

# Insert images into text content

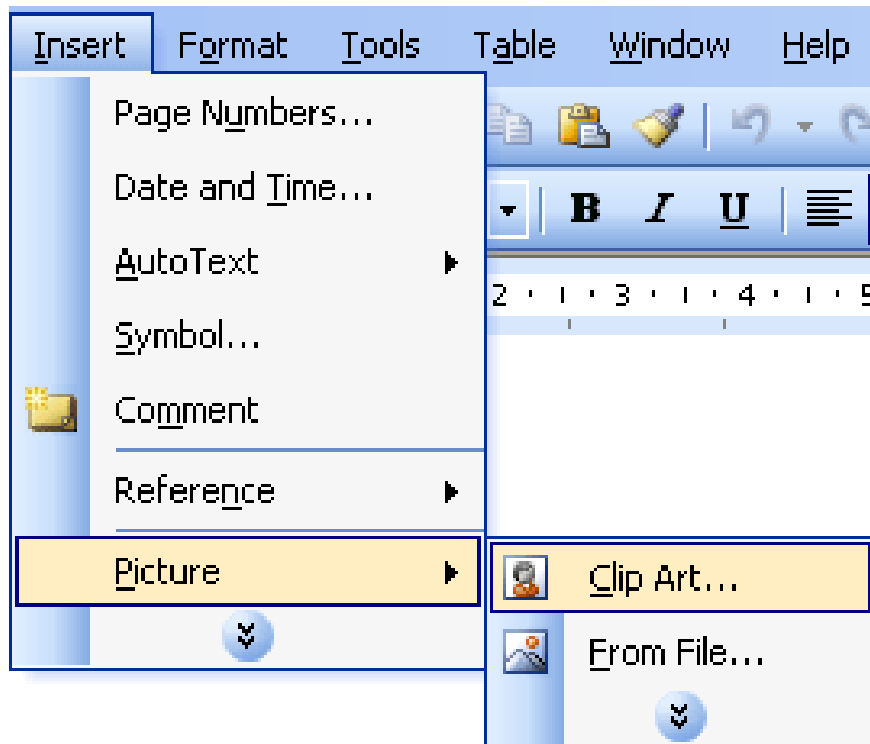
TipsMake.com guides you to insert images into text content on Word 2000, 2003. The newer versions are not much different, you can apply the same operation to add images to Word.

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1. Insert images into text content (Office 2003)
2. Download photos from the Office suite on Microsoft website to your computer.
3. Photo by shooting a computer screen
4. Insert images from an existing image file on your computer
5. Insert pictures into text content (Office 2000)
6. Align photos in Word

## Insert images into text content (Office 2003)

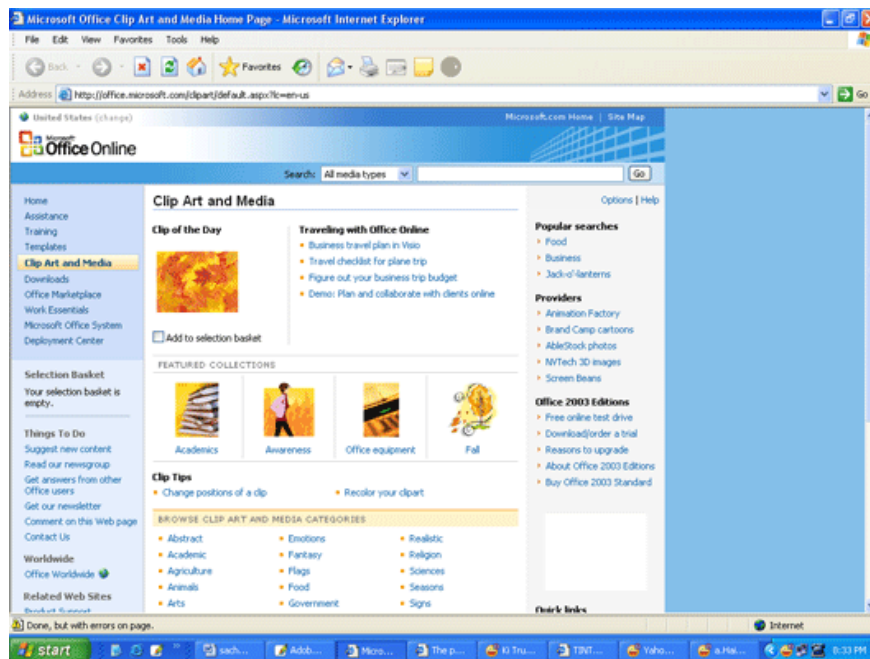
1. Go to Insert Picture Clip Art .



2. On the screen the Clip Art panel appears on the right, you can search for images using the Search boxes. Or find photos at:

- **Organize clips** .: Open Favorites window - Microsoft Clip Organizer: Use the existing image structure in Office and in the computer. *(Please select this section)*

- Clip art on Office Online: Open the photo section of the Office suite on Microsoft website with the condition that the computer is connected to the Internet, at <http://r.office.microsoft.com/r/hlidClipArtFromClient/EC790014051033/6> . This section to Download photos from the Office suite on Microsoft website to the computer.



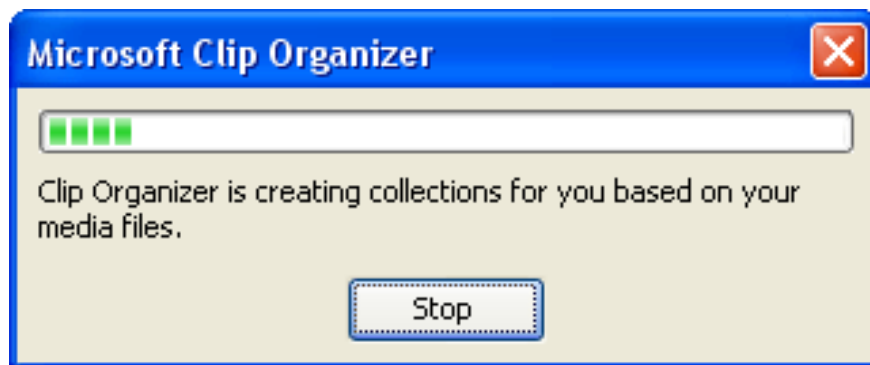
3. Insert images: Use existing image structures in Office and in computers - Favorites window - Microsoft Clip Organizer:

\* *In the Add clip to Organizer dialog box: Add new to the image structure.*

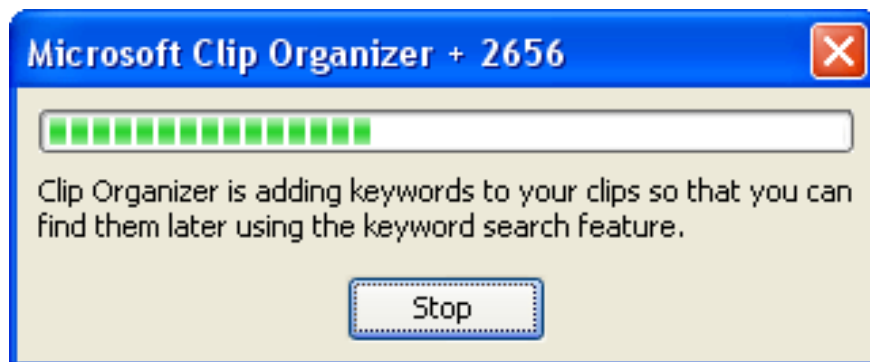


You can add images, audio files, and movies to your hard drive or folder.

