

Graphics in Microsoft® Word 2010

*This document describes how to insert and
manipulate graphics in Microsoft® Word 2010.
No previous knowledge is assumed.*

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Graphics in Microsoft Word 2010

INTRODUCTION

Word 2010 offers many ways in which to include graphics in a document; you can choose from the vast array of ClipArt, import screenshots, charts or scanned photographs, create your own drawings, add backgrounds, watermarks or Word Art, or use the range of SmartArt graphics to create impressive process diagrams, or graphical lists.

This guide introduces the recommended procedures to follow in order to produce professional looking documents.

Note: It is assumed that users have a working knowledge of Microsoft Word 2010. If not, documentation is available at:

www.bradford.ac.uk/lss/documentation

Accessibility

Any graphic added to a document must have Alternative (ALT) text added to it to enable screen reader or other assistive technology to access the information they contain. You should also, where possible, include a description of what the graphic represents in the document text rather than 'see example below'. See the section on: **Alternative (ALT) Text**

Copyrights

Legally you must abide by Copyright legislation. Serious penalties apply to infringement of copyright. More information can be found at:

www.bradford.ac.uk/library/services/copyright

Graphics File Formats

Graphics come in many different formats and many can be inserted into Word without the need of additional graphics filters. To see which ones Word can insert automatically, click on the **Insert tab, Illustrations Group, Picture** and examine the list under **Files of type** in the Insert Picture dialog box.

If you are unsure as to which format to use, we recommend the following, all of which are suitable should you wish to publish your document on the web.

- **.gif** - (Graphics Interchange Format) for drawings, cartoons and graphs.
- **.jpg** - (JPEG File Interchange Format) for highly detailed graphics, e.g. photos or fine art.

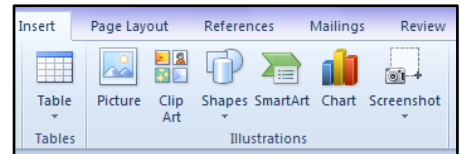
Saving Files

It is recommended that you frequently save a copy of any document you are working on to your M (students) or G (Staff) drive and that a backup copy is made elsewhere. It is also advisable to save in separate files any graphics to be inserted. This is so that should anything go wrong, uncorrupted versions of your document and graphics are available for use.

INSERTING GRAPHICS

Individual graphic can be inserted directly into a document. However, if you intend creating multiple shapes, (e.g. as in a flowchart, or you want to add additional shapes to a picture) then you should use the Drawing Canvas. See the section on: **The Drawing Canvas**.

Graphics are inserted by using the commands on the **Insert tab, Illustrations** group. Before you start, note the following:



- It is advisable to create three empty paragraphs in the document and position the insertion point in the middle one. This is to allow room for the graphic to be manipulated without it becoming entangled with any surrounding text.
- It is advantageous to display the paragraph marks. Click on the **Show / Hide** button on the Insert tab, Paragraph group.



Pictures from a File

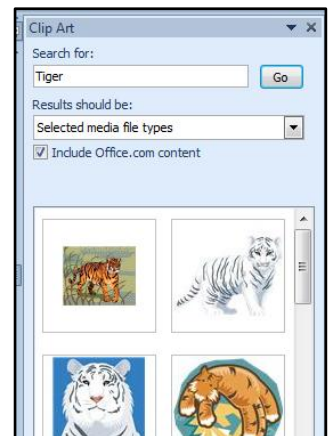
1. On the **Insert** tab, **Illustrations** group, click on **Picture**.
2. Navigate to the folder in which the picture is saved, and then double click it.

The picture will then be inserted with the "In-Line with Text" wrapping style. To change this, see the section on: **Wrapping Text around Objects**.

Clip Art

1. On the **Insert** tab, **Illustrations** group, click **Clip Art**.
2. In the **Clip Art** pane, type what you want to find in the **Search for:** box.
3. In the **Results should be:** drop down box, deselect everything except Illustrations – if you specifically want the results to be Clip Art. Click on **Go**.
4. Observe the results and then click or drag a clip to insert it.

Note: To change the size or alignment of the image, see the section on: **Manipulating Images**.



