UNDERSTANDING PICTURES

Word allows you to not only insert images from clip art or the internet, but also to insert images you have created yourself. These kinds of images are digital images you have stored on your computer or on a computer you are connected to. They may be photographs, scans or various forms of digital art.

Inserting a Picture

Pictures are digital images which can be inserted into a document using the *Pictures* command on the *Insert* tab.

Picture Positioning

Pictures are positioned as either *inline* or *floating*. An *inline* picture is one that is embedded into the text itself, as shown in the second example directly below. A floating picture can be placed anywhere, even in *front* or *behind* the text (as in the first example directly below). Floating pictures can be positioned anywhere on the page and can even have text wrap around them as shown immediately below.

This is an example of an image which has as floating picture. text wrapped around it. It is classified

This is an example of a floating picture.

This is an example of an inline picture as the picture is in the same line as the text and cannot be moved to the same kind of positions as the floating picture.
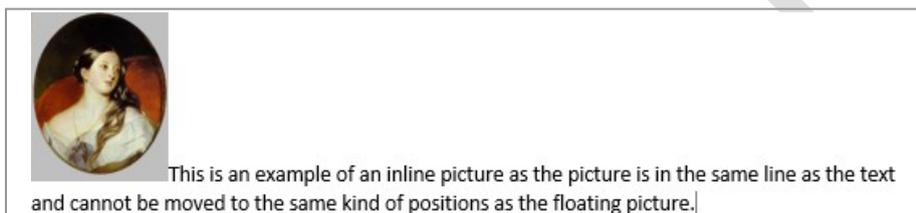
This is an example of an inline picture.

Picture Tools – A Picture Editing Application

After a picture is inserted it can be edited by clicking on it to select it. When a picture is selected, the *Picture Tools: Format* tab appears on the ribbon to reveal a range of editing commands and options – in many ways you are provided with a range of tools previously only found in more sophisticated picture editing applications.
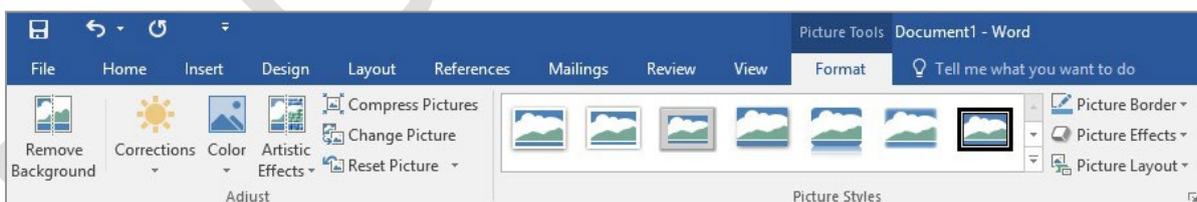
*This is the left half of the ribbon displaying the **Adjust** and **Picture Styles** groups on the **Picture Tools: Format** tab.*

*This is the right half of the ribbon displaying the **Arrange** and **Size** groups on the **Picture Tools: Format** tab.*
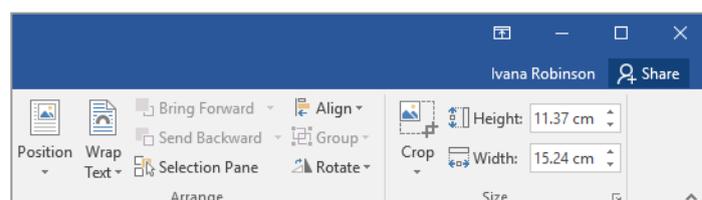
UNDERSTANDING ONLINE PICTURES

If you want to insert images into your document, you have three options. You can choose to download and insert clip art (these include photographs, cartoons and other kinds of graphics), your own images which have been saved to your computer or online images from the **Bing** search engine. You can then edit these images using the **Picture Tools: Format** tab.

What Is An Online Picture?

You can access clip art by clicking on the **Insert** tab then clicking on **Online Pictures** in the **Illustrations** group. To search for online pictures, type your search term in the search box next to **Bing Image Search** and press Enter.

The difference between inserting an image via the **Pictures** function and the **Online Pictures** function is that **Pictures** directs you to images stored on your device, whereas **Online Pictures** directs you to images stored online. Both **Pictures** and **Online Pictures** can be photographic images or vector artwork. If you are using **Online Pictures** to specifically search for either vector or photographic images, you will not be able to specify using the **Insert Pictures** pane. Instead you must open **Bing** in a browser window, click on the **Images** tab and select the required options to specify the type of image you wish to search for. You can then download the image, save it and insert it into Word using the **Insert Picture** function (as it is now saved to your PC).

