# Working with images in Word

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

To insert 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.

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

The **Insert Picture** dialog box will appear. Select the desired image file, then click **Insert**.
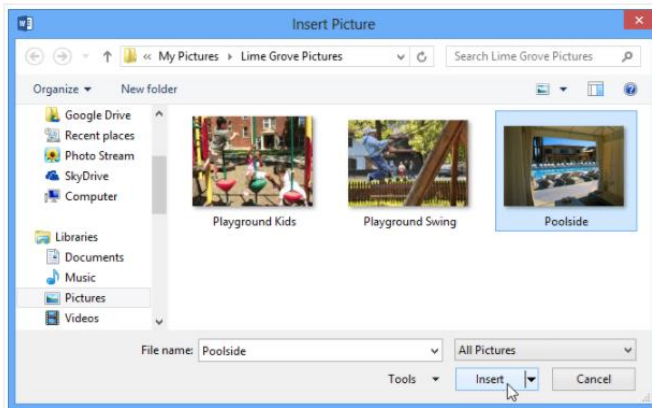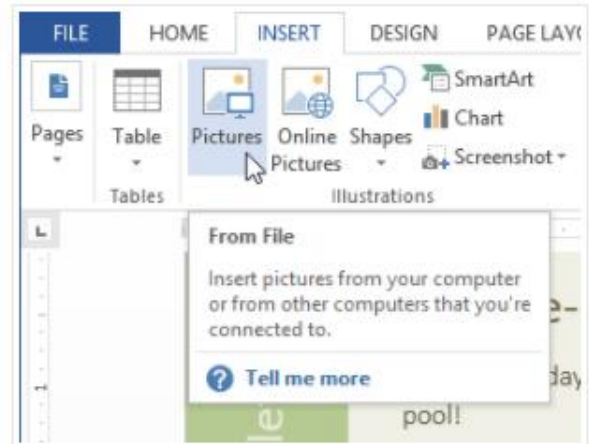
To resize an image, click and drag one of the **corner sizing handles** . The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles** .

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:

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 go to the image's website to see if there are any restrictions on how it can be used.

When adding images, videos, or music to your own projects, it's important to make sure you have the legal right to use them. Most things you buy or download online are **protected by copyright**, which means you may not be allowed to use them.

Go to the following website and read its content on Copyright and Creative Commons:

https://www.gcflearnfree.org/useinformationcorrectly/copyright-and-fair-use/1/

Changing text wrapping settings

When you insert an image, you may notice that it's difficult to move it exactly where you want. This is because by default the image is in line with the text. If you want to move the image freely, you'll usually need to choose a different **text wrapping** setting. The **text wrapping** for an 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 want the text to wrap around the image in a more natural way.

To wrap text around an image:

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

1. Click the **Wrap Text** command in the **Format** group. A drop-down menu will appear.
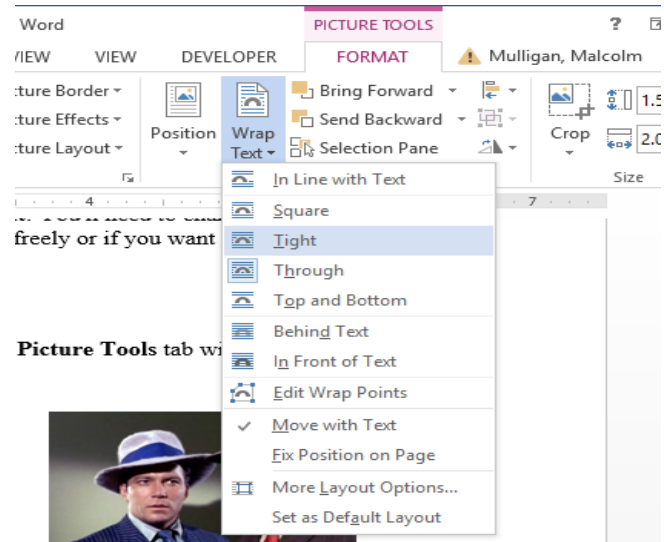
2. Hover the mouse over the various **text-wrapping options**. A **live preview** of the text wrapping will appear in the document. When you've found the text-wrapping option you want to use, click it. Alternatively, you can select **More Layout Options...** to fine tune the layout.

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

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.

Challenge!

1. Open a new Word document, name it Image challenge and save it to your 1 Word folder in your BBT 9 folder of your User Drive.
2. Insert an image from the internet.
3. Type some text explaining what the image is, what it means or represents to you, and why you chose this particular image.
4. Copy the text and the image three times, ensuring they all fit on one page.
5. Using the instructions above wrap the text with the image in three different ways:
    a. Wrap the image to the top of the text
    b. Place the image in the middle of the text and wrap the text around the image
    c. Place the image to the right of the text (like the example above)

Resources: https://www.gcflearnfree.org/word2013/pictures-and-text-wrapping/1/