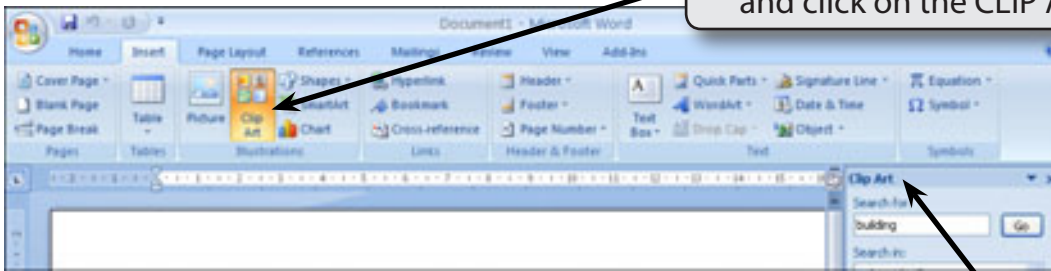# Inserting Images Into Documents

Microsoft Word has its own library of graphics, called Clip Art, which can be inserted into documents when required. You can also insert graphics created in other programs such as Adobe Photoshop, Adobe Illustrator, Coral Draw or Paintbrush Pro.
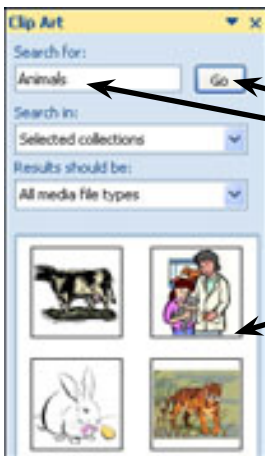
Inserting a Clip Art Image

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

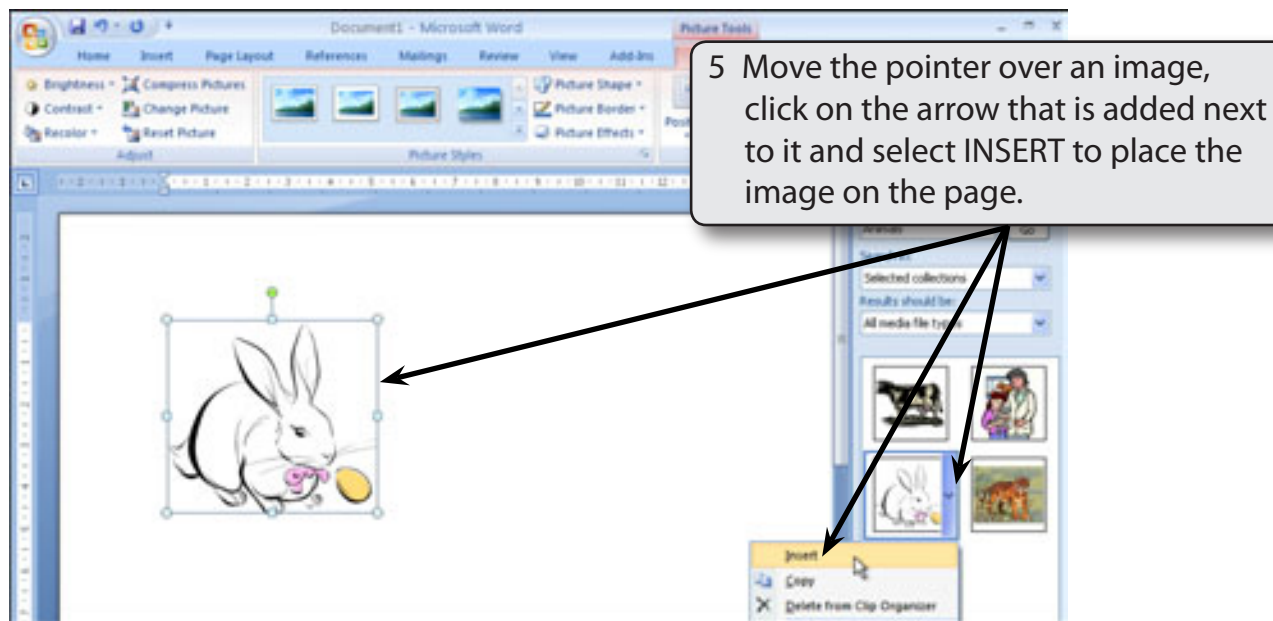2 Open the INSERT tab of the RIBBON and click on the CLIP ART icon.