- Button Now: Add now

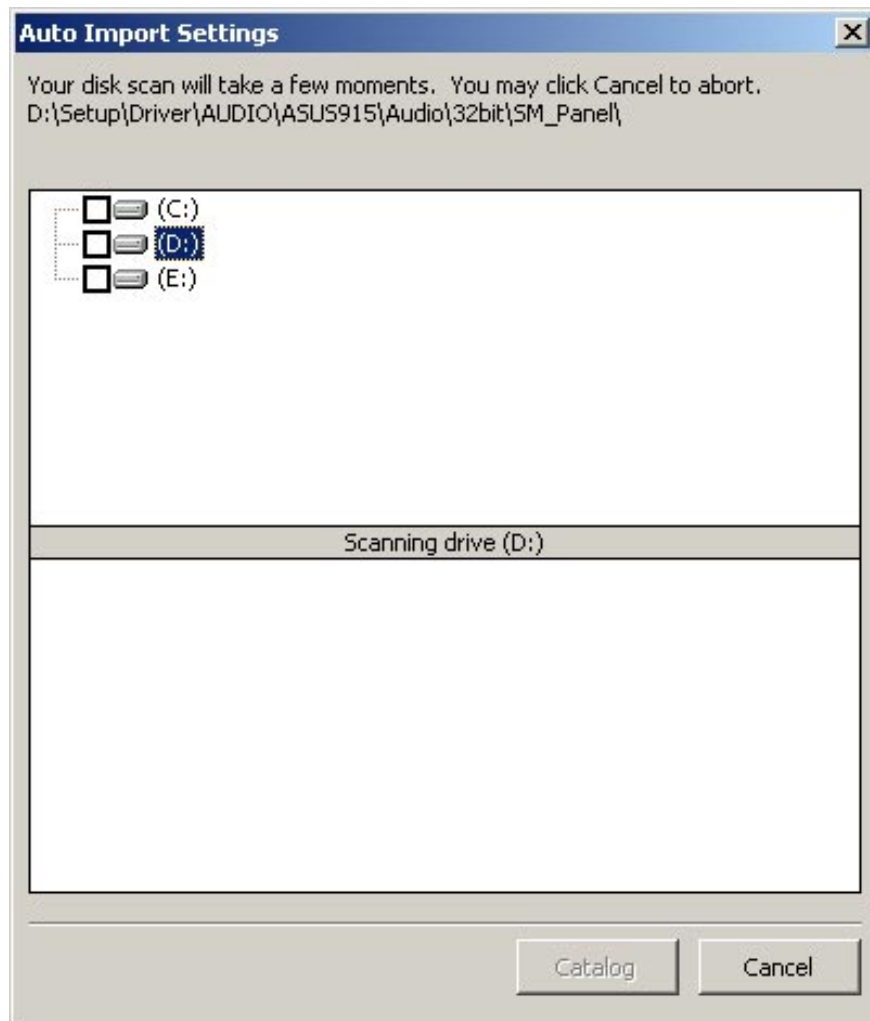


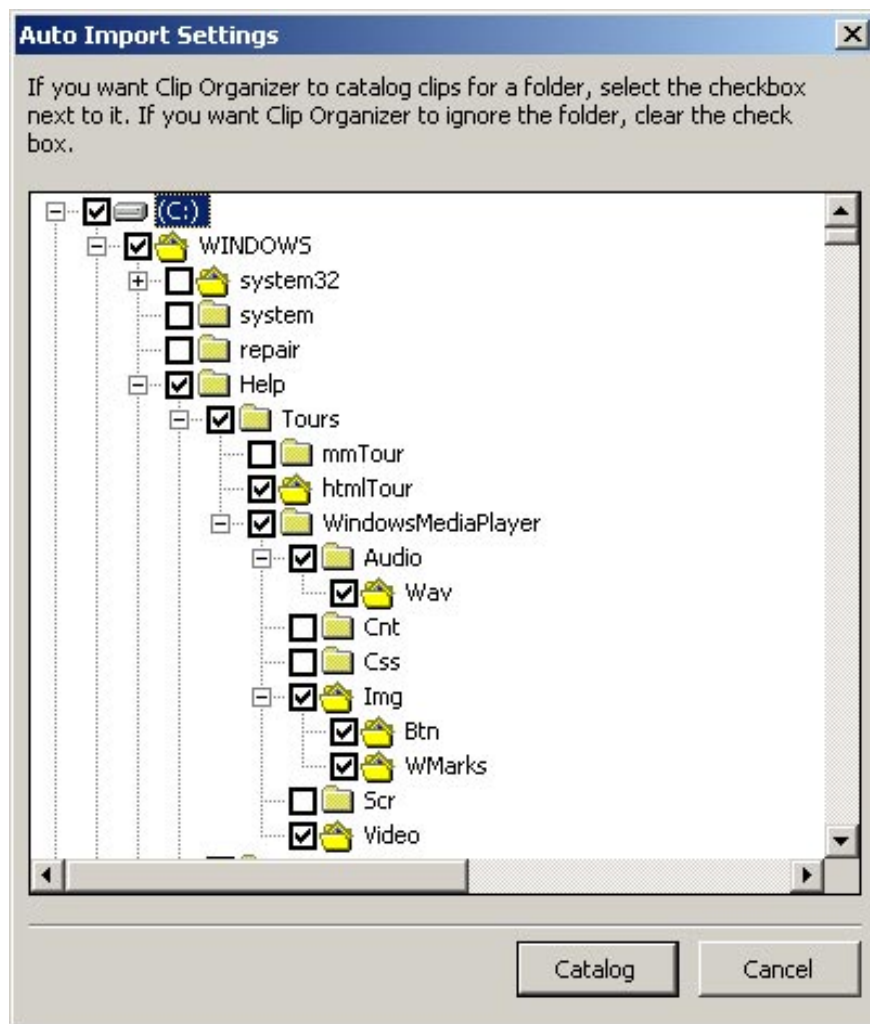
Clip Organizer is aggregating all image data files



Clip Organizer has added keywords to these so that you can search for them the next time using search keywords.

- Later button: Add later
- Options button . Wait for the disk to scan for a moment





Display the computer photo folders into catalogs

*\* At Microsoft Clip Organizer window:*

After adding on the list My collections in the Collection list area will display the entire folder of images found in your computer:

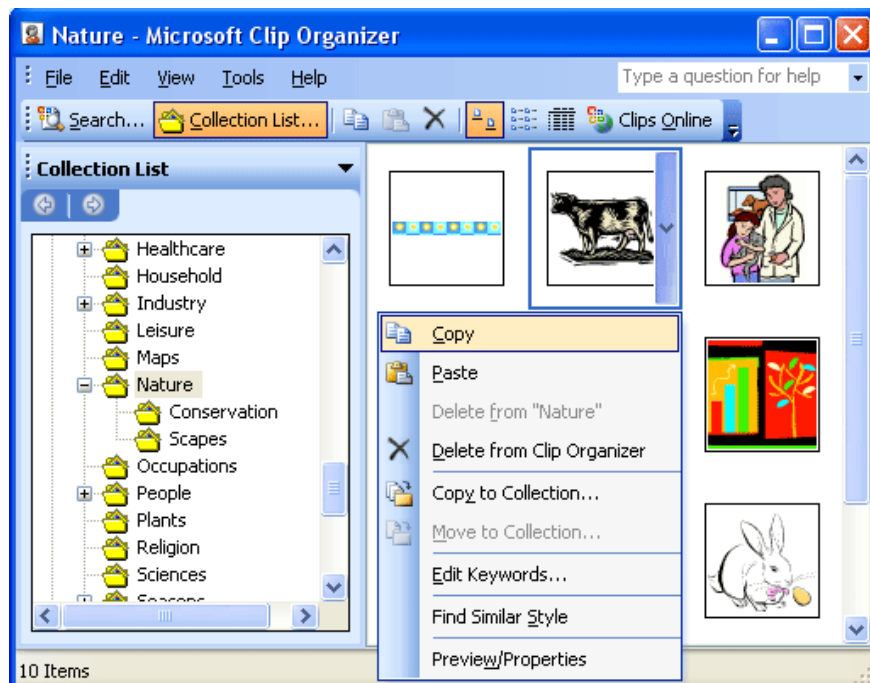


- Find photos you want to insert in Collection List: List the list of folders containing photos of:

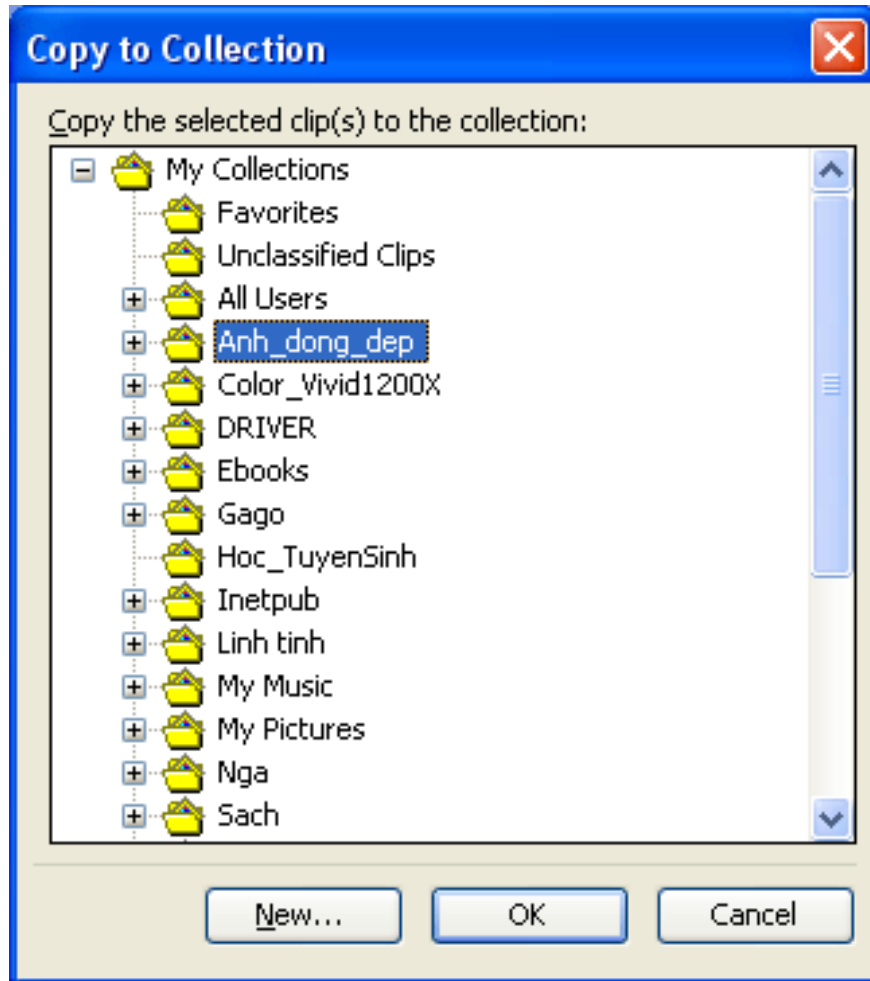
1. My collections: Summarizes the entire folder of images found in the computer.
2. Office collections: The list of images available in the Office suite.
3. Web collections: Photo catalogs from websites

When you click on any folder, the entire image in that folder will display the right area. Move the mouse over each image to see the image name, image size and image format.

