# Inserting Media Into Documents

Microsoft Word allows you to insert images and video media into documents. This includes graphics created in other programs such as Adobe Photoshop, Adobe Illustrator, Coral Draw or Paintbrush Pro. The inserted media can be formatting using the same tools that you used for shapes in the previous chapter.

Inserting an Image

1   Load Microsoft Word or close the current file and start a new BLANK DOCUMENT.
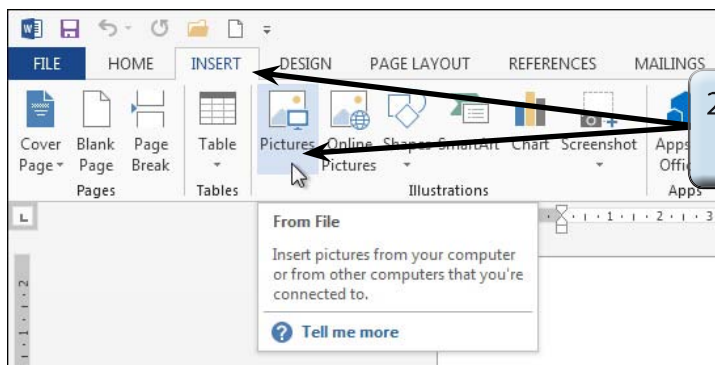
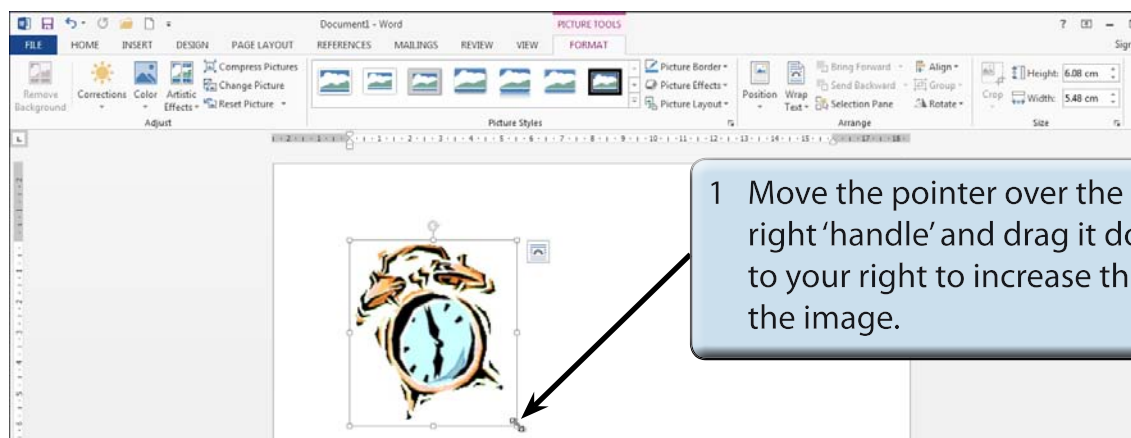2   Open the INSERT tab of the RIBBON and click on the PICTURES icon.
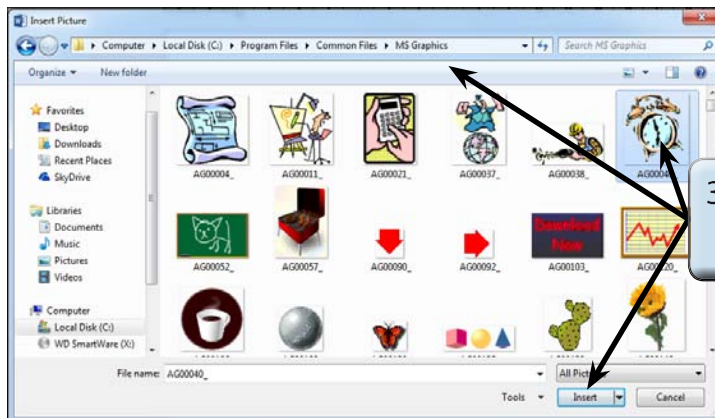
3   Access your school's graphics library, select an image and click on INSERT.

NOTE:	i	If you cannot find an image, there are two images in the CHAPTER 11 folder of the WORD 2013 SUPPORT FILES that can be used.
	ii	The ONLINE PICTURES icon in the INSERT tab of the RIBBON can be used to find images from the internet.