Screenshots and Screen Clippings

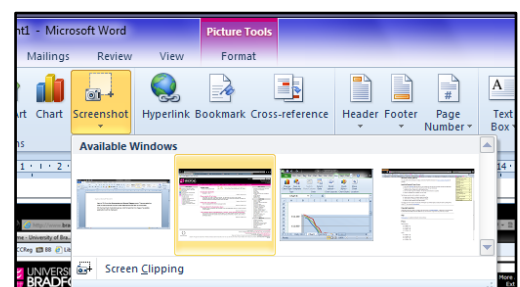
The **Screenshot** and **Screen Clipping** tools enable you to insert a section of or whole screen from an open application that is not minimised.

Inserting a Screenshot

1. On the **Insert** tab, **Illustrations** group, click on **Screenshot**.

A gallery of available applications will be displayed.

2. Click on the required image to insert it.



Inserting a Screen Clipping

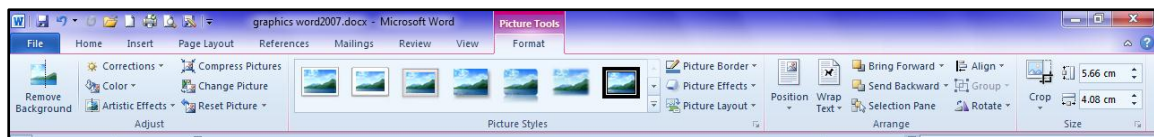
1. Minimise all open application except the one which the screen clipping is to be taken from, with the required element displayed.
3. Open or maximise Word. On the **Insert** tab, in the Illustrations group, click **Screenshot**.
4. Select **Screen Clipping**. Word will automatically minimise and the remaining application is displayed as a faint background.
5. The cursor has changed to a cross. Left-click and drag around the required selection to copy it.
6. When the mouse button is released the selection will appear in the document.

MANIPULATING IMAGES

When a document contains graphics, the overall size of the file can increase significantly. In some cases this can be overcome by reducing the resolution, deleting cropped areas of pictures, or compressing the picture. This depends somewhat on the image file types – .png, .jpg, .gif, .bmp and .tiff are generally suitable, but vector images are not.

Note: Be aware that once changes have been made to a graphic it cannot be returned to its original state. Always ensure you have a backup copy.

Whenever a graphic is selected, the ribbon displays a contextual **Picture Tools** tab, beneath which is a **Format** tab.



Here you will find commands for manipulating the graphics. These include tools for adjusting the colour, changing the style, (e.g. add frames or create soft edges), add borders, or creating special effects such as shadows or 3-D rotation. These will display as a Live Preview before you commit to any changes.

Compressing and Changing the Resolution of a Graphic

1. Select the graphic, and then on the **Picture Tools, Format tab, Adjust group**, click **Compress Pictures**.
2. In the Compress Pictures box, click **Apply to selected pictures only** (unless you want to change the resolution for all the graphics in the document).
3. Click the **Options** button, then under Target output: select from the following:
 - Print (220 ppi) – for Word documents which are to be printed.
 - Screen (150 ppi) – for web pages.
 - E-Mail (96 ppi) – for documents to be emailed.

Note: These settings may result in a slight deterioration of picture quality.

Cropping a Graphic

Unwanted pieces of a picture can be cut off using the Crop tool on the Picture toolbar.

1. Select the graphic and then on the **Picture Tools, Format tab, Size group**, click **Crop**.
Cropping handles now appear around the image.
2. Position the Crop tool over a cropping handle and drag to resize.

To crop equally on all four sides, hold down the **CTRL** key while dragging a corner handle inwards.



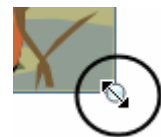
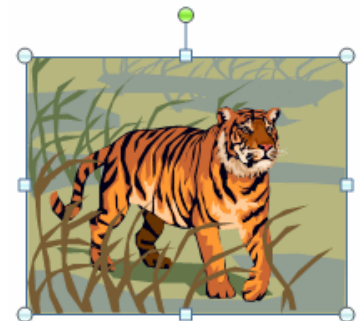
When you crop an image this automatically reduces the file size. If desired, this can be changed.

1. On the **Picture Tools, Format tab**, click on **Compress Pictures**.
2. Click the **Options** button, and then clear the **Delete cropped areas of pictures** check box.

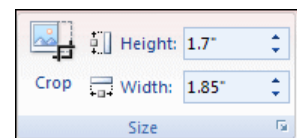
Resizing Graphic

It may be necessary to resize the graphic when it is first inserted into a document.

