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## Introduction

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Insert Picture from File Insert a picture from a file. Press F1 for more help.				

Images are a great way to liven up a document, and Word offers a couple of ways of inserting images. There are built-in **Clip Art** images for just about every topic, so you may be able to find a perfect Clip Art image for your document. If you have a more specific image in mind, you can **insert a picture from a file**.

In this lesson, you will learn how to **search for and insert Clip Art**, how to **insert an image from a file**, and how to change the **text wrapping settings** for your images.

## **Inserting Clip Art and Pictures**

>>>> Watch the video to learn about using Clip Art and pictures.

ing Clip Art and pictures.



Watch the video (3:17). Need help?

### **To Locate Clip Art:**

- 1. Select the Insert tab.
- 2. Click the Clip Art command in the Illustrations group.



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Table *	Picture	Clip Sha Art	apes SmartArt ▼	Chart	Screenshot
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Clip Art Insert Clip Art into the document, including drawings, movies, sounds, or stock photography to illustrate a specific concept.					

The Clip Art command

- 1. The Clip Art options appear in the task pane to the right of the document.
- 2. Enter keywords in the Search for: field that are related to the image you wish to insert.
- 3. Click the drop-down arrow in the **Results should be:** field.
- 4. Deselect any types of media you do not wish to see.

Clip Art	<b>▼</b> ×
Search for:	
city	Go
Results should be:	
Selected media file types	<b>•</b>
<ul> <li>□ All media types</li> <li>□ Illustrations</li> <li>□ Photographs</li> <li>□ Videos</li> <li>□ Audio</li> </ul>	

Choosing which media types to display

1. If you would like to also search for Clip Art on Office.com, place a checkmark next to **Include Office.com content**. Otherwise, it will just search for Clip Art on your computer.

Clip Art	<b>▼</b> X
Search for:	
city	Go
Results should be:	
Selected media file types	-
Include Office.com content	



Including Office.com content

1. Click Go.

#### **To Insert Clip Art:**

- 1. Review the results from a clip art search.
- 2. Place your insertion point in the document where you wish to insert the clip art.
- 3. Click an image in the Clip Art pane. It will appear in the document.

Clip Art	
Search for:	
city	Go
Results should be:	
Selected media file types	-
Australia, Australians, buildings Provided By: Microsoft 1280 (w) x 1024 (h) pixels   300 D	

Selecting a Clip Art image

You can also click the **drop-down arrow** next to the image in the Clip Art pane to view more options.

#### To Insert a Picture From a File:

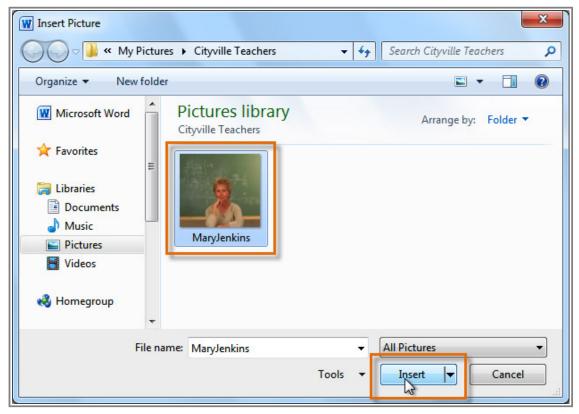
- 1. Place your insertion point where you want the image to appear.
- 2. Select the Insert tab.
- 3. Click the **Picture** command in the **Illustrations** group. The Insert Picture dialog box appears.



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Insert Picture from File					
Press F1 for more help.					

Inserting a picture from a file

1. Select the desired image file and click Insert to add it to your document.



Selecting an image file

To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles**.

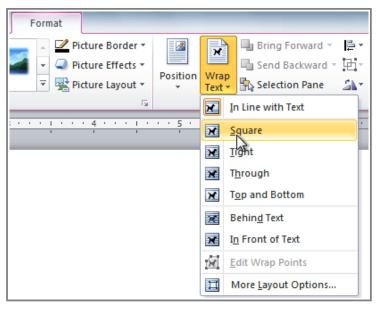


# **Changing the Text Wrapping Settings**

When you insert Clip Art or a picture from a file, you may notice that it's difficult to move it exactly where you want. That's because the **text wrapping** for that image is set to **In Line with Text**. You'll need to change the **text wrapping setting** if you want to move the image freely, or if you just want the text to wrap around the image in a more natural way.

### To Wrap Text Around an Image:

- 1. Select the image. The Format tab will appear.
- 2. Click the Format tab.
- 3. Click the **Wrap Text** command in the Arrange group.
- 4. Select the desired menu option. The text will adjust based on the option you have selected.



Choosing a text wrapping setting

5. Move the image around to see how the text wraps for each setting.

If you can't get your text to wrap the way you wish, click the **Wrap Text** command and select **More Layout Options** from the menu. You can make more precise changes in the Advanced Layout dialog box that appears.

### To Use a Pre-Defined Text Wrapping Setting:

- 1. Click the **Position** command, to the left of the **Wrap Text** command. A drop-down menu will appear.
- 2. From the drop-down menu, select the desired image position.



Format		
<ul> <li>▶ Picture Border ▼</li> <li>▼ Picture Effects ▼</li> <li>▼ ♀ Picture Layout ▼</li> </ul>	Position Text + Selection Pane	2 15C 49
	In Line with Text	S
		_
	With Text Wrapping	
	Position in Middle Left with Square	e Text Wrapping
	More Layout Options	

Choosing an image position

3. The image will move to the position that you have selected, and it will automatically have text wrapping applied to it.

## **Challenge!**



- 1. Create a **new** Word document.
- 2. Insert a Clip Art image.
- 3. Insert a **picture from a file** into the document.
- 4. **Resize** the picture.
- 5. Change the text wrapping setting to In Front of Text.

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