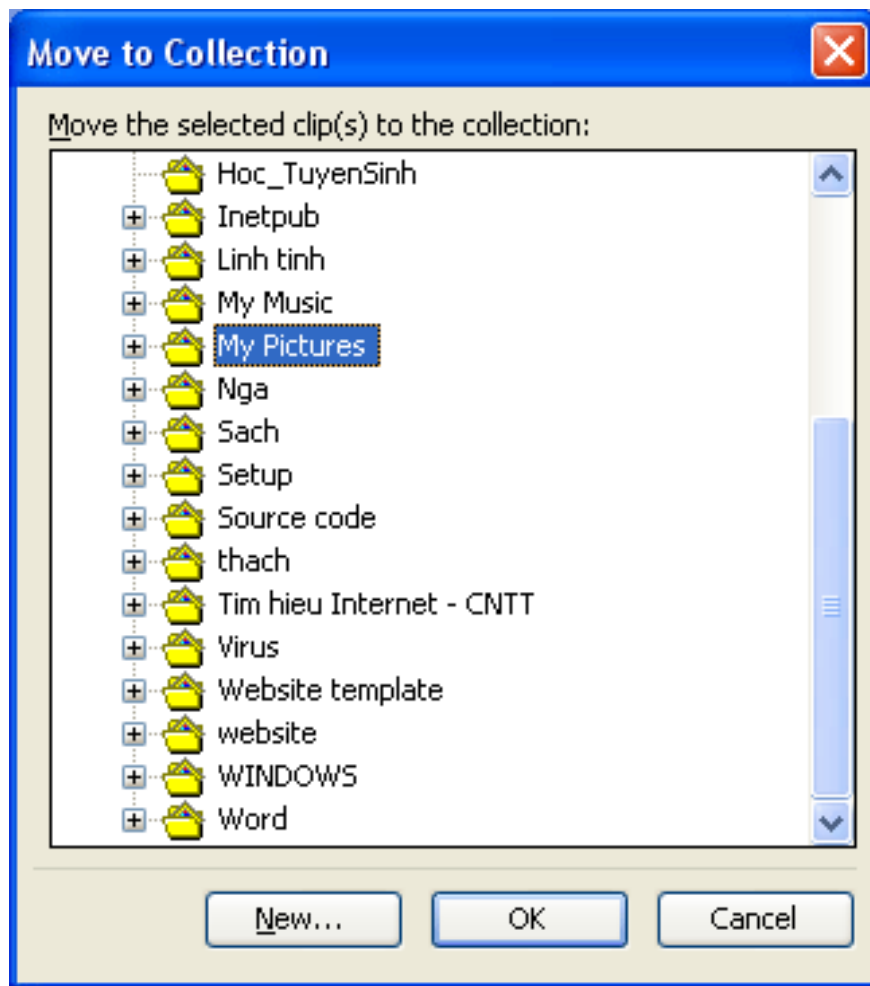
- Click on the scroll bar on each image or right click on the image to bring up the image processing menu:



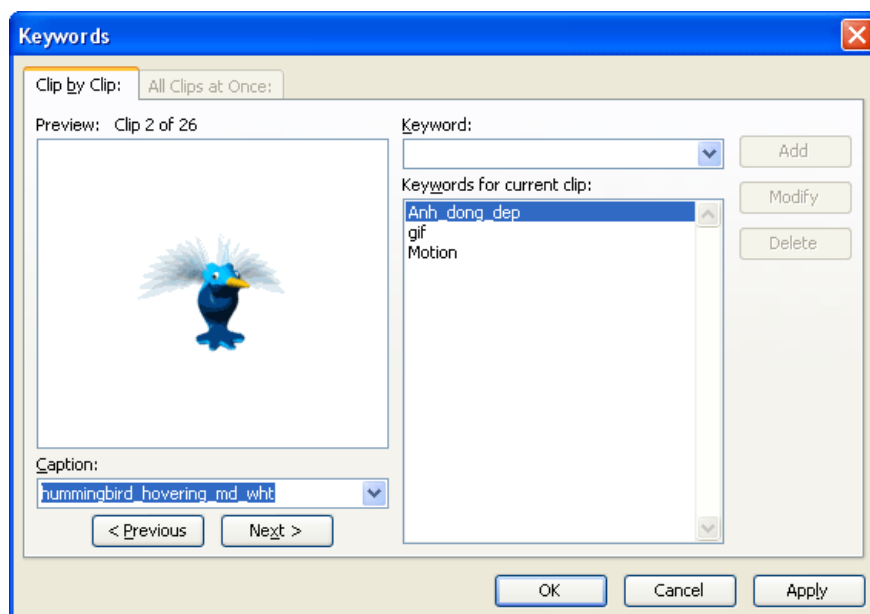
1. Copy: Copy photos. **Copy the image and go to the MS Word screen. Select Paste to insert the image into the text file content.**
2. Paste: Paste photos.
3. Delete from "": Delete the image folder.
4. Delete from Clip Organizer: Delete all photos in the folder.
5. Copy to Collection .: Copy pictures from photo folders:



1. Move to Collection .: Move images between image folders

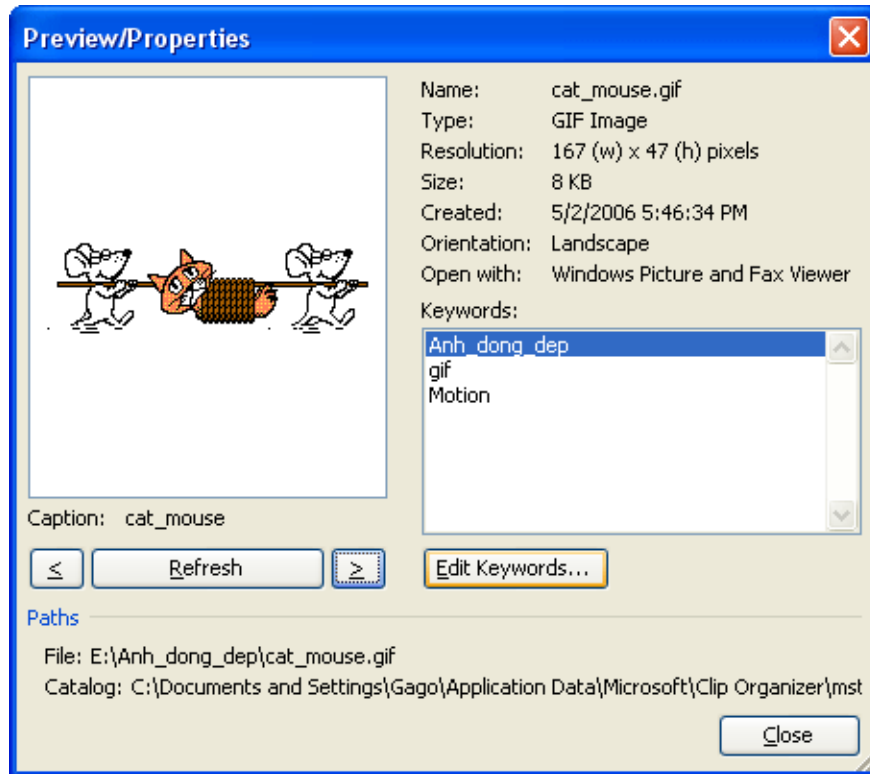


1. Edit keywords .: Change, add photos properties.



1. Find Similar Style: Search for similar image styles

## 2. Preview / Properties: View image properties



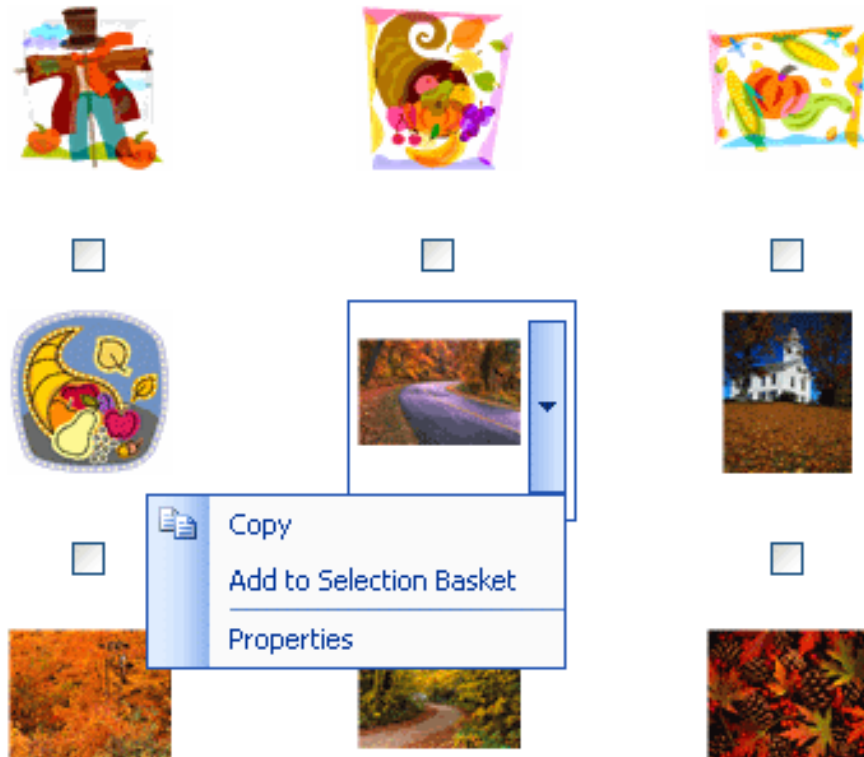
## Download photos from the Office suite on Microsoft website to your computer:

1. In the Internet window displays the image structure of the Office online, select the image subject according to the Optional image:



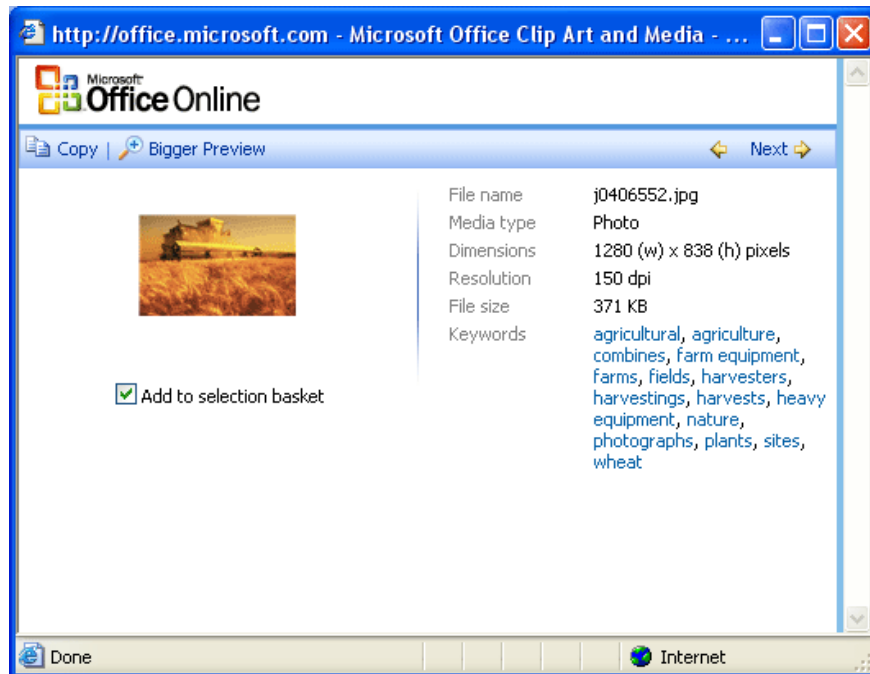
2 . At the window that displays the list of photos by topic:

