Inserting Images

Inserting Images into Documents

Object in Microsoft Office programs are picture, clips arts, word arts, image from AutoShapes, SmartArt, etc.

- These objects can be managed the same way such as moving, resizing, rotating, placing in line with text.
- If you know how to manipulate one, you can handle the rest.

Inserting Images into Documents (2)

For example, you can do the following to pictures:

- Inserting picture from file
- Inserting clip art
- Setting how text wraps around image
- Moving and resizing image
- Cropping — cutting off parts of an image
- Rotating image
- Changing picture
- Reverting back to original

Inserting Picture from File

1. Click *Insert* tab, then click [picture] button under *Illustrations* group.
2. Insert Picture dialog box will appear. Select folder that contains the image file.
3. Change View to Thumbnails [icon] (or Large Icon, if thumbnails view is not available) to preview the image files before choosing.
4. Click the image you want then click *Insert*. The picture will now appear on the document.

Inserting Picture from File (2)
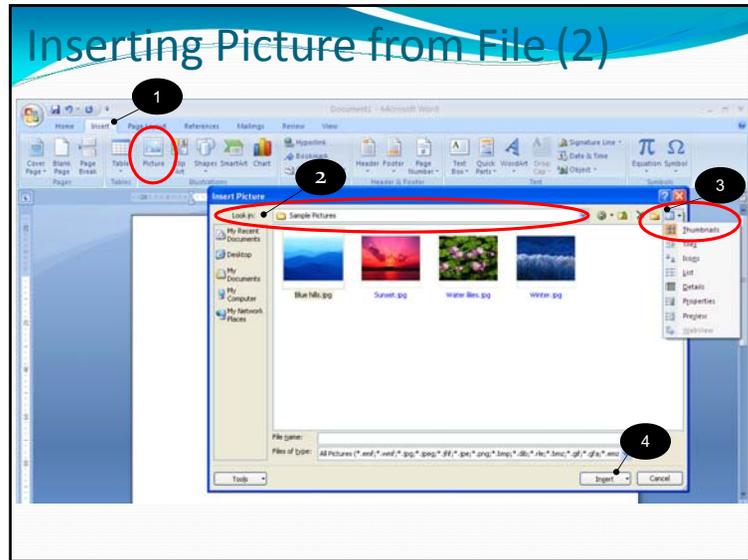
Inserting Clip Art

1. Click *Insert* tab, then click [ ] button under *Illustrations* group.
2. A menu will appear on the right of the document, click *Organize Clips* button.
3. Microsoft Clip Organizer dialog box will appear. Click + in front of *Office Collection* folder to expand.
4. You will see clip arts organized into multiple folders. Choose the clip art you want by clicking on the image, then click the drop-down button at the right of the image.
5. Select *Copy,* than place the cursor (click) on the document where you want to put the image.
6. Right-click and select *Paste* to insert the clip art.

Inserting Clip Art (2)


