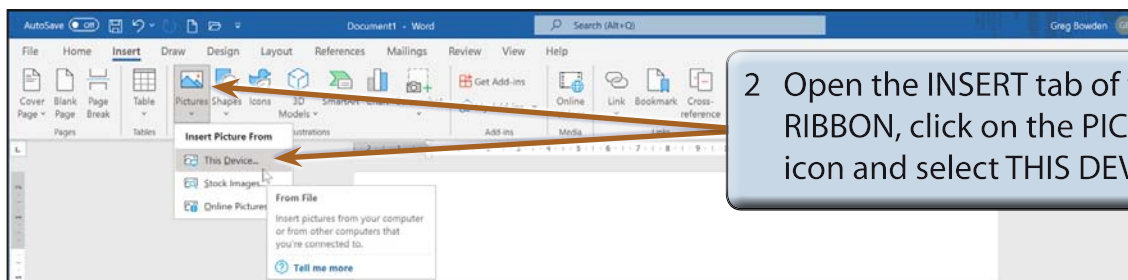


Inserting Media Into Documents

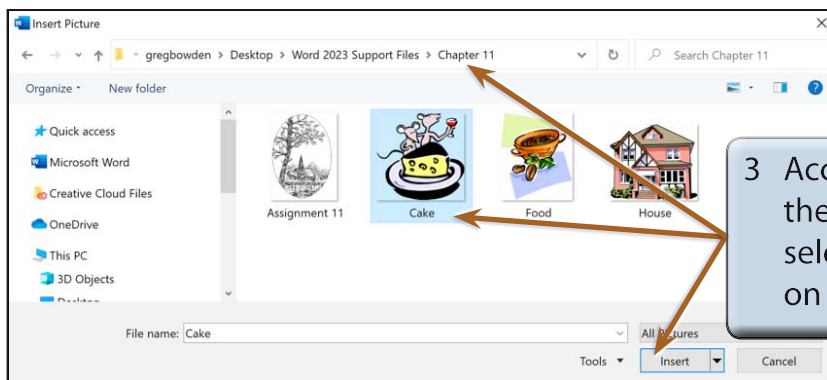
Microsoft Word allows you to insert images and video media into documents. This includes clipArt images, images and videos from the internet and images created in other programs such as Adobe Photoshop or Adobe Illustrator. The inserted media can be formatting using the same tools that you used for shapes in the previous chapter.

Inserting an Image

- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.



- 2 Open the INSERT tab of the RIBBON, click on the PICTURES icon and select THIS DEVICE.

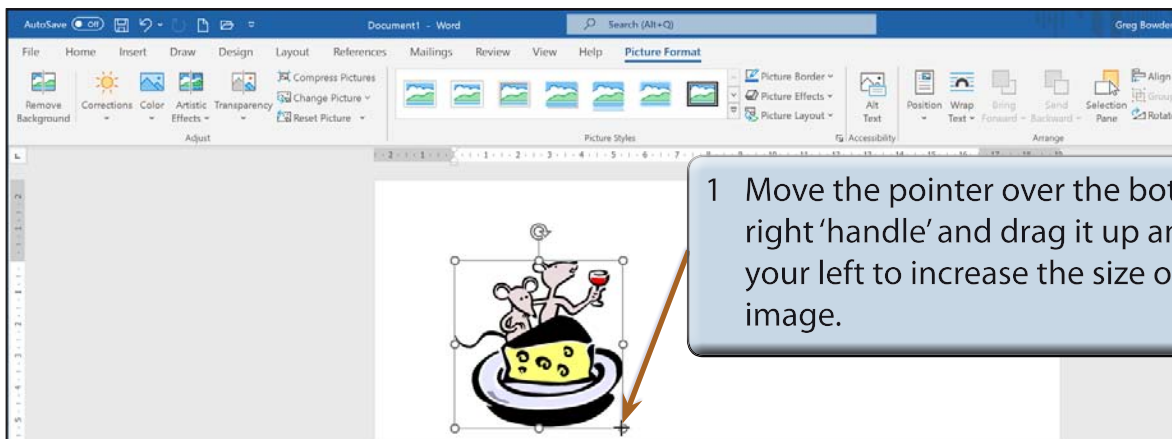


- 3 Access the CHAPTER 11 folder of the WORD 2023 SUPPORT FILES, select the CAKE image and click on INSERT.

