

How to insert icons into Word

In Word 2016 or later, there are additional icons for you to insert content, or vector graphics.

To enliven Word content or document requirements, the option to insert images into Word is one of the most powerful support tools. And in later versions of Word, not only have the option to insert images, but we can also add icons or insert 3D models into Word.

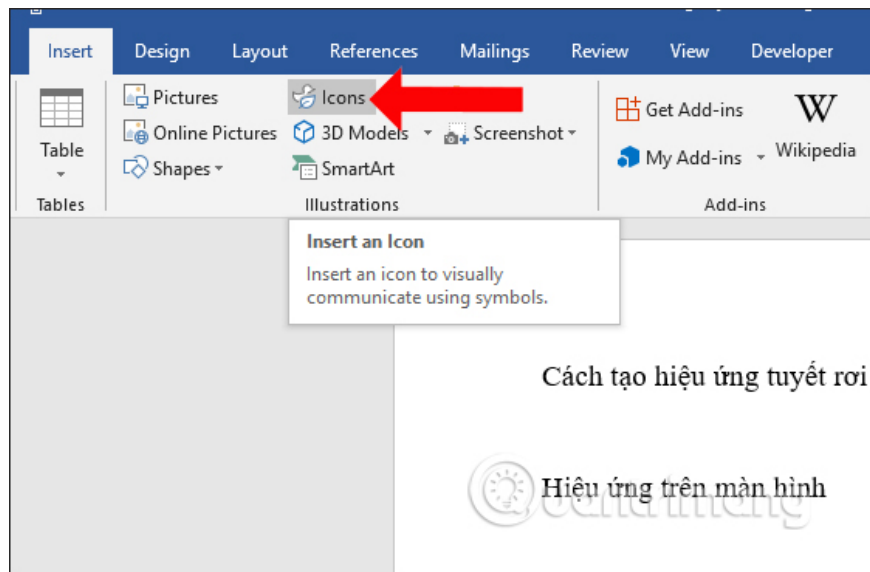
Word 2019, Icons section is divided into different content for us to choose. Besides users also have the option to insert svg vector graphics into content. The following article will show you how to insert icons into Word content.

1. How to use icons in Microsoft Word 2013
2. Insert music notes into Word
3. Inserting letters, logos into Microsoft Word 2013

Instructions for inserting icons into Word

Step 1:

We click on **the Insert item** and then click on **the Icons section** of the toolbar.

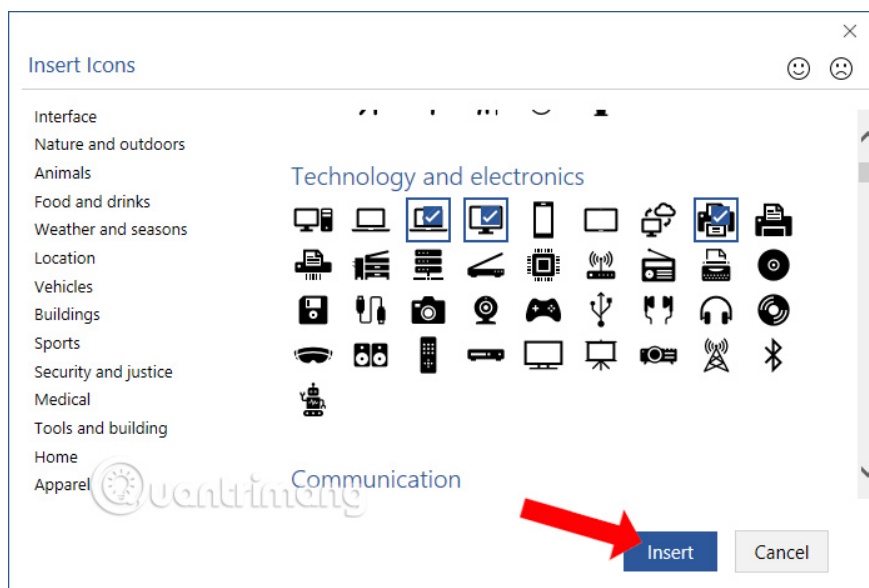


Step 2:

Display the interface of Incons with different topics. Depending on the content of the document, we select the icon to insert into the content.



Users can select multiple icons at the same time to insert into Word. Click **the Insert button** to insert.



