

Graphics in Word

Placing graphics into a Word document can be frustrating. Use these hints to help.



Word

To insert a graphic:

1. Click Insert.
2. Choose Picture.
3. Click Clip Art or From File.

To edit a graphic:

1. Right-click on the graphic.
2. Click Format Picture.
3. Choose—

Wrapping or Layout—to change how text goes around the object.

Size—to adjust the size

Picture—to crop or adjust brightness and contrast

Colors and Lines—to add a fill or border

OR use your picture toolbar (View—Toolbars—Picture)