- Click on the image drop-down menu to display the menu:



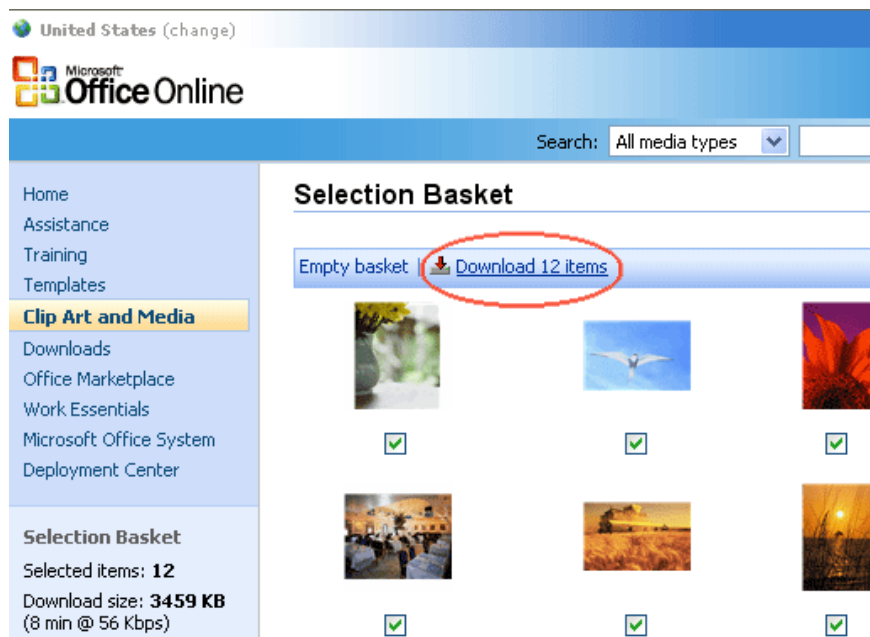
1. Copy: Copy photos.
2. Add to Selection Basket: Add to photo selection list.
3. Properties: View image properties.

- Click on the image to open the popup showing details of the image attribute:



- Click R under each image to select and download it to your computer.

3 . Click on the Download link to start downloading photos:



United States (change)

Microsoft Office Online

Search: All media types

Home  
Assistance  
Training  
Templates  
**Clip Art and Media**  
Downloads  
Office Marketplace  
Work Essentials  
Microsoft Office System  
Deployment Center

### Download

**Selection Basket Details**  
Selected items: **12**  
Download size: **3459 KB (8 mins @ 56 Kbps)**  
[Review basket](#)

**Media Application**  
Import into Clip Organizer version 2002 or newer  
Media files will be stored in your My Pictures\Microsoft Clip Organizer folder.

**Download Instructions**


1. Click the **Download Now** button.
2. If prompted, click the **Open** option.

[Having problems? Try our troubleshooting tips.](#)


4 . Click the Open button on the File Download dialog box to save the image.

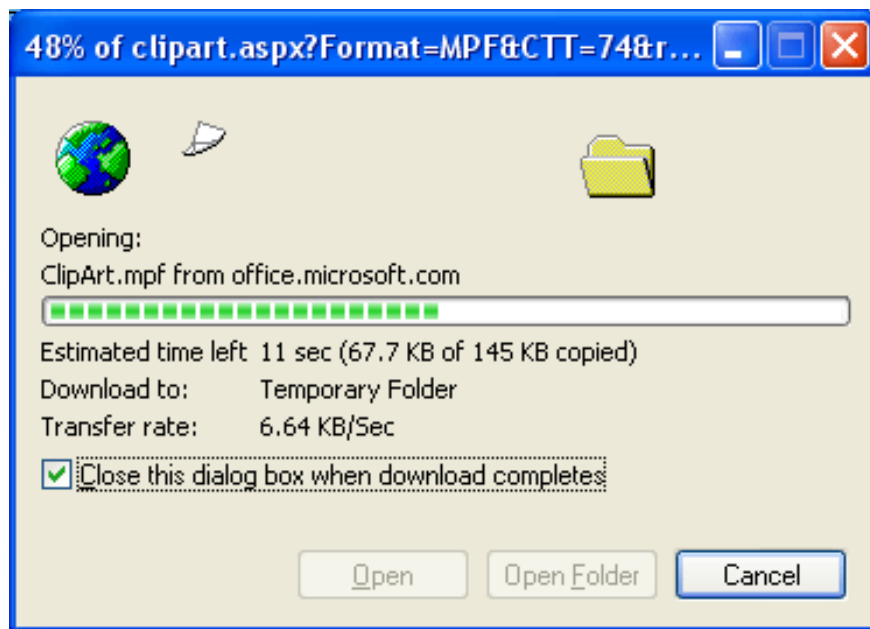
**File Download**

**Do you want to open this file?**

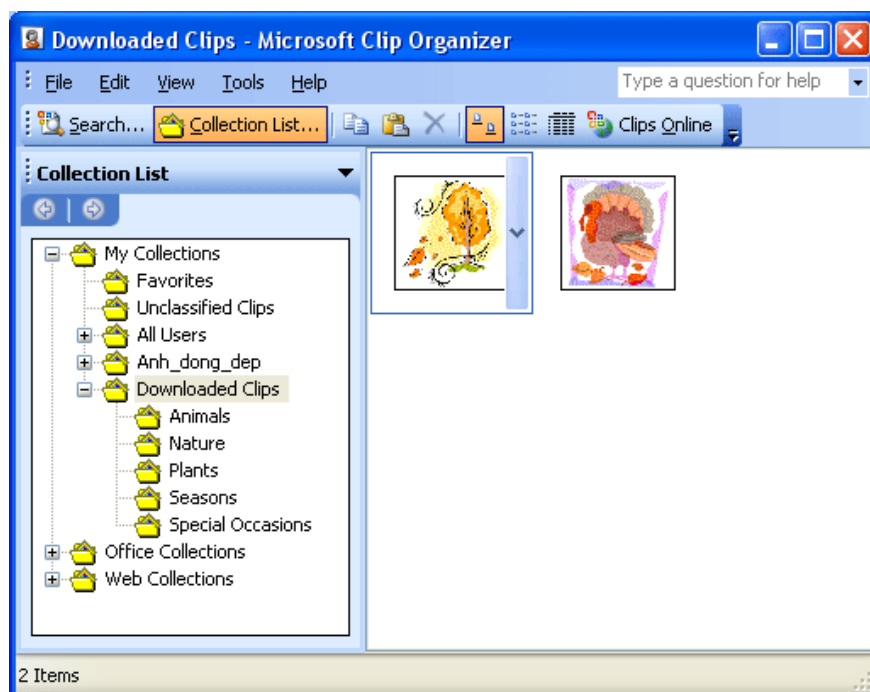
 Name: ClipArt.mpf  
Type: Clip Organizer Media Package File, 3.24 MB  
From: office.microsoft.com

Always ask before opening this type of file

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open this file. [What's the risk?](#)



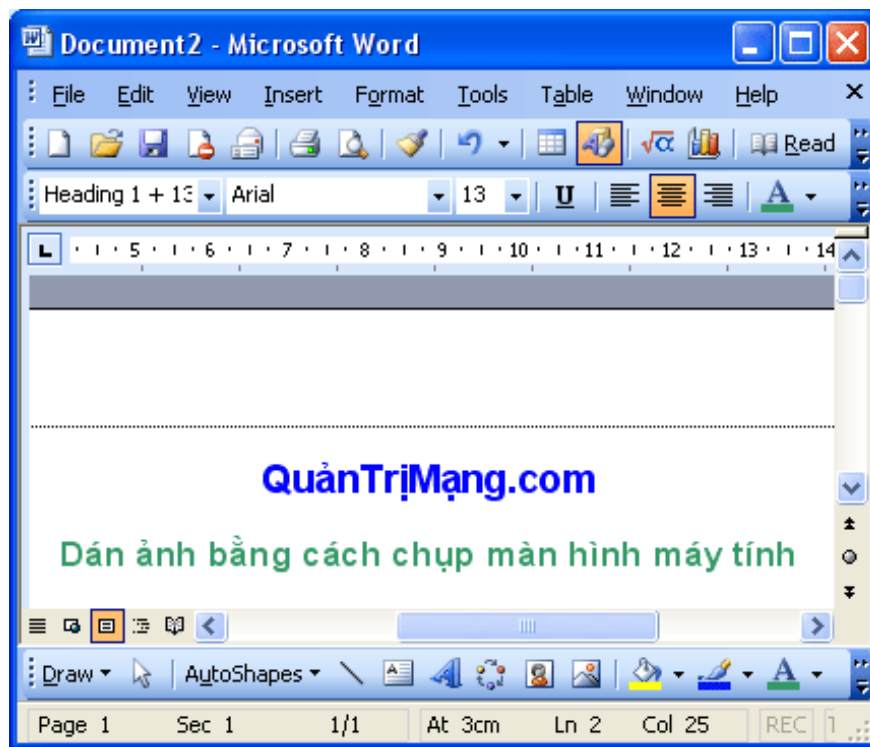
5 . After the download is completed, the Downloaded Clips window will display the downloaded images to the computer and those images will be saved in the Downloaded Clips folder.