Inserting Clip Art (3)
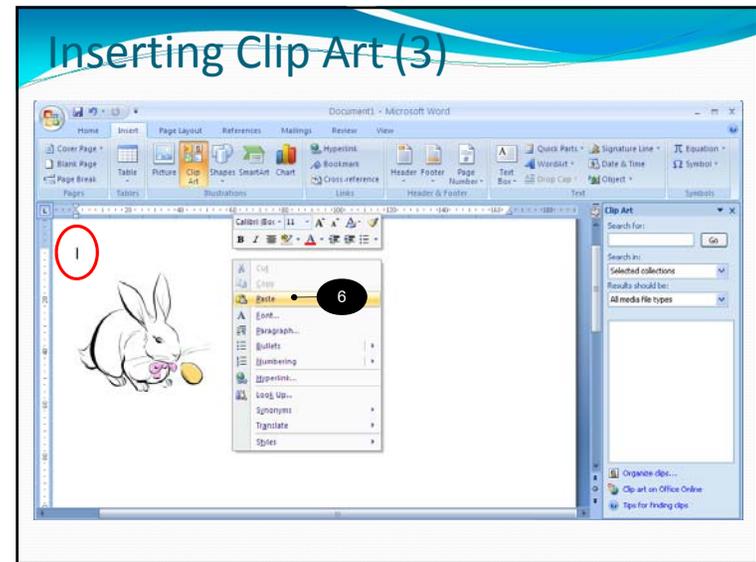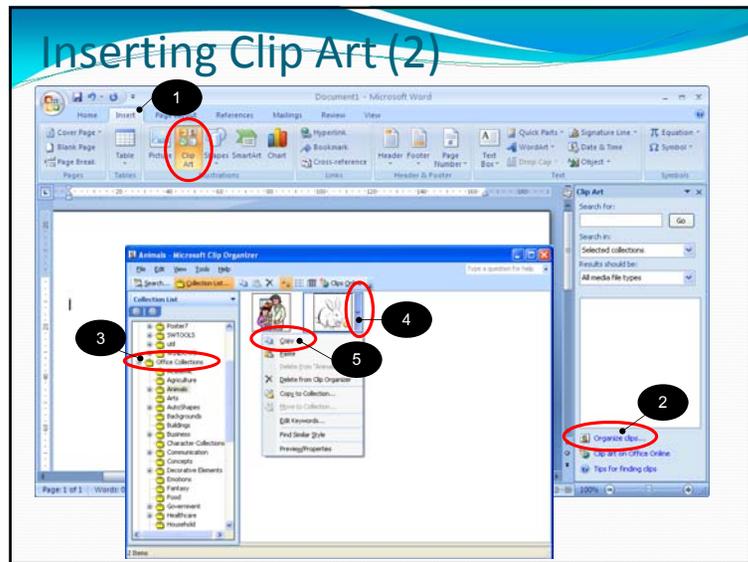
Moving and Resizing Images

This works with every Microsoft Office objects, not just images:

1. Double click at the images (or other objects). You will see that *Picture Tools* and *Format* tabs have appeared at the ribbon.
2. The image will now has a new border, with small with circle at each corner and small white square at the center of each side. There is also a small green circle connected to the top square with a line.
3. To move the image, left-click the image and hold, then drag the image to where you want, the release to place it.
4. To resize, left-click at one of the corners and drag to resize. This will change both width and height of the image.
5. To resize just one dimension (width or height), left-click at one of the square at the side and hold. Drag to adjust that dimension and release when you have the desired dimension.

Moving and Resizing Images (2)

6. To rotate, click at the green circle at the top and hold, you will see that the circle now has circular arrows surrounding it. Drag mouse to rotate to the desired angle.

## การใส่รูปภาพในหน้าเอกสาร (ต่อ)
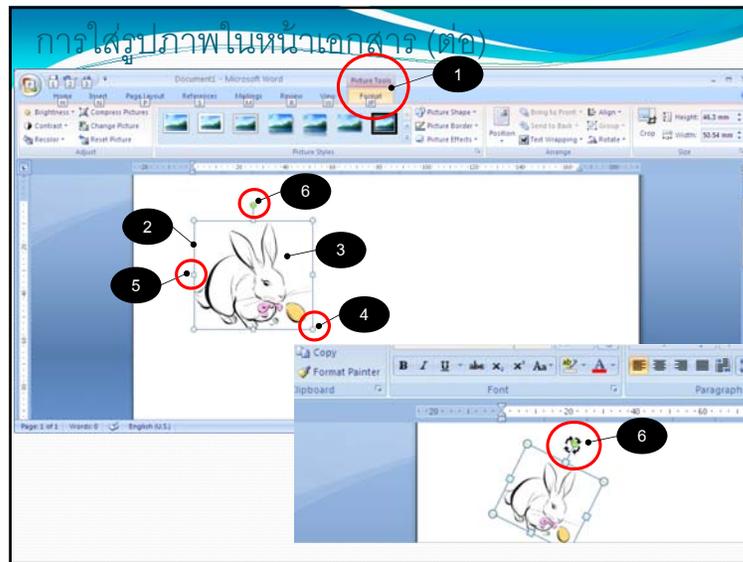
Picture Tools

When you double-click an image in the document, Picture Tools tab will appear.

Change Picture

This will replace the picture with a new one, while keeping the adjustments:

1. Double click the picture you want to replace.
2. Click *Format* tab. Under *Adjust* group. Click *Change Picture* button.
3. *Insert Picture* dialog box will appear. Select the new picture.
4. Click *Insert.* The new picture will replace the old one in the document.

