

## Inserting Graphics and Text Boxes into a Microsoft Word Document

Graphics and Text Boxes are two different things and serve two different purposes in Microsoft Word. A graphic is nothing more than a picture. The picture may be a clip art, photo or some other type of graphic file. A text box, on the other hand, can serve a number of different purposes. We will discuss each one individually and then how they can work together.

### Inserting a graphic into a document.

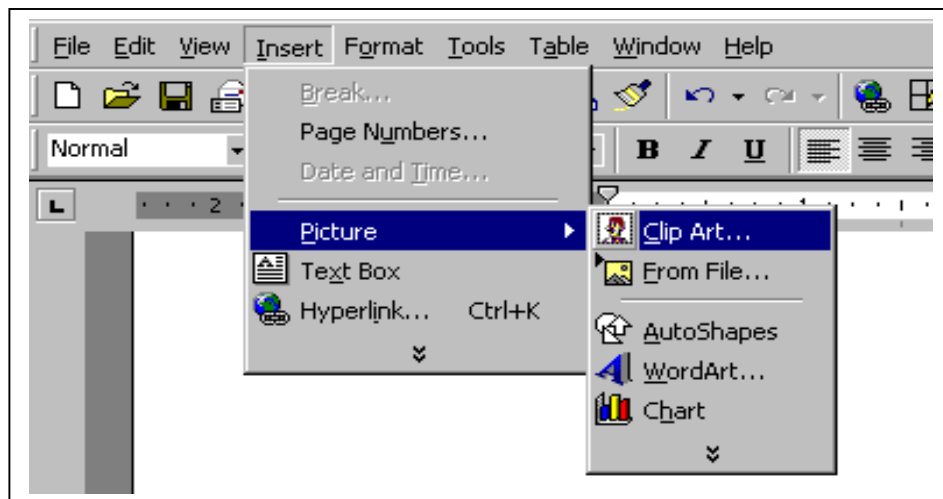
1. To insert a graphic into a document, move the mouse cursor to the place in your document you want the graphic to be and click the left mouse button. This will put the cursor at that point.

2. Next, click on “Insert” on the menu bar.

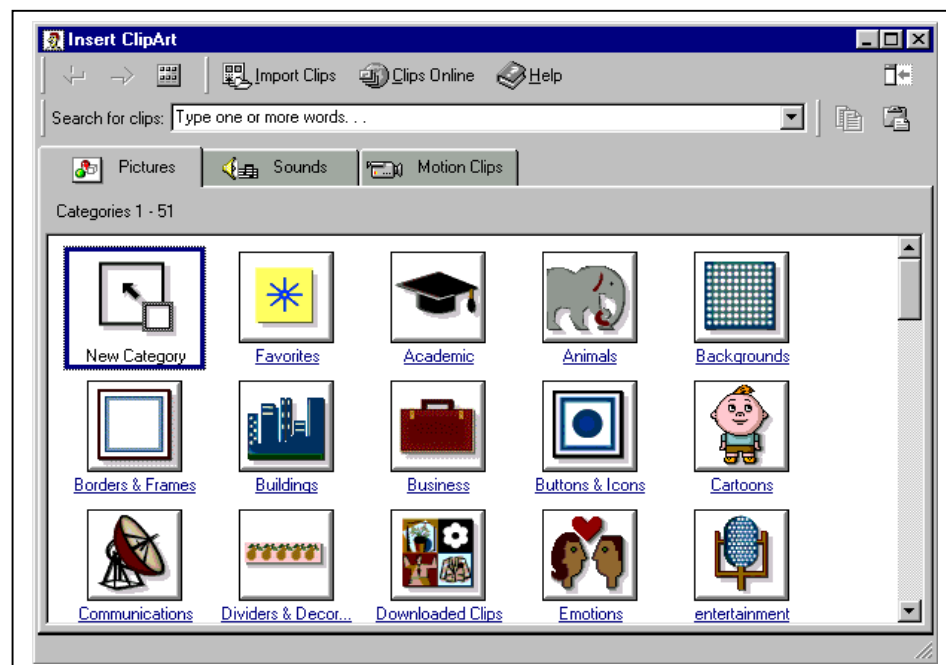


3. Select 'Picture' from the dropdown menu.

4. Select “Clip Art”.



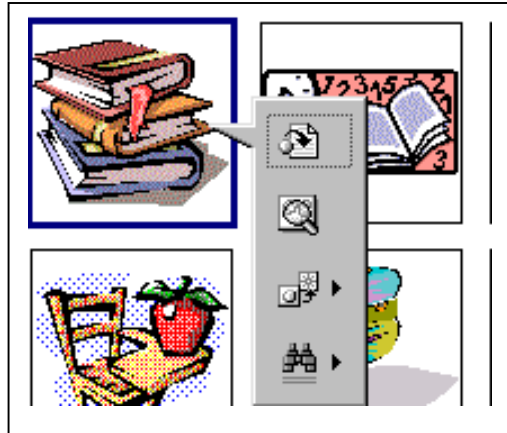
5. The next window will display the various categories of clip art that is installed in your computer.



