

# Working With Images

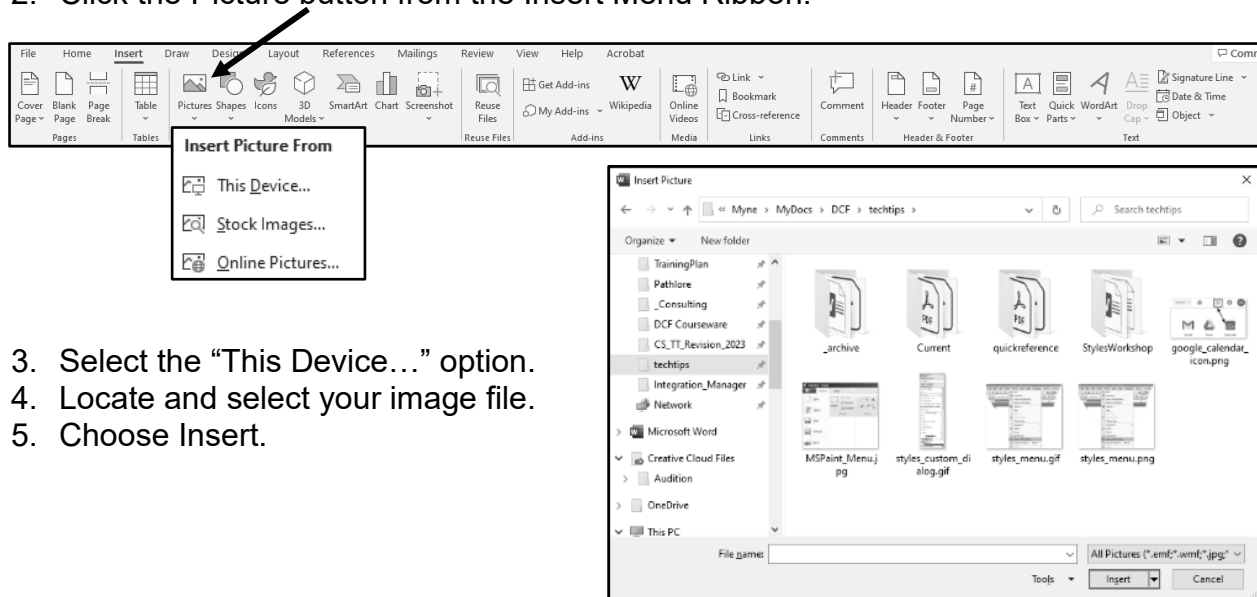
With Word, you can illustrate your ideas by using images that come from sources both inside and outside of Word.

If a picture is worth a thousand words, think how much typing you can save!

Even if your picture is worth somewhat less than a thousand words, illustrating your document with images makes your topic more appealing, and your students will pay more attention to your words.

## Insert an Image From a file:

1. Put the cursor insertion point where you want to insert the image.
2. Click the Picture button from the Insert Menu Ribbon.

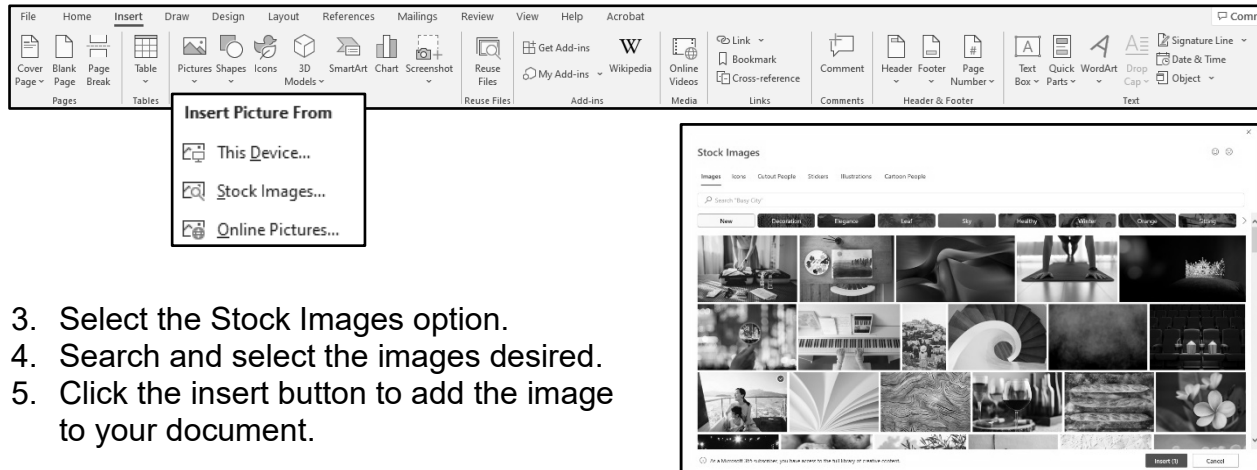


3. Select the “This Device...” option.
4. Locate and select your image file.
5. Choose Insert.

## Insert Stock Images Within Word

Word has a growing library of thousands of royalty-free images, icons, illustrations, videos, and more to use in your documents, presentations, and CBT development.

1. Put the cursor insertion point where you want to insert the picture.
2. Click the Picture button from the Insert Menu Ribbon.



3. Select the Stock Images option.
4. Search and select the images desired.
5. Click the insert button to add the image to your document.

**Tip:** Many images and pictures you find on webpages can be copied to the Clipboard or saved to a file. Right click the image; choose Copy to copy to the Clipboard or Save Picture As to display a Save As dialog box. Insert files and paste Clipboard copies into your document.

## Online Resources For Free Images

The Internet can be a great resource to find images for you projects. However, copywrite restrictions limit the images you can use.

