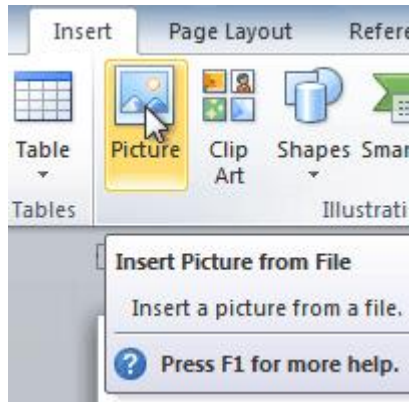


Inserting Clip Art and Pictures

Introduction



Images are a great way to liven up a document, and Word offers a few methods to insert them. 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

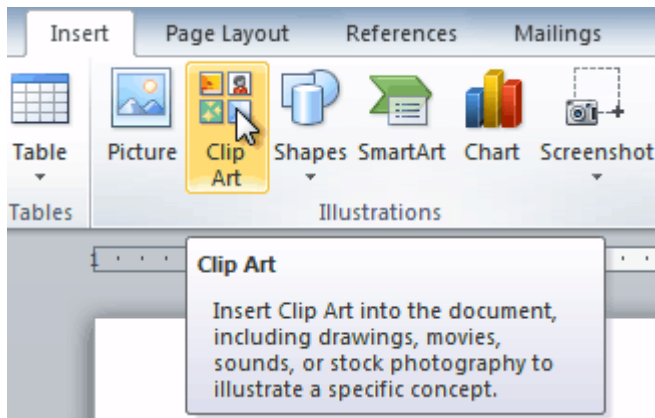
Video: Clip Art and Pictures in Word 2010



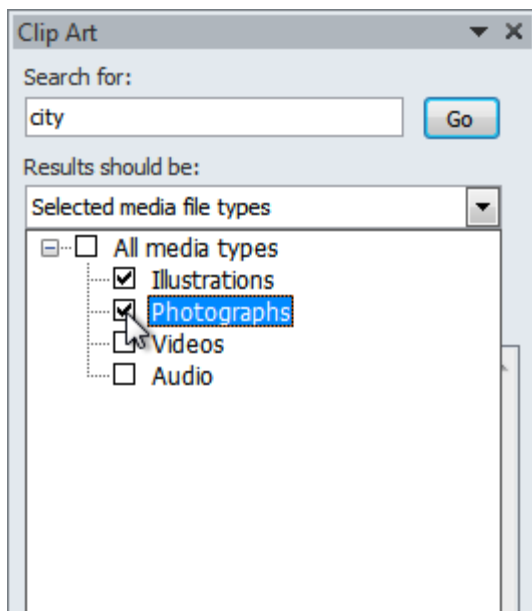
Adding **clip art** and **pictures** to your document can be a great way to **illustrate important information** or add **decorative accents** to existing text. You can insert images from your computer or search Microsoft's extensive selection of clip art to find the image you need. Once an image has been inserted, you can format text to **wrap** around the image.

To locate clip art:

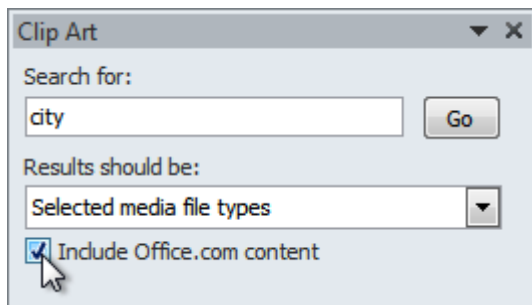
1. Select the **Insert** tab.
2. Click the **Clip Art** command in the **Illustrations** group.



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



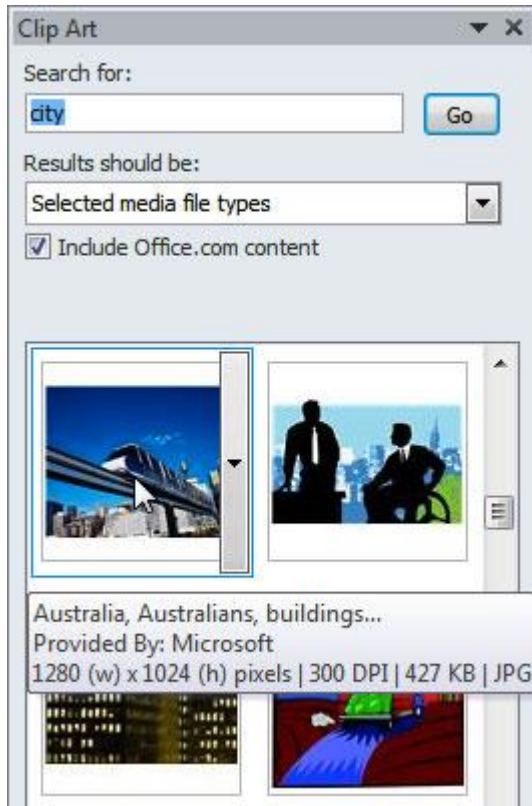
7. If you also want to search for clip art on Office.com, place a check mark next to **Include Office.com content**. Otherwise, it will just search for clip art on your computer.