### Photo by shooting a computer screen

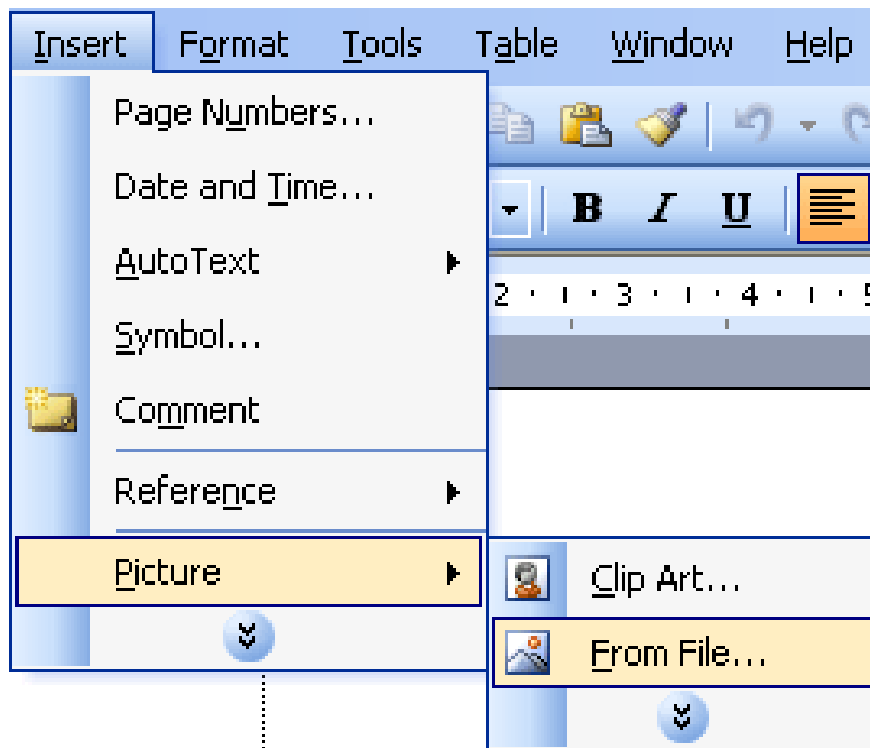
In case you want to paste computer screen image into word document:

- 1 . Open the computer screen you want to capture
- 2 . Press Print Screen key, if you just take a picture of a dialog box, use Alt + Print Screen combination
- 3 . Paste into Word content: Use Ctrl + V shortcut or use Paste tools to paste.

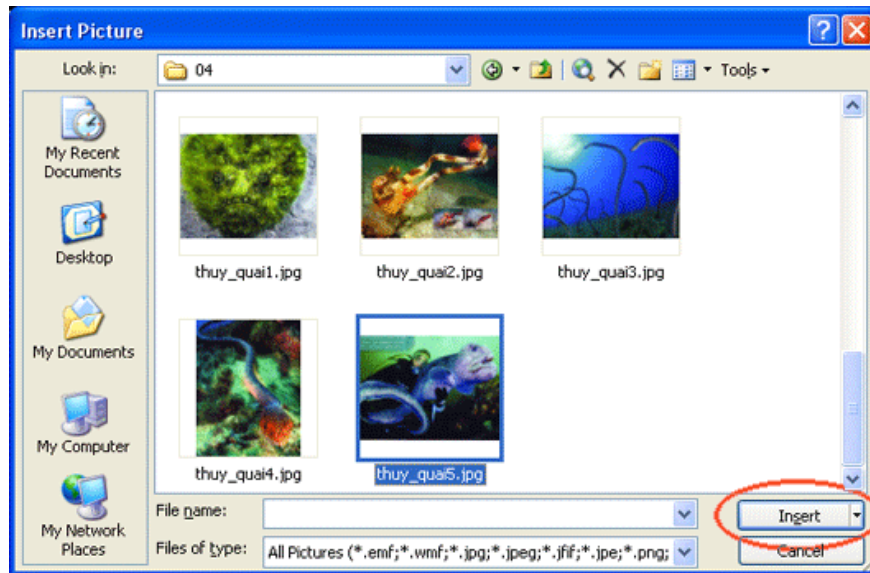


## Insert images from an existing image file on your computer

1 . Go to Insert / Picture / From file .



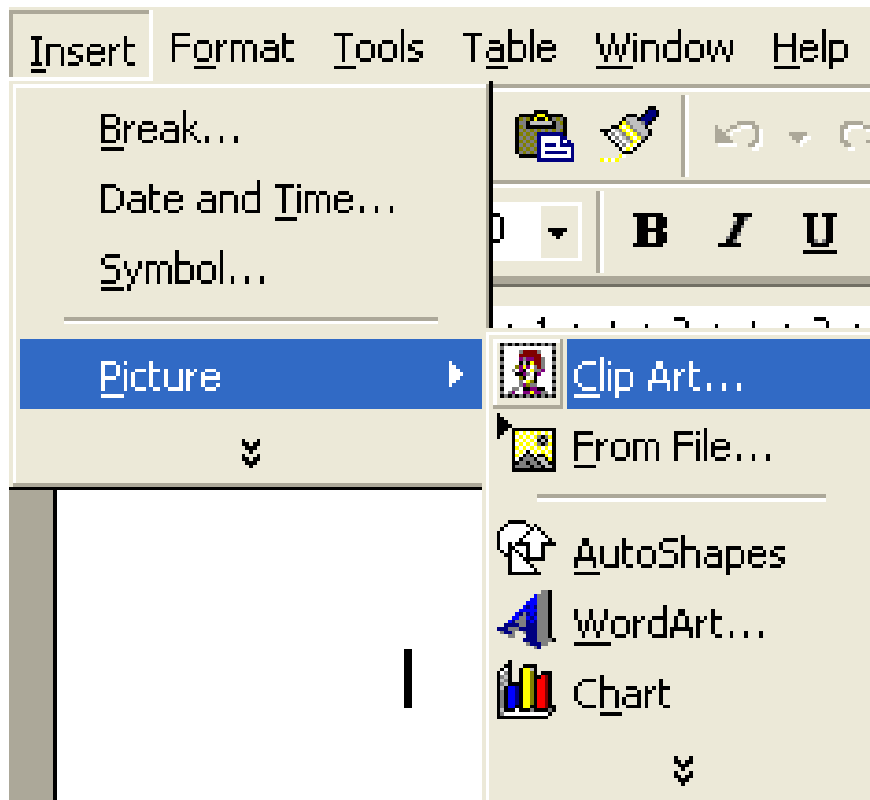
2 . Insert Picture dialog box appears:



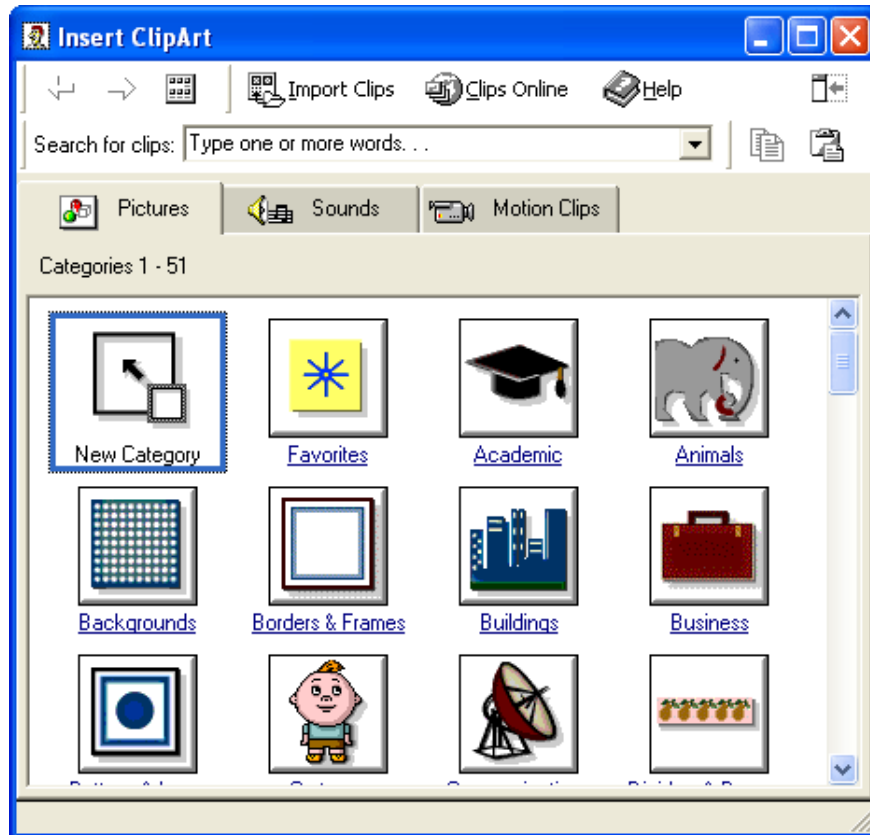
1. Select the path containing images and photos.
2. Click on the image & select the Insert button (or double click on the image) to insert the image into the word content.
3. The result on the MS word screen will display the newly inserted image.

### Insert pictures into text content (Office 2000)

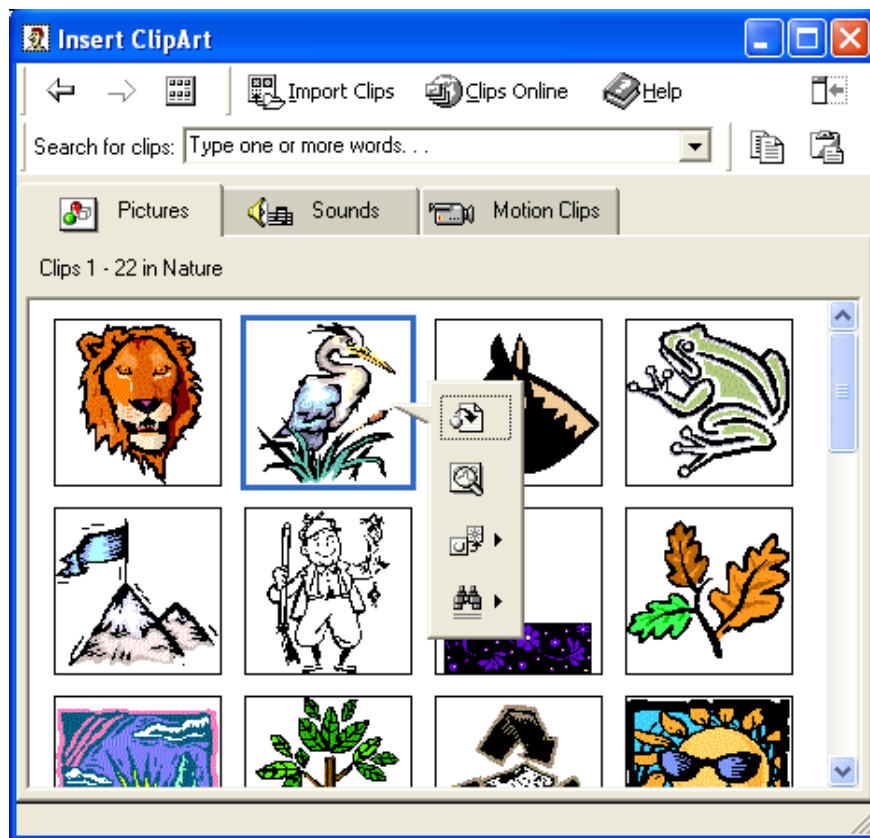
1. Go to Insert / Picture / Clip Art .