The following websites allow you to download and use the images you find for free, or with a statement of attribution:

- <https://pixabay.com/>
  - Free images, videos, and music
- <https://unsplash.com/>
  - Free images with attribution
- <https://www.pexels.com/>
  - Free stock photos, images, & videos
- <https://www.vecteezy.com/>
  - Free vector images
- <https://burst.shopify.com/>
  - Free stock photos
- <https://www.pixton.com/add-ons>
  - Character & avatar creation

## Image Guidelines

After you insert an image into your document, you can manipulate it in many ways. You can select and move it, resize it, change its color, or group it with other images. You can also layer images in front of, or behind text, other images, or other objects. Before you can manipulate any image, you must first select it. When an image is selected, it has square selection handles on all four sides – eight in all. Clicking an inserted image selects it, and displays the Picture Layout Menu Ribbon.



## Moving, Copying, and Positioning an Image

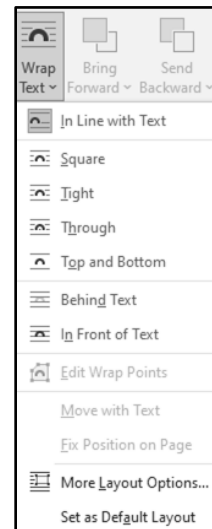
Inserted images move easily and freely in a Word document. By simply dragging the picture with the mouse, you can move it anywhere. Use the Cut, Copy and Paste commands to move or copy images.

**Tip:** By holding down the Ctrl key while you drag an image, you create a copy of the image that you can place anywhere in your document.

Usually, images are anchored to the left margin, or to the paragraph insertion point. However, you can use the “Wrap Text” button on the Picture Layout Menu Ribbon to alter how an image floats with the text around it.

With these wrapping tools, you can force the text to display on one side or the other of your image, in front or behind the text, or even surrounding the image.

If you typically use a particular image wrapping option all the time, you can set that wrapping option as the default.

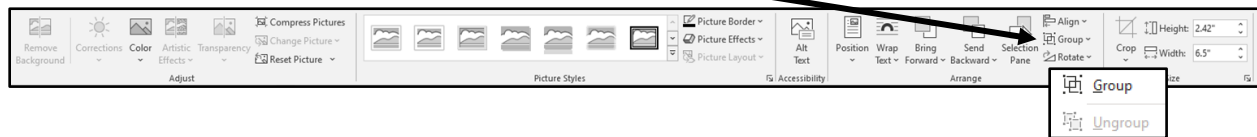


## Grouping and Ungrouping Images

Grouping images allows you to move them as a unit and to apply formatting to all the images in a group simultaneously. You can group images with other pictures or with other objects.

When you apply formatting to objects in a group, the formatting applies to each individual object. For example, a line border applied to a group appears around the edges of each of the objects in the group, not around the group as a whole. If you want a border or other formatting to apply to the group as a whole, insert the objects together in a text box.

To group pictures, first select each picture while holding down the Shift key. Each picture should show selection handles. Then click the Group button on the Picture Format Menu Ribbon. Once grouped, the pictures share a single set of selection handles.



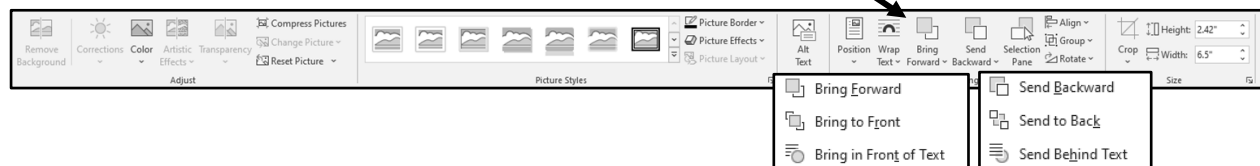
Ungrouping a set of images or objects releases the individual components. To ungroup objects, select the Ungroup option from the same Group button on the Picture Format Menu Ribbon.

## Layering Images

Images and other Word objects are usually placed in a layer that floats over the top of text. You can layer pictures so that they appear in front of or behind text, or behind other pictures and objects.

To layer an image in front of or behind text, or another object:

1. Select the image.
2. Using the Picture Format Menu Ribbon, select the appropriate action - Bring to front, Send to back, Bring forward, Send Backward, Bring in front of text or Send behind text.



## Formatting Images

Word gives you many ways to format pictures. You can resize and crop them, recolor them, or add border and shading options to them.

## Resizing and Cropping Images

After you insert an image in your document, you can scale it to a smaller or larger size. You can also size the image to exact dimensions or crop away parts of the image you don't want to use.

Using the mouse to scale, size, or crop an image is mostly a visual process. It enables you to see how your changes look while you are making them. To change the size of an image, you select it and drag the selection handles that appear on the sides and corners of the image. When your image is the size you want it, simply release the mouse button.



**Tip:** If you click and drag one of corner handles, the image will resize proportionally.

To crop an image, select the image and then choose the Crop button on the Picture Format Menu Ribbon.



Now, the image will have bolder handle lines. Select one of these handles to trim away any of the outer edges that are unnecessary. Then, click the Crop button again to apply your changes.



**Note:** Cropped parts of an image are not removed from the file. Use a picture editing application like Paint to edit out unnecessary portions of an image.

## Recolor an Image to Grayscale

1. Select the image you want to recolor to grayscale.
2. Choose the Color button on the Picture Format Menu Ribbon.



3. Select Grayscale from the Recolor section.



**Tip:** Take care when selecting images to be inserted into your document. Consider the diversity of your images and what may or may not be offensive to others in some way. Ask another person's opinion about the appropriateness of an image if there is any doubt.

**Tip:** When creating documents that others will have to modify or update, be sure to include the image file along with the document if it is not copied directly into the document. This is especially important if the image comes from an independent source or from the web.