8. Click **Go**.

To insert clip art:

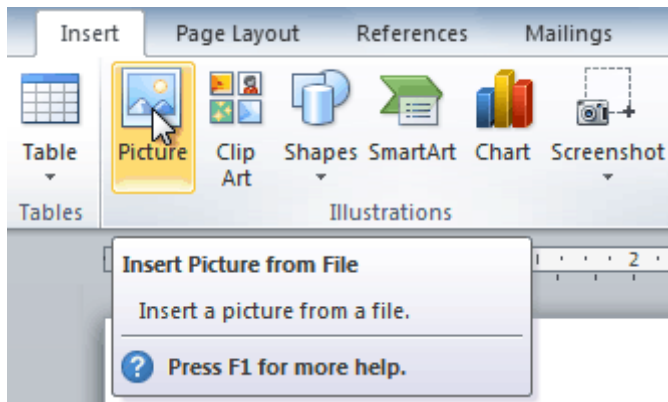
1. Review the results from a clip art search.
2. Place your **insertion point** in the document where you want to insert the clip art.
3. Click an image in the **Clip Art** pane. It will appear in the document.



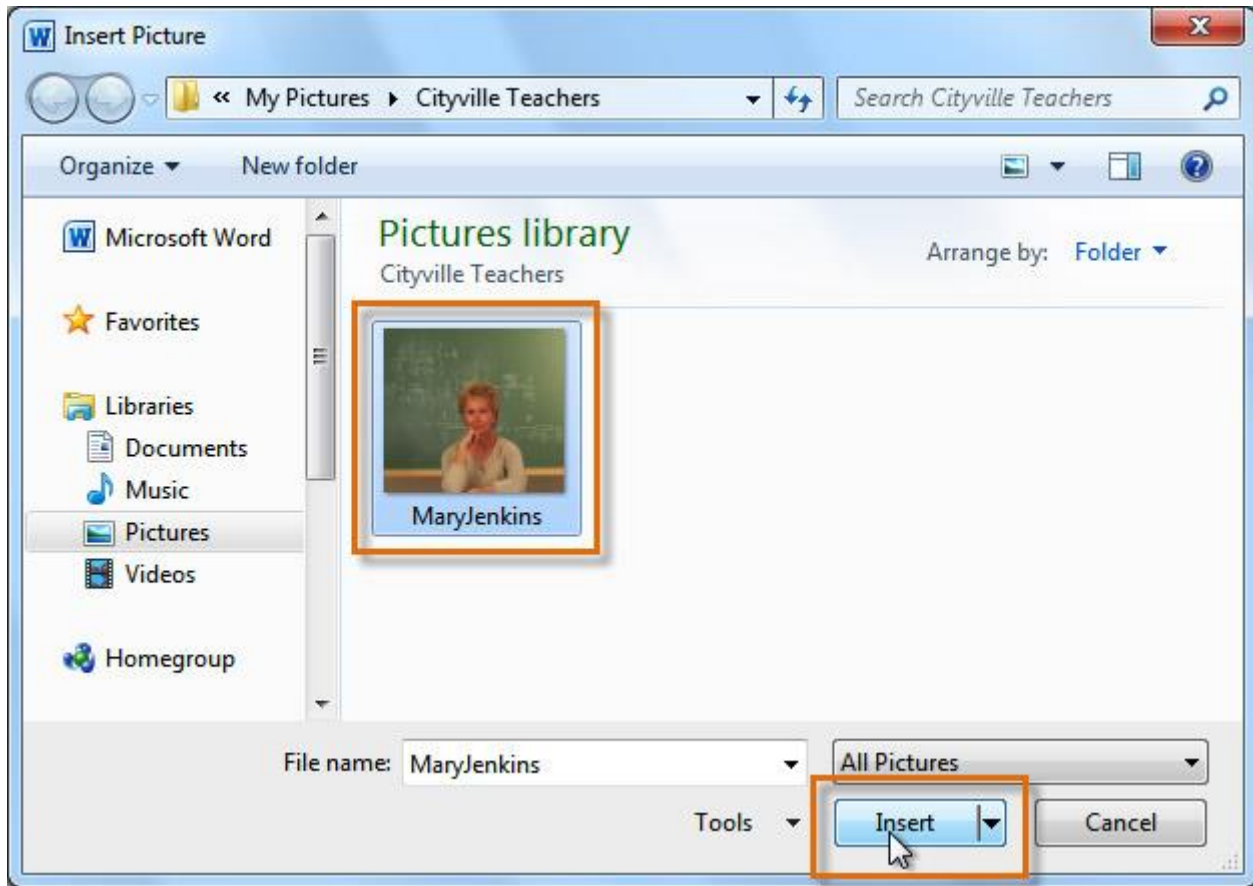
You can also click the **drop-down arrow** next to the image in the Clip Art pane to view more options.