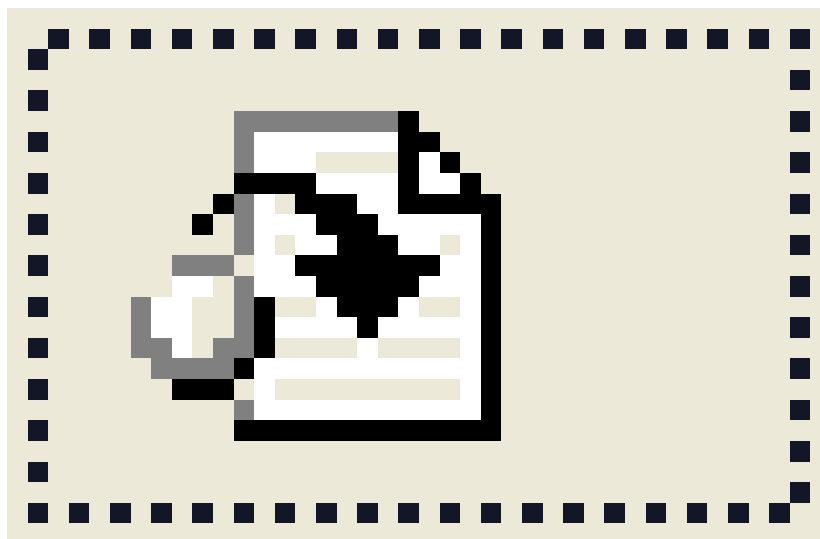
2 . The Insert ClipArt dialog box appears, Click on the image topic and select an image:



3 . Click on the image or right click to bring up the menu and insert images:



1.



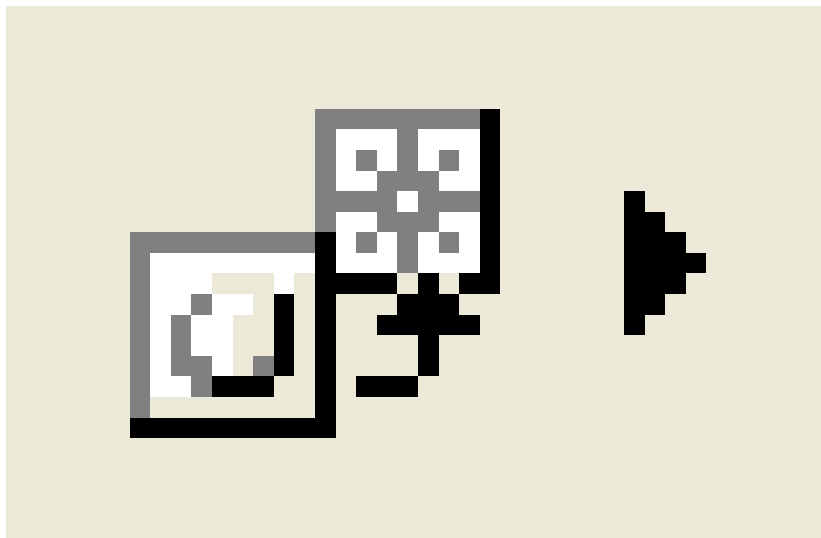
Insert clipArt: Insert image

2.

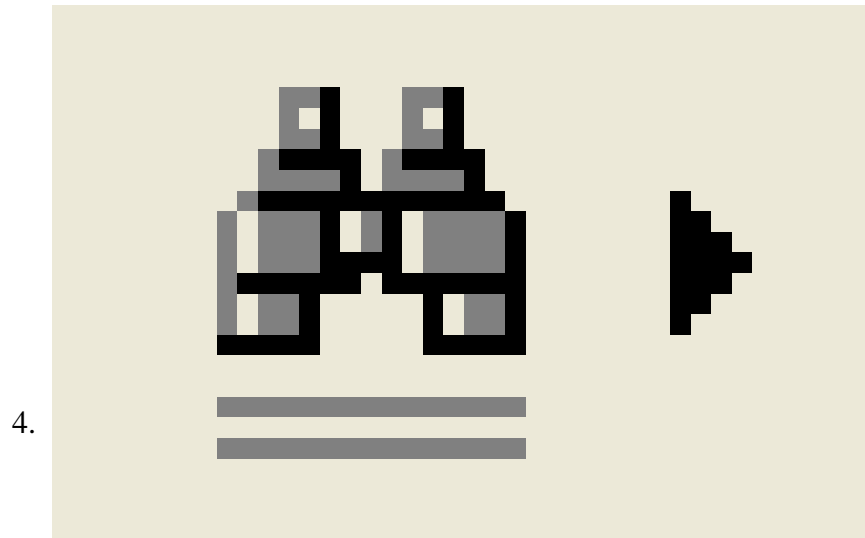


Preview clip: Open the popup to view the image

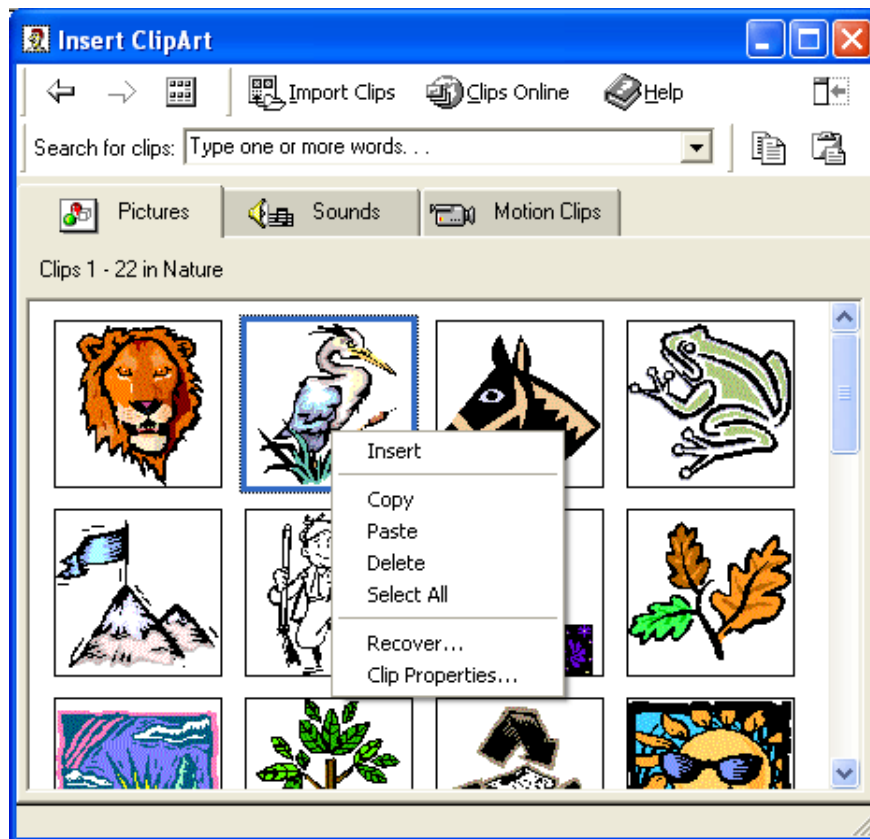
3.



Add clip to favorites . Add it to another folder containing images



Find similar clip: Search for similar images.

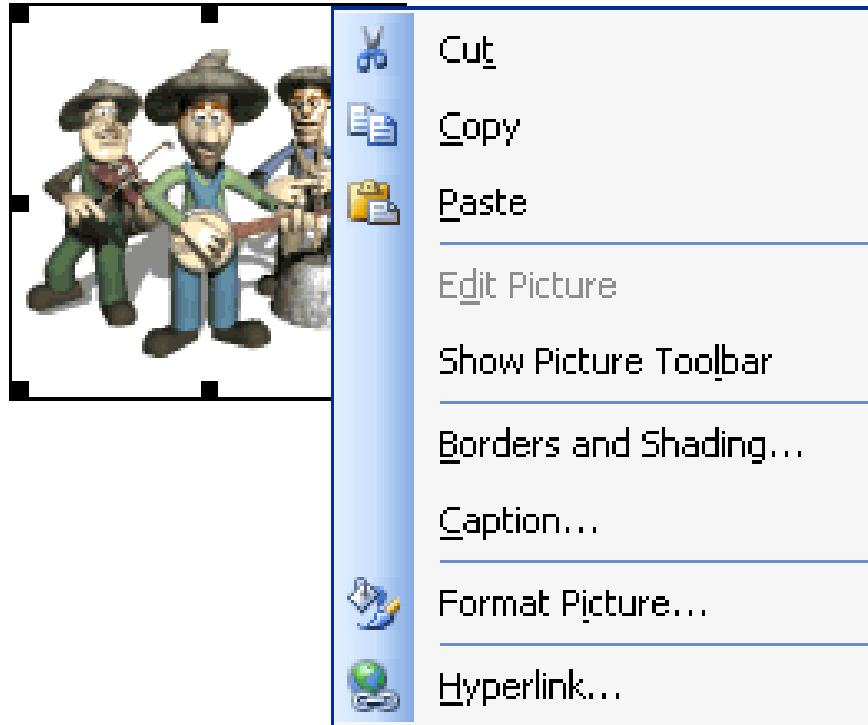


1. Insert clipArt: Insert image
2. Copy: Copy photos
3. Paste: Paste photos
4. Delete: Delete the image
5. Select All: Select all images
6. Recover . Restore photos