Changing the Size of the Image

You can change the size of the image as you did for shapes by dragging the 'handles' or by using the SIZE group of the RIBBON.
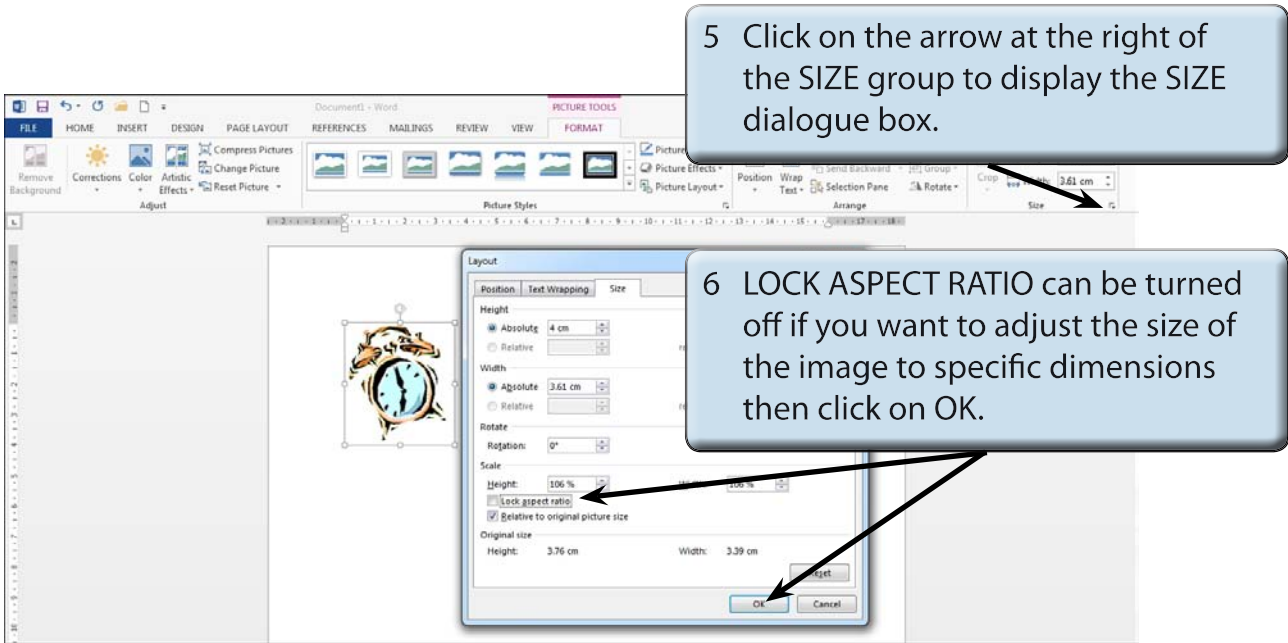

1   Move the pointer over the bottom right 'handle' and drag it down and to your right to increase the size of the image.

2   You can accurately resize an object using the SIZE group in the PICTURE TOOLS - FORMAT tab.

3   With the image selected, enter 4 cm in the HEIGHT box in the SIZE group of the FORMAT tab and press <enter>.
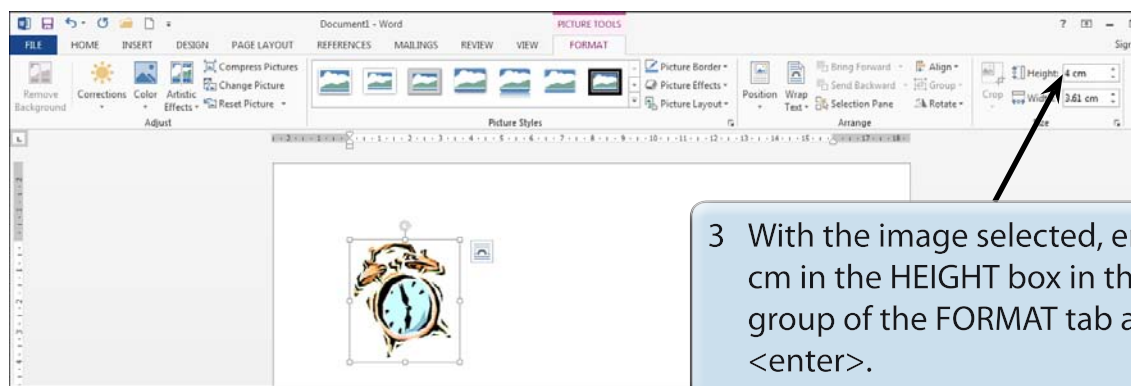
NOTE: **The image is resized and the WIDTH box in the SIZE group adjusted in the same ratio to keep the image size proportional.**

