

Computer Basics

Inserting a Picture into a Document

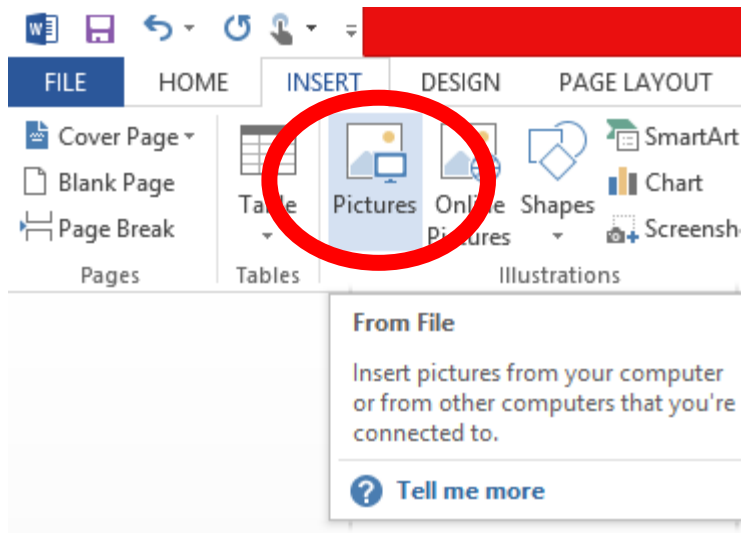
Pictures add a great deal to documents. As you've heard, a picture really IS worth a thousand words! To add a picture to your work, you first need to decide if you are adding a picture that is located on your computer, or if you wish to add one from the Internet.

Adding a Picture Located on a Computer (from File)

- Click the Insert tab at the top of the screen.



- Click Pictures in the ribbon.

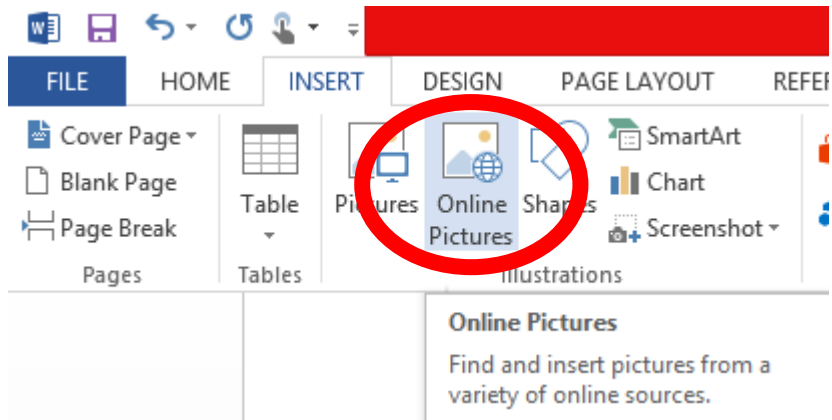


- Select the picture you would like to use from its location.

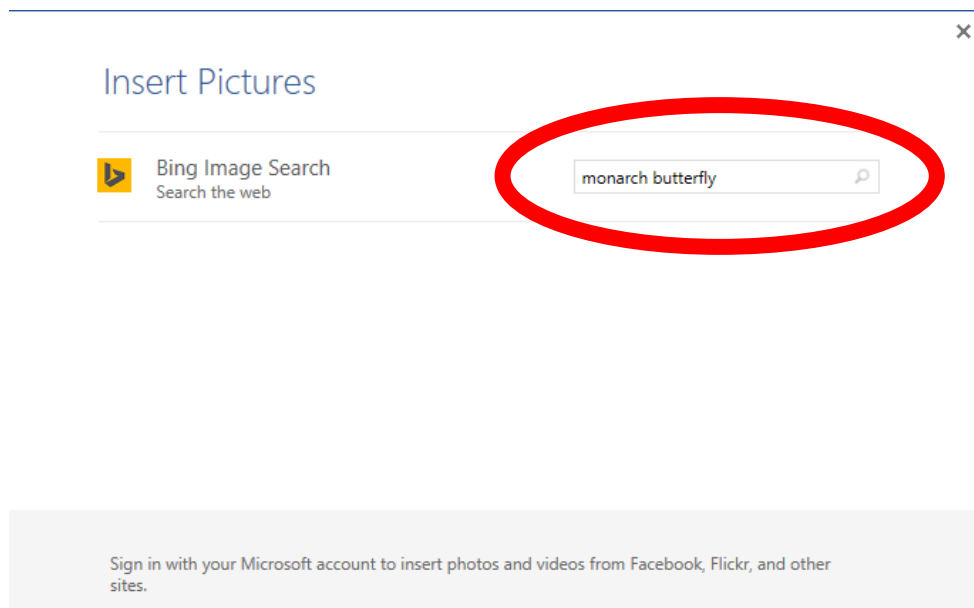
Inserting an Online Picture

-Click the Insert tab at the top of the screen.

-Click Online Pictures.



-In Word, a Bing search box will appear. Type in the image you would like.



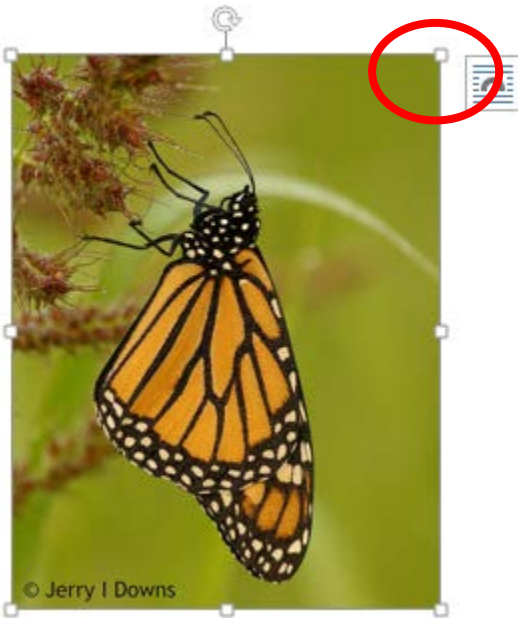
-Select an image and click Insert.

Formatting an Image

It is necessary to format an image in order to access features like the crop tools, border tools, effect tools, etc.


Follow the steps below to format an image and change its location in a document:

- Select the image by clicking on it. A rectangle will appear around the picture.



-Resize the image by using the corner boxes. Drag away from the image to enlarge. Drag toward the image to shrink.



-Click the  button to change the layout of the image and have the option to move it elsewhere on the page.

- A choice of several options will appear in the pop-up window. Experiment with the options to find the one that is best for your document. I generally use the “square” layout option.

