

MICROSOFT WORD



Pictures and Text Wrapping

Contents

- Introduction
 - To insert a picture from a file
 - Changing text wrapping settings
 - To wrap text around an image
 - Using a predefined text wrapping setting
 - Inserting online pictures
 - To insert an online picture
- Practice

Introduction

- ▶ Adding **pictures** to your document can be a great way to **illustrate important information** and add **decorative accents** to existing text. Used in moderation, pictures can improve the overall appearance of your document.

Inserting a picture from a file

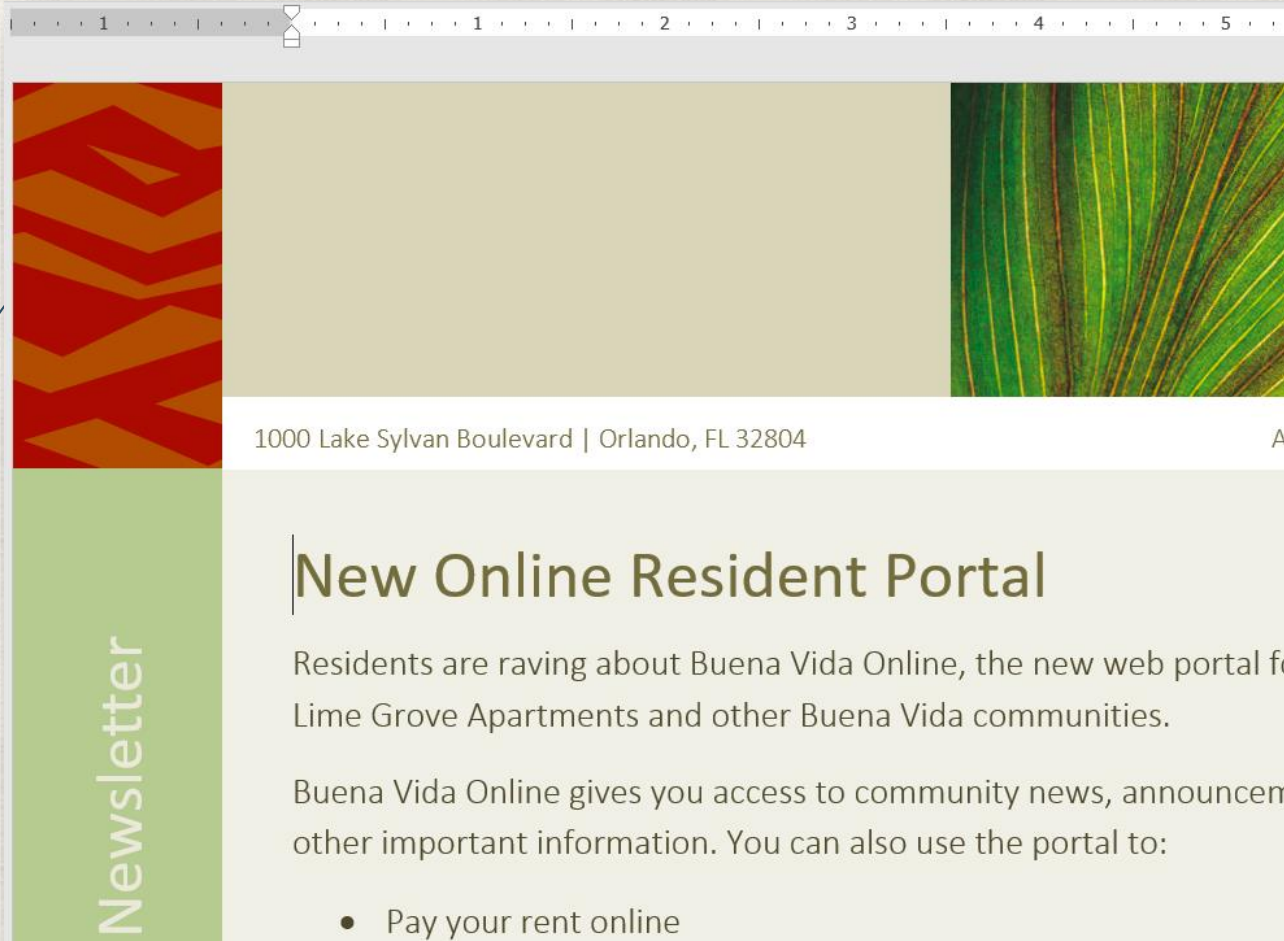
- ▶ If you have a specific image in mind, you can **insert a picture from a file**. In our example, we'll insert a picture saved locally on our computer. If you'd like to work along with our example, right-click the image below and save it to your computer.