If you are signed in with your Microsoft account you can link certain social media accounts such as Facebook and Flickr in order access photos stored in these accounts.
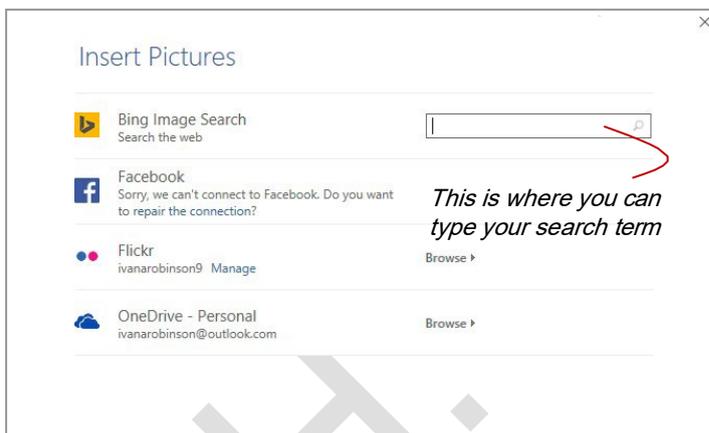
Copy Right And Online Images

Copyright is the legal right (automatically given to the creator of the content) to print, publish, perform or film the content. Images found on the internet are usually protected by some kind of copyright that means it is illegal to reproduce or use the image in certain contexts or quantities. Sometimes you have the ability to purchase copyright for an image which may allow you to use an image with a number of conditions such as for a fixed amount of time, or a number of times. When you search for an image using the **Online Picture** function, the search results displayed will automatically be those that are licensed under Creative Commons copyright. **Creative Commons** allows copyright owners to obtain free licenses that mean they can share reuse and remix their material legally. This means that most images under Creative Commons can be used in documents for your own personal use or even in some publications. If you don't require a Creative Commons license you can click on **[Show all web results]** in the **Insert Pictures** pane. This displays images that have all different kinds of copyright licenses.

INSERTING A PICTURE

Pictures are digital images that can be inserted into a document using the *Picture* command on the *Insert* tab. Pictures need to be in a relevant file format, usually a *JPG* file, and they must be stored somewhere on your computer. In Microsoft Word a picture will be inserted with one of seven *Wrap Text* options, depending on the settings in *Word Options*.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file Pictures_1.docx…

1 Click at the start of the first paragraph

This is where we'll insert the picture…

2 Click on the *Insert* tab, then click on *Pictures* in the *Illustrations* group to display the *Insert Picture* dialog box

3 Navigate to the folder where the student files can be found (*C:\Course Files for Microsoft Word 2016*)

4 Scroll to and click on *Queen Victoria_1.jpg* and click on **[Insert]** to insert the picture into the document at the insertion point
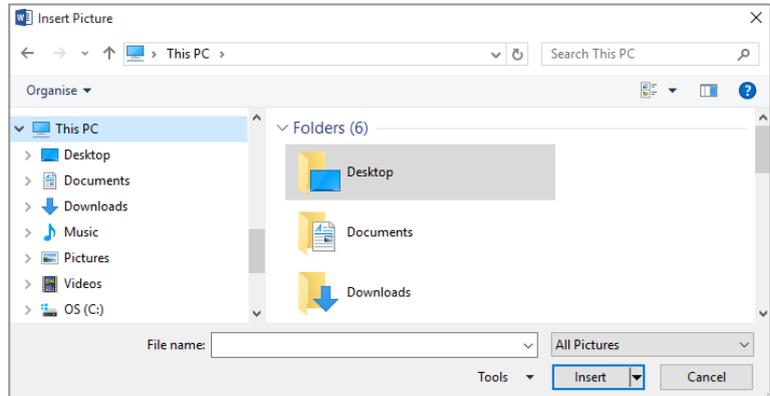
2

