Inserting an Image in a Word Document

* There are two ways you can insert an image into a word document.
  + Insert clip art
  + Insert a picture that has been saved to a folder
* To Insert Clip Art:
  + Go to the Insert tap on the top menu bar
  + Click on the Clip Art icon
  + Type in a key word in the “Search for:” box
  + Click on the picture you want to use
  + You can modify your search parameters by using the drop down menus
* To Find a Picture:
  + If you cannot find an image you like in clip art you can go to various search engines to find images – for example:
    - Google Images <http://images.google.com/>
    - PicSearch <http://www.picsearch.com/>
    - Yahoo Image Search <http://images.search.yahoo.com/>
  + Each site will have filters that you can use to help you search for specific elements; for example – clip art only, black and white only, etc.
  + Once you have found an image you would like to use save it to a folder on your computer – I recommend the “My Pictures” folder
  + Be sure to name the file with a name that makes sense for the picture (often the file name will automatically come up with something that might not make sense to you – like random letters and numbers)
* To Insert a Picture:
  + Go to the Insert tap on the top menu bar
  + Click on the Picture icon
  + Go to the folder where the picture is saved
  + You can either click on the picture and then hit the “insert” button or just double click on the image
* Helpful Hints
  + Make sure your cursor is on the part of the document where you want the picture inserted
  + To resize the picture proportionally drag on any corner
  + To change the width or length drag on the top/bottom or sides
  + To change the position, text wrapping, etc. click on the image and the click on the “Format” tab on the top menu – there you will find many useful tools – remember the only way to get to the Format tab for pictures is to have the picture selected