4   If you want to adjust the size of an image in more detail, the SIZE dialogue box can be used.
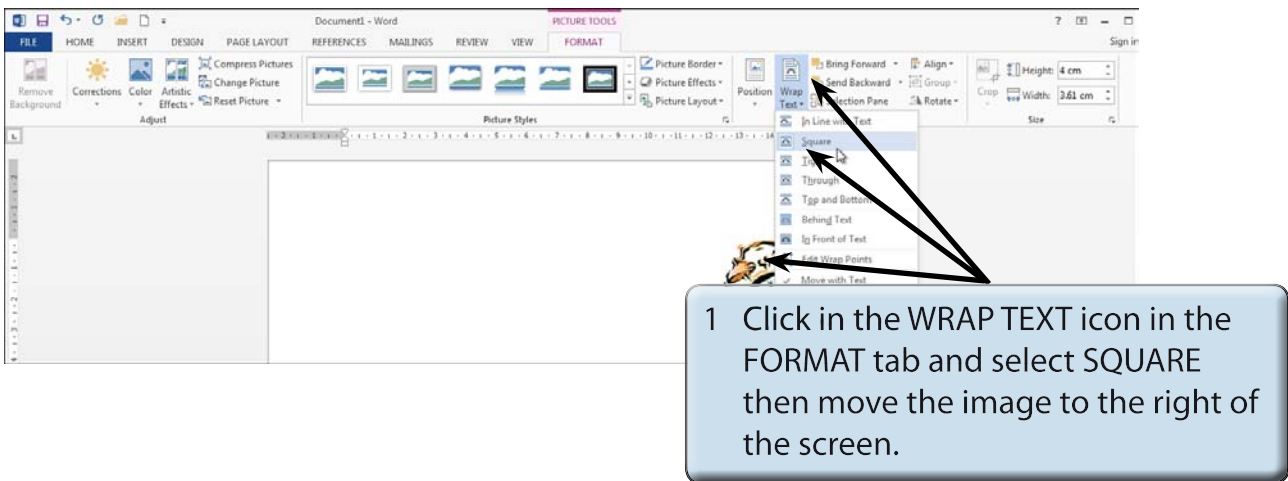
5   Click on the arrow at the right of the SIZE group to display the SIZE dialogue box.

6   LOCK ASPECT RATIO can be turned off if you want to adjust the size of the image to specific dimensions then click on OK.

NOTE: **Lock Aspect Ratio ensures that the proportions of the image are always kept the same so that the image is not distorted.**

Picture Adjustments

The appearance of an image can be adjusted using the icons in the ADJUSTMENT group.
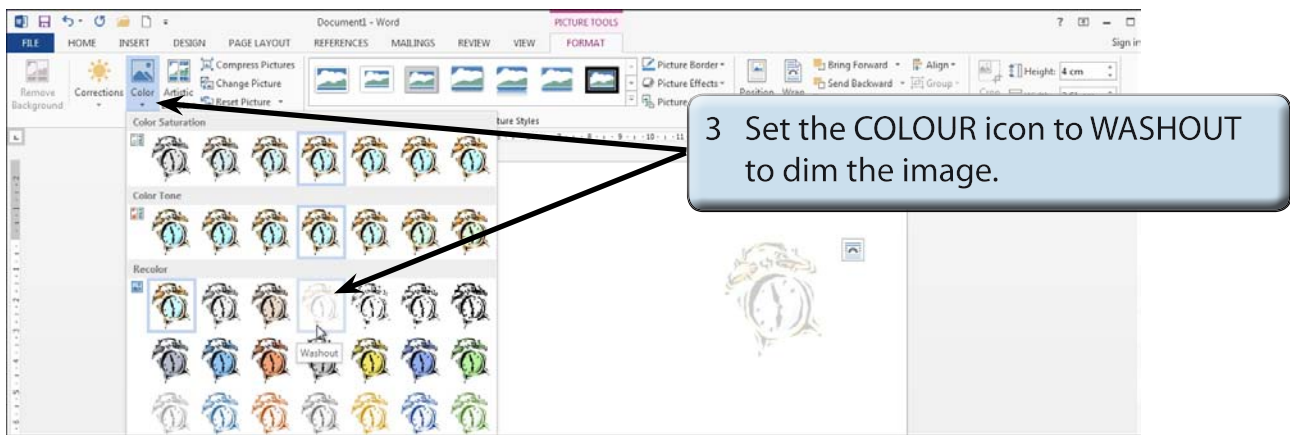
A   The Colour Command

The COLOUR icon allows you to set the colour style of the image.

1   Click in the WRAP TEXT icon in the FORMAT tab and select SQUARE then move the image to the right of the screen.

NOTE: **i**   **Moving the image to the right of the screen will allow you to see the adjustment effects that can be applied to it.**

ii   **The text wrapping can also be set using the LAYOUT OPTIONS icon at the right of the image.**

2   Click on the COLOUR icon in the PICTURE TOOLS - FORMAT tab then move the pointer over some of the colour styles and select one.

3   Set the COLOUR icon to WASHOUT to dim the image.

NOTE: **Washout is used to create a watermark image when you want text to flow over the dimmed picture.**

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