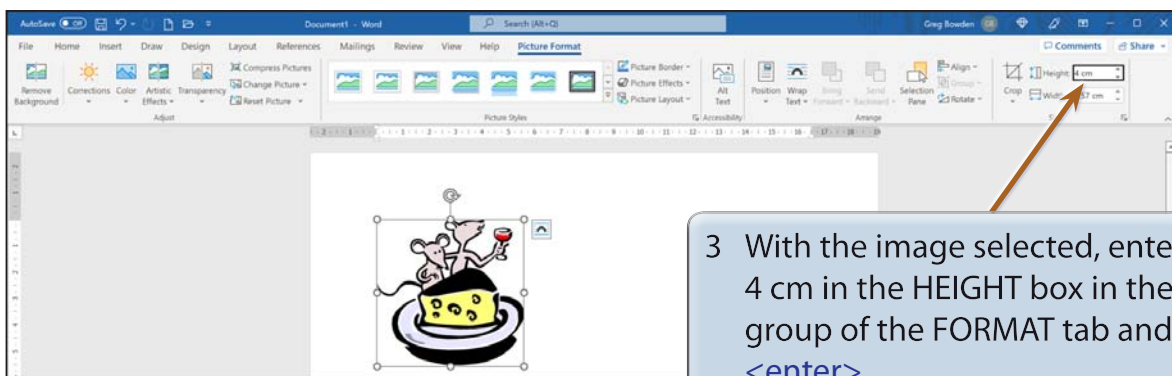
NOTE: Images from the MICROSOFT STOCK images and from ONLINE will be inserted shortly.

Changing the Size of the Image

You can change the size of the image as you did for shapes by dragging the 'handles' or by using the SIZE group of the RIBBON.



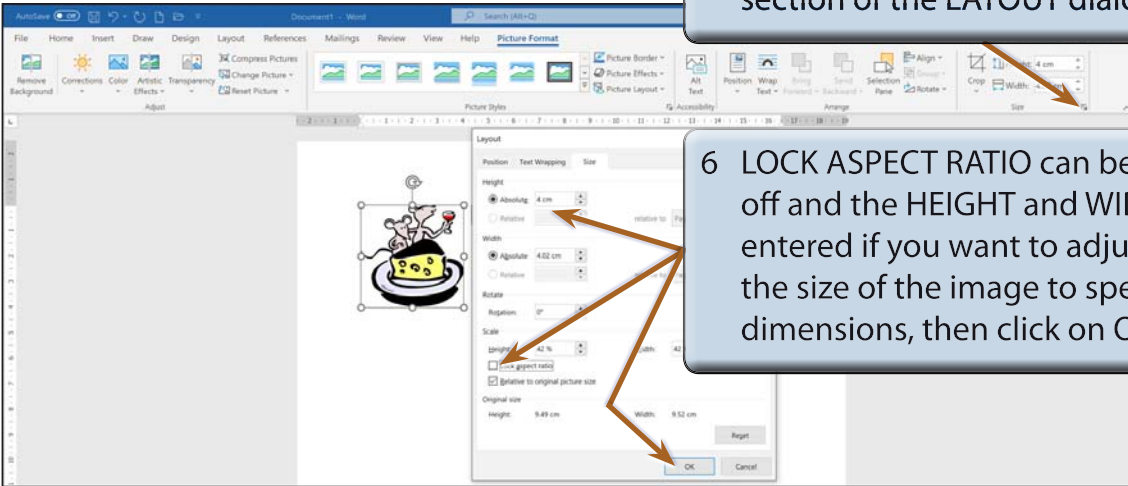
- 2 You can accurately resize an object using the SIZE group in the PICTURE FORMAT tab.



NOTE: The image is resized with the WIDTH box in the SIZE group adjusted in the same ratio to keep the image size proportional.

- 4 If you want to adjust the size of an image in more detail, the SIZE dialogue box can be used.

5 Click on the arrow at the right of the SIZE group to display the SIZE section of the LAYOUT dialogue box.



6 LOCK ASPECT RATIO can be turned off and the HEIGHT and WIDTH entered if you want to adjust the size of the image to specific dimensions, then click on OK.

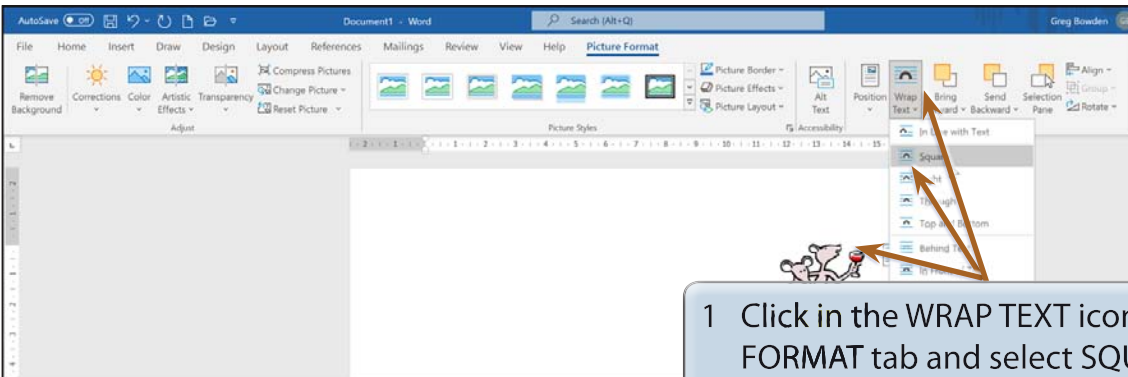
NOTE: Lock Aspect Ratio ensures that the proportions of the image are always kept the same so that the image is not distorted.