LIME GROVE
Luxury Apartments

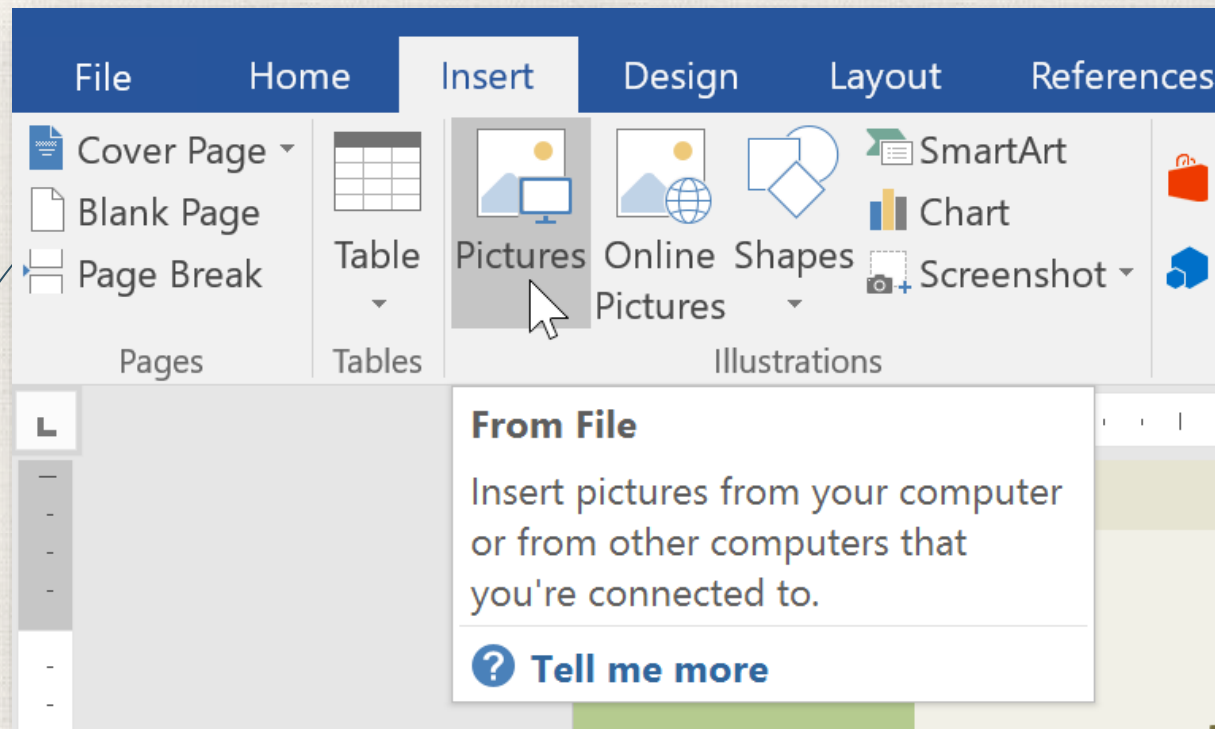
Inserting a picture from a file

1. Place the **insertion point** where you want the image to appear.



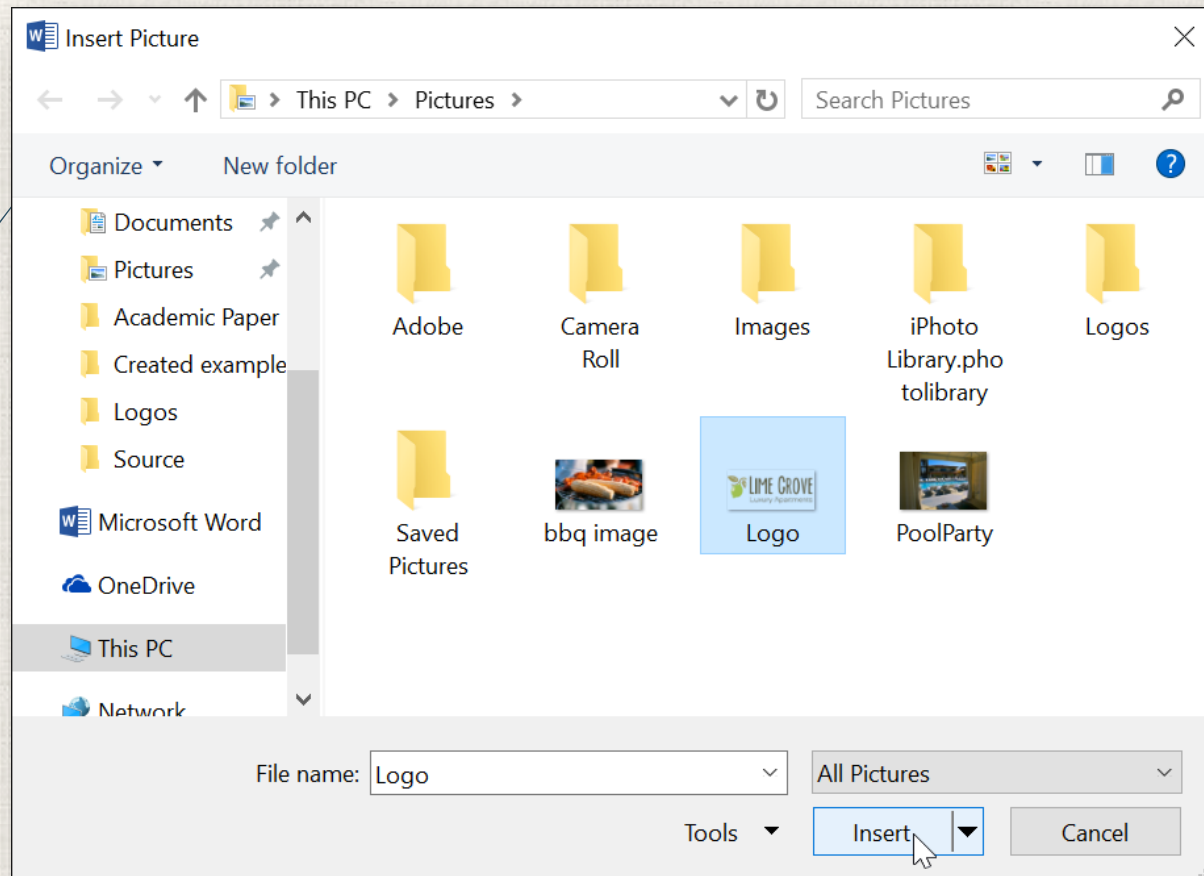
Inserting a picture from a file

2. Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.



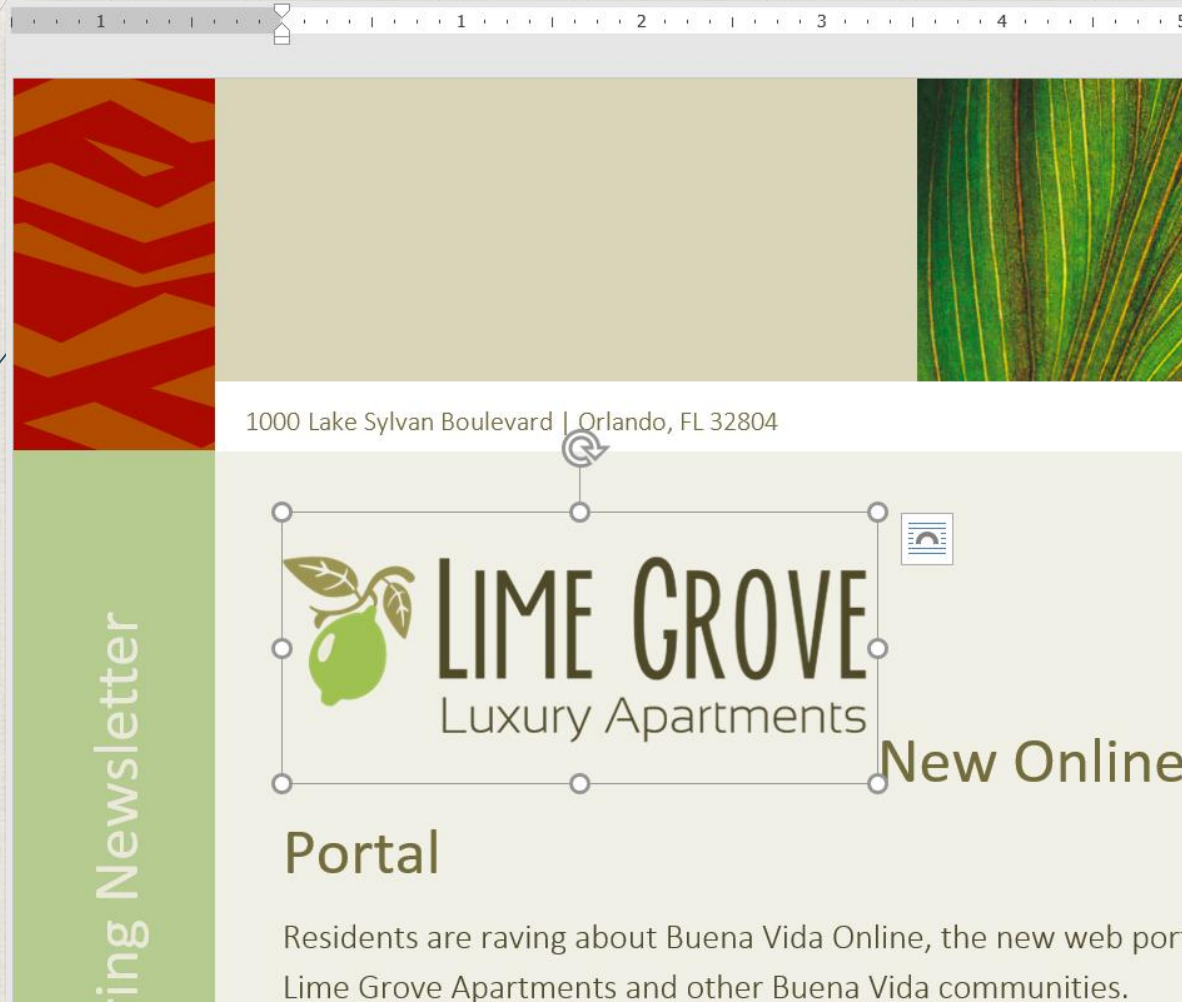
Inserting a picture from a file

3. The **Insert Picture** dialog box will appear. Navigate to the folder where your image is located, then select the image and click **Insert**.