3 The CLIP ART TASK PANE will be opened at the right of the screen.

4 Enter ANIMALS in the SEARCH FOR box, click on GO and a list of animal pictures will be provided.
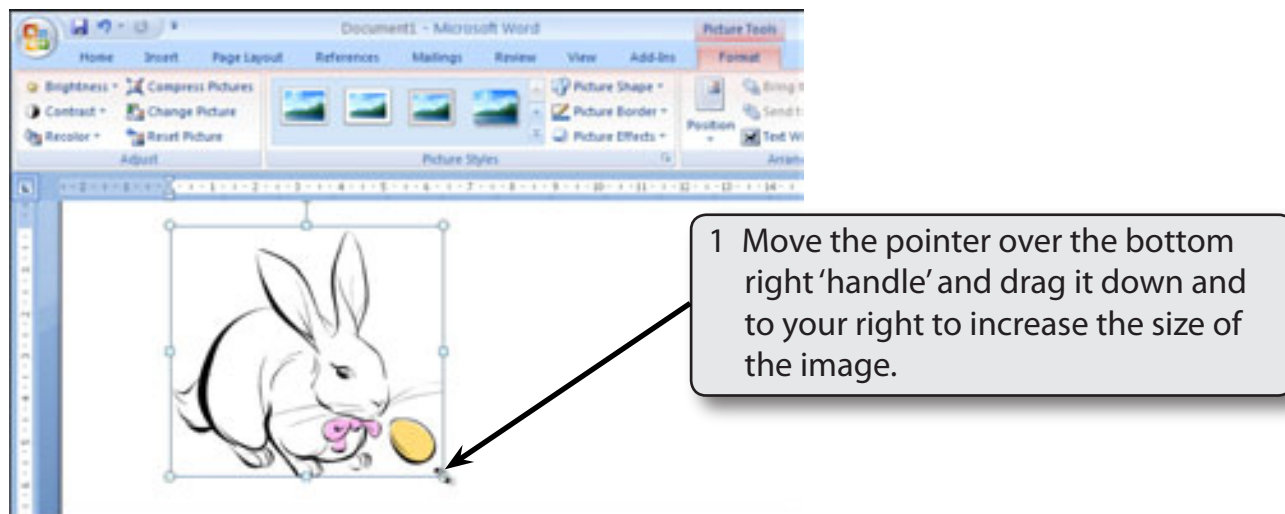
NOTE: The SEARCH IN box allows you to set where on your computer the program searches for Clip Art and the RESULTS SHOULD BE box allows you to set the type of media (Clip Art, Photographs, Movies or Sound) that is searched for.
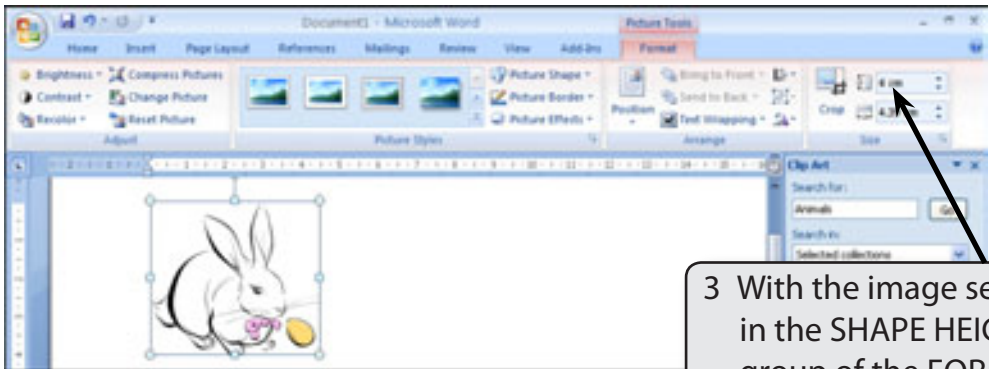
5 Move the pointer over an image, click on the arrow that is added next to it and select INSERT to place the image on the page.

NOTE: You can click on the Clip Art image itself to insert it if you do not want to see the other options available.