1. Click the graphic to select it. **Handles** appear around the border.
2. Position the mouse pointer over a handle and wait until it changes into a double-headed arrow.
3. Hold down the left mouse button and drag to resize the graphic - this is best done on one of the corner handles in order to maintain proportions.
4. When the mouse is released the graphic is resized.



Note: For more precise resizing, select the graphic, then click the **Picture Tools, Format tab** and enter **Height:** and **Width:** values in the **Size** box.



Wrapping Text around Objects

Inserted graphics default to being In-Line with Text. This can be changed in a number of ways.

1. Click the graphic to select it. From the Picture Tools, Format tab, in the Arrange group click on **Position**.
2. "Hover" the cursor over the **With Text Wrapping** options and observe the position of the graphic in your document. Click a suitable one.

Alternatively:

1. Click the graphic to select it. From the Picture Tools, Format tab, in the Arrange group click on **Wrap Text**.
 2. Choose a **Wrapping Style**—often **Square** or **Tight** will be most suitable.
You can now drag the graphic (unless it is In-line with Text) to wherever you want it on the page. Hover the cursor over the graphic, wait for a four-head arrow to appear, then hold down the left button and drag into position.
- Note:** Gridlines can help you position graphics accurately. To display them, on the **View tab, Show group** select the **Gridlines** check box. (Note: you must be in Print Layout view.)
3. To include additional white space around the graphic, click on **Edit Wrap Points**.
 4. For more precise positioning click on **More Layout Options** and select the **Position** tab.

Anchoring Objects

Editing a document after a graphic has been inserted may cause it to move away from its correct position. Anchoring the graphic to a particular paragraph will ensure they always move together.

1. Select the graphic. From the Picture Tools, Format tab, in the Arrange group Click on **Position** and select **More Layout Options**.
2. On the **Position** tab, Check either or both of the following option:
 - **Lock anchor:** to anchor the image to the same paragraph, regardless of where the graphic moves.
 - **Move object with text:** to ensure that the graphic moves up and down the document with the paragraph to which it is anchored.
3. Click on **OK**.

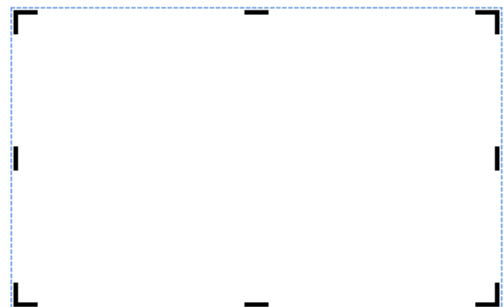
THE DRAWING CANVAS

Use the drawing canvas to create a single graphic made up of several different elements e.g. a diagram with arrows.

1. On the Insert tab, Illustrations Group, click Shapes.
2. At the bottom of the gallery, click on **New Drawing Canvas**.

A blank drawing canvas will be placed at the insertion point in the document.

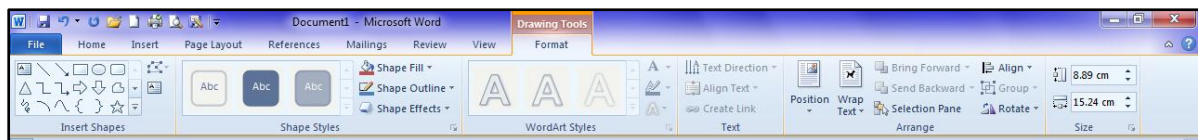
The drawing canvas can be repositioned in the main body of your document later.



Adding Shapes to the Drawing Canvas

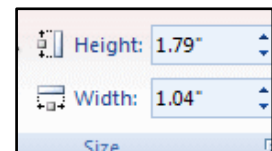
When constructing drawings it is very important to save your file regularly— ideally after each step. When creating intricate drawings, you may find it easier if you "zoom in" and get a close-up view of your document. Click the **Zoom** buttons in the bottom right-hand corner of the status bar.

1. If the Drawing Canvas is not visible, click to select it. A contextual **Drawing Tools** tab will appear on the ribbon, beneath which is a **Format** tab, containing groups and commands related to creating and manipulating drawings.



2. To insert a shape, on the **Drawing Tools, Format** tab, **Insert Shapes** group, click the **More** button.
3. From the gallery, click the shape you require, and then click inside the Drawing Canvas to insert it. (For shapes such as lines, hold down the left mouse button and drag to form the shape.)
4. The object will now be surrounded with selection handles. If you need to resize it, hold down the left mouse button on one of the handles and drag to the correct size.