Inserting a picture from a file

4. The image will appear in the document.



Inserting a picture from a file

- 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**.

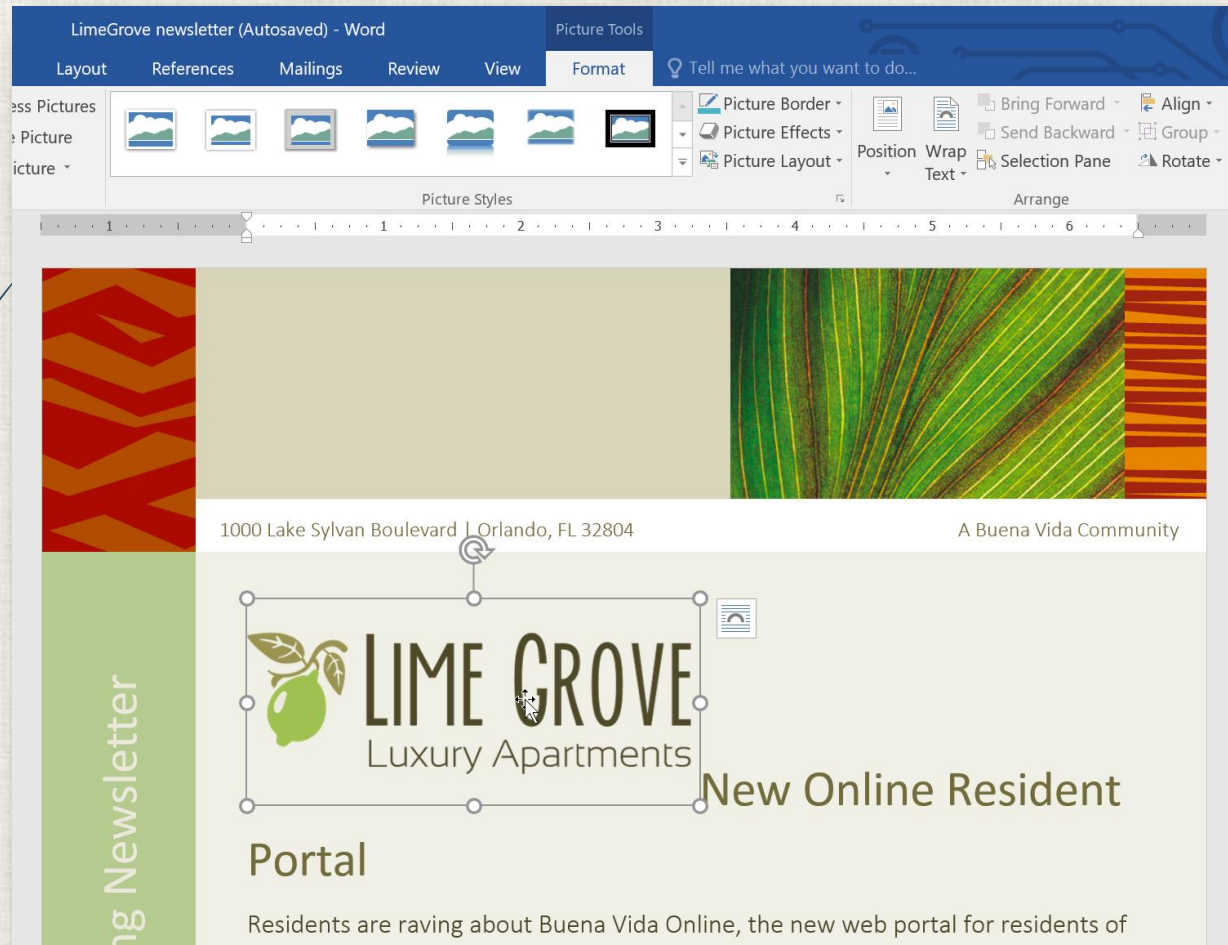


Changing text wrapping settings

- ▶ When you insert 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.

