

How to insert and wrap a picture in word

Type the story or article that you wish to contain a picture. Go to insert and go to picture. A sub menu should appear go to clip art and find your picture. If you right click on the picture a sub menu should appear go to tool bar. It may appear on it's own. The picture of the dog surrounded by lines is for wrapping. Click tight. Your frame should now be white squares. You can now click on the picture using your left hand button and move your picture. You can't move the picture properly if the squares are black.



If you get your picture and get your tool bar as explained above you can watermark it by pressing format picture on the tool bar (picture of a paint can and brush). On the picture tab there is a box for colour. Pull down the sub menu and press watermark. This is great fun for the children as they can put pictures behind the text without changing text colour.

Or you can have your picture behind your text (option on the wrapping submenu) and change the colour of the writing. The year three teacher had her class doing this to great effect. You may have to take out some colour cartridges as this can use a lot of ink!



How do you like this?

To get this I went to tools and customise. On the tool bars tab I scrolled down to Find the WordArt tool bar. The funny A on the tool bar gives you a range on options. Use the format tool to change the font.