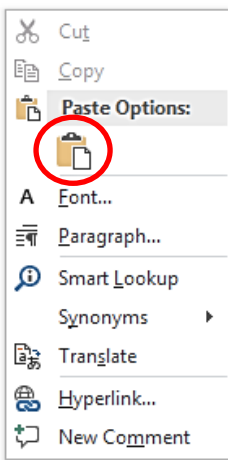
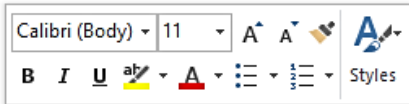


Help Guide 9

Inserting images into a Word document

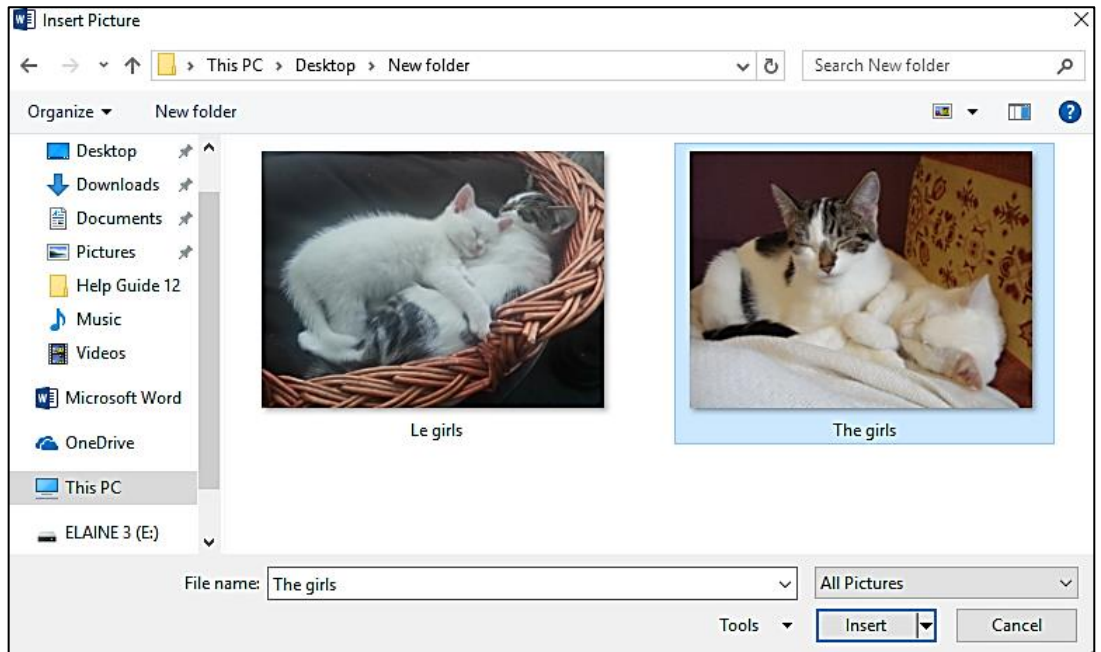
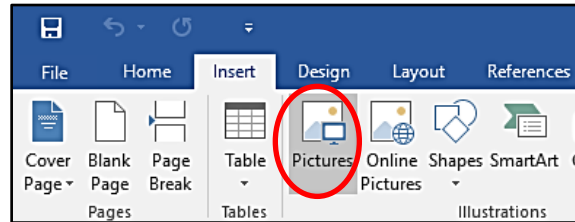


A quick and easy way to copy an image is by right-mouse clicking on it and selecting **Copy**, then **Paste** it into your document.