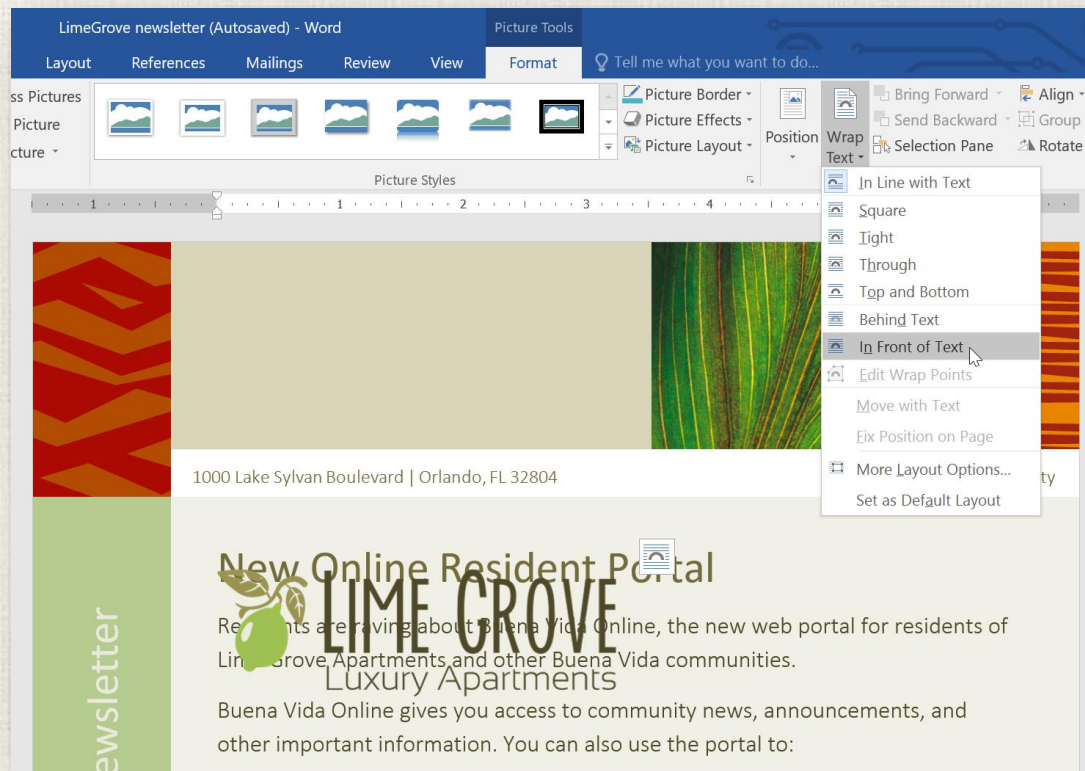
Wrapping text around an image

1. Select the **image** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon.



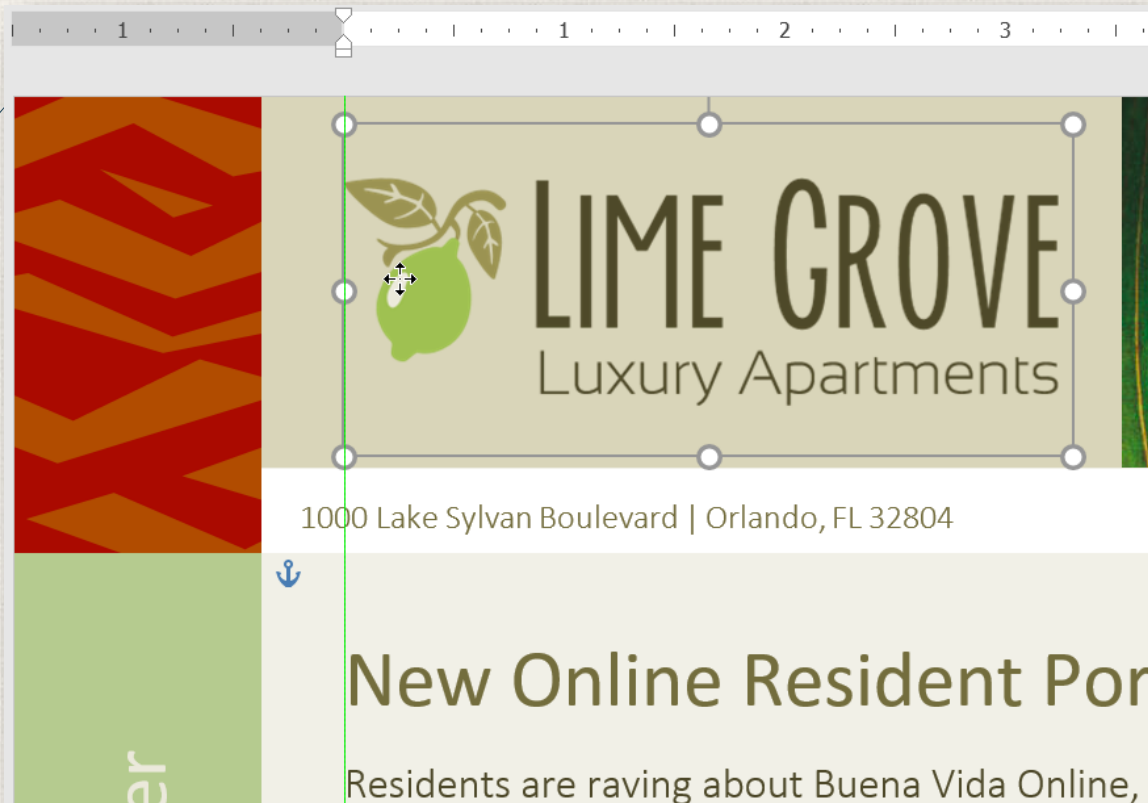
Wrapping text around an image

2. On the **Format** tab, click the **Wrap Text** command in the **Arrange** group. Then select the desired text wrapping option. In our example, we'll select **In Front of Text** so we can freely move it without affecting the text. Alternatively, you can select **More Layout Options** to fine tune the layout.



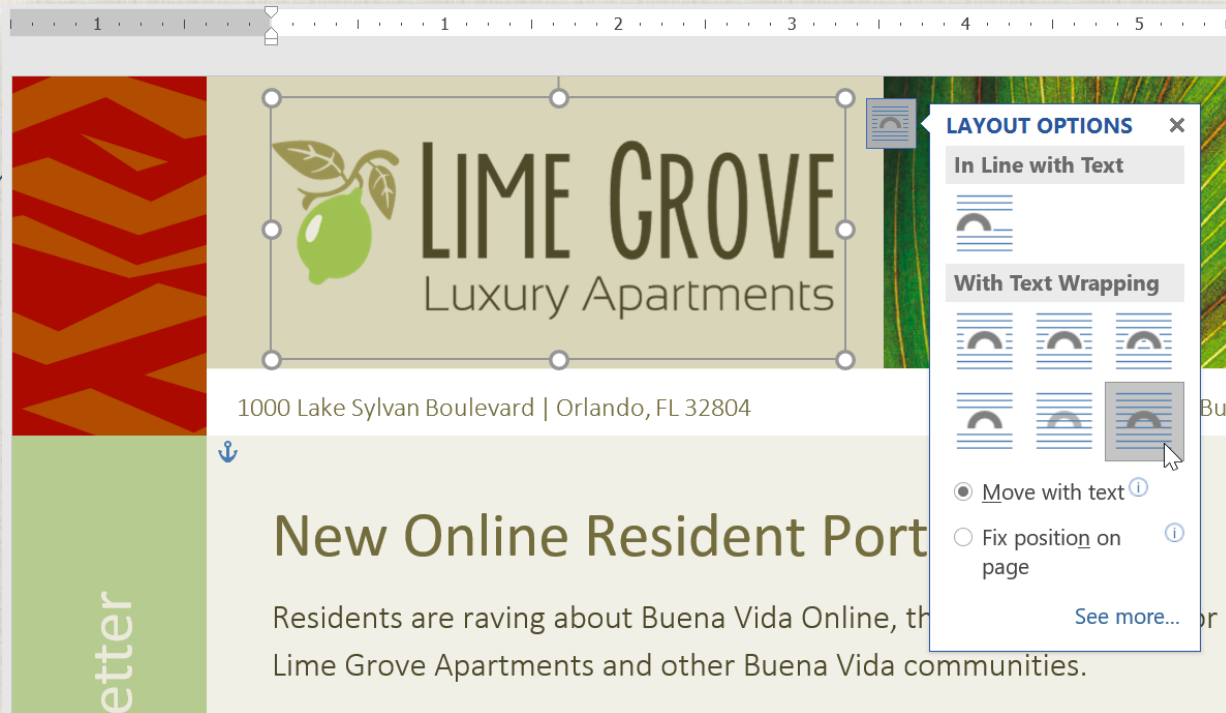
Wrapping text around an image

3. The text will wrap around the image. You can now **move** the image if you want. Just click and drag it to the desired **location**. As you move it, **alignment guides** will appear to help you align the image on the page.



