Penticton Seniors' Computer Club

Add a Picture from a File into a Word Document

Introduction

Pictures are very valuable in a document to provide graphical information as well as textual information and also to decorate the document to make it more readible. The following instructions show how to add a picture to a Word document.

Adding a Picture

1. In the Word document click on **Insert**, then **Picture**, then **From File**.

2. Browse to find the file that contains the picture, click on the name of the picture to select it, and then click on **Insert**.

3. The picture will appear in the Word document. Click anywhere in it to select it. Little black squares called *sizing handles* will appear on its corners and edges to show that it is selected.

4. To change the size of the picture move the cursor over one of the corner sizing handles, hold the **left mouse button** down and move the mouse to change the size. (If the edge sizing handles rather than the corner sizing handles are used, the picture may become distorted.)

At this point the picture acts just as if it were a big letter in the text and has to be positioned by putting spaces or text in front of it and lines of text above it etc. However, it can be made so that the picture can be moved around on the document with the text on the document wrapping itself around the picture as follows:

5. If the picture tool box is not visible, click on **View**, then **Toolbars**, then **Picture**. The picture toolbar should appear.

6. Make sure that the picture is selected and that the sizing handles are showing. Click on the **Text Wrappin**g icon in the picture toolbar (it is the rectangle with the little animal showing with horizontal lines behind it).

7. From the dropdown menu click on **Square**. The little black *sizing handles* on the picture should now become little white *sizing handles* to indicate that the picture can now be moved around the document and that text will wrap around it.

8. To change the size of the picture do as above using one of the little white *sizing handles* on the corners of the picture. That is, move the cursor to be over the *sizing handle* hold the mouse button down and move the mouse.

9. To reposition the picture move the cursor to be anywhere over the picture. The cursor should become *four arrows*. Hold the mouse button down and drag the picture to wherever in the document you wish it to appear. Any text in that area of the document will wrap around it.

You can move more than one picture around. However, if two pictures overlap, then the latest one added will hide all of or part of the one added earlier.

At any time you can add text by moving the cursor to where you wish to add the text, clicking to put the cursor there and then typing. Also at any time you can select any picture by moving the cursor over it and clicking. Its *sizing handles* will appear indicating that it can be moved or resized.