



Word 2013: Adding Images

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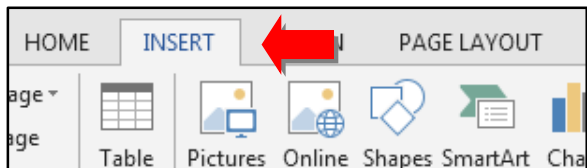
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Adding Images

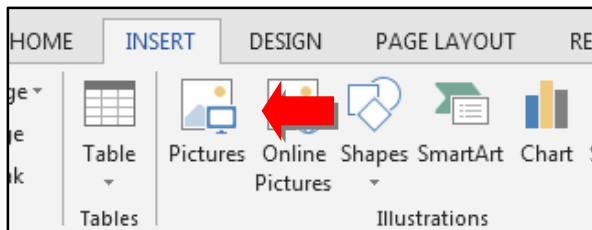
Word 2013 lets you add pictures, clip art and shapes to your document.

Insert a Picture

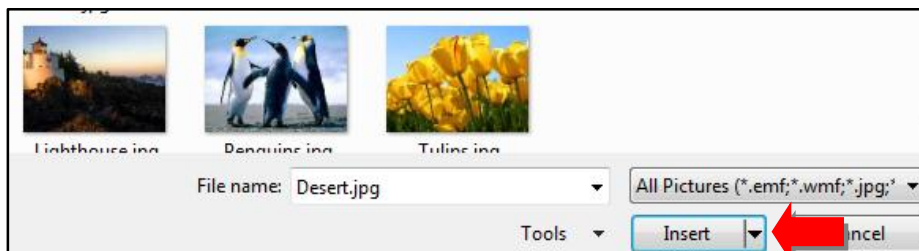
1. Select the **Insert** tab.



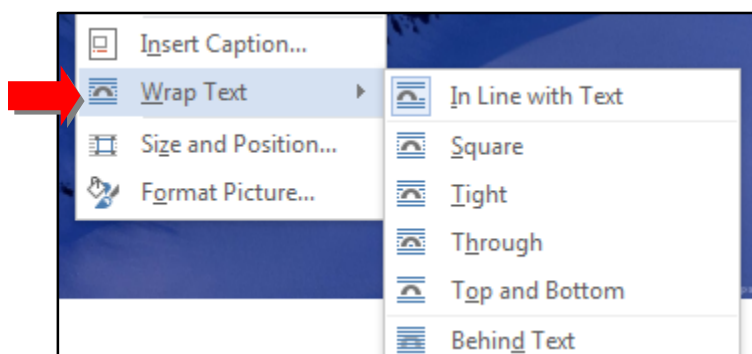
2. Select **Picture**.



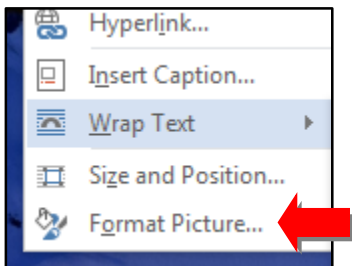
3. Locate the picture you want to insert and click **Insert**.



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.