**Categories of Clip Art**

6. Click on the category you want to use. The next window displays the different clip arts under that category.

7. Left click on the art you want to use. A small dropdown menu appears.



8. Left click on the first button.

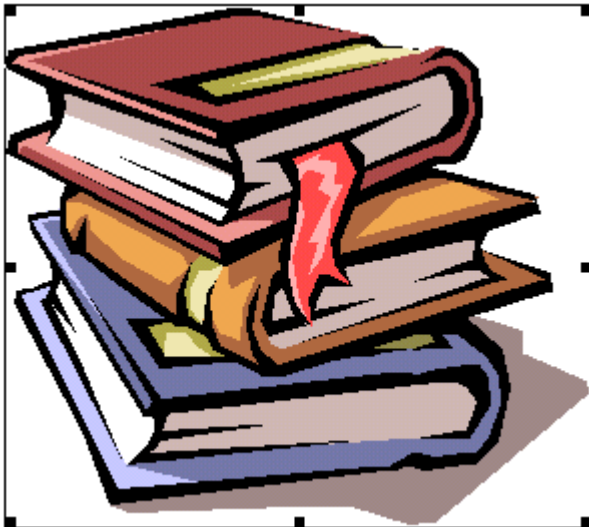


9. Close the Clip Art selection window. The selected Clip Art will now be in your document.

10. Move the art where you want it in your document.

*\*If the art has not been placed inside a Text Box you can only align it by the alignment buttons just as you align text.*

11. You can resize the art by left clicking on the art. A box with eight squares will appear.



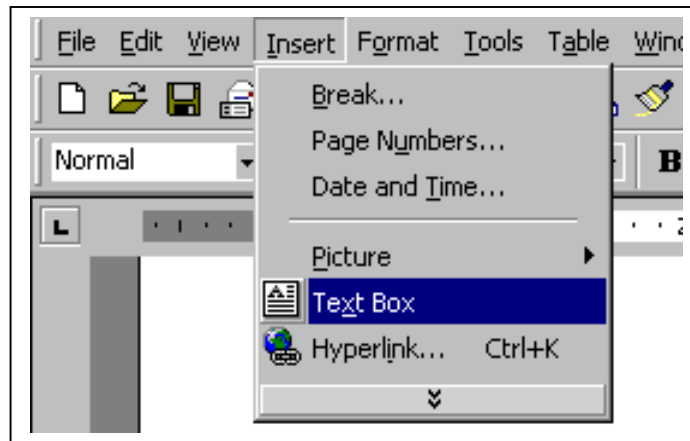
12. Click on the squares and hold down on the left mouse button while you move the mouse allowing you to resize the art.

## Inserting a Text Box into a document.

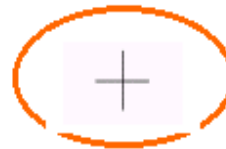
1. Click on “Insert” on the menu bar.



2. Click on ‘Text Box’

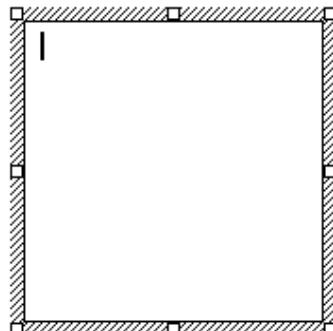


3. The cursor will immediately turn into a cross hair.  
The cross hair becomes your pointer until you click again.



4. Hold down the left mouse button and move the mouse across and down or up to the size of box you desire.

5. When you release the mouse button a box will appear.



6. With the cursor flashing inside the text box you may type any text you want to appear in the box. You can also format the text just as you would any text outside the box. Any text or other objects inside the box can be moved around the screen as a single unit.

7. To resize the box click on the box and move the mouse cursor to one of the squares on the box border. Hold the left mouse button down and move the mouse to the desired width and height.

## **Using Graphics and Text Boxes Together**

Placing graphics inside a text box allows more control over the placement of the graphic. To put a graphic inside a text box...

1. Insert a text box as described above.
2. Adjust the box to the approximate size you want the graphic.
3. Left click inside the box. Be sure the cursor is blinking in the box.
4. Add the graphic as described above. The graphic will be placed inside the text box.

You can now drag the text box anywhere in the document you desire and the graphic will move with it since the graphic is inside the box.