

Insert and position graphics in Word documents

Applies to: Microsoft Office Word 2003

<http://office.microsoft.com/en-us/word-help/insert-and-position-graphics-in-word-documents-HA001034916.aspx>

Graphics can add interest and impact to your Word documents. Suppose you've completed a letter telling your friends about the great party you threw for your cat's birthday. The words capture the festive mood of the event, but that page of text looks lifeless and dull. You need graphics to enliven your prose.

Insert clip art into a Word document

1. On the **Insert** menu, point to **Picture**, and then click **Clip Art**.
2. In the **Clip Art** task pane, type the search term (for example, "cats") in the **Search for** field.

NOTE In Word 2002, the **Insert Clip Art** task pane opens.

3. Place the insertion point in your document where you want to insert clip art, and then click the clip you want.

Insert a graphic from a file into a Word document

1. On the **Insert** menu, point to **Picture**, and then click **From File**.
2. Browse to your graphic file.
3. Click the file, and then click **Insert**.



After you insert a graphic, you can use wrapping styles to modify the layout of the text in relation to the graphic.

Wrapping styles

Nice graphic, but that gap of white space to the right isn't what you want. Don't worry, you can further refine the layout of the graphic and text. Using the five wrapping styles, you can create documents with just the look you want.

WRAPPING STYLE

RESULT

The **In line with text** style insets the graphic in the text at the location of the insertion point. The graphic moves as you add or delete text. The text does not wrap around the graphic; white space extends to the margins on either side of the graphic.

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The **Square** style wraps the text around all sides of a square bounding box around the graphic. The graphic moves as you add or delete text.

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The **Tight** style wraps the text around the graphic in an irregular shape bounding the actual image. The graphic moves as you add or delete text.

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The **Behind text** style has no border around the graphic. The graphic floats on its own layer behind the text.

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The **In front of text** style has no border around the graphic. The graphic floats on its own layer in front of the text.

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In most cases, you can get the results you want by using these choices from the **Layout** tab. If you want even more control in positioning your graphic, see Help on how to use the advanced layout options.

Apply wrapping styles to a graphic

1. Click your graphic to select it.
2. On the **Format** menu, click **Picture**.
3. In the **Format Picture** dialog box, click the **Layout** tab.
4. Click a wrapping style, and then click **OK**.

NOTE You can also use the **Horizontal alignment** option buttons to position your graphic quickly, or you can drag the graphic to where you want it.