

# Inserting a graphic into a Microsoft Word for Windows 2003 document

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John Matthews  
Central Computing Services

## 1 Introduction

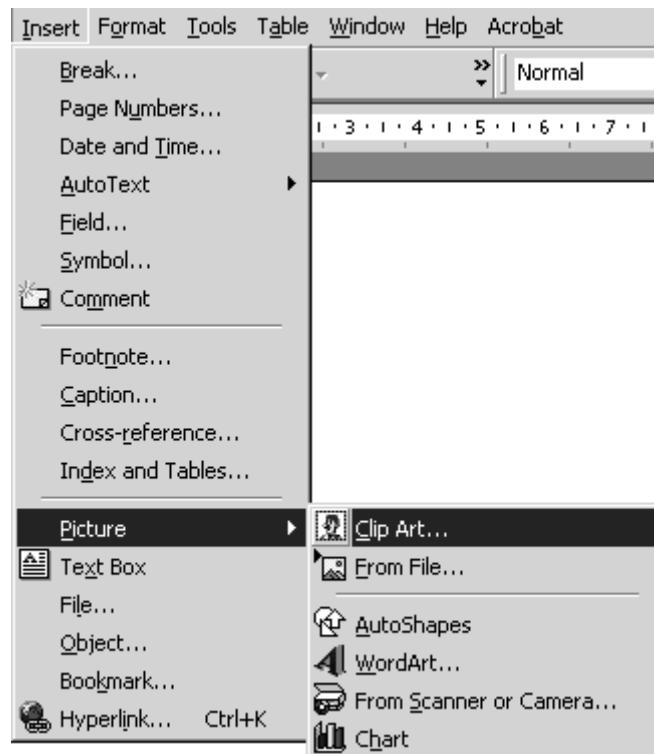
In the following exercises we will use an example from the *Microsoft* clip art gallery. However, the techniques that you will learn are also applicable if you need to insert your own graphics that you have created with a graphics package such as *Adobe Photoshop* or *Paintshop Pro*.

## 2 Inserting a graphic

### Exercise 1 Insert a Picture

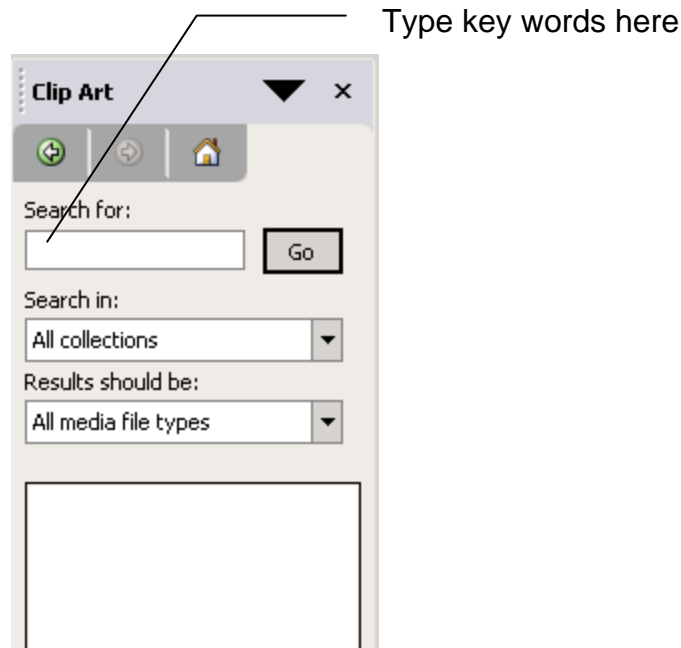
- In *Microsoft Word for Windows 2003* open the document in which you wish to insert the graphic, or create a new document
- Click in your document to position the insertion point at the place where you want the graphic to appear.
- From the **Insert** menu choose **Picture, Clip Art** (Figure 2-1).