4
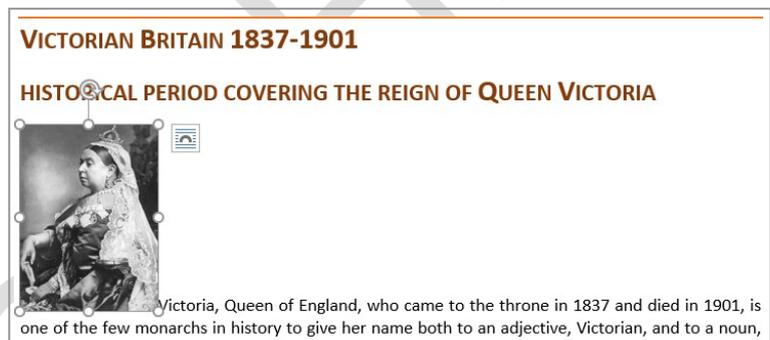
For Your Reference…

To *insert* a *picture* into a *file*:

1. Click to position the insertion point where you want the image inserted
2. Click on the *Insert* tab and click on *Picture* in the *Illustrations* group
3. Locate and click on the desired picture and click on **[Insert]**

Handy to Know…

- You can specify the *Wrap Text* style to be applied to all inserted images by clicking on *File* > *Options* > *Advanced* and selecting a desired option in *Insert/paste picture as* under the heading *Cut, Copy and Paste*.

INSERTING AN ONLINE PICTURE

As well as being able to insert pictures from your local computer, Word also lets you insert pictures from various online services without having to save them to your computer first. The online options for inserting pictures include the Office.com clip art collection, via a Bing search, or from your own OneDrive or Flickr account.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Pictures_2.docx...

1   Press [Ctrl] + [End] to move to the end of the document

    This is where we'll insert the picture…

2   Click on the *Insert* tab, then click on *Online Pictures* in the *Illustrations* group to display the *Insert Pictures* pane

3   Click in the *Bing Image Search* box, type **Queen Victoria** and press [Enter]

    The Bing search will return thousands of images of Queen Victoria, plus a reminder that images may be protected by copyright…

4   Click on an image, then click on **[Insert]** to download the image and insert it at the end of the document

    If the image is large it may be inserted on a new page
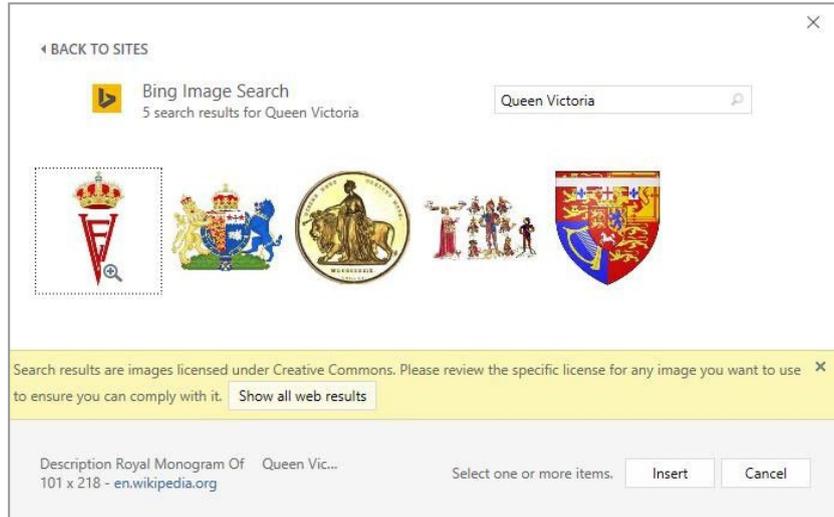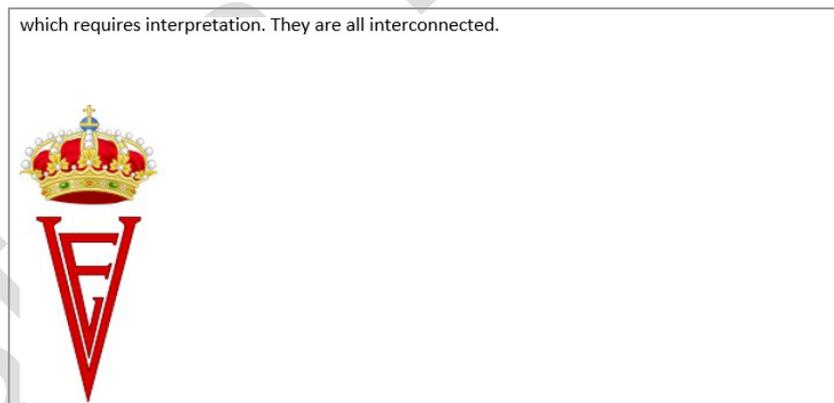
For Your Reference…

To *insert* an *online picture* into a *file*:

1. Click to position the insertion point
2. Click on the *Insert* tab, then click on *Online Pictures* in the *Illustrations* group
3. Locate and click on the desired picture and click on **[Insert]**

Handy to Know…

- If you sign into OneDrive, your account will appear as an online pictures option in the *Insert Pictures* pane.
- You can use the same procedure to insert an online video. Simply click on the *Insert* tab and click on *Online Video* in the *Media* group, then follow the same steps.