Changing the Size of the Image

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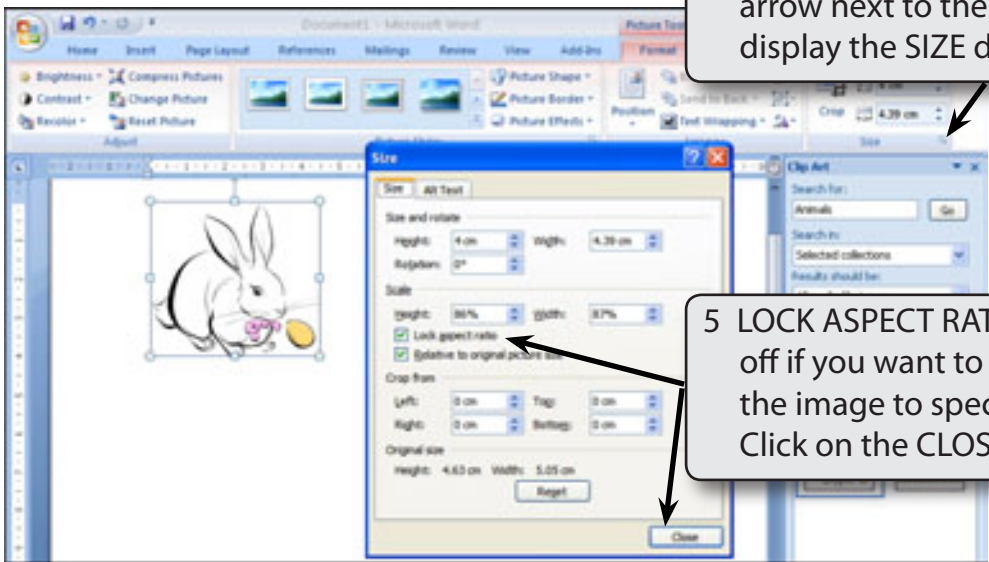

1 Move the pointer over the bottom right 'handle' and drag it down and to your right to increase the size of the image.

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

3 With the image selected, enter 4 cm
   in the SHAPE HEIGHT box in the SIZE
   group of the FORMAT tab and press
   <enter>.

**NOTE: The image is resized and the SHAPE 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, click on the
   arrow next to the SIZE group label to
   display the SIZE dialogue box.

5 LOCK ASPECT RATIO can be turned
   off if you want to adjust the size of
   the image to specific dimensions.
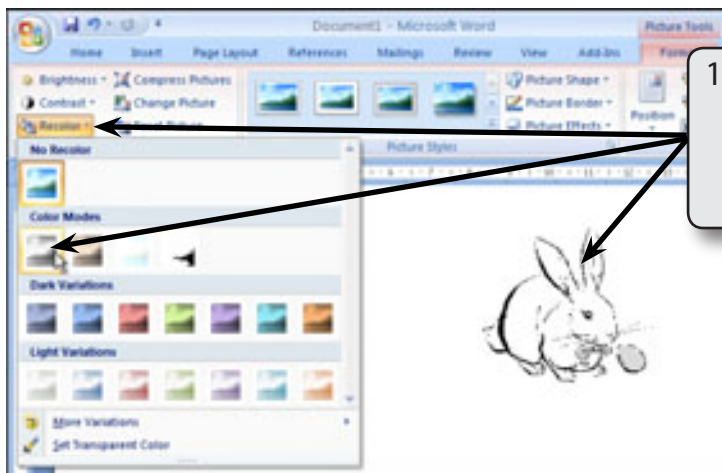   Click on the CLOSE box to return to

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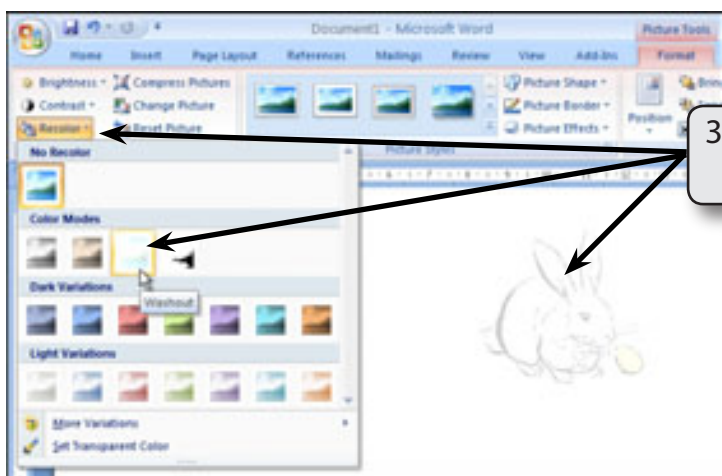
Picture Adjustments

