

Microsoft Word for OSX - Graphics

Microsoft Word Clip Art

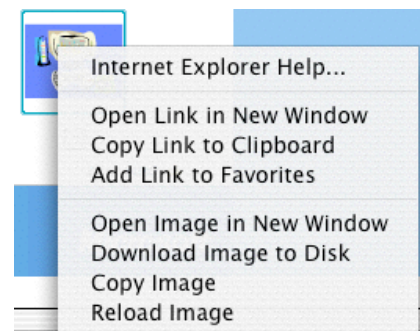
Word comes with an extensive clip art library. All you have to do is find the image you want to use!

- Click where you want the graphic to appear on the page.
- From the Insert Menu, select Picture > Clip Art.
- From the clip art Gallery, select a clip art library suitable for your page.
- Select an image from the clip art samples on the right, then click Insert.
- The image will insert where you placed the cursor. It will be an inline graphic and will move with the text.



Online Clip Art

- Click on the Online button to find more clip art from Microsoft.
- It will automatically take you to a web site with more choices of clip art.
- You can select topics from a list, or type in a search term.
- Once you find the image you want, you can harvest the image:
 1. point to the image
 2. hold down the Control key and the mouse button at the same time until you see a menu.
 3. Select copy image
 4. Go back to your document and paste the image on the page. Edit > paste (or **⌘V**)
- The Microsoft Office site also allows you to download several images at the same time, but it requires a series of steps to give permission for your computer to allow the downloads.



Other Clip Art Sites

You can also use a variety of clip art from other free clip art sites. Use the Danbury Elementary Great Links page to find a listing of such sites: <http://www.danbury.k12.ct.us/elemweb/sitesweb/clipart.htm>

Inserting Photographs

- Save your digital photographs in the pictures folder in the Finder of your computer.
- Open your Finder and select the Pictures folder. Navigate to the photo you wish to use.
- Drag it onto your document page. You will need to resize it.
- **OR** go to the Insert Menu > Pictures > From File and navigate to the photo. Click Import.

Microsoft Word for OSX - Graphics

Resizing the Image

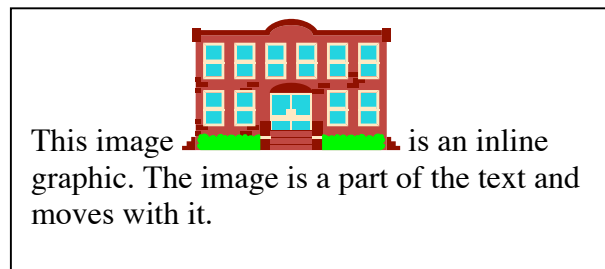


- Once the image is on the page, you may find it too large.
- Click once to select the image, then drag the lower right handle diagonally up to the left to resize.

Image Placement

You can insert graphics in two formats:

1. Inline with text – the graphic will “stick to the text” and become part of the line of text. If you change the text, the graphic will move with it. All graphics insert as inline text.
2. Text Wrap- If you choose to activate text wrap, you can then move the graphic anywhere on the page and the text will “wrap around” the image.

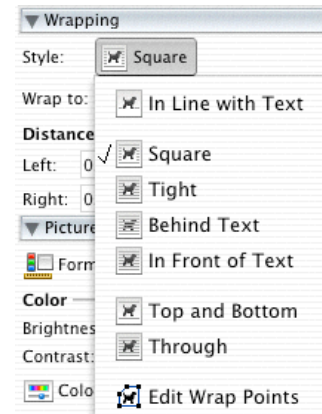


The girl at the chalkboard image has text wrap enabled. The Tight Style allows the text to go close to the image. Additional text in the paragraph will wrap under the picture too




To add text wrap to the graphic:

- First, insert the graphic.
- Click once on the graphic to select it.
- From the Formatting Palette, use the Wrapping Menu and select Style.
- In Line with Text leaves the graphic “stuck to” to line of text and moves with the text if you add more text.
- The other text wrapping styles specify the distance around the wrapped text and the graphic.(square, tight)
- You may wish to use tables to place graphics and text side by side on a page.



Word Art is also a graphic. It is usually used for titles.

- Click where you wish to place the Word Art
- Open the Drawing Toolbar from the View Menu and click on the Word Art button  . (OR use the Insert Menu > Picture > Word Art)
- Select a Word Art style in the Gallery
- Type the text for the Word Art, click OK
- The Word Art can be moved and resized, just like any other graphic.