To resize an object more precisely, select it, then on the **Drawing Tools, Format** tab, **Size** group enter values in the **Height:** and **Width:** boxes.



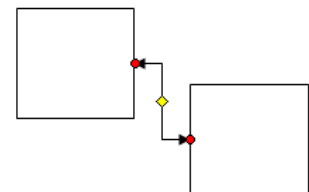
Note: To add pictures or Clip Art to the Drawing Canvas, click inside the Canvas, and then add your picture from the **Insert** tab, **Illustrations** group.

Drawing Lines

Lines can be used to connect elements on the drawing canvas together. Not all Lines are connectors; ensure you select the correct style for your needs.


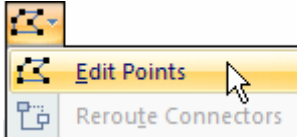

To insert line connectors:

1. Click the Drawing Canvas, then in the **Drawing Tools, Format** tab, **Insert Shapes** group, click the **More** button and select a line or connector.
2. Click the first shape, and point to the second shape. Suitable connection sites appear as small red squares.
3. Click on a suitable red square from the connection. If either shape is moved the connectors will remain attached.



Note: To modify the lines colour, weight etc., right click on the line and select **Format Shape**.

Drawing Curves

1. Click the Drawing Canvas, then on the **Drawing Tools, Format tab, Insert group**, click the **More** button.
2. In the Lines category, select the **Curve** line. 
3. Click where the curve is to start, then click wherever you want to add a curve. Move the mouse and click again to create further curves.
4. To stop adding curves, either double-click (which will leave the shape open), or click near the starting point (which will close the shape).
5. If you need to modify the shape, select it, and then on the **Drawing Tools, Format tab, Insert group**, click on the **Edit Shape** button arrow. 
6. Select **Edit Points**. Each vertex (where a curve ends, or where two line segments meet) is marked by a small black dot. 
7. Hold down the mouse on a vertex and drag to redefine the shape.

Note: To add more points, click on the line while holding down the CTRL key.

Manipulating Objects on the Drawing Canvas

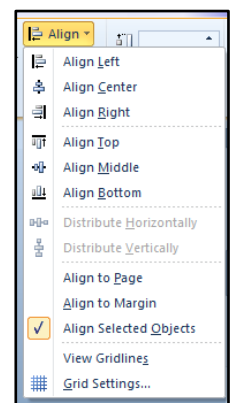
Moving Objects

There are several ways in which shapes on the drawing canvas can be moved to where you want them.

- **Drag and drop:** Position the cursor over the object, and wait until it changes into a four-headed arrow. Hold down the left mouse button and drag to the desired position.

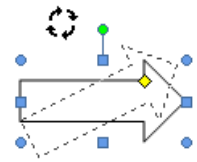
Note: To move several objects at once hold down the **CTRL** key while clicking on each shape to select them.

- **Nudging Shapes:** To move an object more precisely a pixel at a time, select the shapes and then hold down the **CTRL** key while pressing the arrow keys on the keyboard.
- **Aligning:** objects can be vertically, horizontally or centrally aligned with each other; or relative to the drawing canvas. Hold down the **CTRL** key while clicking on the objects that you wish to align. Click on the **Drawing Tools, Format tab, Arrange group** and then click **Align** and make a selection.



Rotating Objects

1. Position the cursor over the green selection handle.
2. Hold down the left mouse button and rotate the object to any angle. Release the mouse button when you are satisfied with the result.



Note: To select a more precise rotation, click to select the object, on the **Drawing Tools, Format** tab, in the **Arrange** group, click on **Rotate**. Select an appropriate option or click on **More Rotation Options**.

Grouping Objects

To prevent objects from moving away from each other, they can be "grouped" and held together as one unit. You can then move them to any position without having to realign each shape.

1. Select all the objects to be grouped. (Hold down **CTRL** and click each one.)
2. On the **Drawing Tools, Format** tab, click on **Group** and select **Group**.

To ungroup a grouped selection, click on **Ungroup**.

Stacking Shapes

When you create multiple drawing elements in one area, you create an "overlapping stack". This sometimes results in part (or all) of one or more shapes being hidden by another.