SELECTING PICTURES

Before you can modify, move, resize or format clip art, you need to select it and be able to recognise when it is selected. The key to identifying when clip art is selected is the presence of the resizing handles at each corner, the rotation handle above and the *Layout Options* button at the top right of the image.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Pictures_3.docx...

1 Click on the online image to select it so the *resizing handles* appear in the top of each corner and halfway along each edge, the *rotation handle* appears above, and the **Layout Options** button appears at the top right of the image

Notice if you point to the image, your pointer changes to the four-arrow cursor indicating the image is selected and you can move it…

2 Click outside the image to deselect it

3 Click on the image again to select it

Notice when the image is selected, the Picture Tools: Format tab also appears on the ribbon. This contains the necessary commands and options for editing images

recorded events, but with a number of great themes, each of which is associated with change and which requires interpretation. They are all interconnected.

Rotation handle

Layout Options button

Resizing handle
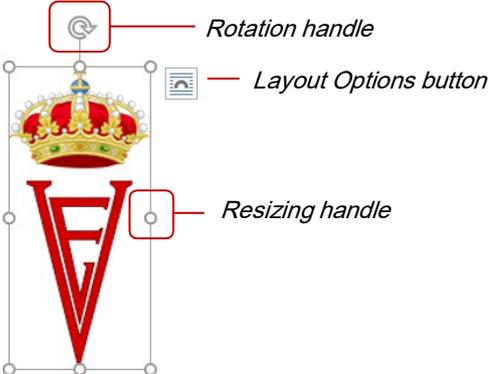
1

recorded events, but with a number of great themes, each of which is associated with change and which requires interpretation. They are all interconnected.

2

For Your Reference…

To *select clip art*:
- Click on the clip art image

To *deselect clip art*:
- Click outside the clip art image

Handy to Know…

- To move from one clip art image to another in a document, click on any clip art image then press `Tab`. Each time you press `Tab` Word will select the next image in the document. This is a useful way to move between images in a long document.

POSITIONING PICTURES

When inserting pictures, you usually need to position it where desired and there are several ways to do this. For many text wrapping styles you can click on the image and drag it to its new position, or use the ↑, ↓, ← and → keys for more precise positioning. When moving the image, Word may wrap text around it, depending on what text wrapping style is applied.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Pictures_4.docx...

1 Select the second picture if it's not already selected

Let's see how the image looks on the right side of the page…

2 Drag the image to the end of the first line of the last paragraph, then release the mouse button to position it as shown

Now for more precise positioning…

3 Click away from the image to deselect it and view the result

4 Scroll up to the first image and click on it to select it

5 Drag the image to position it as shown

2

portrait has aged it still catches all the light and colour of the age that it is describing.

Whatever the subsequent—or earlier—interpretations of the reign or the century may be, those

that set out to provide a portrait or to produce a synthesis have to take account not only of a long-living Queen and her relationship with her subjects, or in the case of the century of a calendar of recorded events, but with a number of great themes, each of which is associated

3

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5 HISTORICAL PERIOD COVERING THE REIGN OF QUEEN VICTORIA

Victoria, Queen of England, who came to the throne in 1837 and died in 1901, is one of the few

monarchs in history to give her name both to an adjective, Victorian, and to a noun, Victorianism. Historians speak too of a "Victorian age". Her reign was the longest in English history, and went through different phases. She herself celebrated two jubilees, the Golden in 1887 and, ten years later, the Diamond, a new way of describing a rare event, a 60-years jubilee. For her, however, if not for her people, the biggest break of her reign came in 1861, when her husband, Albert, born in

For Your Reference…

To *move clip art*:

1. Click on the picture to select it
2. Drag the image to its new position, then release the mouse button
3. Use the arrow keys for precise positioning

Handy to Know…

- Word has nine *preset positions* you can use to place images at specific points on the page. To apply one, select the image, click on the *Picture Tools: Format* tab, click on *Position* in the *Arrange* group and select a *preset position* option. These positions override any manual positioning.

