

Inserting a graphic into a Word 2000 document

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1 Introduction

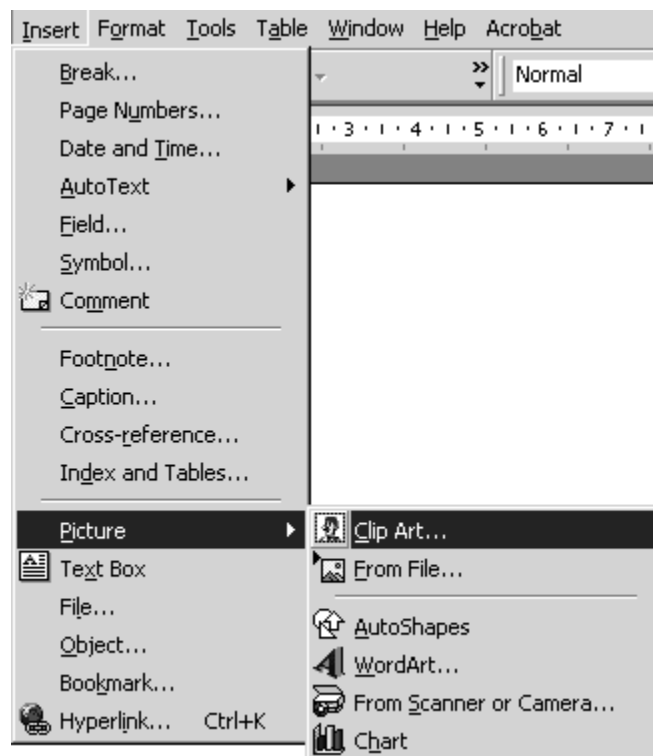
In the following exercises we will use an example from the *Microsoft* clip art gallery. However, the techniques that you will learn are also applicable if you need to insert your own graphics that you have created with a graphics package such as *Adobe Photoshop* or *Paintshop Pro*.

2 Inserting a graphic

Exercise 1 Insert A Picture

- In *Microsoft Word for Windows 2000* open the document in which you wish to insert the graphic.
- Click in your document to position the insertion point at the place where you want the graphic to appear.
- From the **Insert** menu choose **Picture, Clip Art** (Figure 1).

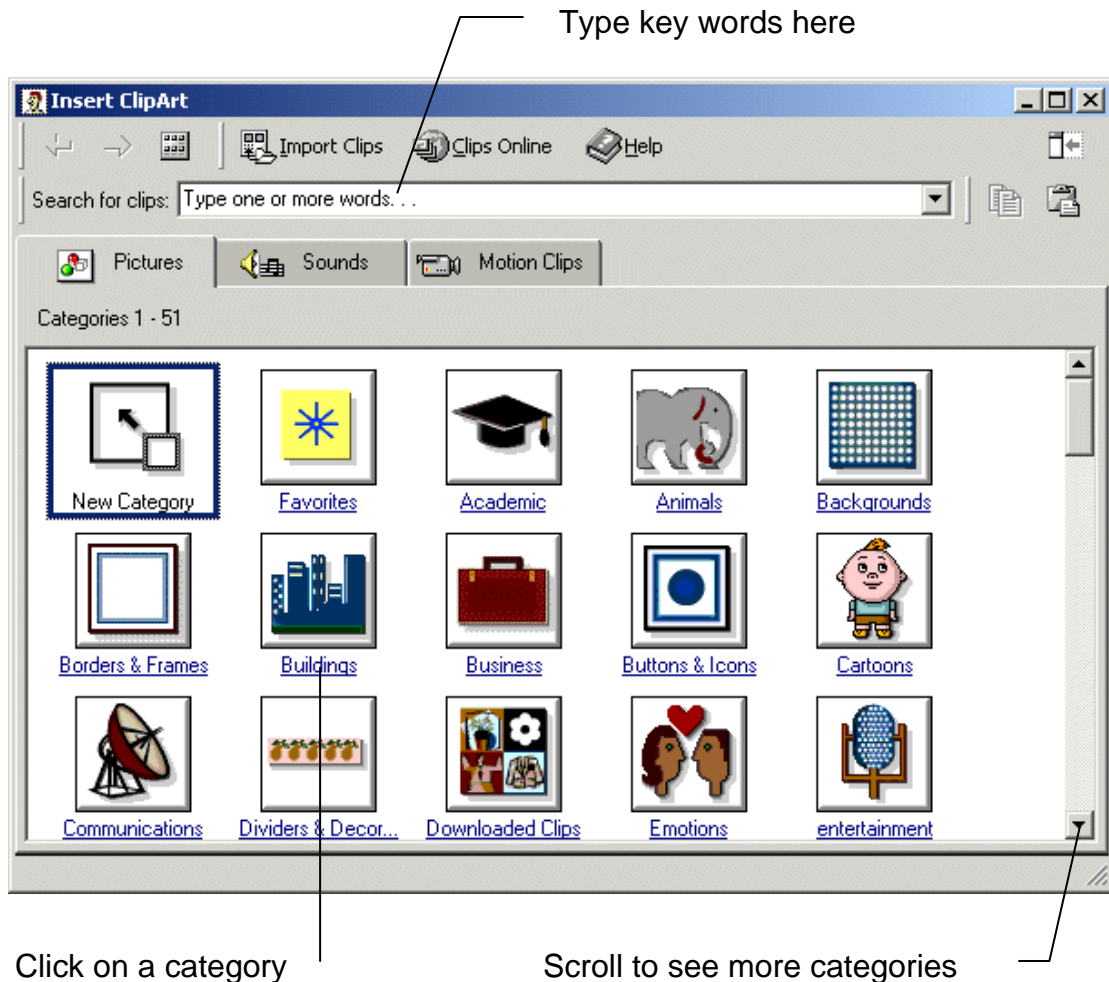
Figure 1 Choose Clip Art from the Insert menu



