# Microsoft Word 2010:
Insert a Picture or Clip Art

Pictures and clip art can be inserted or copied into a document from many different sources, including downloaded from a clip art Web site provider, copied from a Web page, or inserted from a folder where you save pictures.

You can also change how a picture or clip art is positioned with text within a document by using the **Position** and **Wrap Text** commands.

Insert clip art

1. On the **Insert** tab, in the **Illustrations** group, click **Clip Art**.
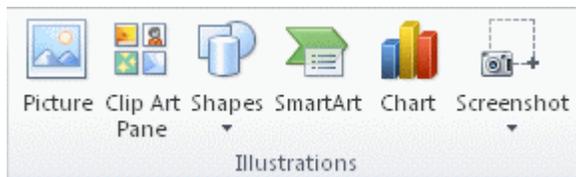
> NOTE   Some commands shown are not available in Word Starter.

2. In the **Clip Art** task pane, in the **Search for** text box, type a word or phrase that describes the clip art that you want, or type in all or some of the file name of the clip art.

3. To modify your search, do one or both of the following:

    - To expand your search to include clip art on the Web, click the **Include Office.com content** checkbox.

    - To limit the search results to a specific media type, click the arrow in the **Results should be** box and select the check box next to **Illustrations**, **Photographs**, **Videos**, or **Audio**.

4. Click **Go**.

5. In the list of results, click the clip art to insert it.

    To resize clip art, select the clip art you've inserted in the document. To increase or decrease the size in one or more directions, drag a sizing handle away from or toward the center, while you do one of the following:

    - To keep the center of an object in the same location, press and hold CTRL while you drag the sizing handle.

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- To maintain the object's proportions, press and hold SHIFT while you drag the sizing handle.

- To both maintain the object's proportions and keep its center in the same location, press and hold both CTRL and SHIFT while you drag the sizing handle.

Insert a picture from a Web page

1. Open the document.
2. From the Web page, drag the picture that you want into the Word document.

   Make sure the picture that you choose is not a link to another Web page. If you drag a picture that is linked, it will be inserted in your document as a link instead of an image.

INSERT A PICTURE THAT INCLUDES A HYPERLINK FROM A WEB PAGE

1. Open the Word document.
2. On the Web page, right-click the picture you want, and then click **Copy**.
3. In the Word document, right-click where you want to insert the picture, and then click **Paste**.

Insert a picture from a file

To insert a picture from your scanner or camera, use the software that came with your scanner or camera to transfer the picture to your computer. Save the picture, and then insert it by following these steps.

1. Click where you want to insert the picture in your document.
2. On the **Insert** tab, in the **Illustrations** group, click **Picture**.
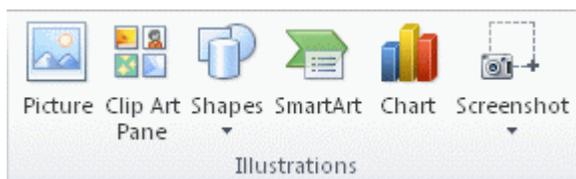
NOTE   Some commands shown are not available in Word Starter.

3. Locate the picture that you want to insert. For example, you might have a picture file located in **My Documents**.

4. Double-click the picture that you want to insert.

NOTE   By default, Microsoft Word embeds pictures in a document. You can reduce the size of a file by linking to a picture. In the **Insert Picture** dialog box, click the arrow next to **Insert**, and then click **Link to File**.

To resize a picture, select the picture you've inserted in the document. To increase or decrease the size in one or more directions, drag a sizing handle away from or toward the center, while you do one of the following:

- To keep the center of an object in the same location, press and hold CTRL while you drag the sizing handle.

- To maintain the object's proportions, press and hold SHIFT while you drag the sizing handle.

- To both maintain the object's proportions and keep its center in the same location, press and hold both CTRL and SHIFT while you drag the sizing handle.
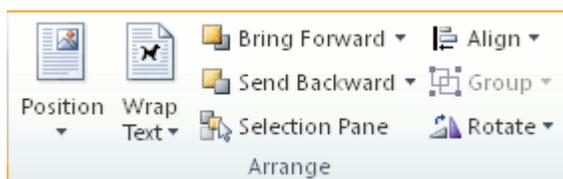
Keep a picture next to the text that goes with it or at a spot on the page

An inline picture keeps its position relative to a portion of the text. Pictures are inserted as inline pictures by default in Word.

A floating picture keeps its position relative to the page, and floats in that position as text flows around it. For example, if you position the picture halfway down on the left side of the page, and then you add two paragraphs at the top of the page, the picture will stay halfway down on the left side of the page.

To make sure that the picture stays with text that references it — for example, a description above the picture, position the picture as an inline picture. If you add two paragraphs above the description, the picture will move down the page together with the description.

1. If the picture is not on a drawing canvas, select the picture. If the picture is on a drawing canvas, select the canvas.

2. Under **Picture Tools**, on the **Format** tab, in the **Arrange** group, click **Position**.

If you don't see **Position**, click **Arrange**, and then click **Position**.

3. Do one of the following:

- To change an inline picture to a floating picture, select any one of the **With Text Wrapping** page position options.

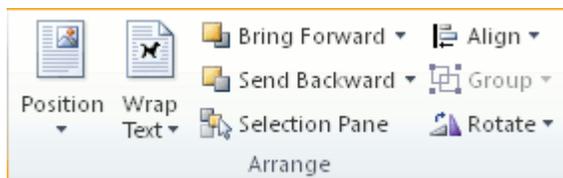- To change a floating picture to an inline picture, select **In Line with Text**.

Keep a picture with a callout or a text box

An inline picture keeps its position relative to a portion of the text. Pictures are inserted as inline pictures by default in Word. To make sure that the picture stays with text that references it — for example, a description above the picture, position the picture as an inline picture. If you add two paragraphs above the description, the picture will move down the page together with the description.

A floating picture keeps its position relative to the page, and floats in that position as text flows around it. For example, if you position the picture halfway down on the left side of the page, and then you add two paragraphs at the top of the page, the picture will stay halfway down on the left side of the page.

NOTE   To keep a callout or text box with a picture, you must make the picture and the text box or shape floating, and group the picture with the callout or other shape.

1. If the picture is not on a drawing canvas, select the picture. If the picture is on a drawing canvas, select the canvas.

2. On the **Format** tab, in the **Arrange** group, click **Position**.

If you don't see **Position**, click **Arrange**, and then click **Position**.

3. To change an inline picture to a floating picture, select any one of the **With Text Wrapping** page position options, such as **Tight**.

4. On the **Insert** tab, in the **Text** group, click **Text Box**, and then click **Draw Text Box**.

5. Click where you want the caption for the picture and draw the text box to size.

6. Type a caption in the text box.

7. Select the text box.

8. On the **Format** tab, in the **Arrange** group, click **Position**.

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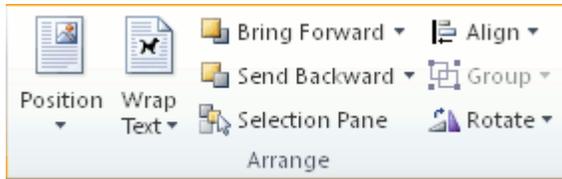
If you don't see **Position**, click **Arrange**, and then click **Position**.

9. To change an inline text box to a floating text box, select any one of the **With Text Wrapping** page position options, such as **Tight**.

10. Select the picture and the caption, and then on the **Format** tab, in the **Arrange** group, click **Group**.

If you want to move the group you created with the text, select the group, and then on the **Format** tab, in the **Arrange** group, click **Wrap Text**, and then click **In Line with Text**.