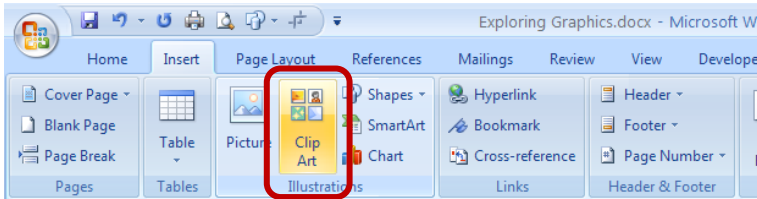# Exploring Graphics in Microsoft Word

This document provides instructions for working with various types of graphics in Microsoft Word.
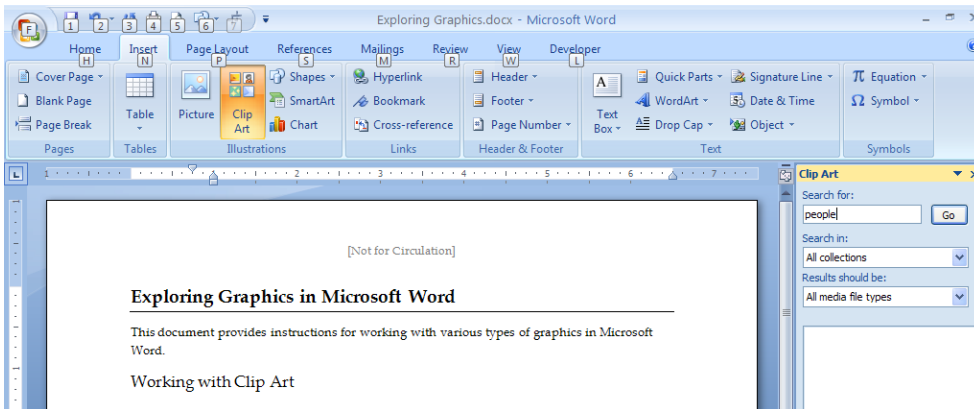
Inserting Clip Art

A gallery of clip art is available both within Word as well as on the Microsoft website. These graphics are free for use in Microsoft products.
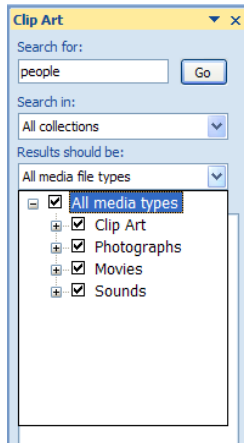
1. To insert clip art, go to the **Insert** tab and click **Clip Art**.

2. This brings up the Clip Art pane on the right side of the screen.
3. Enter a keyword and click **Go** to begin your search.

   a. You may limit the type of clip art for which you are searching – clip art, photographs, movies, or sound.

b. To insert the graphic into your document, simply click on it. It will be inserted at the location of your cursor.