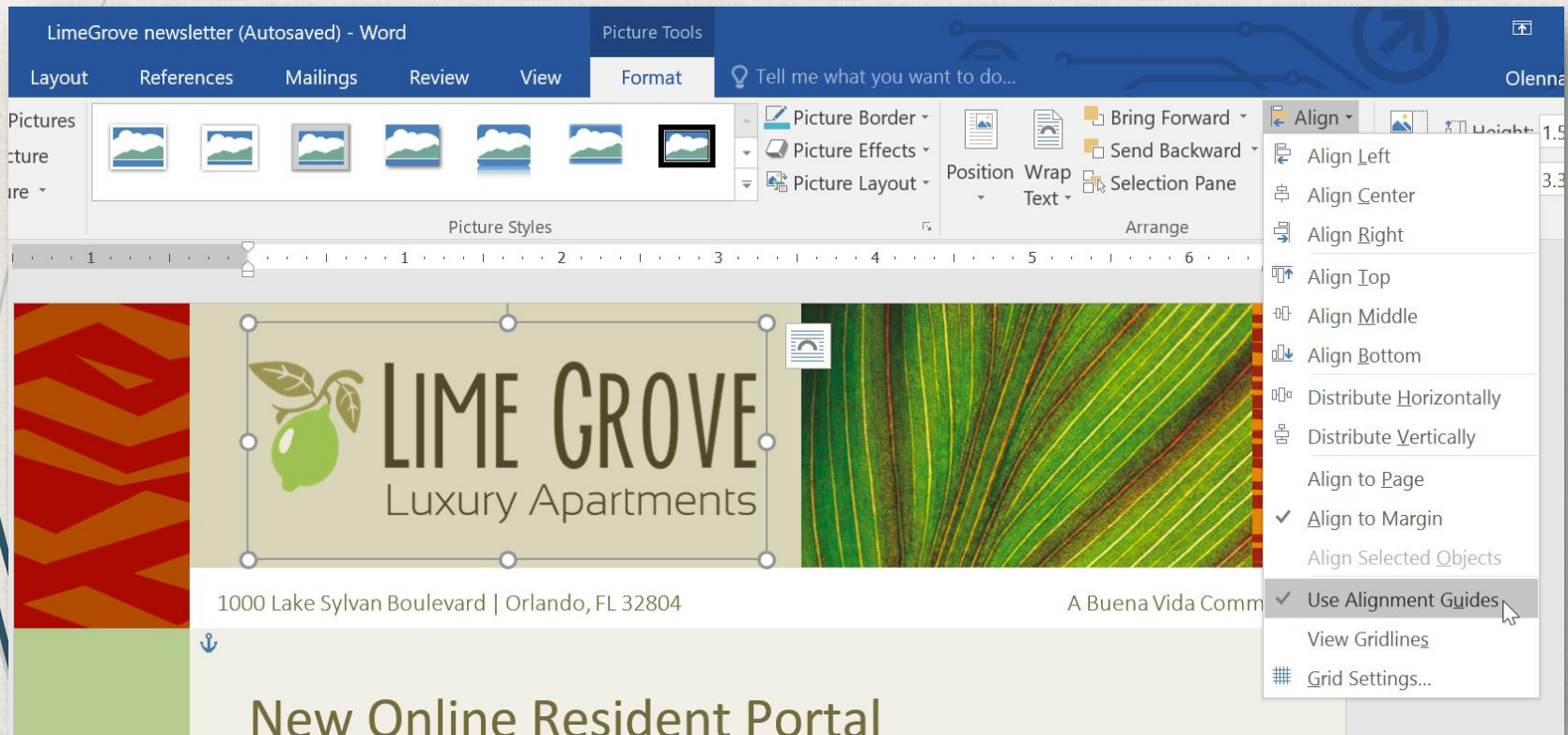
Wrapping text around an image

- Alternatively, you can access text wrapping options by selecting the image and clicking the **Layout Options** button that appears.



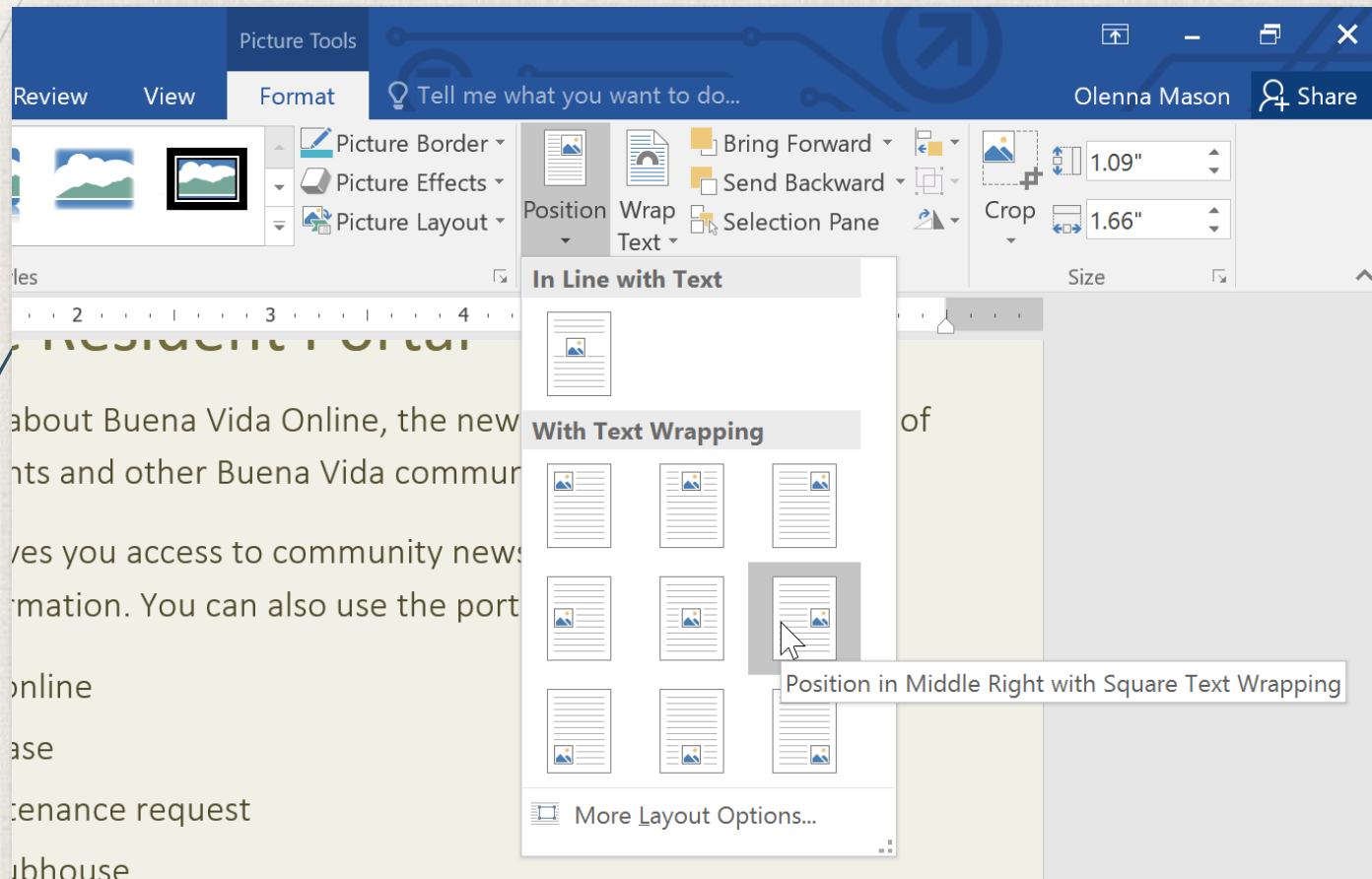
Wrapping text around an image

- If the alignment guides do not appear, select the Page Layout tab, then click the Align command. Select **Use Alignment Guides** from the drop-down menu that appears.