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

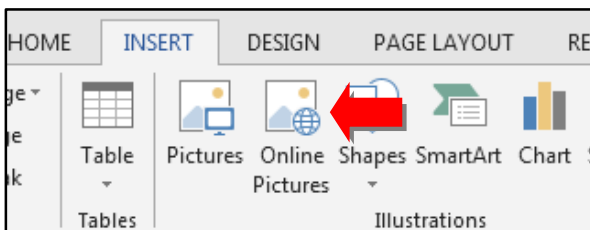


Insert Clip Art

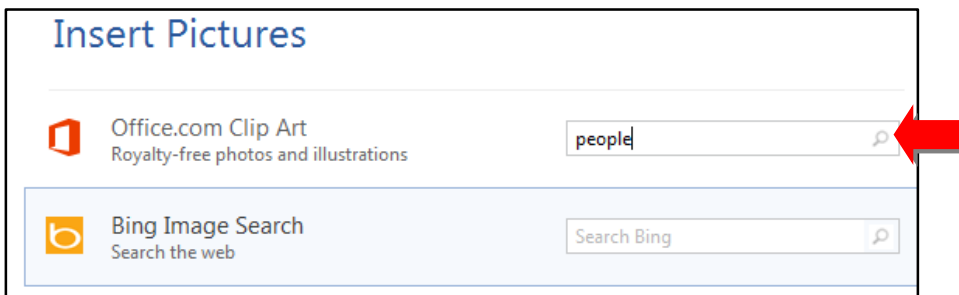
- Select the **Insert** tab.



- Select **Online Pictures**.

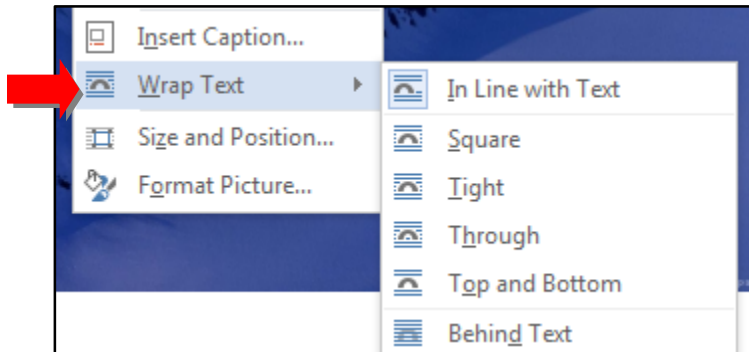


- Enter a word to search for clip art and click the search icon.

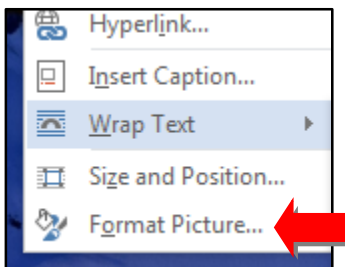


- When the secure content warning appears, click **No** or you will not see any results.
- Click on the image you want to use then click **Insert**.

- 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.

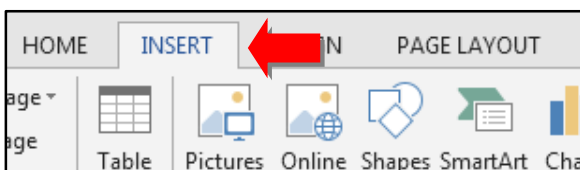


- To change any of the other clip art properties, right-click on the image and select **Format Picture**.

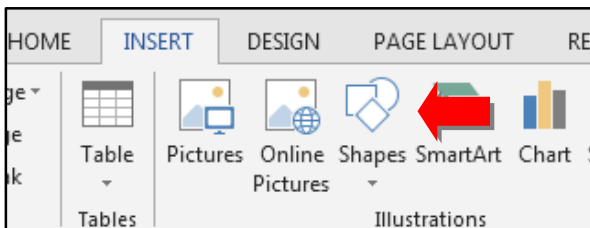


Insert a Shape

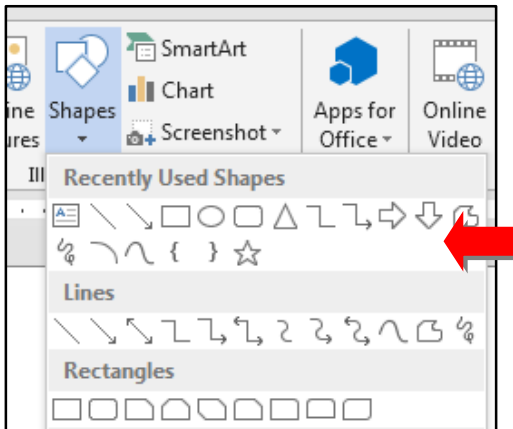
- Select the **Insert** tab.



- 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**.