Click on the clip art to insert it into your document.
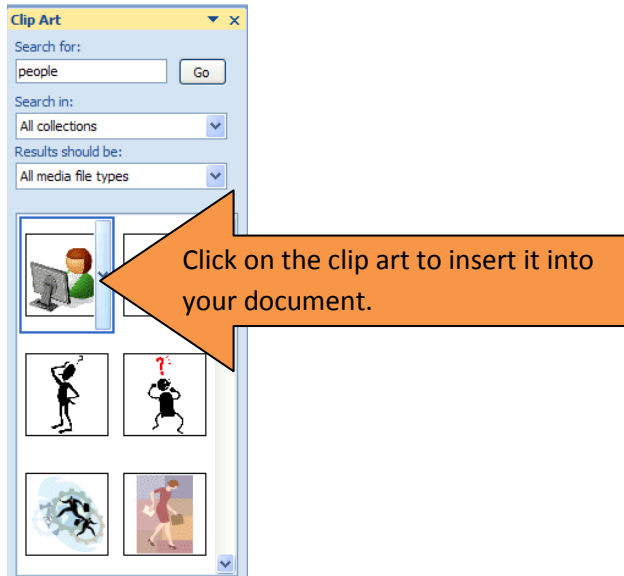
4. If you are connected to the Internet, you can also search Office Online for additional clip art. In the Clip Art pane on the right side of the window, click **Clip art on Office Online**. This opens up Microsoft Office Online in a browser, and you can now search for additional clip art to download.
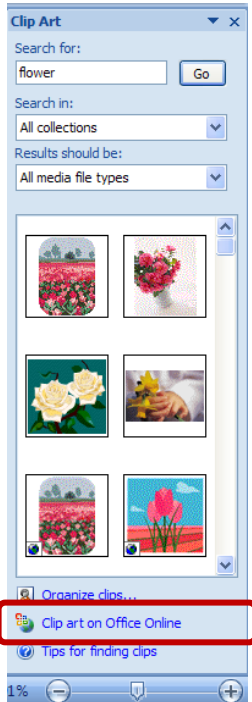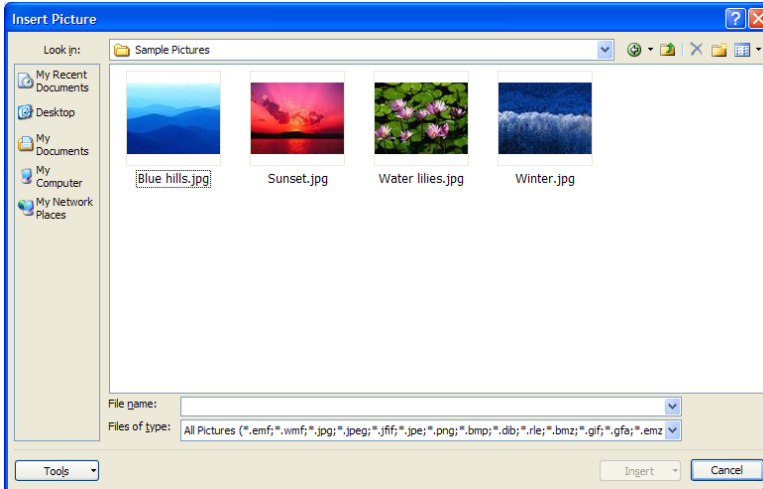
Inserting Pictures

You can also insert pictures that you have stored (for example, a photograph from a digital camera or a scanned image).

1. To insert a picture, go to the **Insert** tab and click **Picture**.
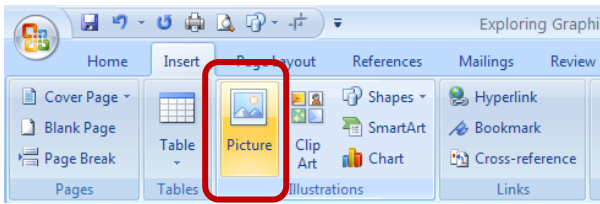
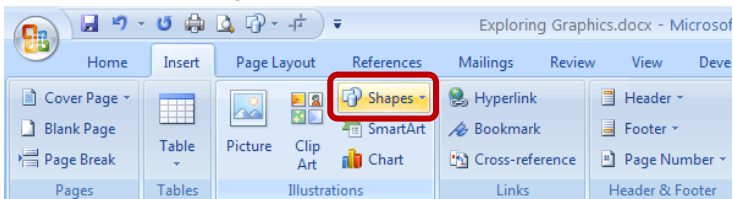2. Browse for the location of your picture. Select it and then click **Insert**.

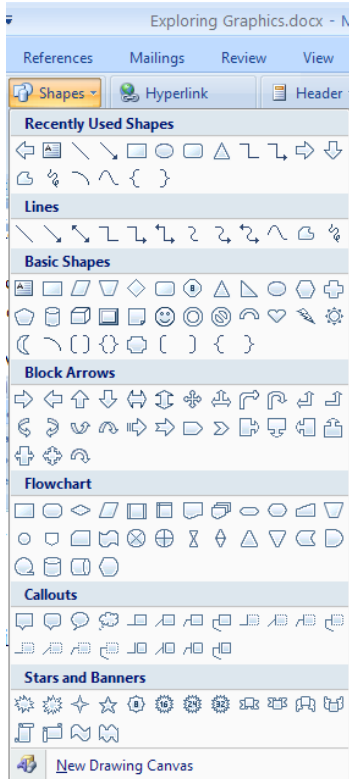3. The picture will be inserted at the location of your cursor.