- When the **Insert Clip Art** window appears, click on a category to select it. If you cannot see the category that you want, use the scroll bars. You can

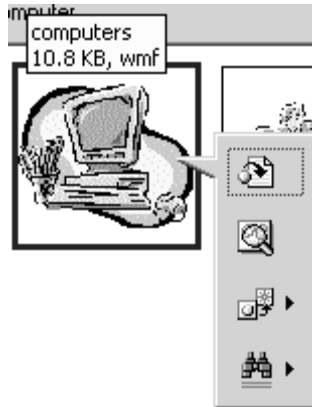
also type key words in the box labelled **Search for clips** then press the **Enter** key.

Figure 2 Choose a Category



- A selection of graphics that satisfies your elected criteria (key word or category) will appear. Click on the one you want to select it.
- A menu of options appears (Figure 3). You can find out what the options stand for by holding the mouse pointer over the buttons on the menu (do not click) so that a label appears that tells you what the button is for.

Figure 3 Insert clip





- Click on the **Insert Clip** button.
- If you are going to insert more pictures then minimise the clipart window. If you are not going to use it again then close it.

If you wanted to insert a picture of your own, you would choose **From File** instead. You would then browse for the file and open it.

3 Formatting a picture

Exercise 2 Format a picture

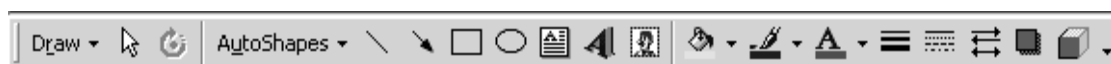
- In your *Microsoft Word for Windows 2000* document click on the picture to select it.
- Click on the **centre justification button** on the toolbar (or use short cut keys **CTRL+E**). If you cannot see the button click on >> to see more buttons. 

You will find other options for formatting pictures on the **Format** menu. You need to click on it to select the picture first for the picture formatting options to become available on the menu. When the picture is selected, a box appears round it (see right). You can change the size of the picture by dragging the corners of the box. You can wrap text round your picture using the *Layout* tab. 

4 Drawing Objects

You can also draw a variety of objects such as lines, arrows, and text boxes using the *Microsoft Word for Windows 2000* drawing toolbar (Figure 4). If the toolbar is not shown at the bottom of your document then from the **view** menu select **toolbar, drawing**.

Figure 4 Drawing toolbar

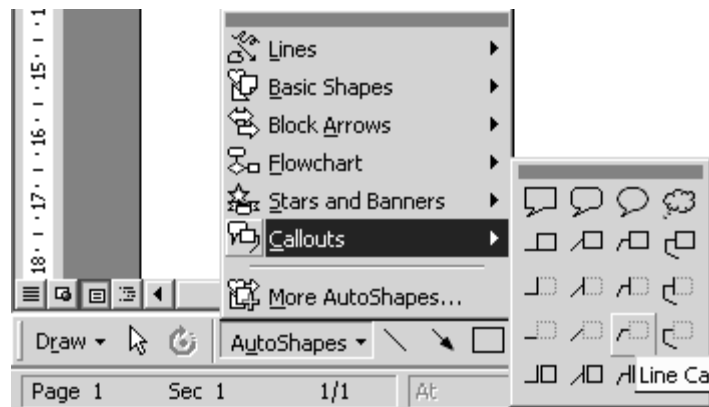


Often you will want to label important features in your graphics. *Microsoft Word for Windows 2000* provides an object called a *callout* for this.

Exercise 3 Label a graphic

- On the drawing toolbar click on **AutoShapes**.
- On the autoshape menu click on **Callouts** and click on your preferred shape of callout (Figure 5).

Figure 5 Choose a label shape



- Draw a callout shape on your figure and type some text to label it. If you wish to change the position of the callout object select and drag it to a new position.

You can reposition the graphic by dragging it to a new position in your document