

## Picture to Text Document

To place a picture or graphic anywhere into a Word document.

1. With the MSWORD program open, click INSERT and select TEXT BOX or click Format and FRAME, then select type frame you prefer.
2. Place cursor inside the text box or frame.
3. Locate the clipart/picture/graphic from files on your hard drive, from a floppy disk or your scanner. Doubleclick the clipart picture or the file to insert into text box or frame.
4. To resize, click within the picture box to select, place cursor at a corner and push or pull to reduce or enlarge the size. To make the picture wider, click the black spot on the side of the box and drag right. To make taller, click the black spot at the bottom or top of the picture box and drag up or down.

NOTE: When trying this or any new feature of Word, it is best to save your text document first. If you have trouble with the new feature working, you still have your document intact at the point before you began.

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