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Add a Photo to a Word Document

Insert a photo:

Open a document and click where you want the photo to appear.

Click the Insert tab – Pictures (on your computer) or Online Pictures (on the web).

Click a photo – Insert. It will appear in a space by itself between lines of text (inline).

Choose how you want the photo to relate to the text:

Click the Layout icon and choose the Square option (top row, left icon, under "With Text Wrapping"). Now the text wraps around the photo. Each of these Layout icons shows how the photo will relate to the text. Square and Tight are good options for photos if you want them to be within some text.

Once the photo is inserted, you can do things with it:

Resize a photo: Drag from any corner handle toward or away from the center.

Move a photo: Move the mouse pointer over the photo until it looks like crossed double-headed arrows. Drag the photo to a new location.

Change a photo: Right click the photo and left click "Change Picture." Navigate to your Pictures folder. Click another picture – Insert. The photo will replace the one in the document with the same dimensions as the first one.

Add effects to the photo: Click the photo to select it, as shown in the photo above. (Notice the six handles around the photo.) Selecting a photo displays the Picture Tools Format tab in the ribbon. Here you can edit or format the photo – crop it; add styles and effects, like shadows, reflections, bevels; change its position on the page, etc.

If you make a mistake, click the Undo button above the ribbon or press Ctrl + Z on the keyboard.

Add a Text Box to a Document

A text box is a specialized shape in which you enter text. It functions outside the regular margin constraints of the normal text and can be moved or resized, as needed. Text boxes are used to add captions to photos, emphasize a statement in a document as a "pull quote" or sidebar, create a cartoon balloon comment, and many other uses.

To **add a text box**, click the Insert tab. In the Text group, click Text box to open the Text Box gallery. Click one of the gallery items to see how it looks in your document. Delete it.

1. Click **Draw Text Box** below the gallery. This turns your mouse pointer into a plus sign.
2. Click in the document, hold down the left mouse button, and drag diagonally down and right to create a Text Box. The Text Box may cover some text already on the page. (That's because the default Layout for a text box is "in front of text.")
3. Select the text box, click the Layout icon, and change the text wrapping to Square or Tight.
   (Windows 7 – Right click text box. Choose Wrap Text or Format.)
4. Click inside the box and **type**. Use the Font group options that appear when you
5. Select the text inside the Text Box to change the font, size, color, etc. using tools from the Home tab.

Text boxes have similar properties to Pictures. You can **Move, Rotate** or **Resize** a text box the same way as you would any picture.

You can also **change the shape of a Text Box**. Select the Text Box to reveal the Drawing Tools Format tab in the ribbon. Click **Format**, and in the Insert Shapes group, click **Edit Shape**, then **Change Shape**. This opens the Shapes gallery. Click a Shape and the Text Box will assume that shape.

Text Box with a new shape and gradient color
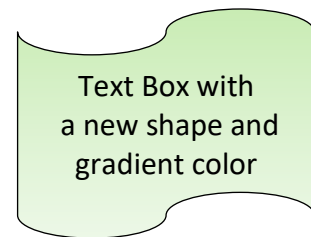
Besides text, a Text Box can be **filled** with color, gradient, texture, or a picture. With the text box selected, click the Drawing Tools Format tab – **Shape Fill**. Hover your mouse pointer over the galleries to preview their look on your text box. To add a Gradient, click a Color first, then Shape Fill again and choose Gradient. Click a gradient style to apply it.

Text box filled with a photo

Add a Shape to a Word Document

Add a shape: Open a document. Click the Insert tab – Shapes. Click any shape and your mouse pointer will turn into a plus sign. Click in the document and drag your mouse diagonally from top left to bottom right to draw that shape.

Change the Shape Fill:

Click a shape, which opens the Drawing Tools Format tab. Click Shape Fill, and choose a color, picture, gradient, or texture. You can do the same steps to change the shape outline, if you wish.
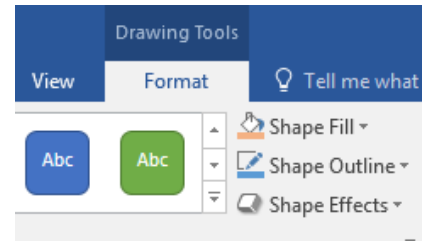
In recent versions of Word, you can **add text to Shapes**.
To add text to a shape, click the Insert tab – **Shapes**, and choose a shape.
1. Draw the shape in the document.
2. Right click the Shape, then click **Add Text** from the menu.
3. Type the text.
4. Change fonts, text color, etc. using the Font group on the Home tab.

A Shape with text

Move a shape by dragging it. **Rotate** a shape by dragging the long handle with the curved arrow in either direction. **Resize** it by dragging any corner.

