

# INSERTING PICTURES INTO WORD

*This information sheet describes the Computing Service's recommended method of inserting a graphical image into a document you are preparing with Word.*

## Getting ready

Word 2000 will accept many different picture formats, (including GIF, tiff, jpeg, PCX, BMP, EPS and WMF).

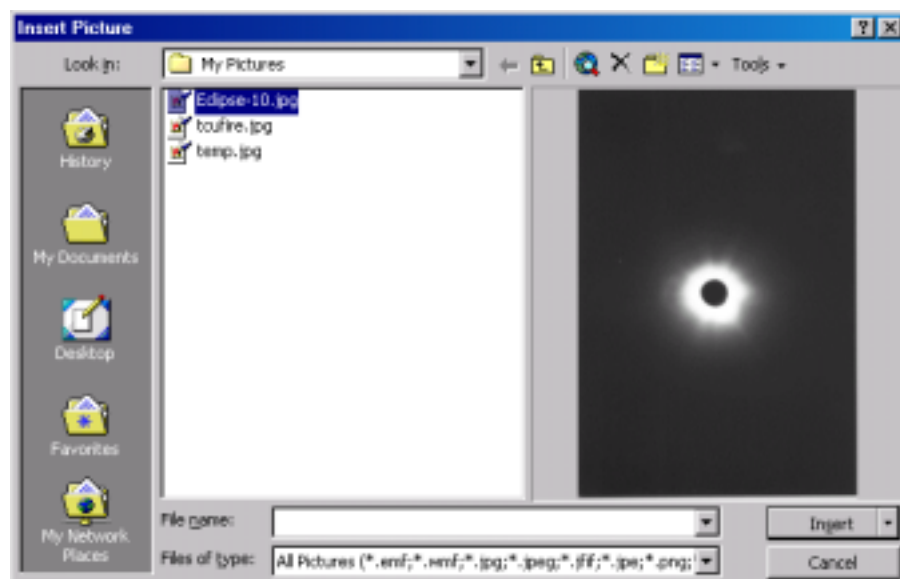
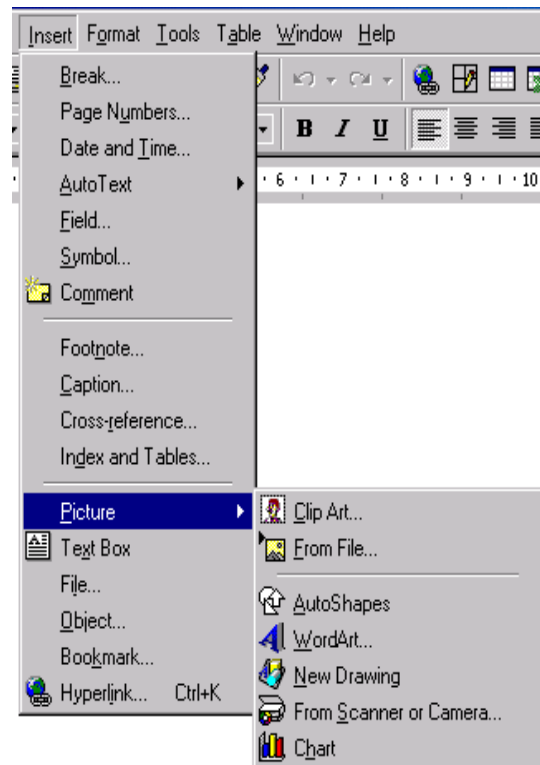
## Inserting a picture file

- Move the cursor to an appropriate location within the Word 2000 document;
- From the Insert menu choose the Picture option;
- Trace to From File as shown right;
- Select All Pictures in the Files of Type box to ensure that your picture format is viewed;
- In the dialogue box shown below select the appropriate file and click Insert;
- You can resize the picture in Word 2000 if required;
- Save the Word Document

## Tips

If your picture files are on one or more disks then to avoid disk swapping errors save your word document to the drive N:. Removing the floppy disk on which the word document is contained will cause irrecoverable file errors.

When writing word documents, if at all possible leave the insertion of pictures until last. Keep copies of the Word document before inserting pictures and a copy of all pictures. This makes recovery of important work much easier.



## Combining text and graphics

Word allows you to include “objects”, such as pictures, charts and video clips, in your written document. You can manipulate an object in a number of ways within Word. For example you can resize a picture or “wrap” the text around it. If you want to change the object itself, e.g. change the line style of a chart, then you should do this in the package that created it.

### To move the chart

- Click and hold the left mouse button over the chart. The mouse pointer will become an arrow and a cross;
- Drag the mouse with the mouse button held.

### To manipulate an object

- Select it by clicking on it once;
- Click once with the right hand mouse button and select **Format Picture** (or **Format Object**);
- The window shown below will be displayed;
- You need to select the appropriate tab to resize or move the graphic, etc.

### To “wrap” the text around the picture

- Click on the **Layout** tab;
- If you are not able to select any of the options under **Wrapping style** then select the **Position** tab. You will find that the **Float over text** has not been checked. Click on this option and return to the **Wrapping** options.
- The most commonly used style is **Square**. If this is chosen you can select if you want the text to be on the left, the right, or both sides of the picture.

### To keep text and pictures together

An object will remain where you placed it. This means that if you change the text, by adding or deleting sections, the object might no longer be in the appropriate place and you will have to reposition the object. You can avoid this chore by ensuring that the object stays in the correct location as follows:

- Request the **Format Picture** (or **Format Object**);
- Click on **Position**;
- Ensure that the **Move object with text** option has been checked.