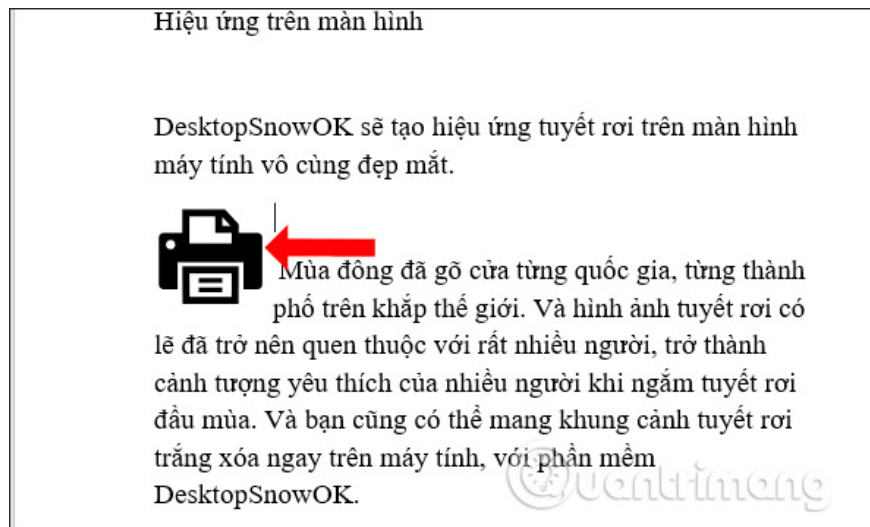
Step 3:

The icons will display in the correct position where we place the mouse cursor.

Next we **modify the icons in the** same way as adjusting the Shapes cubes inserted in the document. Clicking on the icon will display the position of the icon relative to the content.

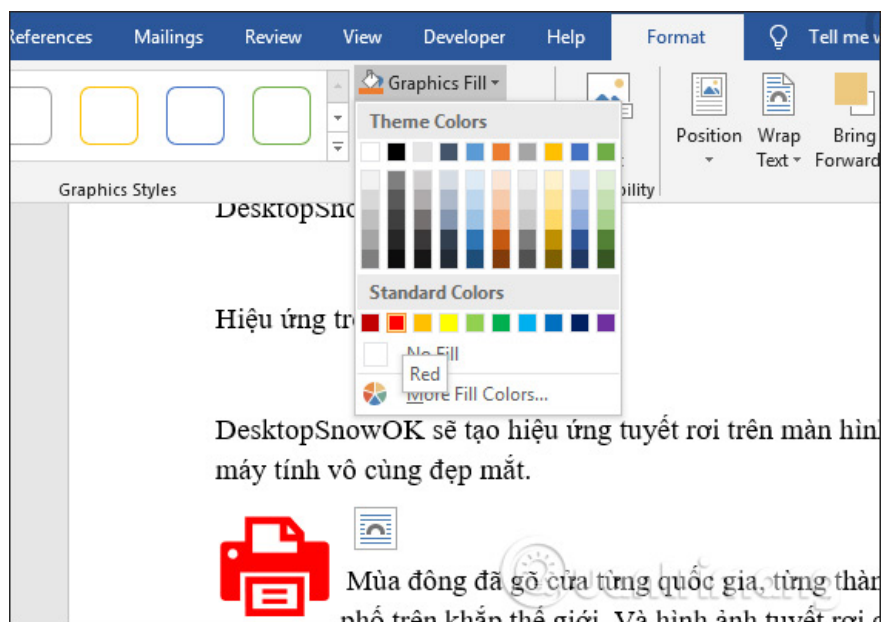


For example, adjust the position of the icon that appears at the beginning of the paragraph as shown below.



Step 5:

Click the **Format tab** to edit the icon. You can change the color for the icon.



In the **Graphics Styles** section, select different icon styles. With user vector graphic images, just drag and drop to the position you want to insert in Word.



Word icons bring many different themes so users can freely choose to insert content. The icon also has options for position, color, effects, etc. similar to inserting Shapes into Word. Note that to use this feature, the computer needs to connect to the Internet.

See more:

1. Word 2013 Complete Guide (Part 15): Insert Images and Text Wrapping functions
2. How to insert text into images on Word
3. How to insert text into images in PowerPoint

I wish you all success!

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