Drawing Shapes

Microsoft Word comes with a variety of shapes, lines, arrows, callouts, and more that can be drawn in your document.

1. To draw a shape, go to the **Insert** tab and click **Shapes**.
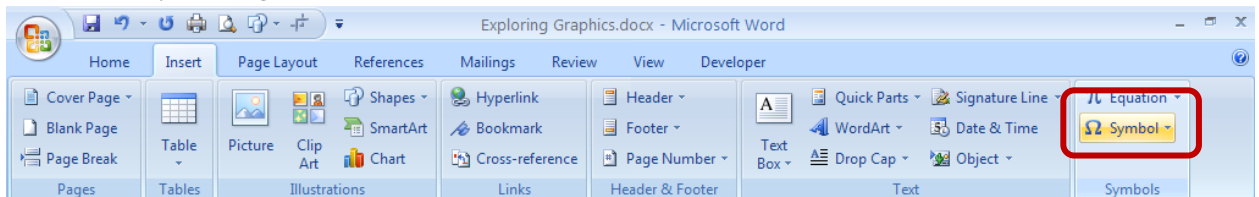
2. Select a shape.

3. Move your mouse where you would like to draw the object, and while holding down the mouse button, draw the shape. The pointer will look like a plus sign (+) while drawing shapes.
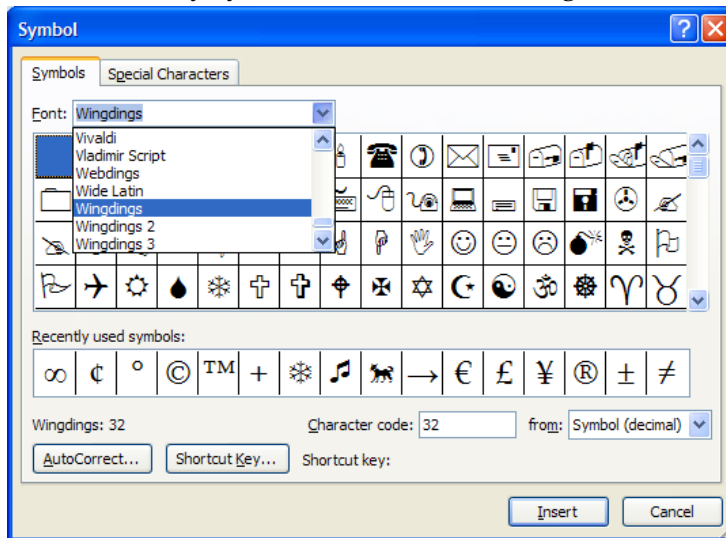
Inserting Symbols

Symbols (for example, ™, ©, °, ¢, or ∞) can be inserted into your documents.

1. To insert a symbol, go to the **Insert** tab and click **Symbol**.

2. There are many symbols, in numerous categories, from which to choose.

3. Click on a symbol, and then click the **Insert** button. The symbol will be inserted at the location of your cursor.
   a. Formatting, such as size and color, can be adjusted using the options available in the Font group on the Home tab (symbols are formatted just as text would be).

Inserting SmartArt

SmartArt, a visual representation of your message, is new to Office 2007. SmartArt allows you to create editable illustrations simply and without the aid of a professional designer. You can easily create dynamic workflow, relationship, or hierarchy diagrams.

1. To insert SmartArt, go to the **Insert** tab and click **SmartArt**.
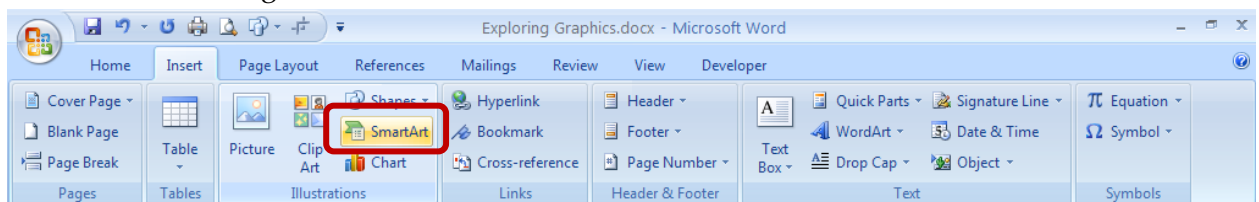
2. From the gallery, select the style of SmartArt you wish to add and click **OK**. The styles are organized into categories, from which you can browse via the list on the left. Or you can browse through all the styles by selecting the **All** category on the left. You will be