The example opposite is made up of four elements – a piece of clipart, two text boxes (forming a banner and a label) and a filled rectangle. The rectangle (which was created last) is covering most of the clipart beneath it and partially overlapping the banner and label.

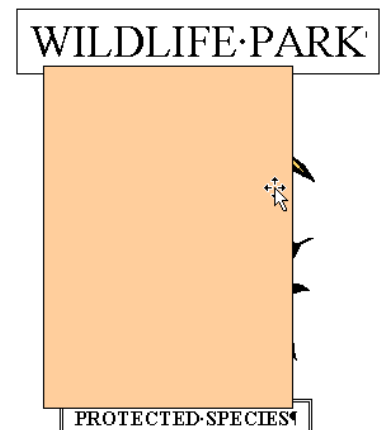
Changing the order in which these elements are stacked will result in one coming to the front, and others are sent behind.

1. Right click the mouse on the overlapping element (in this case the rectangle) and select **Order**.
2. From the sub-menu choose **Send to Back**.

The overlapping rectangle is now sent to the very back of the stack. The clipart image is now visible, and the banner and label no longer partially hidden.

Irrespective of an element's position in the stack, it can still be dragged and formatted as normal.

Note: Other options such as **Send Backward** will send a selected element backwards one stage in a stack allowing for more precise ordering.



Re-sizing and Re-Positioning the Drawing Canvas

The Drawing Canvas can be resized using the re-sizing handles to drag the boundary tight around the objects in the following way:

- To increase the Drawing Canvas without altering the size of the drawings on it, right-click on the border of the canvas, and choose **Expand** from the sub-menu.
- To make the Drawing Canvas fit tightly around the outer edge of the drawing objects, right-click and choose the **Fit** button.
- To scale all the objects and the canvas, right-click and choose **Scale Drawing**. When the selection circles on the edge of the Drawing Canvas are dragged, all the objects scale proportionally along with the canvas.

Note: By default the Drawing Canvas (and its contents) is an In-Line with Text object. To change this see the section on: **Wrapping Text around Objects**.

TEXT BOXES

Text boxes are used to emphasise or off set text, Word provides an assortment of ready-made designs. Alternatively, you can create your own from scratch.

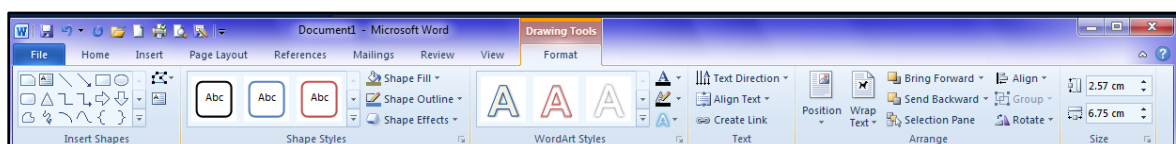
Note: If you are creating an "accessible document" (e.g. one which will be read by a screen reader) be aware that overlapping elements, such as text boxes overlaying graphics, can be problematic for screen readers. It is best to group all these elements into a single image on a drawing canvas.

1. On the **Insert tab, Text group**, click on **Text Box**.
2. Scroll through the gallery of text boxes and click a suitable one. (These contain placeholder text, which you replace with your own.)

Alternatively, click on **Draw Text Box** at the bottom of the gallery. Position the cursor; hold down the left-mouse button and drag to create the text box.

3. Type your text in the Text Box. This text can be formed using the tools on the Home tab.

Whenever you select a text box in your document, the ribbon displays the **Drawing Tools** tab, beneath which is the **Format** tab.



This contains groups and commands to change the text box shape, add shadows, 3-D effects, change the colour and align the box in the document.

Manipulating the Text Box

- **Move the text box:** Use the drag and drop method. Position the cursor over the object, and wait until it changes into a four-headed arrow. Hold down the left mouse button and drag to the desired position.
- **Alter the size:** Click on one of the handles around the edge and drag the desired size. Alternatively, on the **Drawing Tools, Format** tab, in the **Size group**, enter new values in the **Height** and **Width** boxes.
- **Adjusting the Internal Margins:** On the **Drawing Tools, Format** tab, in the **Size group** click the Dialog Box launcher. On the **Text Box** tab, under Internal margin, enter values in the **Left, Right, Top** and **Bottom** boxes.