Using a predefined text wrapping setting

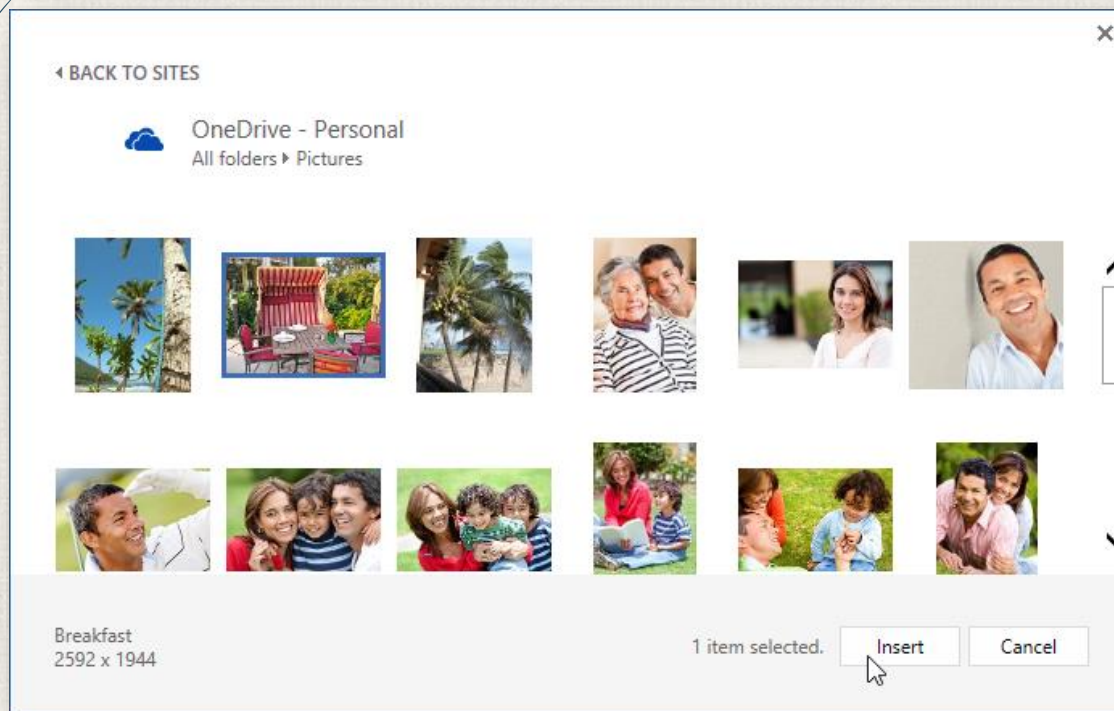
- Predefined text wrapping allows you to quickly move the image to a specific location on the page. The text will automatically wrap around the object so it's still easy to read.



Inserting online pictures

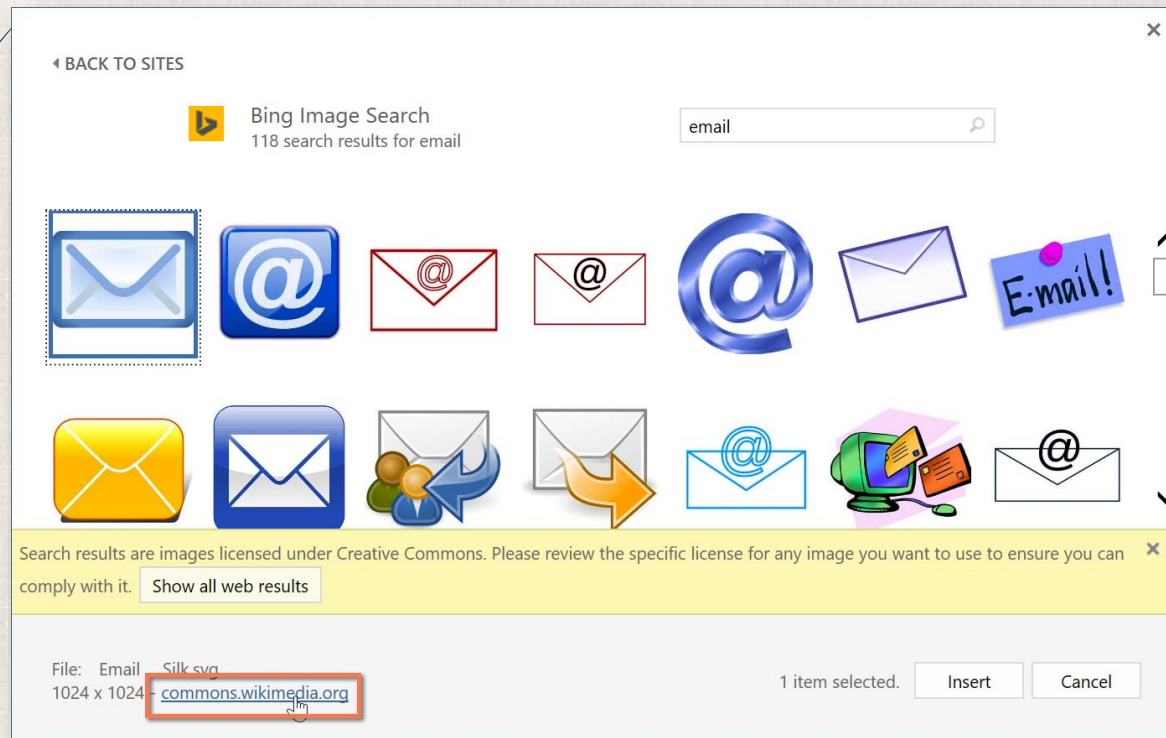
If you don't have the picture you want on your computer, you can **find a picture online** to add to your document. Word offers two options for finding online pictures.

- **OneDrive:** You can insert an image stored on your OneDrive. You can also link other **online accounts** with your Microsoft account, such as Facebook and Flickr.



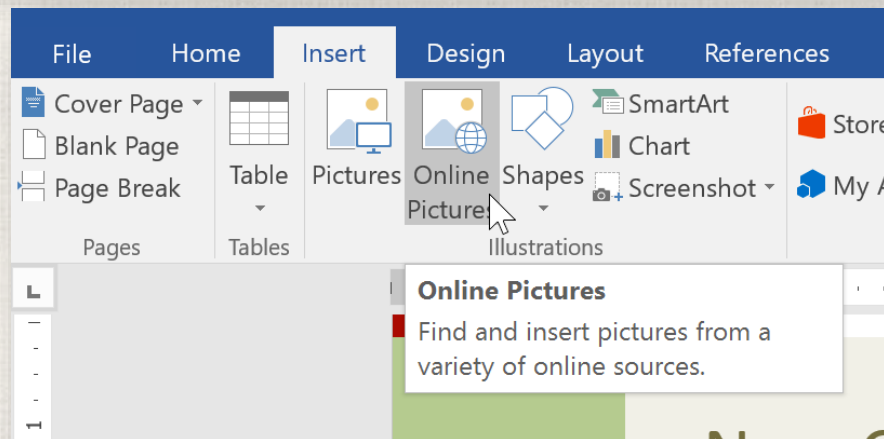
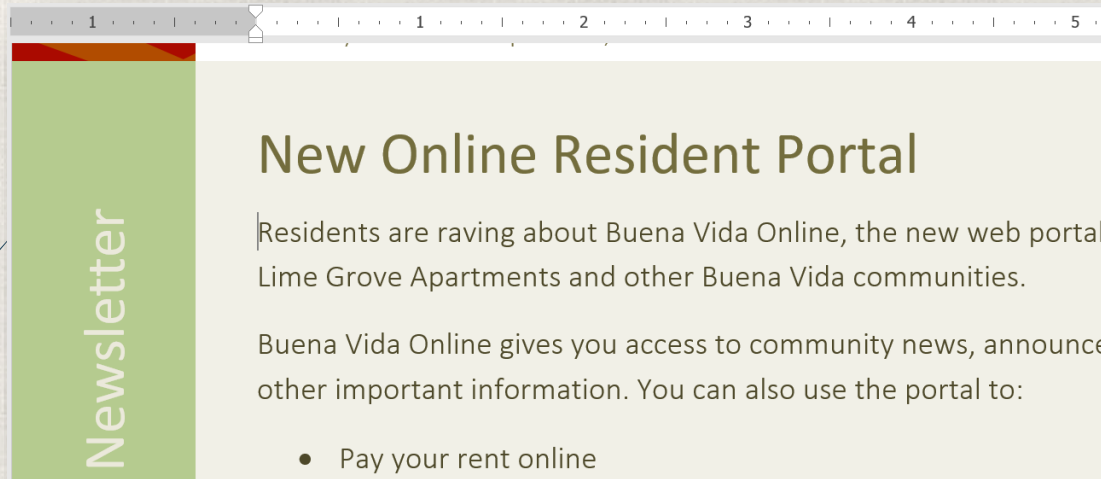
Inserting online pictures