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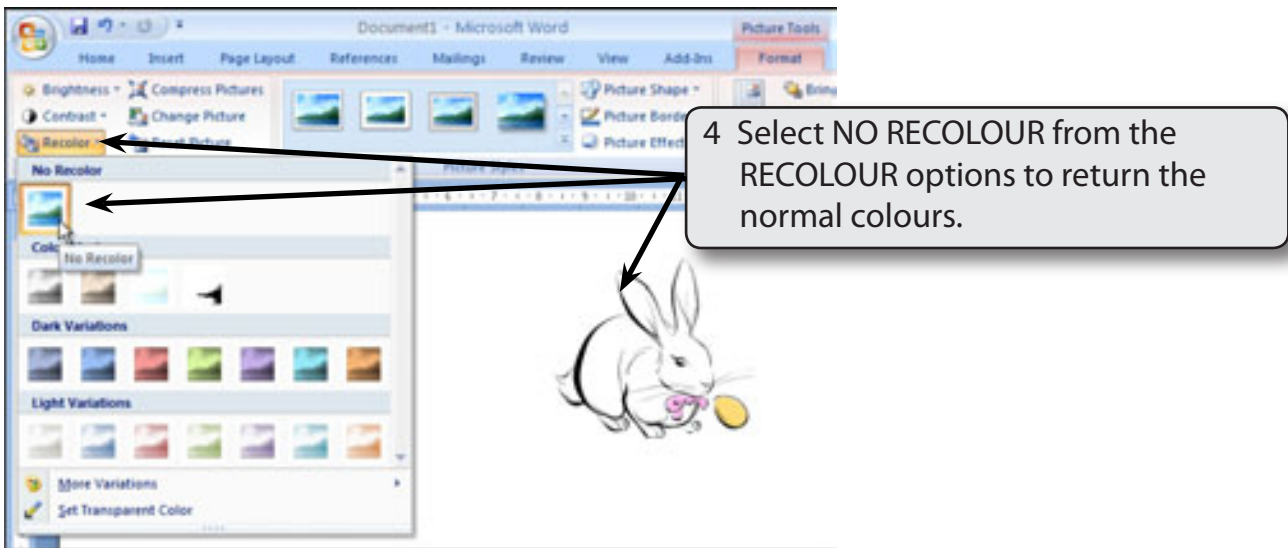
A The Recolour Command

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

1 Click on the RECOLOUR icon in the PICTURE TOOLS - FORMAT tab and select GRAYSCALE to remove the colour from the image.

2 Set the RECOLOUR icon to SEPIA to see the effect of that option.

3 Set the RECOLOUR icon to WASHOUT to dim the image.

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

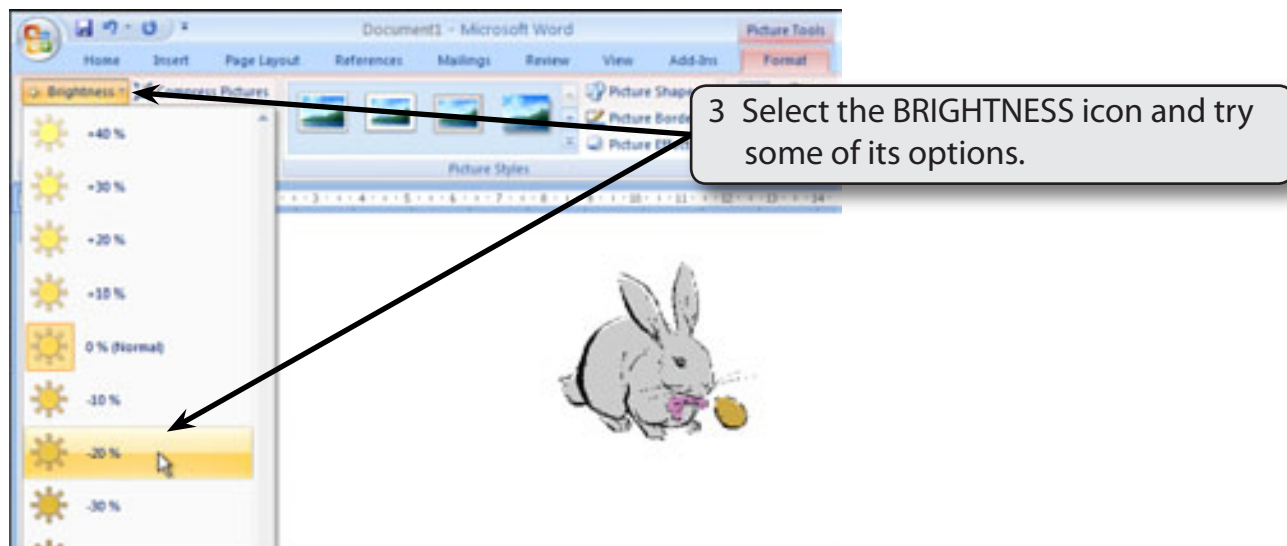4 Select NO RECOLOUR from the RECOLOUR options to return the normal colours.