## 7. Clip Properties: View image properties

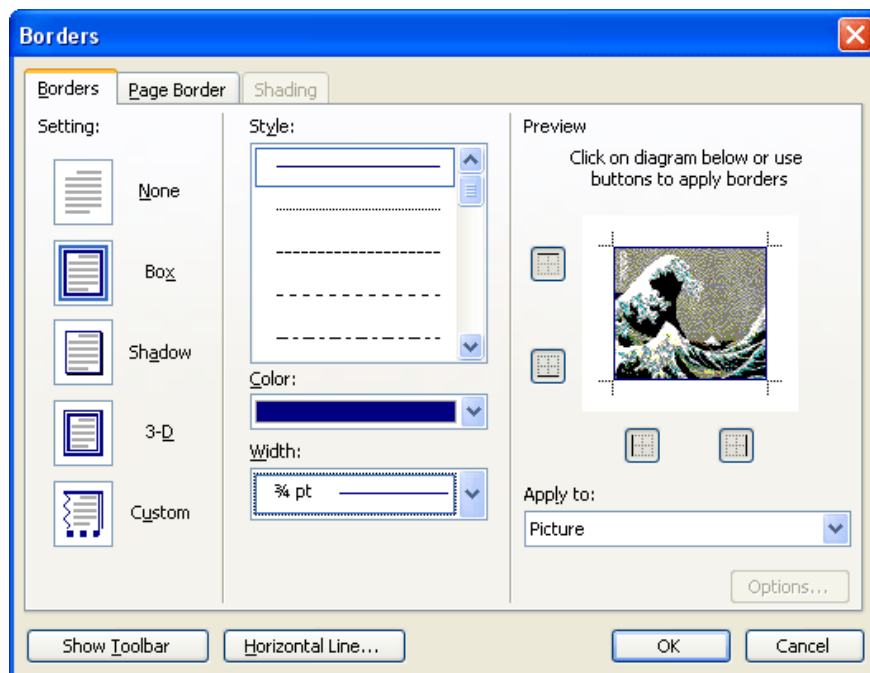
### Align photos in Word

After you have inserted the image into the MS Word text content, you still need to align the image to fit the eye (see example below):

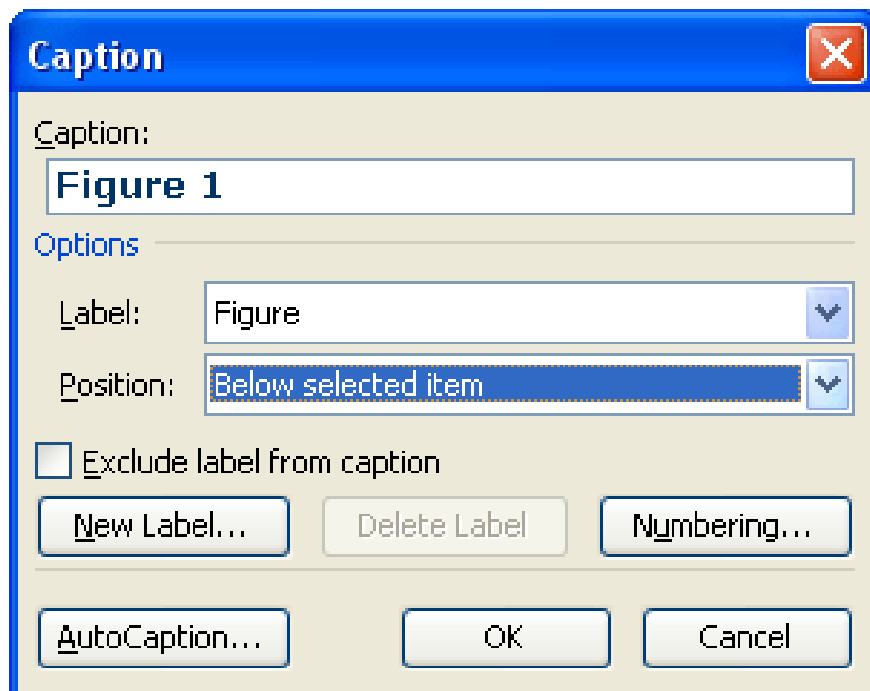


#### ***1. Right-click the image to bring up the image processing menu:***

1. Cut: Cut photos
2. Copy: Copy photos
3. Paste: Paste photos
4. Edit Picture: Photo fix
5. Show / Hide Picture Toolbar: Show / hide the image processing toolbar.
6. Borders and Shading . Image borders

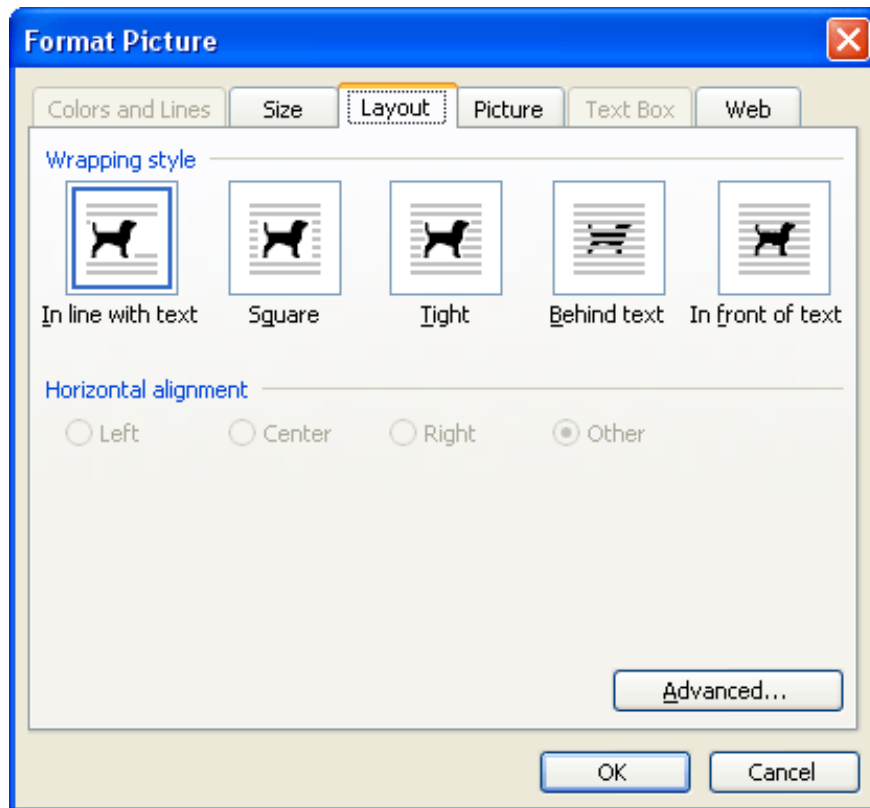


- Caption . Set the image title (Figure)



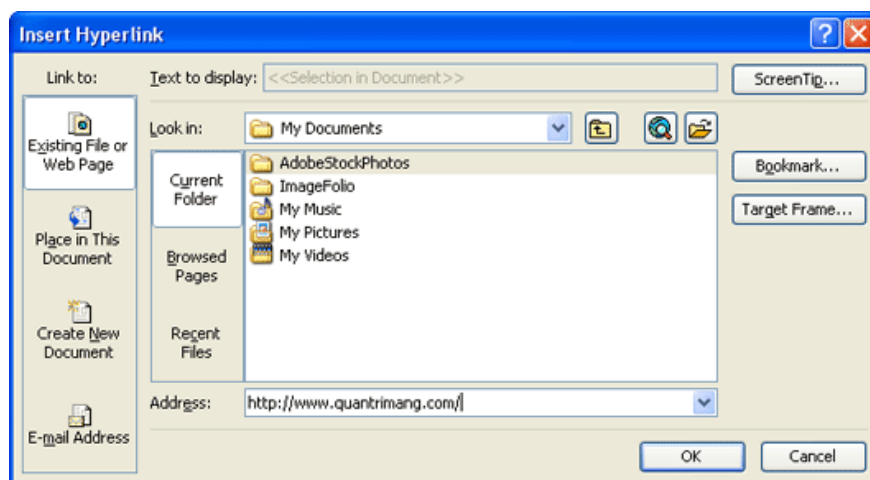
1. Caption: Image title name
2. Label: Selection of labels (Figure, Equation, Table)
3. Position: Position the image evenly (Above or below the image)
4. New Label: Create new labels
5. Numbering: Set the serial number along with the image title
6. AutoCaption .: Create labels automatically

- Format Picture . Some image formats

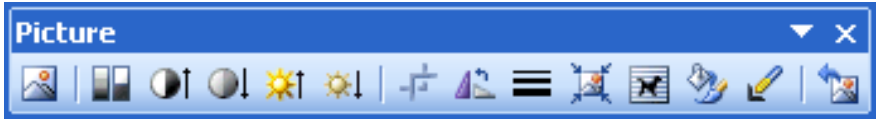


1. Colors and Lines: Color and border of the image
2. Size: Image size
3. Layout: How to place photos. Please note there are some cases when inserting images, photos can move in any position, insert images on words or images are leaped, then use this Layout card to reset images.
4. Picture: Some photo features.
5. Text Box: This tag will be used when you use the Draw toolbar to draw diagrams in MS Word.

- Hyperlink: Set links for photos



## 2. Processing photos with the toolbar



1.

Insert another image

2.