- **Bing Image Search:** You can use this option to search the Internet for images. By default, Bing only shows images that are licensed under **Creative Commons**, which means you can use them for your own projects. However, you should click the link to the image's website to see if there are any restrictions on how it can be used.



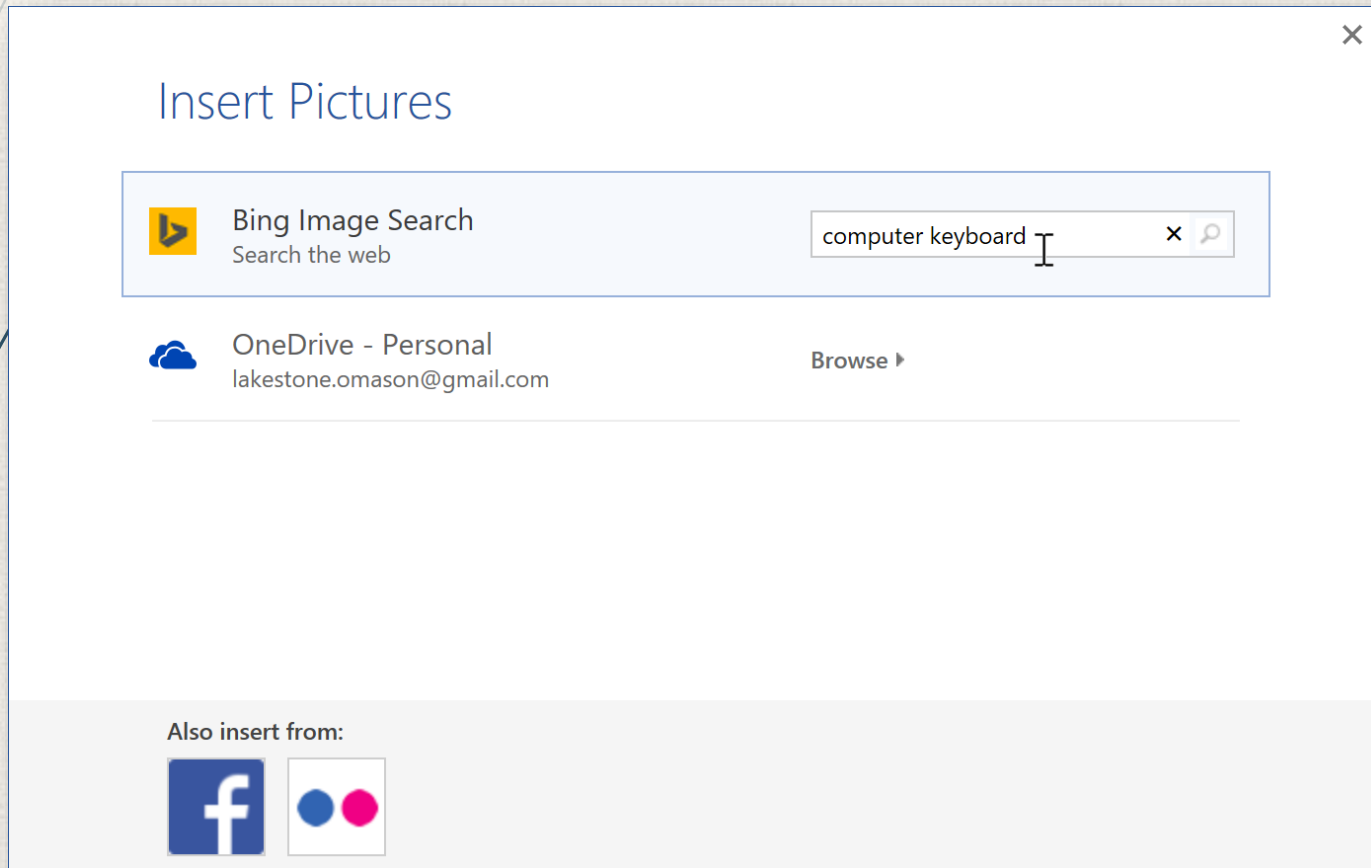
Inserting an online picture

1. Place the **insertion point** where you want the image to appear.
2. Select the **Insert** tab, then click the **Online Pictures** command.