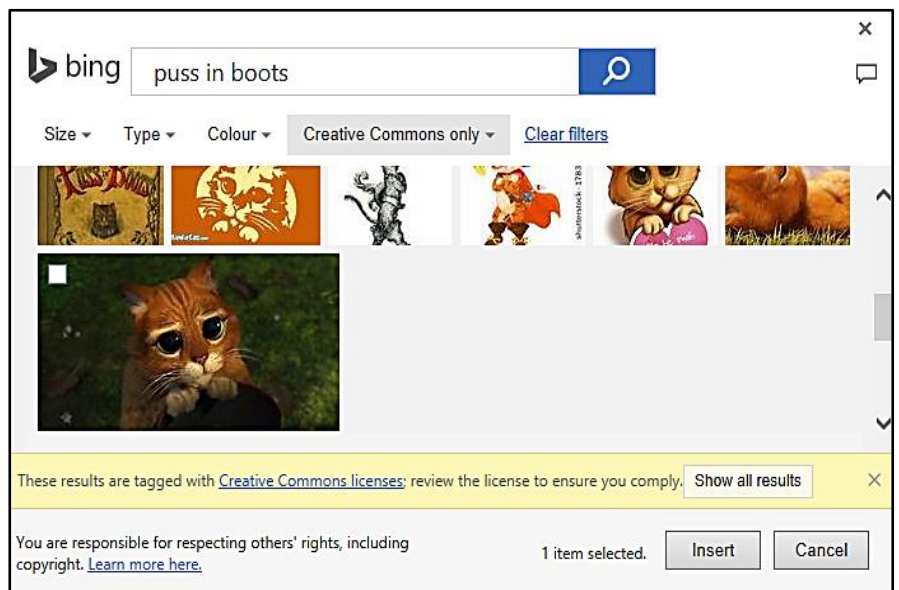
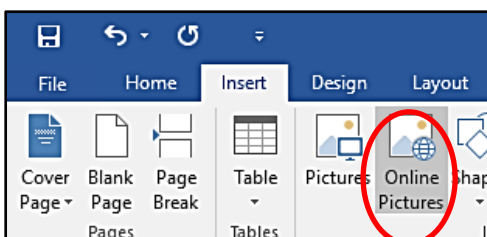
You can also use this method

- Click where you want the image to go.
- Go to **Insert- Picture**.
- Select drive where image is stored.
- Select image and click **Insert**.



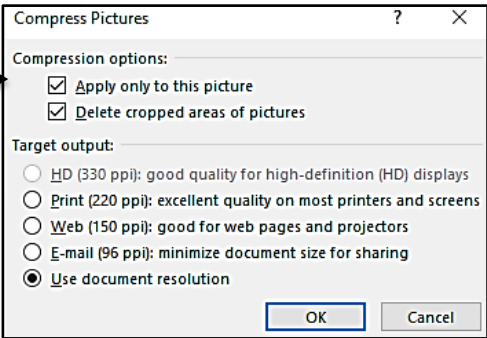
Add an online picture

- Select **Insert > Online Pictures**.
- Select the picture you want, and then select **Insert**.



Once you have inserted the image, you can edit it by using the **PICTURE** ribbon, which will appear automatically. If it does not, click anywhere on the image. There are many advanced options contained in this ribbon, some of which are featured below.