If you want to keep more than one shape together, **Group** them so they can move as one shape. Select one shape (the handles will show), then hold down the Shift key while you click the other shapes until they are all selected. Release the Shift key. Click the Drawing Tools Format tab. **In the Arrange group, click Group, then Group again.** A Group of shapes can be moved or resized as you would an individual shape.
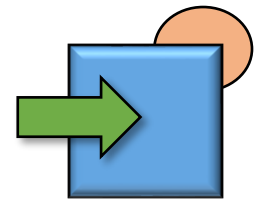
A group of shapes can relate to the text in the same way a photo can, using the Layout Options. (See page 1)

Add WordArt to a Document

Open a Document and click where you want Word Art to appear.
On the **Insert tab – Text Group**, click **WordArt**.
Choose a **Text style**. Select the text in the box that says, "Your text here" and type your text. Select the text, then select the **Drawing Tools Format tab** on the ribbon.
In the WordArt Styles group, you can change the **Text Fill, Outline, or Effects.**
Change the **Style** of the text by clicking one of the A's. (Hover your mouse pointer over each to preview the change.)
To **change the shape of the entire text**, (as shown above), click **Text Effects - Transform** and choose a shape.
To make the WordArt fit the way you want it within a paragraph, change the text-wrapping using the same Layout icon as described in the Photos section. WordArt is considered a shape in Word.

Hello, 2016

Add Smart Art to a Document

Smart Art is a collection of graphic ways to communicate information. It has arrangements for lists, processes, cycles, relationships, etc. You fill in the text or numbers to complete the SmartArt object. You can also modify Smart Art objects: change number of items
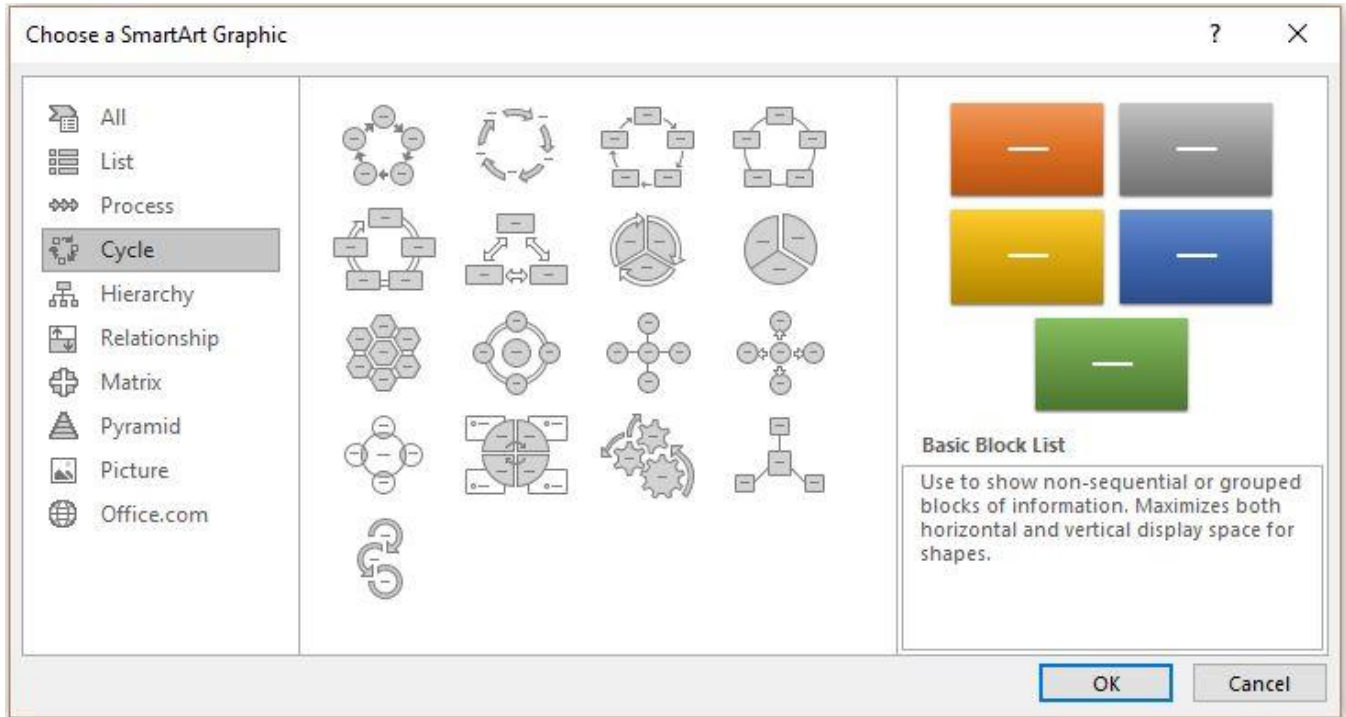
Click the **Insert tab – Smart Art**. Choose a category which best fits your purpose. (I chose the Cycle category in the example below.)

Type the text in each space labeled TEXT. Give it a border, if you wish. (I did not.)

The **Smart Art Tools Design and Format** tabs only appear when your Smart Art figure is selected. They give you options for changing colors, position, and styles.

The most difficult part of using Smart Art is finding the best graphical arrangement for your purpose. Click a Category and then one of the designs to read its common uses.