

# Word: Picture Tool Bar (Inserting Pictures and Clip Art.)

**To Insert a Photo**

- Go to Insert
- Picture
- From File

A box will open and you need to find the photo you want. Select it and click on insert.

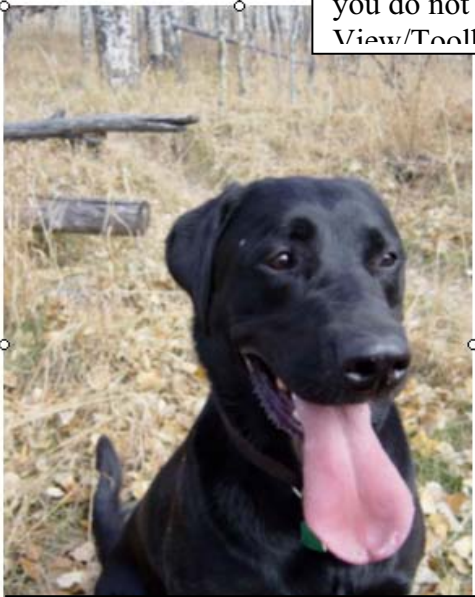
**Clip Art Search**

- Type in the item
- Click on Search
- Scroll
- Double click on the clip art to insert it into your document.
- Press Modify to change your search

**Insert Clip Art**

- Go to Insert
- Picture
- Clip Art

After inserting your picture or clip art, the picture should appear and the picture tool bar should be on the screen. If you do not see the Picture Tool Bar go to; **View/Toolbars/Picture**



The picture is now in line with the text, wherever you had your cursor point. If you are working on a poster, it is easier to have the picture moveable. On the Picture Toolbar, click on the dog. The dog represents your picture

The context menu shows options for text wrapping:

- In Line With Text
- Square
- Tight
- Behind Text
- In Front of Text
- Top and Bottom
- Through
- Edit Wrap Points

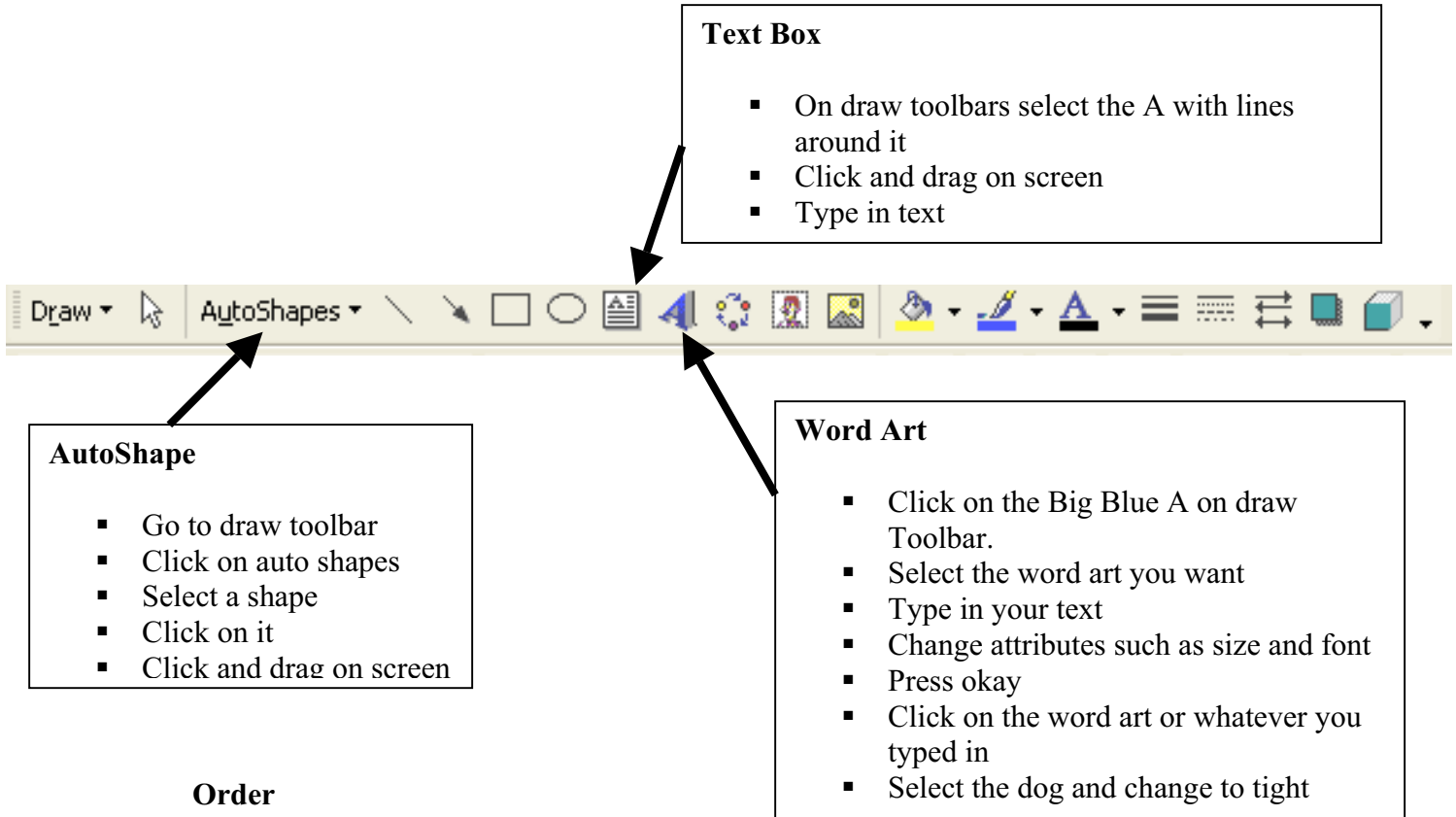
**Crop**

- Click on crop
- Click on edge of photo and drag sides in

You have the option to change how the text and picture work together. The easiest to work with is tight.

## Word: Draw Toolbar

The Draw Toolbar is usually at the bottom of the screen. Here you can had lines, circles boxes, shapes, word art, and more to enhance your word document. If you do not see the draw toolbar go to View/Toolbars and click on Draw.



The image shows a screenshot of the Microsoft Word Draw Toolbar. The toolbar is a horizontal strip with various icons. Three callout boxes with arrows point to specific icons: 'Text Box' points to the 'A' with lines icon, 'AutoShape' points to the 'AutoShapes' dropdown menu, and 'Word Art' points to the 'Big Blue A' icon.

**Text Box**

- On draw toolbars select the A with lines around it
- Click and drag on screen
- Type in text

**AutoShape**

- Go to draw toolbar
- Click on auto shapes
- Select a shape
- Click on it
- Click and drag on screen

**Word Art**

- Click on the Big Blue A on draw Toolbar.
- Select the word art you want
- Type in your text
- Change attributes such as size and font
- Press okay
- Click on the word art or whatever you typed in
- Select the dog and change to tight

### Order

- Right click on object and select a layout. You can send the picture, shape, word art, or text box behind or forward of other objects.

### To Group

- Once you have the layout finished you can group the object together so you can move them or copy them.
- Hold shift key down on keyboard
- Click on first object, keep the shift key down and click on remaining object
- Right click and select group and group together

### Hints

1. Green circle is to rotate a photo
2. Yellow triangle is to change the shape
3. Four Arrows is to move object
4. Clear circles resize the photo