APPLYING TEXT WRAPPING STYLES

When you insert an image into a document, the image is automatically inserted with the text wrapping style *In Line with Text* applied. This means the image behaves like any textual character and therefore will sit on the same line as the text. To improve the layout of your document, you can apply one of many text wrapping styles, depending on how you want the image to behave.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Pictures_5.docx...

1 Ensure the first picture is selected

Let's apply a text wrapping style…

2 Click on the *Picture Tools: Format* tab, then click on *Wrap Text* in the *Arrange* group to display a menu of options

Notice In Line with Text is selected here as this is our default…

3 Point to each style to view a Live Preview before clicking on *In Front of Text* to apply text wrapping

4 Click outside the image to deselect it and view the result

Let's apply a different text wrapping style…

5 Repeat steps **1** to **3** to apply *Square* text wrapping

6 Use the arrow keys to align the image with the text

7 Repeat the above steps to apply square text wrapping to the second picture and position it as shown

HISTORICAL PERIOD COVERING THE REIGN OF QUEEN VICTORIA

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portrait has aged it still catches all the light and colour of the age that it is describing.

Whatever the subsequent—or earlier—interpretations of the reign or the century may be, those that set out to provide a portrait or to produce a synthesis have to take account not only of a long-living Queen and her relationship with her subjects, or in the case of the century of a calendar of recorded events, but with a number of great themes, each of which is associated with change and which requires interpretation. They are all interconnected.

For Your Reference…

To *apply text wrapping* to *clip art*:

1. Select the clip art image
2. Click on the *Picture Tools: Format*
3. Click on *Wrap text* in the *Arrange* group
4. Select a text wrapping option

Handy to Know…

- To quickly apply a text wrapping style to an image, click on the *Layout Options* button that appears to the top right of an image when it is selected. This will display a menu of options from which you can select the text wrapping option that best suits your purposes.

RESIZING A PICTURE

Often the picture you want to include in a document is not exactly the size you need it to be. You have several options for resizing a picture. You can resize an image approximately using the mouse, or accurately using either the **Size** commands on the ribbon or the options in the settings.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Pictures_6.docx...

1 Click on the image on page **1** to select it

2 Point to the bottom left handle until the pointer changes to a double-headed arrow, then drag to the left to increase the size of the image proportionately

Notice how as you increase the size of the image the text automatically reflows.

If you had dragged one of the middle handles rather than a corner handle, you would have stretched the image thereby distorting it. Let's resize the image accurately now...

3 Click on the **Picture Tools: Format** tab, click on the value in **Width** in the **Size** group to select the value, type **5**, then press [Enter]

The Height value will adjust automatically to 6.8 cm as Word resizes images proportionately

4 Reposition the image if necessary

5 Repeat the above steps to make the second image smaller

Victoria, Queen of England, who came to the throne in 1837 and died in 1901, is one of the few monarchs in history to give her name both to an adjective, Victorian, and to a noun, Victorianism. Historians speak too of a "Victorian age". Her reign was the longest in English history, and went through different phases. She herself celebrated two jubilees, the Golden in 1887 and, ten years later, the Diamond, a new way of describing a rare event, a 60-years jubilee. For her, however, if not for her people, the biggest break of her reign came in 1861, when her husband, Albert, born in Coburg, Germany, died of typhoid. She immediately went into seclusion, a grieving widow who worshipped his memory, emerging reluctantly but ultimately in imperial majesty. In 1867 she was proclaimed Empress of India, and her Diamond Jubilee was an imperial as well as a national event. A new, greatly enlarged British Empire spanned the continents, and more than a fifth of the world's population

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5
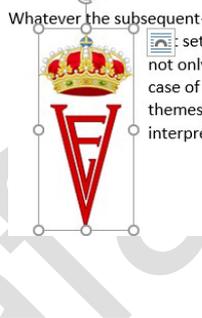
For Your Reference…

To *resize* a *picture*:

1. Select the picture, then click on the *Picture Tools: Format* tab
2. Adjust the *Height* or *Width* in the *Size* group, or
   Drag a corner handle

Handy to Know…

- You can use the *Layout* dialog box to alter not only the size of a picture, but also its scale. This means you can resize a picture to a specific *percentage* of the original size. To open this dialog box, click on the *dialog box launcher* in the *Size* group on the *Picture Tools: Format* tab.