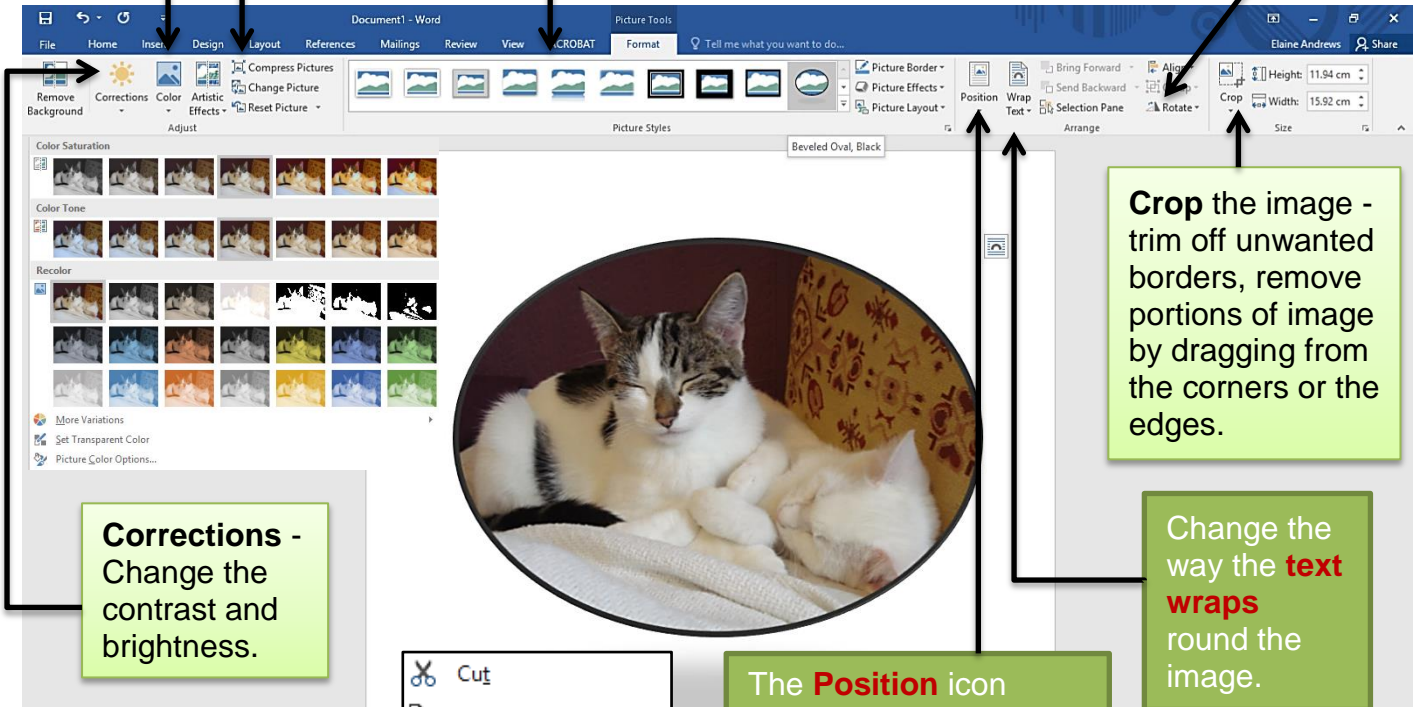
Compress the image – useful for reducing the overall size of the file.



Rotate the image.

Change colour of image.

Put a frame round the image.

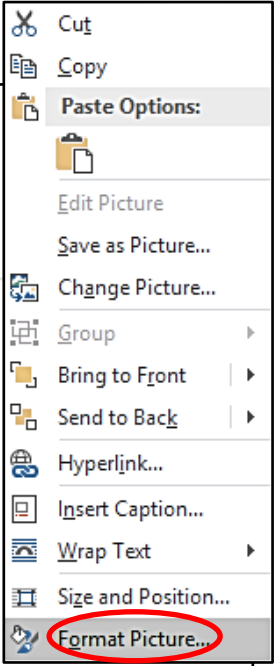
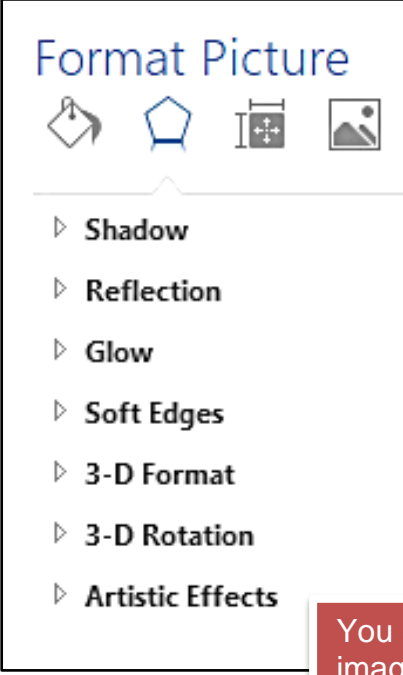


Crop the image - trim off unwanted borders, remove portions of image by dragging from the corners or the edges.

Corrections - Change the contrast and brightness.

Change the way the **text wraps** round the image.

The **Position** icon allows you to place the image in different places in the text block.



You can also Format the image by right-mouse clicking on it.

