HOW TO ADD A PICTURE GRAPHIC TO A WORD DOCUMENT

With the below method, you first create a text box to contain your picture. The text box controls help give you more control over where you can position your picture within the document.

1. Create a Text Box:
1. Go to **Insert** ribbon.
2. Select **Text Box**, then select **Draw Text Box.**
3. With the cursor that is now a "+" shape, draw a box the size you need.
4. Drag the box to the place you want it.

2. Set the Wrap on the Box:
1. Select the Box.
2. Click on **Shape Format** ribbon.
3. Click on the **Wrap** drop-down menu and select **Square** (or other suitable choice).
4. Now the text will flow around all 4 sides of the Box (or other), depending on its location.

3. Insert the Picture/Image/Graphic/Logo:
1. Select the Box.
2. Click your cursor inside the Box so that it is blinking inside the Box, as if you were going to type in there.
3. Go to **Insert** ribbon.
4. Click on the **Pictures** drop-down menu.
5. Click on **Picture from File.**
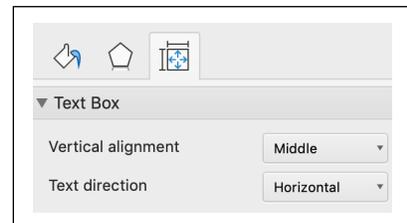6. Navigate to the file you want to insert, select it, and click **Insert.**

Important: you now have TWO elements: a **Picture** element that sits inside a **Box** element.
Be aware when clicking-to-select that you are selecting the one you intend to.
Note: Each element can be sized individually by dragging its corner handle, but if the containing Box is too small, part of the Picture will not show.

4. Position Picture within the Box:
1. Select the **Box**.
2. Click on **Shape Format** ribbon.
3. Select **Format Pane** (at the far right)
4. In the **Format Pane**, select the **Shape Options** tab.
5. Select the third icon, the one that indicates measurements.
6. Use the drop-down menus for Vertical alignment and Text direction to position the **Picture** within the Box**.**

5. Set Color and Width of Box border:
1. Select the **Box.**
2. Click on the **Shape Format** ribbon.
3. Select the **Format Pane** (at the far right).
4. In the **Format Pane,** select the **Shape Options** tab.
5. Select the **Paintbucket** tab.
6. Turn down the **Line** arrow to see the **Line** controls.
7. Select a **Color** and a **Width**, or **No Line**, etc.
8. **Fill** options are also under the **Paintbucket** tab, should you need them.