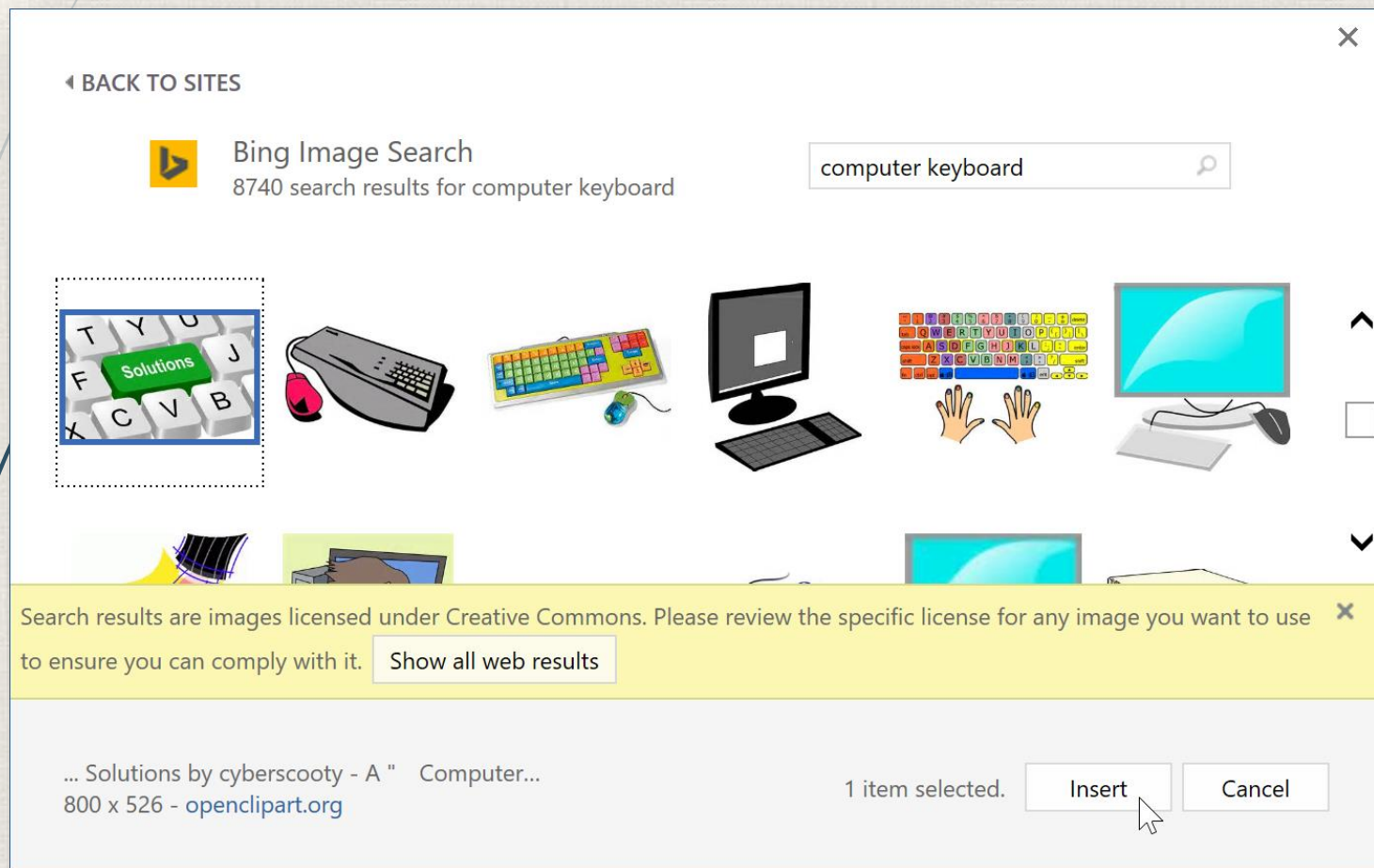
Inserting an online picture

3. The Insert Pictures dialog box will appear.
4. Choose **Bing Image Search** or your **OneDrive**. In our example, we'll use Bing Image Search.



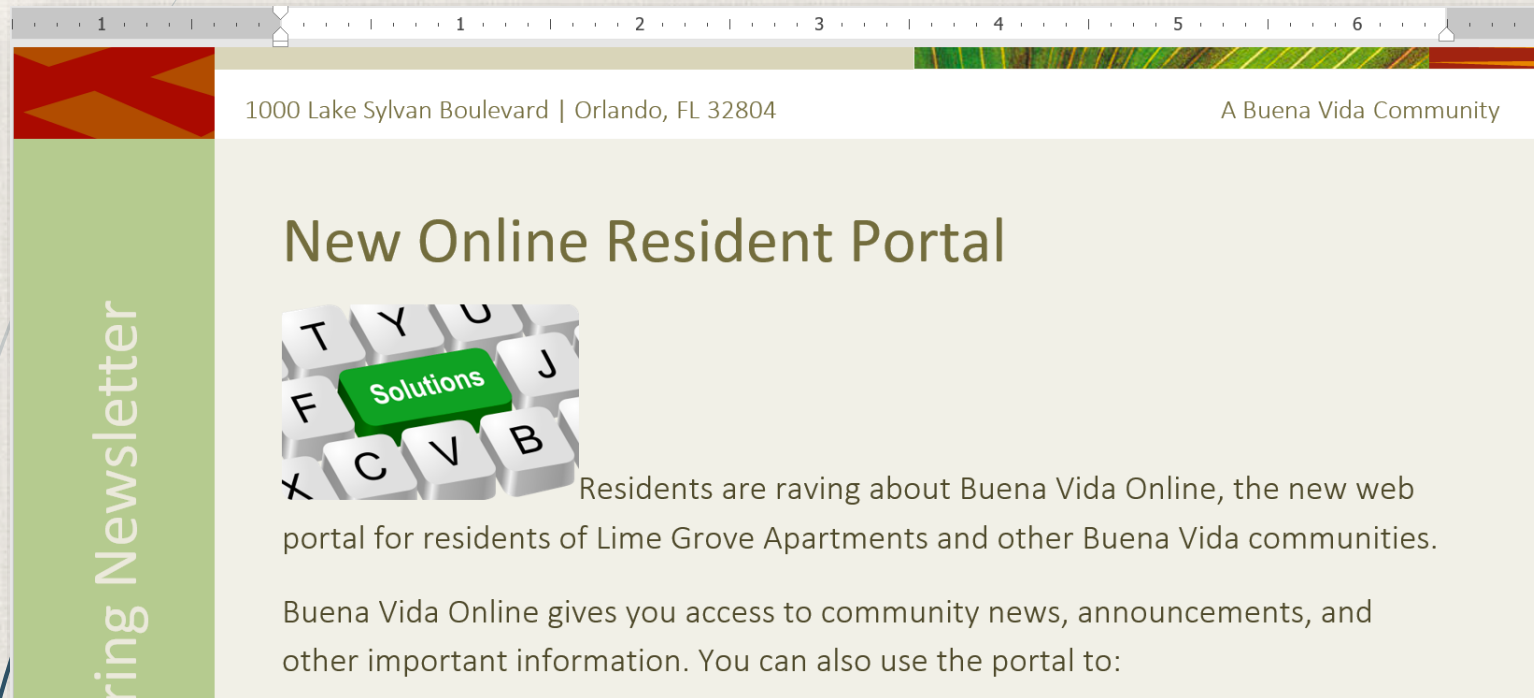
Inserting an online picture

5. Press the **Enter** key. Your search results will appear in the box.
6. Select the desired image, then click **Insert**.



Inserting an online picture

7. The image will appear in the document.



When adding images, videos, or music to your own projects, it's important to make sure you have the legal rights to use them.

Most things you buy or download online are **protected by copyright**, which means you may not be allowed to use them.

Practice

- Open our **practice document** and scroll to **page 3**.
- Change the **text wrapping** of the dog picture to **Square**.
- Drag the picture to the right side of the bottom paragraph.
- Place your insertion point next to the **Community Reminders** heading.
- Use the **Online Pictures** command and type the word **Recycle** into the search.
- Insert a **recycling symbol**.
- If needed, use the **corner sizing handle** to resize the recycling symbol so everything fits on page 3.
- Change the text wrapping to **Square** and drag the symbol to the right side of the first bullet.

Community Reminders

- Recycling is collected every other Wednesday. For a full list of recyclable items please visit our community's waste management [website](#).
- Please remember to pick up after your pets! Pet waste is a contributor to the spread of infectious diseases and contaminated drinking water. Baggies are provided by our local Parks and Recreation chapter. If you notice an empty bag stand, please call 321.555.4867.
- Glass containers are prohibited in the pool area. Please remember all guests must have their guest pass visible at all times.
- Visitors are **only** allowed to park in visitor spots. Any car without a visible Lime Grove decal parked in a residential spot **will be** towed. Please remind your guests of this policy!
- The dog park hours are from sunrise to sunset. The gate to the park will be locked otherwise. Outside of the park, please make sure your pet is on a leash at all times.



Dog and Owner Meet & Greet

Bring your pooch to the dog park at **5:00pm on April 30th** and meet some fellow dog lovers! Treats will be provided for both humans and our furry friends. | There will also be a kiddie pool, lots of tennis balls, and a few rope tugs for the pups to enjoy. All dogs must be up-to-date on vaccines in order to attend. No aggressive dogs please.



The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, light blue reflection of the words.

THE END

THE END