able to customize the SmartArt in the next step.
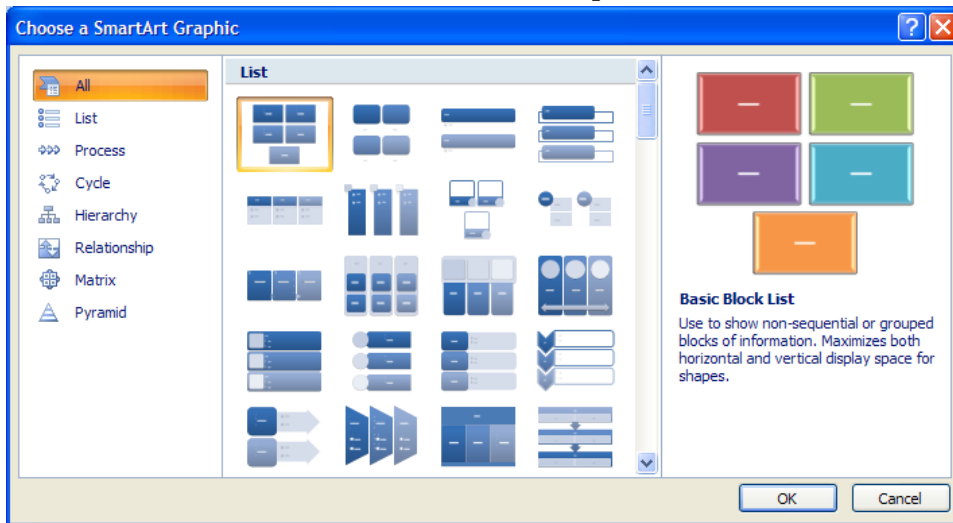
3. Once you have selected the SmartArt style, you can begin customizing the graphic to meet your needs.

    a. Click on the text placeholders to enter text.
    b. Use the features available on the **Design** tab to add shapes, rearrange the shapes, adjust the layout, change colors, change the style, or reset the graphic to its original look.
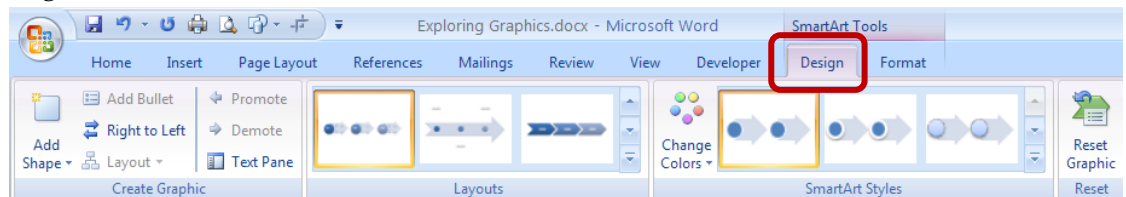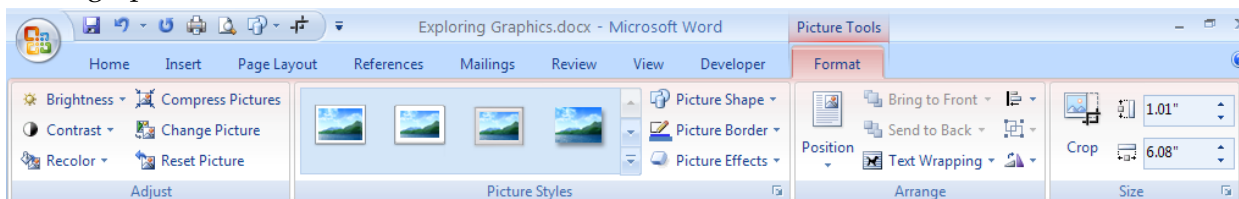