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.



4. Select the desired image file, then click **Insert** to add it to your document.



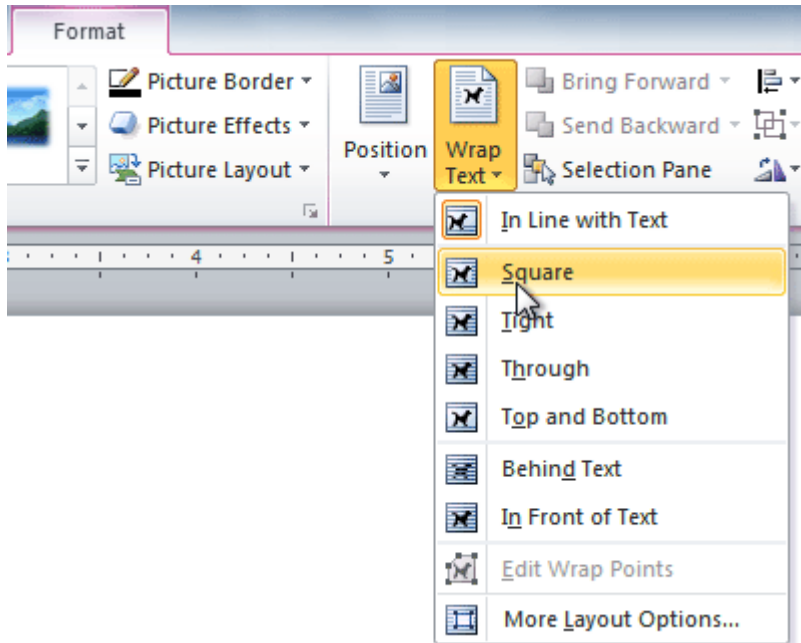
To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles**.

Changing 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. This is because the **text wrapping** for the 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.

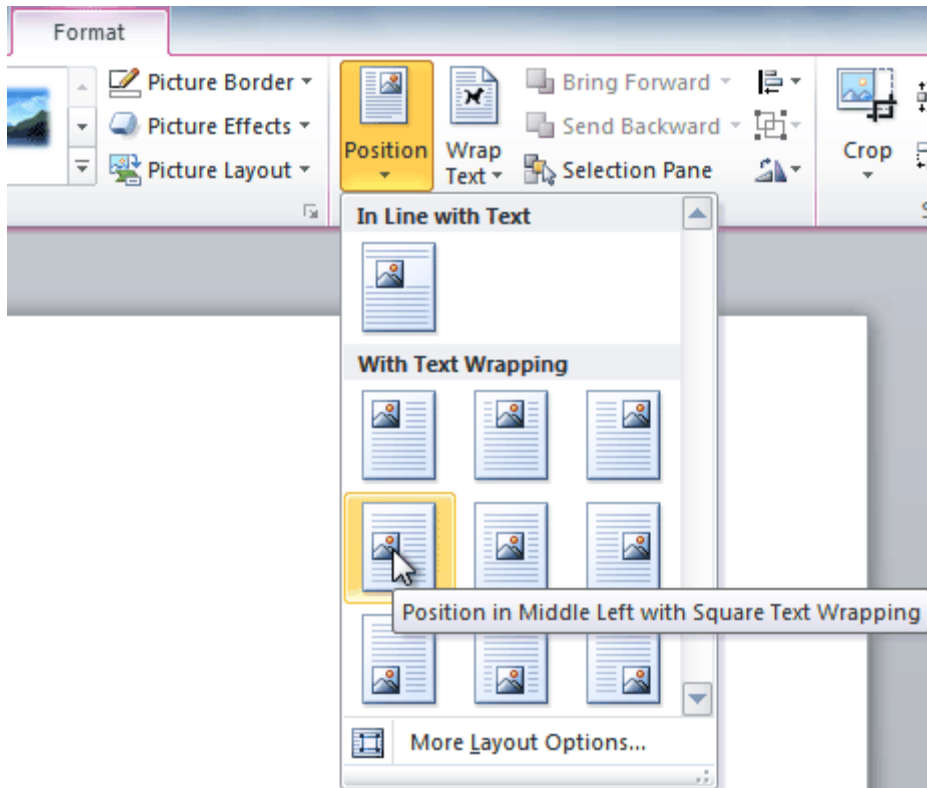


5. Move the image around to see how the text wraps for each setting.

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

To use a predefined 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.



3. The image will move to the position 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**.