted. (To make a following step easier you might type one or two spaces here.)

2. At the top of the **Word** window click on ***Insert*** (the top green arrow above), then scroll down to ***Picture*** (the bottom green arrow) and click on it, then move over to the next drop down menu to the right and scroll down to ***From File...*** and click on it. An **Insert Picture** window will appear. If the folder that has your pictures shows in the *Look in* box at the top then the picture file should be shown in the list. Scroll to it and click on it to select it then click on the ***Insert*** button. Otherwise click on the down arrow at the right end of the *Look in* box and browse to find the disk and folder and picture file. (If you have trouble doing this see the instruction sheet *Browsing to Find a File*.

3. The picture will appear in the document. It may be too large and not even fit properly on the page. To resize it click on it to put *handles* (little squares) at its corners and in the middle of its edges. Then move the mouse cursor to be over the ***bottom, right handle*** (the cursor will become a double headed arrow). Hold the left mouse button down and move the handle up and to the left. The picture size will change as shown by a dotted rectangle. When you release the mouse button the resized picture will show. You can also use the other handles to change the picture but it will be distorted if you use a handle on one of the sides. Repeat the above to increase and decrease the picture until it is the size you wish. To unselect the picture and remove the *handles* click on it.

4. The picture will not be centred. You can centre it by moving the cursor to be before the picture and typing spaces or deleting spaces. A better method, however, is to select the picture by clicking on it to show its handles and then clicking on the ***Centre*** icon (the red arrow in the figure above) at the top of the **Word** window.

Adding a Picture to Have the Text Wrap Around It

Usually you will want one or more pictures to occur within a document page and have the text wrap around them. This is easily done as follows.

1. Add a picture using the same instructions as above. In this case, however, it is convenient to add the picture at the bottom of the document. This will just be temporary since we shall be moving it later. Resize the picture to be a convenient size as described above.

2. Make sure the picture is highlighted (shows its *handles*) by clicking on it if necessary. Then find the picture tool box as shown on the right. If it is not visible in the **Word** window click on ***View*** then on the dropdown menu select ***Toolbars*** and then from its menu select ***Pictures***. Click on the ***text wrapping*** icon, and then from its dropdown menu click on ***Square***. The handles on the picture will now have changed to be white circles and there will be a green picture rotating handle at its top (the red arrow in the figure below).

3. You can still change the size of the picture by using its handles. But you can now also move the cursor to be anywhere within the picture (it will become a cross of arrows), hold the left mouse button down, and move the picture to be anywhere on the page. The text will wrap around it. You can also rotate the picture by moving the cursor to be over the little green rotation handle (it will become a circular arrow), holding the mouse button down and moving it to rotate the picture.
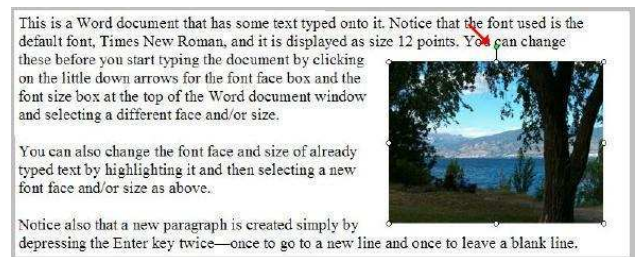
Add any other pictures you need then save the document if necessary by clicking on ***File***, then ***Save***.