    c. Use the features on the **Format** tab to adjust the formatting of the shapes.
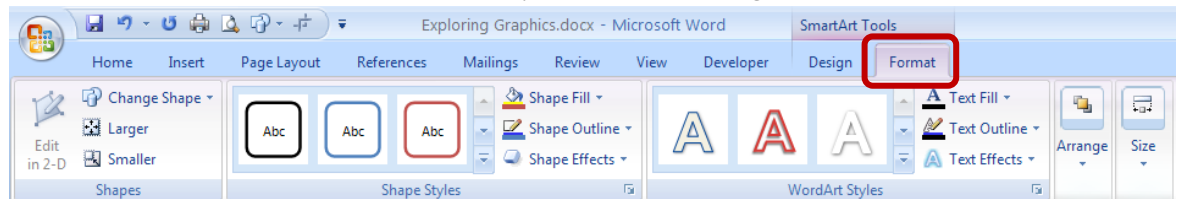
Working with Graphics

When graphics are selected, additional Picture Tools are available.


1. The **Compress Pictures** feature is a helpful tool to reduce the size of the document.

2. The features available in the **Picture Styles** group provide tools for enhancing your graphic.

3. Graphics are often difficult to place in your document at a precise location. The features available in the **Arrange** group can assist with this, allowing you to select how you want the text to wrap around the graphic or how you want the graphic layered.

4. The features available in the **Size** group allow you to crop a graphic as well to specifically indicate its height and width.

5. If these **Picture Tools** are not available, check to make sure the graphic is selected.

6. Microsoft Word was not designed to be an image editor. If significant alterations to a graphic are necessary, you should use dedicated image software, like Photoshop.
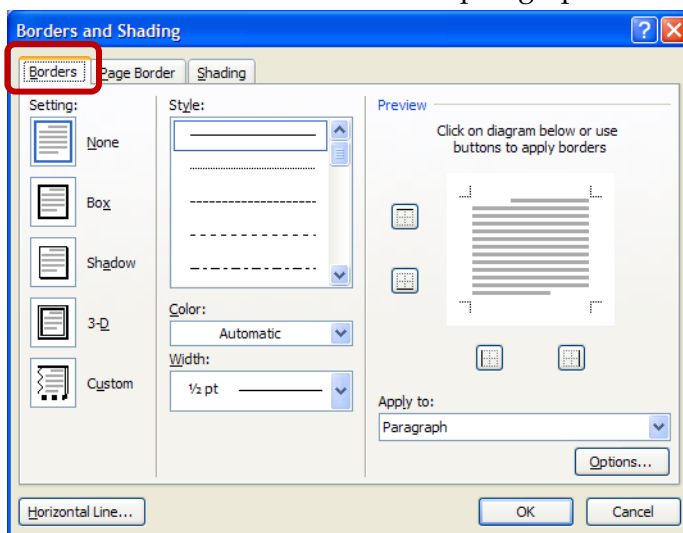
Page and Paragraph Borders

Graphics can be added around particular paragraphs or entire pages to further enhance your documents.

1. To add a page or paragraph border, go to the **Page Layout** tab and choose **Page Borders**.
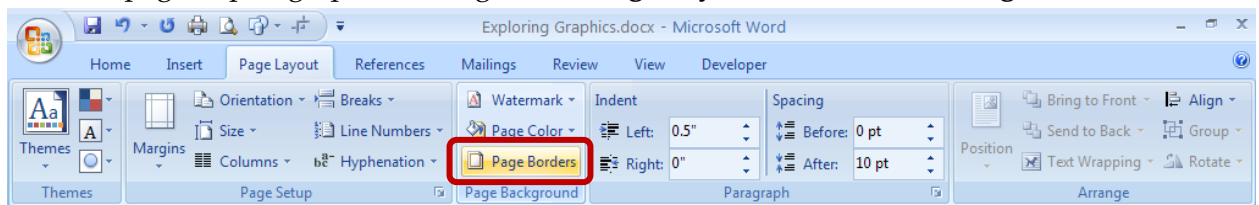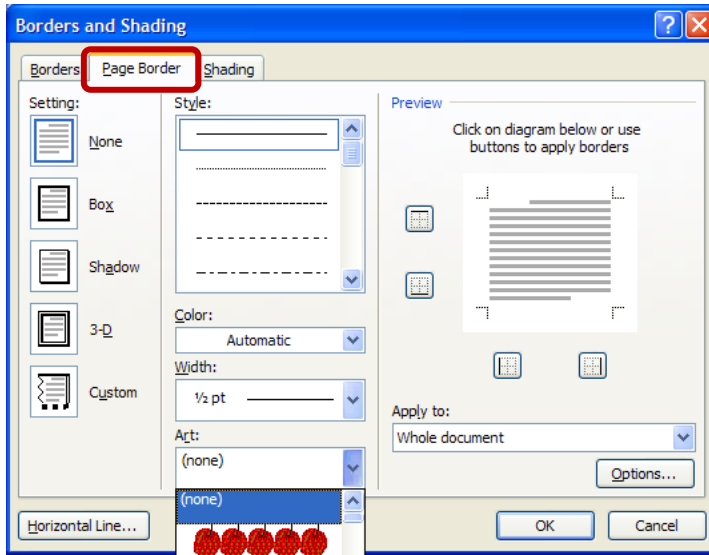

