

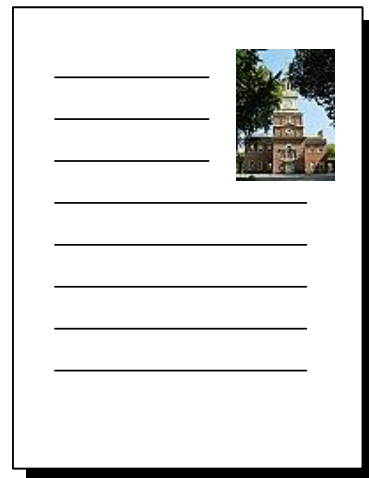
## Enhancing Word Documents with Graphics

Text documents can often be enhanced by the addition of a graphic element – clip art, photographs, and graphs.

Two methods of inserting graphics are described in this worksheet.

### Method One – Using Copy and Paste

- Select the graphic element you wish to insert into your document, e.g, a picture on a Web site.
  - Right click on the graphic element
  - Click on **Edit** on the menu bar. Choose **Copy** or press Ctrl and C at the same time



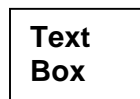
*This process puts your graphic element on to the clipboard – an invisible storage space for copied items.*

- In Word, place the cursor where you want the graphic to appear. Choose **Edit > Paste** or press Ctrl and V. Your graphic will appear in your document.
- You may have to resize or move the graphic to the desired place in your document.

### Method Two – Using Insert Picture

- In Word, place the cursor where you want the graphic to appear.
- Choose **Insert** on the menu bar. Choose **Picture** and select either **From File** or **Clip Art**. Select the graphic or image file.
- Click on **Insert**. Your graphic will appear in your document.
- You may have to resize or move the graphic to the desired place in your document

*Hint: To constrain the image to a specific space in your document, use the **Text Box** tool. Choose **Insert** on the menu bar. Select **Text Box**. Place the cursor where you want the graphic to appear. Expand the box to the appropriate size. Follow the steps in method two to insert your graphic.*



### Supported File Formats:

.gif	.jpeg	.png
.wmf	.bmp	.eps
.tiff	.pct	and others

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