B   Contrast and Brightness

The Contrast and Brightness options allow you to adjust the intensity of the colours.
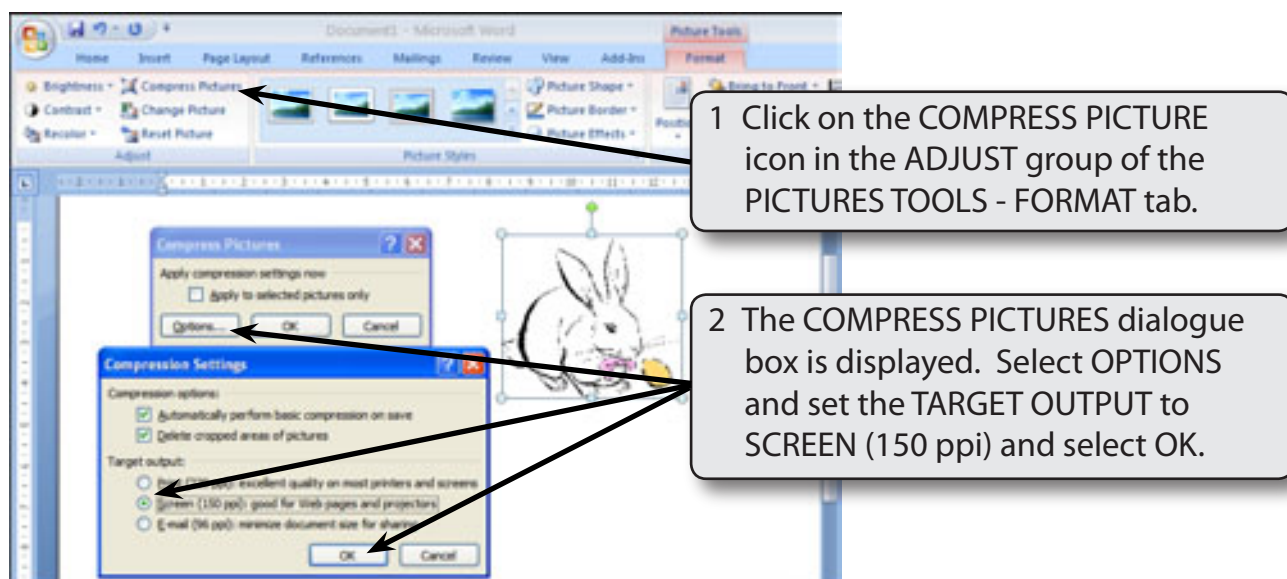
1 Click on the CONTRAST icon in the RIBBON and try the different options. The negative values decease the colour intensity, the positive values increase it.

2   Return the CONTRAST to NORMAL (0%).

3 Select the BRIGHTNESS icon and try some of its options.

4   Return the BRIGHTNESS to NORMAL (0%).

C   Compress Pictures

The COMPRESS PICTURES icon allows you to reduce the size of images in a document. It is particularly useful for documents that are going to be placed on the internet or sent via an e-mail attachment.

1 Click on the COMPRESS PICTURE icon in the ADJUST group of the PICTURES TOOLS - FORMAT tab.

2 The COMPRESS PICTURES dialogue box is displayed. Select OPTIONS and set the TARGET OUTPUT to SCREEN (150 ppi) and select OK.

NOTE: When you compress images their quality is reduced.