Change Picture (2)
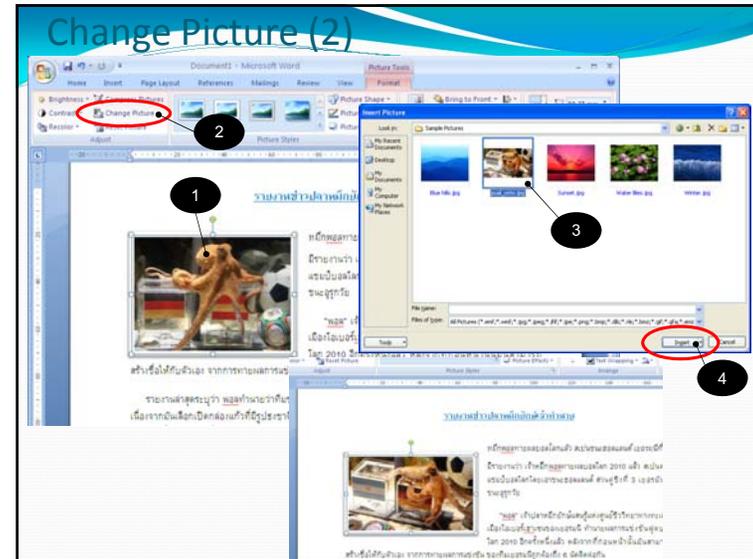
Text Wrapping

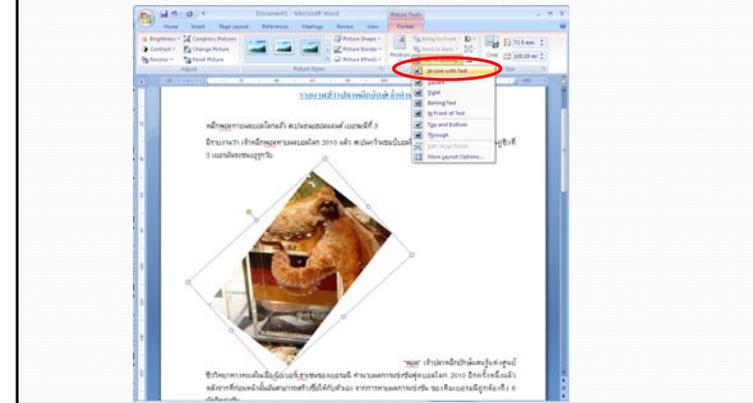**This shows you how to set text wrapping with the images**

1. Double-click at the images, *Format* tab will appear
2. Under *Arrange* group, click at *Text Wrapping* button.
3. Select appropriate text wrapping setting.
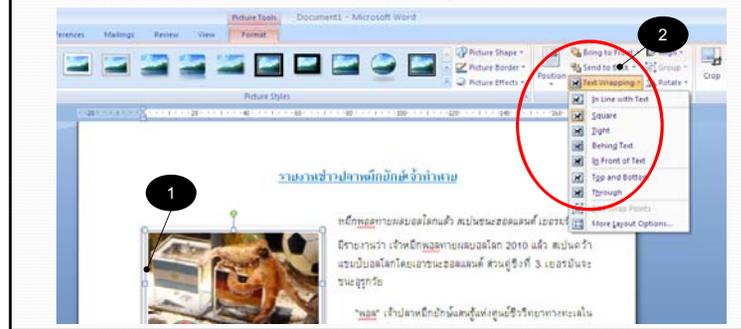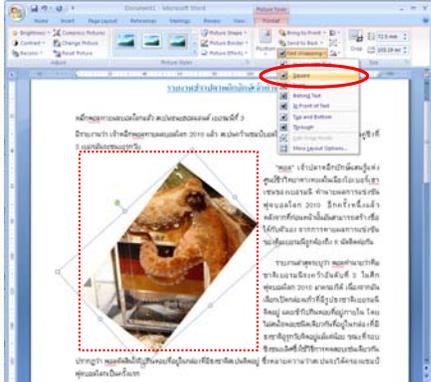

Text Wrapping (2)

- **In Line With Text**

  Image is treated like a text, part of the paragraph.

