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Adding Images

Word 2013 lets you add pictures, clip art and shapes to your document.

Insert a Picture

1. Select the Insert tab.

2. Select Picture.

3. Locate the picture you want to insert and click Insert.

4. You can change the way the picture interacts with text by right-clicking the image, selecting Wrap Text, and selecting a different option from the list.
5. To change any of the other picture properties, right-click on the image and select **Format Picture**.

![Format Picture]

**Insert Clip Art**

1. Select the **Insert** tab.

2. Select **Online Pictures**.

3. Enter a word to search for clip art and click the search icon.

![Insert Pictures]

4. When the secure content warning appears, click **No** or you will not see any results.

5. Click on the image you want to use then click **Insert**.
6. You can change the way the clip art interacts with text by right-clicking the image, selecting **Wrap Text**, and selecting a different option from the list.

7. To change any of the other clip art properties, right-click on the image and select **Format Picture**.

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**Insert a Shape**

1. Select the **Insert** tab.

2. Select **Shapes**.
3. Click on the shape you want to use.

4. Click and drag on the screen to draw the shape.

5. To change any of the auto shape properties, right-click on the image and select **Format AutoShape**.