

# ADDING DIGITAL IMAGES TO A MICROSOFT WORD DOCUMENT

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There are many reasons why you might wish to add digital images or personal photos to the text area of a word processing document. Here's how:

1. Open an existing Word document or create a document from scratch.
2. Place your insertion bar at the location where you would like to insert the photo.
3. From the Menu bar, click on **Insert**.
4. Move down to **Picture** and over to **From File**.
5. Browse to the file folder that contains the target photograph.
6. You may wish to change the view to **Thumbnails**.
7. Double-click on the target photograph.
8. The photo will appear in the body of the document. However, it will probably be much too large to satisfy your needs.
9. Click anywhere on the photograph. This action will create "handles" around the perimeter of the photo.
10. Click on one of the photograph's four corners and drag toward the center. This action will reduce the size of the picture. Keep reducing the picture until it is an appropriate size.
11. Right-click on the resized photograph.
12. Left-click on Format Picture.
13. When the Format Picture dialogue box appears, click on the **Layout**.
14. Select a wrapping style of **Tight**.
15. Select any horizontal alignment: left, right, or center.
16. Click **OK**.
17. The digital image can be repositioned and/or resized within the document. This will be demonstrated during the presentation.