2. Click on the **Borders** tab to select a paragraph border (including style, color, and width).

3. Click on the **Page Border** tab to select a border for the entire page (including style, color, and width). The **Art** drop-down list contains an assortment of graphics from which to
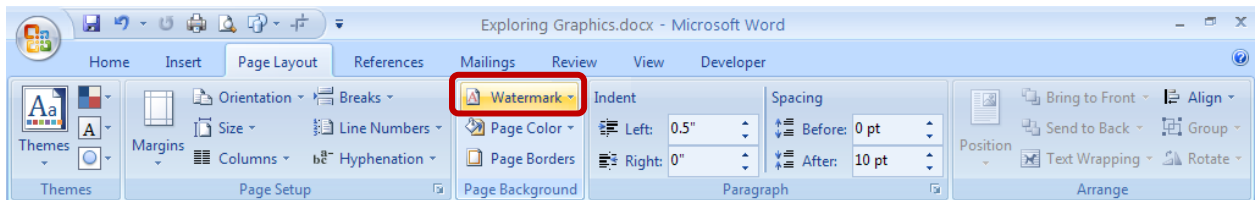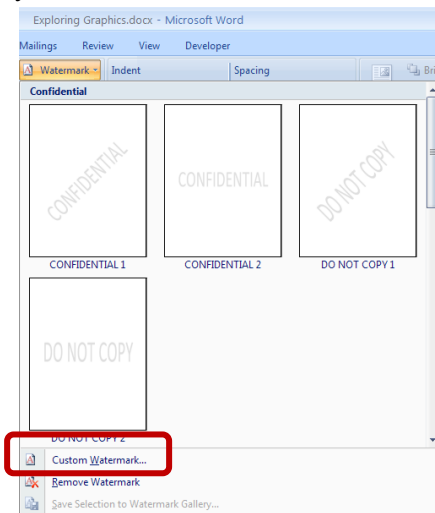
choose.

Adding Watermarks

Watermarks are text or pictures that appear behind document text. They often add interest or identify the document status, such as marking a document as a **Draft**.
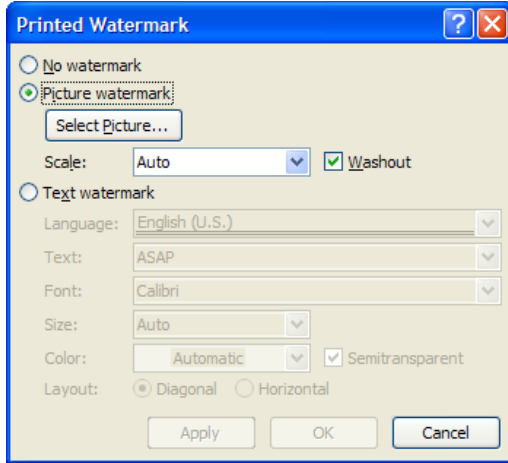
1. To add a watermark, go to the **Page Layout** tab and click on **Watermark**.

2. You may select a watermark from the gallery or click on **Custom Watermark** to create your own.

3. Selecting **Custom Watermark** provides options for choosing a picture watermark (you can browse for the picture) or customizing a text watermark by choosing the text, font, size, color, and layout. You can also type in your own text.

4. To remove a watermark, go to the **Page Layout** tab, click on **Watermark**, and then click **Remove Watermark**.