INSERTING AN EXCEL CHART

1. In Excel select the chart and then click on **Copy** on the **Home tab**.
2. In the Word document, position the insertion point, then on the **Home tab, Clipboard group**, click the **Paste** button arrow.
3. In the Paste Special window, click **Microsoft Office Excel Chart Object** to paste it as an embedded object that can be edited using Excel.
4. Click **Past link** – if you want it to be updated whenever the source data changes.

Other options in the Paste Window include pasting it as a Picture or Bitmap, or as a Microsoft Office Graphic Object which can be edited using the chart tools in Word.

CREATING DIAGRAMS AND ORGANISATION CHARTS

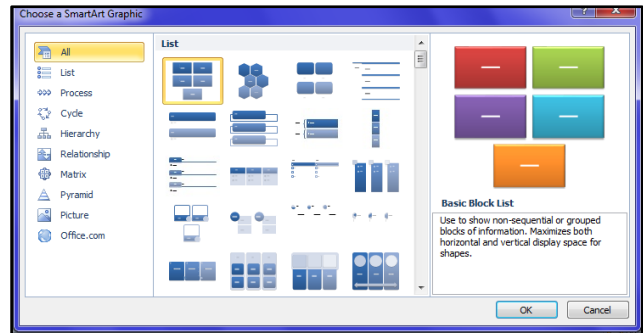
The SmartArt graphics feature allows you to create professional looking graphical lists and diagrams such as Process, Venn and Organisation Charts. Before you begin it is worth noting the following:

- It is a good idea to first sketch out your proposed diagram on paper, showing all the shapes, connecting lines, relationships and text. This will help you decide on the best layout—without a plan it can be difficult to visualise what is needed—and rectifying a wrong choice can be very time consuming.
- Before inserting a SmartArt graphic, create three empty paragraphs in your document and position the insertion point in the middle one. This will give you some room to manipulate the diagram and avoid it becoming entangled with any surrounding text.
- A SmartArt diagram is inserted in the document with the In-Line with Text wrapping style. To change this, see the section on: **Wrapping Text around Objects**

Choosing a Layout

1. On the **Insert tab, Illustrations Group**, click on **SmartArt** to open the Choose a SmartArt Graphic window.
2. Choose one of the options on the left or select **All** to see the full range.

The middle section will now display related layouts; when you select one, helpful information is displayed in the right-hand pane.



3. Select the appropriate diagram, and then click **OK**.

The layout will now appear in your document, with placeholder text, so you can see how the graphic will look.

You can add or remove shapes, although a few layouts contain a fixed number. You can also change the colours and design, or switch to a different layout altogether. The SmartArt graphic will automatically update as the content is edited.

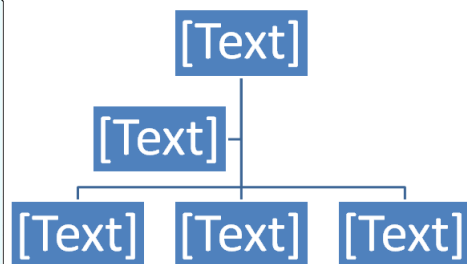
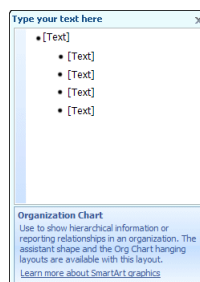
Note: Whenever you select a SmartArt graphic, the ribbon displays a contextual SmartArt Tools tab, beneath which are the Design and Format tabs containing commands to manipulate your graphic.

Entering Text in a SmartArt Graphic

1. Click a shape and then type the text.

You can also add text using the text pane.

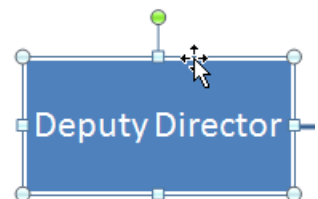
2. If this is not displayed, on the **SmartArt Tools, Design tab, Create Graphic group**, click the **Text Pane** button.



3. Click on [Text] in the text pane and type your text.

Selecting Individual Shapes

1. To select a shape, move the mouse over the edge of the shape and wait for it to turn into a four-headed arrow.
2. Click with the left button. The selected shape should be surrounded with a solid border and handles.



If the shape is surrounded by a dotted line, text can be entered or edited.

Adding Shapes

Adding shapes to List, Process, Cycle, Relationship, Matrix and Pyramid diagrams is relatively easy; generally you will be given the option to add a shape "before" or "after" the selected item.

