MSWORD Insert Graphics

1. Open a new document.
2. Click Insert on the menu bar. Select Picture...clip art or from a file or scanner.
3. Click the category of clip art you want from the box on the left.
4. Scroll up or down the box on the right until you find the graphic you want to use.
5. Doubleclick the graphic to insert.

Change the Size of a Graphic

1. Select the graphic by clicking anywhere on the graphic. Eight little squares, called 'handles' will appear, one at each corner and one in the middle of each side.
2. Click on a square and while holding down the mouse button, drag out or in to increase or to decrease the size. Dragging from a side square will change only the width. Dragging from the top or bottom square will change the height. Dragging from a corner will increase or decrease the size while keeping proportional ratio the same.

Moving the Graphic

1. With the graphic selected, move the pointer anywhere on the graphic. The arrow will change to a four-sided arrow. Click and drag the graphic anywhere you want it.
2. If you are moving the graphic within a text area, the graphic will make a space for itself by moving the text above and/or below it.

Text Wrapping a Graphic

1. After inserting the graphic into a text document, click View...click Toolbars...click Picture. The Picture toolbar will appear.
2. Click the Text Wrapping icon on the Picture toolbar.
3. Then, choose Square or Tight to wrap the text around and close to the graphic.

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