APPLYING PICTURE STYLES TO PICTURES

You can improve your pictures by applying picture styles, such as 'bevelled oval border' and 'shadow'. This might be particularly useful if you want to maintain a consistent look and feel across your document. The **Picture Styles** gallery offers a range of preset options, and with the benefit of Live Preview, you are able to test drive the styles before selecting one to apply.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Pictures_7.docx...

1 Ensure the second picture is selected

2 Click on the **Picture Tools: Format** tab to display the **Picture Styles** gallery in the **Picture Styles** group

Some of the available styles are visible on the ribbon...

3 Click on the **More** arrow for **Picture Styles** to display the entire gallery

4 Point to the first style in the gallery to see it applied temporarily to the image in Live Preview

Notice the size of the frame slightly increases the size of the clip art image...

5 Point to the other styles to preview them

6 Click on **Drop Shadow Rectangle** (first row) to apply it to the image
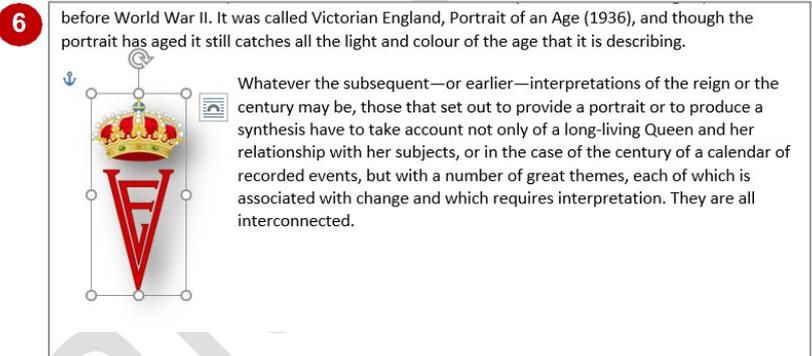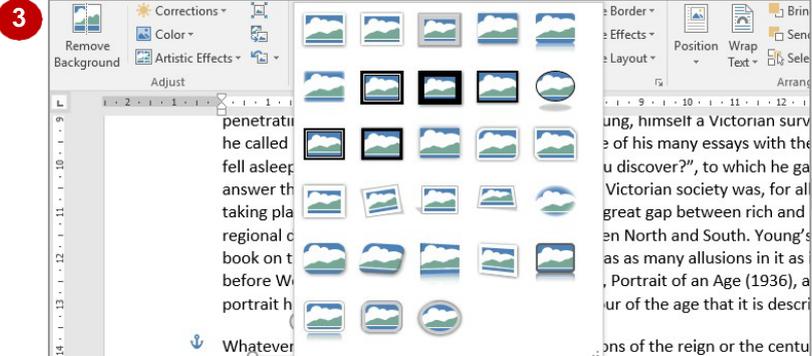
For Your Reference…

To **apply** a **picture style**:

1. Click on the picture to select it
2. Click on the **Picture Tools: Format** tab, then click on the **More** arrow in the **Picture Styles** group
3. Click on a style to apply it

Handy to Know…

- To access **Picture Styles** quickly and easily, simply right-click on the image you wish to apply a style to and click on **Style** in the mini toolbar that appears, to display the **Picture Styles** gallery.

RESETTING PICTURES

You may apply a picture style to a clip art image only to decide you wish to revert the image to its original, unformatted state. This may be for many reasons, for instance you may decide the formatting you have applied doesn't suit the rest of the document. Fortunately, Word gives you the option of removing styles and/or resizing from your images.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Pictures_8.docx...

1 Ensure the second picture is selected

There are two reset options available. Let's apply the first option to view the result…

2 Click on the ***Picture Tools: Format*** tab, then click on the drop arrow for ***Reset Picture*** in the ***Adjust*** group to display a menu of options

3 Select **Reset Picture**

The previously-applied picture style will be removed. Now to restore the image to its original size...

