

Inserting picture into a Word Document



1. Open Microsoft Word

- a) On the desktop you may have the blue Microsoft Word icon, if so double click on it to open,
- b) If not - Click on 'Start'
- c) Click on 'All programs'
- d) Find 'Microsoft Word', if you can't see it, click on 'Microsoft Office'
- e) The program will launch with a fresh white sheet already for you to start on.

2. Insert picture

- a) Type your name or the picture title.
- b) Press the return key (big one with arrow on it)
- c) Click on 'Insert'
- d) Click 'Picture' then 'from file'
- e) Find your folder in 'My pictures'
- f) Select the photo you want to insert.
- g) Click on it, then click the 'Insert' button at the bottom of the box.
- h) The picture should now be on your document.

3. Resize and move picture

- a) Click on the picture. You should get a black outline around it.
- b) Click on the corner of the picture and drag to resize it.
- c) If you get in a muddle click on some white space and start again.

If you want to move the whole picture it is much easier if the picture has a text box around it.

- a) Click on the picture to get the black outline
- b) Click on 'Insert'
- c) Click 'Text box'. You will see a thick box around your picture.
- d) Click on the edge of this box, so you get the cross and drag the picture wherever you want it.
- e) To get rid of the black outline of the text box, click on the text box so you get the thick line, then click 'Format', then click 'Text box'.
- f) In the box, click the little arrow next to the 'Line' and select 'No line'
- g) If you want to put a funky thick border round your picture you can, just choose a colour and change the thickness.

4. Save your document

- a) Click 'File'
- b) Click 'Save As'
- c) Select the folder you want to save it in.
- d) Give the file a name.
- e) Click 'Save'

5. Printing

To print either click the little printer picture on the toolbar, or go to 'File', then 'Print'. It is a good idea to go to the 'Print preview' option, just to see what it will look like before you print. This can save a lot of paper!