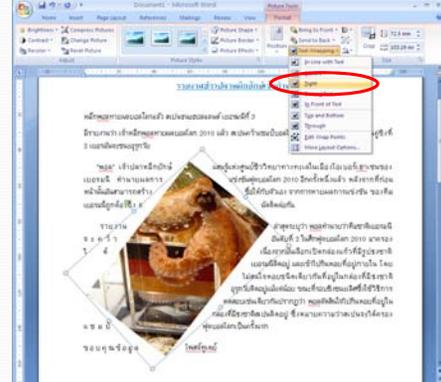## Text Wrapping (3)

- **Square**

  Text will wrap around the image like a square.

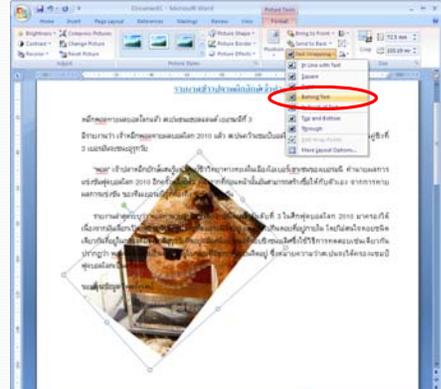## Text Wrapping (4)

- **Tight**

  Text will wrap around the actual shape of the image.

Text Wrapping (5)
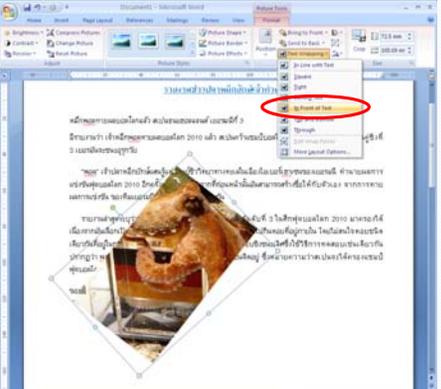
- **Behind Text**

  Image will be placed behind the text


Text Wrapping (6)

- **In Front Of Text**

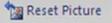 Image will be place in front of text, blocking some of them.

Cropping Images

1. Double-click an image. *Picture Tools* tab will appear.
2. Under *Format* tab, *Size* group, Click Crop button.
3. Dashed line will appear around the image. Left-click and hold one of the corners or the middles of the sides, where there are solid black lines, and drag to crop (remove) a part of the image. Release the mouse when image is cropped as you wanted.

การใส่รูปภาพในหน้าเอกสาร (ต่อ)
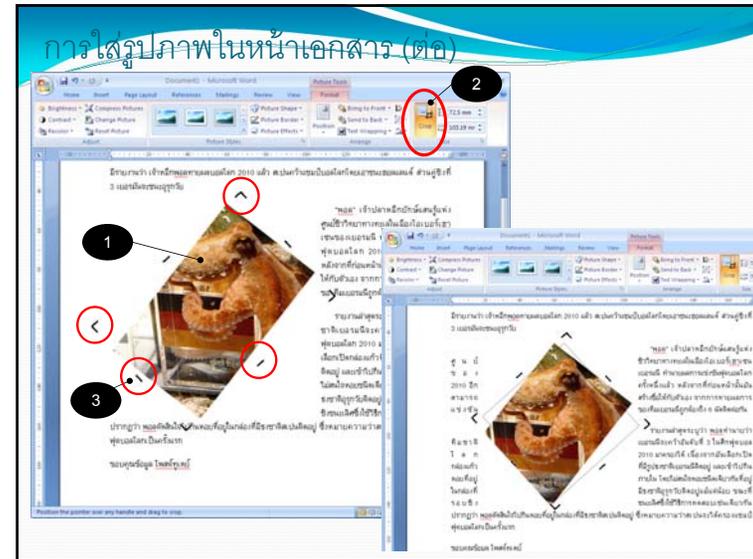
Reset Picture

How to revert the picture to the original

1. Double-click the image, *Picture Tools* tab will appear at the Ribbon.
2. Under *Adjust* group on the left, click *Reset Picture*.
3. If the image has been adjusted in term of brightness, contrast, or resized, or cropped. All those changes will be lost and the image will be changed back to as it was originally inserted into the document.