4 Repeat step **2** to select **Reset Picture & Size**

The image will be restored to its original size
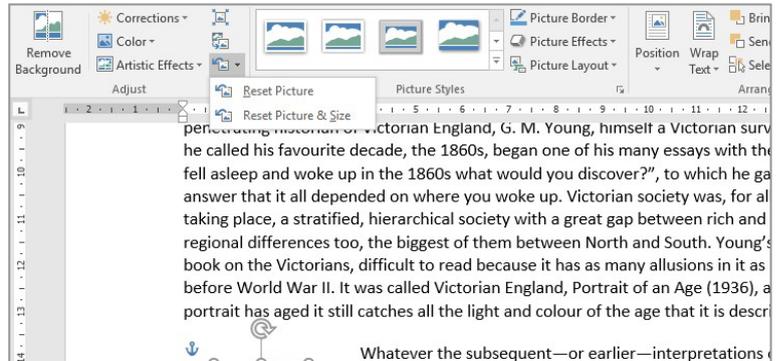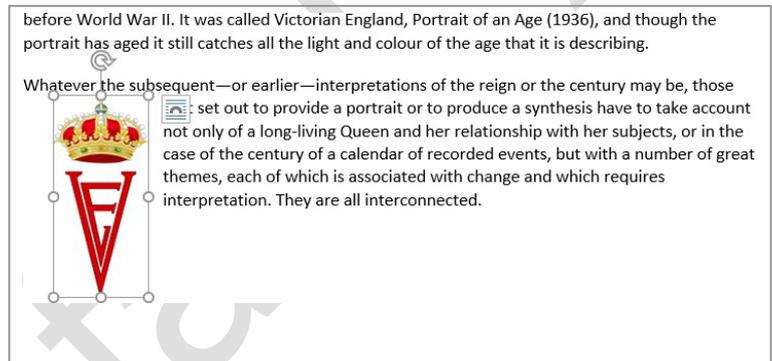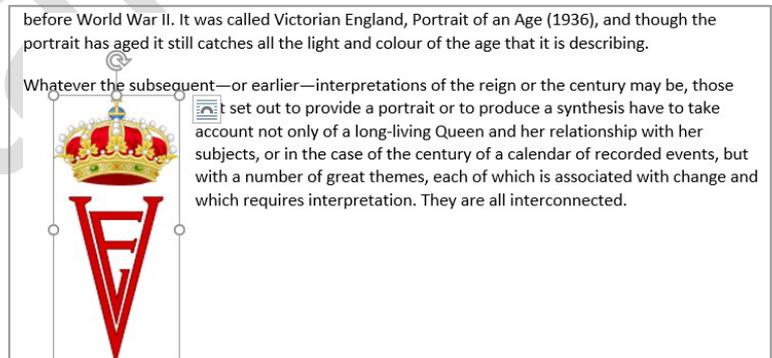
For Your Reference…

To *reset clip art*:

1. Click on the picture to select it
2. Click on the ***Picture Tools: Format*** tab, then click on the drop arrow for ***Reset Picture*** in the ***Adjust*** group
3. Select **Reset Picture** or **Reset Picture & Size**

Handy to Know…

- ***Reset Picture*** will remove any applied ***brightness***, ***contrast*** or ***recolour*** settings, (which are located in the ***Format*** task pane or the ***Picture Tools: Format*** tab).

- ***Reset Picture*** will not reset any ***wrap text***, ***positioning*** or ***alignment*** options you have applied.

CHANGING THE PICTURE

A lot of work often goes into inserting a picture and getting it in the right location with text wrapping and resizing. But what if you have to remove the picture, or perhaps replace it with another? Luckily you can swap pictures using the **Change Picture** command on the **Picture Tools: Format** tab and all the changes you have made will be applied to the new picture.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Pictures_9.docx...

1 Click on the picture on page **1** to select it

2 Click on the **Picture Tools: Format** tab, then click on **Change Picture** in the **Adjust** group to display the **Insert Pictures** pane

3 Click on **[Browse]** next to **From a file** to open the **Insert Picture** dialog box

4 If necessary, navigate to the **Course Files for Microsoft Word 2016** folder, then click on **Queen Victoria 2.jpg** and click on **[Insert]** to replace the previous picture with this one

5 Reposition the picture until it is aligned to the top of the paragraph

Insert Pictures

From a file
Browse files on your computer or local network
Browse ▸

Bing Image Search
Search the web
Search Bing 🔍

Facebook
Sorry, we can't connect to Facebook. Do you want to repair the connection?