Hierarchy Diagrams and Organisation Charts are much more complex due to their branch and structure levels. The Add Shape commands work in different ways, depending on whether the layout is vertical or horizontal, and there are options to Promote and Demote shapes, which are unavailable in other diagrams. Organisation Charts also have specific layout commands for making shapes "hang" rather than fall below other shapes.

1. Select the shape above or next to where you want to place the new shape.
2. In the **SmartArt Tools, Design tab, Create Graphic Group**, click on the **Add Shape** button arrow.

The following options apply to Organisation Charts; other layouts will differ.

Add Shape After: inserts the shape at the same level, but following it.

Add Shape Before: inserts the shape at the same level, but before it.

Add Shape Above: inserts the shape one level above; the selected shape and all shapes below are then demoted one level.

Add Shape Below: inserts shape one level below.

Add Assistant: creates an intermediary shape between two levels.

3. Click the relevant option.

To delete a shape click the perimeter of the shape and press the **DELETE** key.

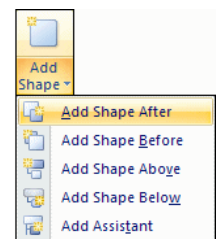
Resizing Shapes

1. Select the shape.
2. On the **SmartArt Tools, Format tab, Shapes Group**, click the **Larger** or **Smaller** buttons. (The remaining shapes may adjust their size accordingly.)

Note: To resize an entire SmartArt graphic, select it and move the cursor over one of the sizing handles (small dots around the perimeter). When the pointer turns into a double-header arrow, drag to the desired size.

Changing a Shape

1. Select the shape.
2. On the **SmartArt Tools, Format tab, Shapes Group**, click on **Change Shapes** and choose an alternative from the Gallery.



Swapping the Complete Diagram for Another

1. Click the diagram, and then on the **SmartArt Tools, Design tab, Layouts group**, hover the mouse over the various displays while observing the effect on your diagram.
2. For more choices, or to change to a completely different layout, click the **More** button in the **Layouts Group**, and then click **More Layouts**.

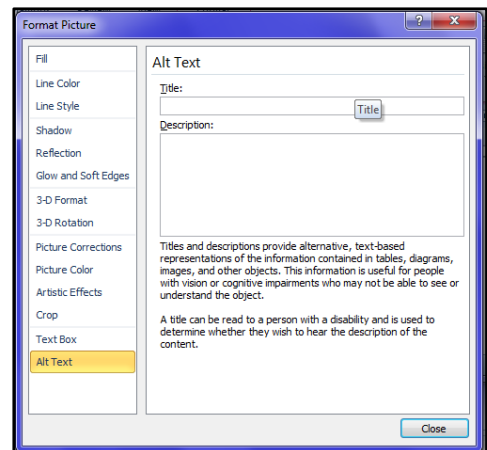
Customising the Diagram

Once you are happy with the layout and content, you can change the look of individual components or the whole diagram, using the commands on the Design and Format tabs. Many of these provide a Live Preview, so you can quickly see how it will look, before you commit to any change.

ALTERNATIVE (ALT) TEXT

Screen readers and Braille displays can generally only translate text, so you should add Alternative text to all graphics and images so anyone with visual difficulties knows what a sighted person can see. (Non-essential content however, such as decorative page borders or logos, does not require Alternative text; however they still require "marking" so a screen reader will ignore them.)

1. Select the graphic, and then on the **Picture Tools, Format tab, Picture Styles group**, click the **Dialog Box launcher**.
Alternatively, right-click the graphic and choose **Format object** from the sub-menu.
2. Click on the **Alt Text** button, and in the **Alt Text:** box, add a brief, accurate description of what the graphic portrays in the Title field and duplicate this in the Description field. (For a non-essential graphic, simply enter a space.)
3. Ensure each sentence finishes in a full stop.



BACKGROUNDS AND BORDERS

To add more interest to a document, a background or watermark can be added to your document. Backgrounds are primarily used for online viewing and do not automatically print, while watermarks are often used to identify a document as a draft and do automatically print.

Borders and shading can be added to any part of a document to add emphasis. You can insert a simple or elaborate border around the edge of a page, and add borders and colour to specific areas of text.

Watermarks

Watermarks are positioned behind text and add interest to a document without overpowering the content. They are useful for identifying the document as a "Draft", or "Confidential".