Picture Adjustments

The appearance of an image can be adjusted using the icons in the ADJUSTMENT group.

A The Colour Command

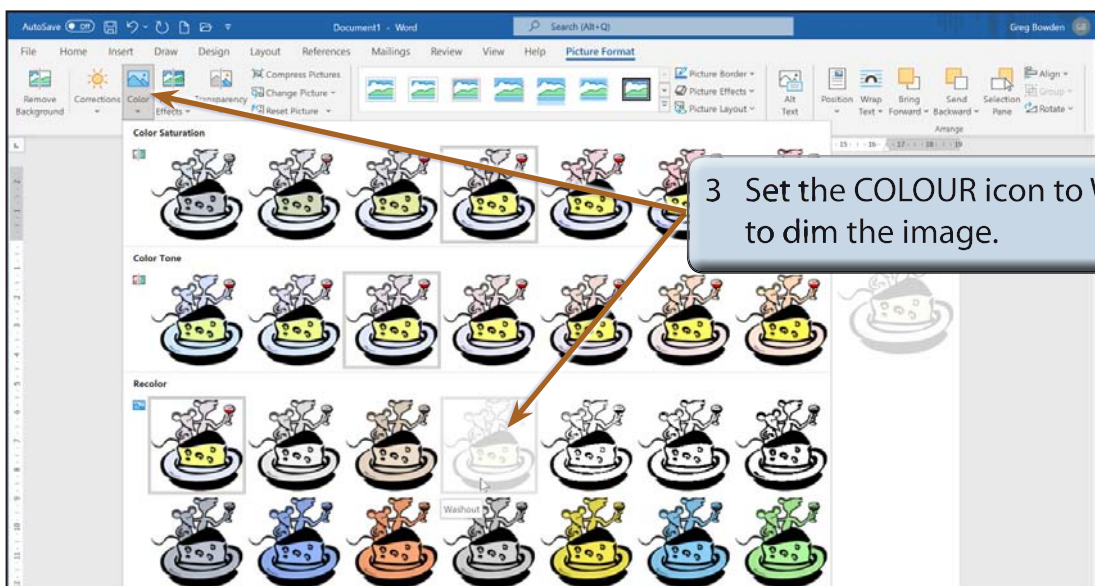
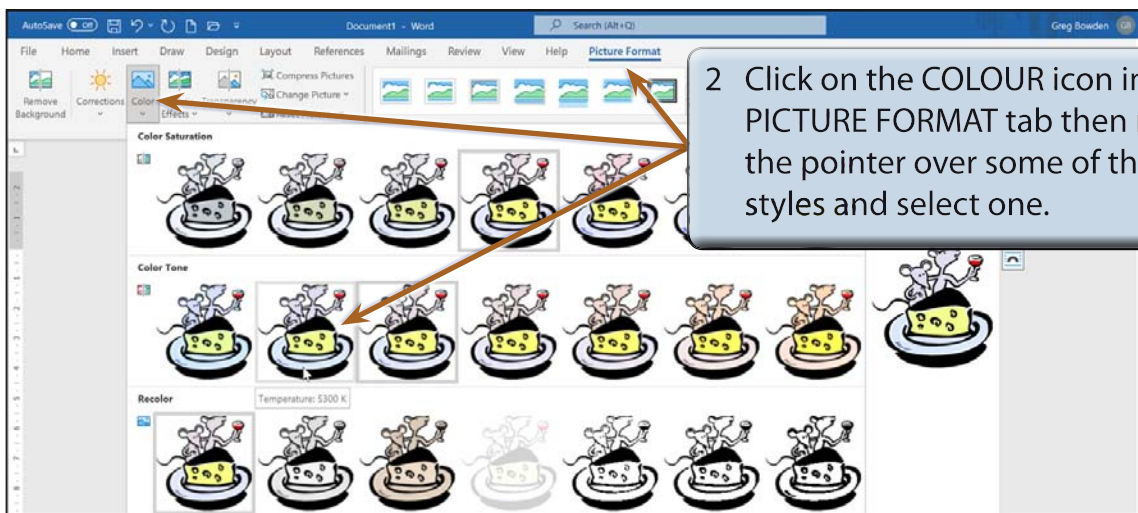
The COLOUR icon allows you to set the colour style of the image.



1 Click in the WRAP TEXT icon in the FORMAT tab and select SQUARE then move the image to the right of the screen.

NOTE:

- i Moving the image to the right of the screen will allow you to see the adjustment effects that can be applied to it.
- ii The text wrapping can also be set using the LAYOUT OPTIONS icon at the right of the image.



NOTE: Washout is used to create a watermark image when you want text to flow over the dimmed picture.