Figure 2-1 Choose Clip Art from the Insert menu

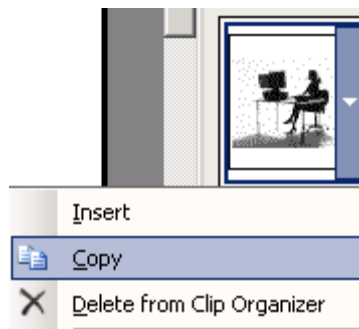


- The **Insert Clip Art** task pane will appear to the right of your document. You may type key words in the box labelled **Search for:** then press the **Enter** key or click **Go**

**Figure 2-2 Choose a Category**



- A selection of graphics will appear. Click on the one you want to insert it into your document
- Note that it is possible to copy a picture without first inserting it into your document – move the mouse over the picture, and click on the drop-down arrow which then appears, as below



**Figure 2-3**

- If you are not going to use it again, you may close the clipart task pane

If you want to insert a picture of your own, you should choose **Insert – Clipart – From File** instead, to browse for the file and open it.

### 3 Formatting a picture

#### Exercise 2 Format a picture

- In your *Microsoft Word for Windows 2003* 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 Picture** dialogue box. To bring up the dialogue box, either

- Click once on the picture to select it, then choose Format – Picture from the menus
- Double-click on the picture
- Right-click on the picture and choose Format Picture from the popup menu

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 (pick either the Square or Tight option).

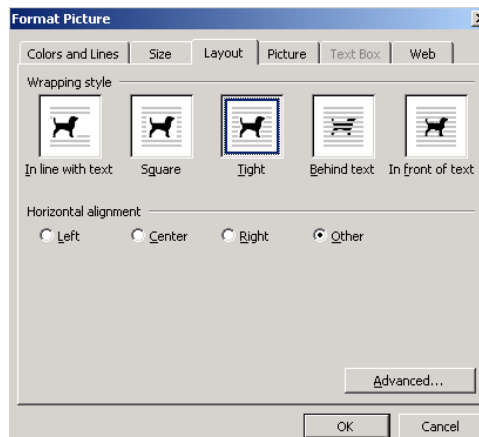
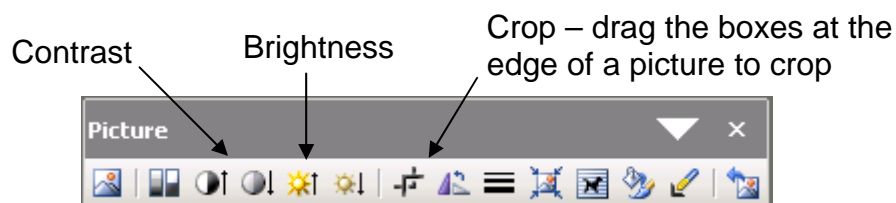


Figure 3-1

### 4 Picture Toolbar

When you insert a picture, the picture toolbar should appear. If it does not – or if you have closed it – you may restore it by choosing **View – Toolbars – Picture**. From this toolbar, you may crop the picture, change brightness and other aspects of its appearance.



Colour (change to b/w, or washout)

Figure 4-1

## 5 Drawing Objects

You can also draw a variety of objects such as lines, arrows, and text boxes using the *Microsoft Word for Windows 2003* drawing toolbar (Figure 5-1). If the toolbar is not shown at the bottom of your document then from the **View** menu select **Toolbars, Drawing**.

**Figure 5-1 Drawing toolbar**

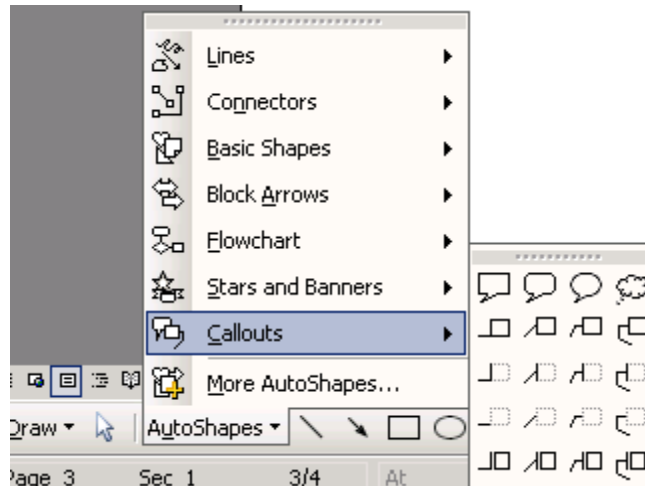


You may need to label important features in your graphics. *Word* provides an object called a *callout* for this.

### 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 5-2).

**Figure 5-2 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