Flickr
ivanarobinson9 Manage
Browse ▸

OneDrive - Personal
ivanarobinson@outlook.com
Browse ▸

2

HISTORICAL PERIOD COVERING THE REIGN OF QUEEN VICTORIA

Victoria, Queen of England, who came to the throne in 1837 and died in 1901, is one of the few monarchs in history to give her name both to an adjective, Victorian, and to a noun, Victorianism. Historians speak too of a "Victorian age". Her reign was the longest in English history, and went through different phases. She herself celebrated two jubilees, the Golden in 1887 and, ten years later, the Diamond, a new way of describing a rare event, a 60-years jubilee. For her, however, if not for her people, the biggest break of her reign came in 1861, when her husband, Albert, born in Coburg, Germany, died of typhoid. She immediately went into seclusion, a grieving widow who worshipped his memory, emerging reluctantly but ultimately in imperial majesty. In 1867 she was proclaimed Empress of India, and her Diamond Jubilee was an imperial as well as a national event. A new, greatly enlarged British Empire spanned the continents, and more than a fifth of the world's population were claimed as the Queen's subjects. Meanwhile, through her

5

For Your Reference…

To *change* a *picture*:

1. Select the picture then click on the *Picture Tools: Format* tab
2. Click on *Change Picture* in the *Adjust* group
3. Locate the desired replacement picture and click on **[Insert]**

**Handy to Know…**

- You can use a *Clip Art* image or an image sourced from *Bing* to replace a picture. Images sourced from these sites still retain the formatting of the original image, saving you much time and effort.

CROPPING A PICTURE

Cropping can be likened to cutting part of a photo out with scissors. Many of us have performed this action before, perhaps so that a photo will fit better in a frame. The best thing about cropping in Word is that, unlike when cutting out an area with scissors, Word doesn't automatically delete areas you have cropped out. So if you change your mind you can easily restore these parts of an image.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Pictures_10.docx...

1 Scroll down to page **2** and click on the picture to select it

2 Click on the *Picture Tools: Format* tab, then click on the top half of *Crop* in the *Size* group

Notice crop handles have appeared at the corners and halfway along each side of the image. Let's crop the image so we only see the crown…

3 Point to the bottom corner handle until your cursor changes to a crop handle, then click and drag upwards and release, as shown

4 Click on the upper half of *Crop* or press Enter to apply the crop

Oops! We liked the image better when we could see the rest of the motif…

5 Ensure the image is selected, then Click on the top half of *Crop* to redisplay the rest of the image

6 Pull down the bottom handle until the bottom half of the image is visible again then press Enter to apply the crop

before World War II. It was called Victorian England, Portrait of an Age (1936), and though the portrait has aged it still catches all the light and colour of the age that it is describing.

Whatever the subsequent—or earlier—interpretations of the reign or the century may be, those that set out to provide a portrait or to produce a synthesis have to take account not only of a long-living Queen and her relationship with her subjects, or in the case of the century of a calendar of recorded events, but with a number of great themes, each of which is associated with change and which requires interpretation. They are all interconnected.

3 *Notice the cropped out parts of the image appear greyed out as they have not been permanently deleted.*

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4

For Your Reference…

To *crop* a *picture*:
1. Click on the picture to select it
2. Click on the *Picture Tools: Format* tab then click on the top half of *Crop* in the *Size* group
3. Drag the crop handles to adjust the image
4. Click outside the image to apply crop

Handy to Know…

- To quickly crop an image, right-click on the image to display a mini toolbar then click on the crop icon to apply crop handles to your image. You can then crop your image as usual.

DELETING PICTURES

If you have inserted a picture that you no longer want, you can simply delete it. If the picture has text wrapped around it, the text will readjust to the new space that becomes available on the page. Deleting a picture does not remove it from the art gallery from which it was originally inserted.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Pictures_11.docx...

1 Ensure the second picture is selected

2 Press [Del]

The image will be removed from the document.

Oops! We didn't mean to do that. Let's restore the image…

3 Press [Ctrl] + [Z] to restore the image

You can also use the Undo tool on the Quick Access toolbar if you change your mind

before World War II. It was called Victorian England, Portrait of an Age (1936), and though the portrait has aged it still catches all the light and colour of the age that it is describing.

Whatever the subsequent—or earlier—interpretations of the reign or the century may be, those that set out to provide a portrait or to produce a synthesis have to take account not only of a long-living Queen and her relationship with her subjects, or in the case of the century of a calendar of recorded events, but with a number of great themes, each of which is associated with change and which requires interpretation. They are all interconnected.

1

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2

For Your Reference…

To *delete clip art*:

1. Click on the picture to select it
2. Press [Del]

Handy to Know…

• If the clip art image is positioned *in line with text*, it can be deleted like any other character – that is, using either [Back Space] or [Del]. The only difference is that unlike text, you must press [Back Space] or [Del] twice – once will select the image then the second press will delete it.