You can use Word's selection of text watermarks, insert your own, or add a picture; however you may need to lighten it so it is not too intense.

Note: Watermarks are only visible in Print Layout or Full Screen Reading Views.

1. On the **Page Layout** tab, **Page Background** group, click on **Watermark**.

2. Observe the list of pre-designed watermarks in the gallery, and if one is suitable, click to insert it in your document.

Alternatively, to create your own text, or insert a picture, click **Custom Watermark** at the bottom of the list.

1. To use a picture, click on **Picture watermark** and then click on the **Select Picture** button.

In the Insert Picture dialog box, select your picture and then click on **Insert**. Adjust the Scale and select Washout if desired, then click on **Apply** to see the effect in the document.

2. To use text as a watermark, select the **Text watermark** option, and then in the Text: box, type in your text for the watermark.
3. Adjust the Font, Size and Colour as required.

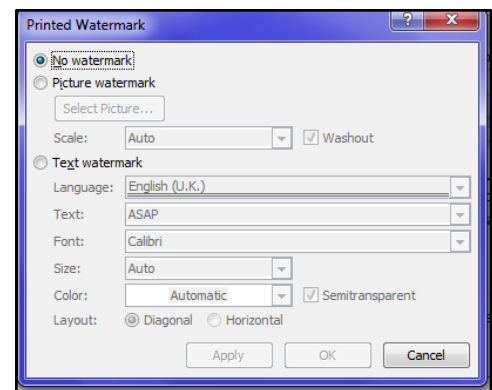
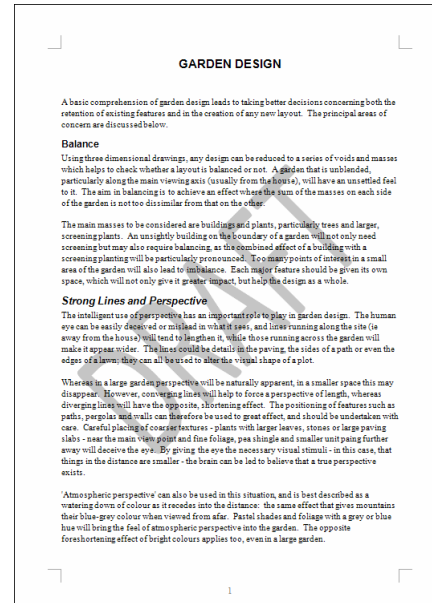
Note: To remove a watermark, on the **Page Layout** tab, **Page Background** group, click on **Watermark** and click on **Remove Watermark**.

Adding a Background

1. On the **Page Layout** tab, **Page Background** group, click **Page Color**.
2. Hover the cursor over the available colours to see the effect, and then click a suitable one. (For additional colours, click the **More Colors** option, or click on **Fill Effects** to add gradients, textures, patterns and pictures).

By default, backgrounds do not print, as this can drain the printer cartridge.

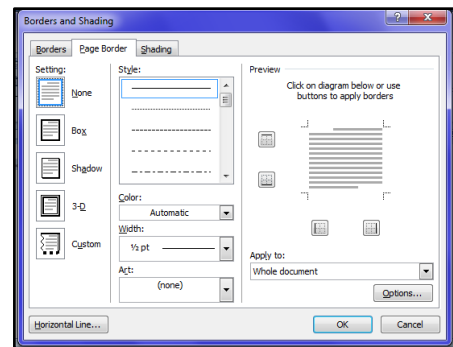
1. To print a page with a background, click the **File** button and then click on **Options**.
2. Click the **Display** option on the left-hand side, and then under **Printing options** select: **Print background colours and images**.



Adding a Page Border

1. On the **Page Layout, Page Background group**, click **Page Borders**.
2. In the Borders and Shading box select the **Page Border** tab.
3. Select a Settings and then select options from the **Style, Color, Width, and Art** lists.

If you chose the Custom option, click in the Preview area to apply the borders.



4. To specify a particular page or section click the **Apply to:** box arrow.

Adding a Border to Text

1. Select the relevant text, and then on the **Page Layout, Page Background group**, click **Page Borders**.
2. In the Borders and Shading window, ensure the **Borders** tab is selected.
3. Choose an option under **Settings**. If you chose Custom, click in the Preview area to specify which sides of the text you want the border on.
4. Choose a **Color** and **Width**.