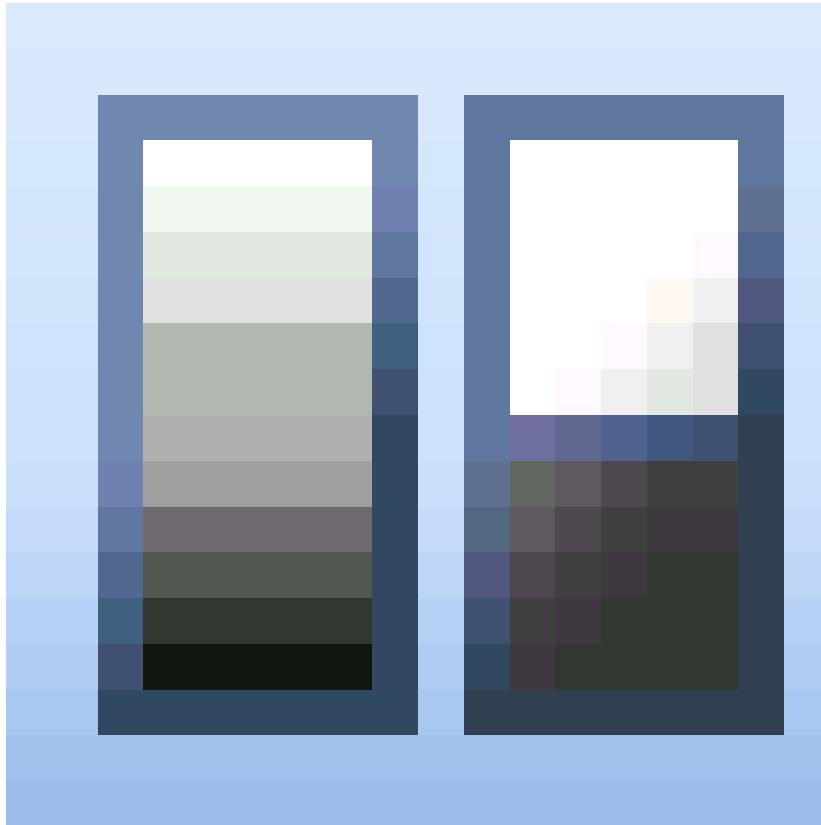
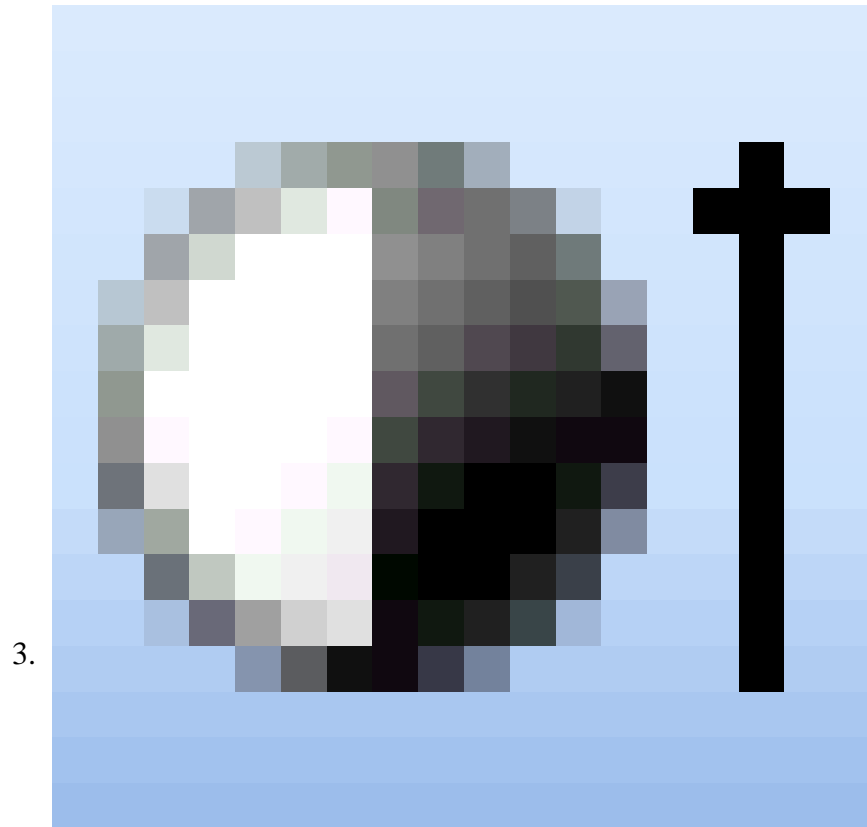
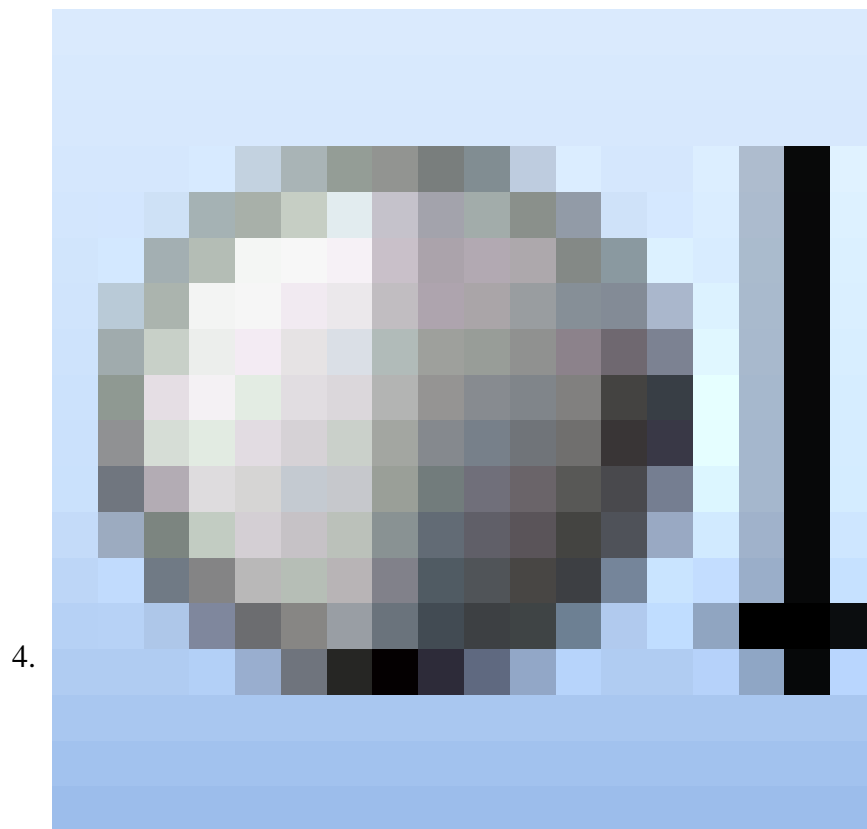


Image color: Automatic (default image color), Grayscale (gray), Black and White (black and white), Washout (image blur).



Increase the default color for photos



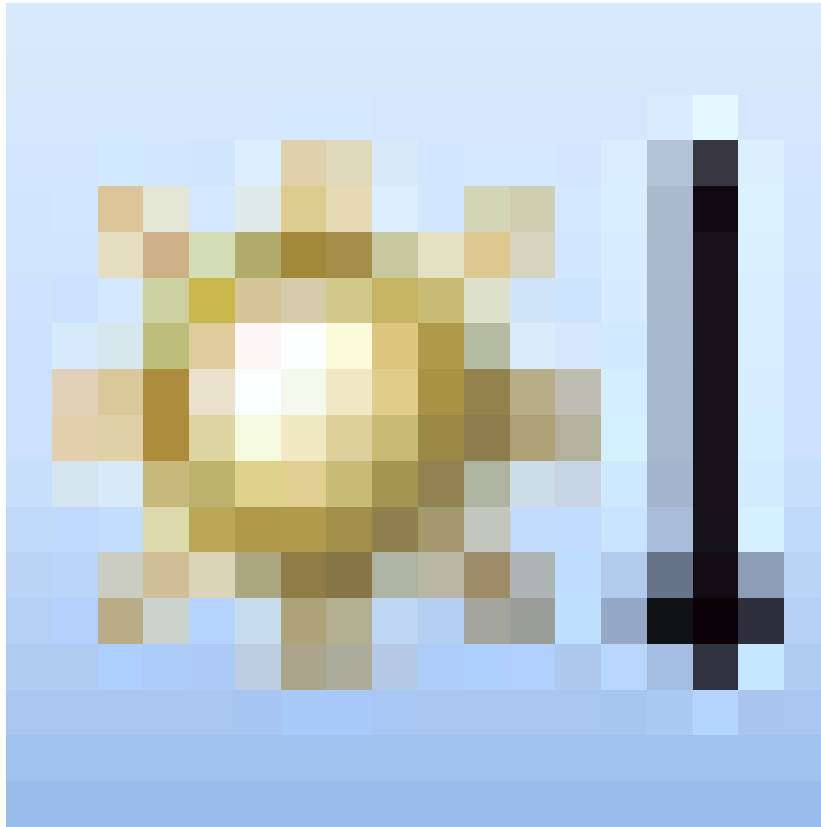
Reduce the default color of photos



5.

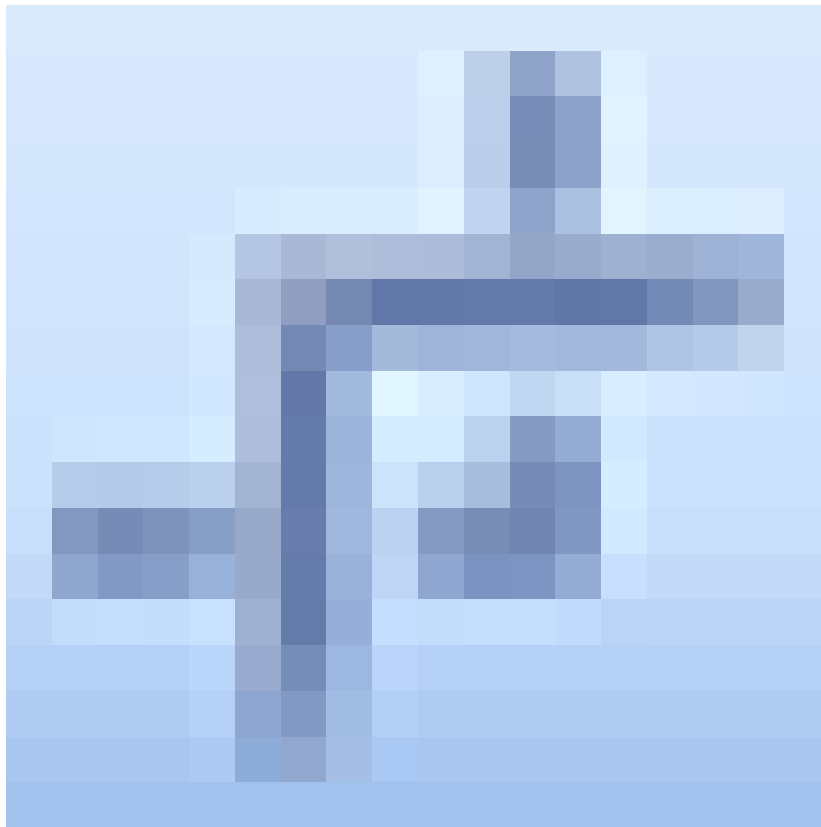
Increase brightness

6.

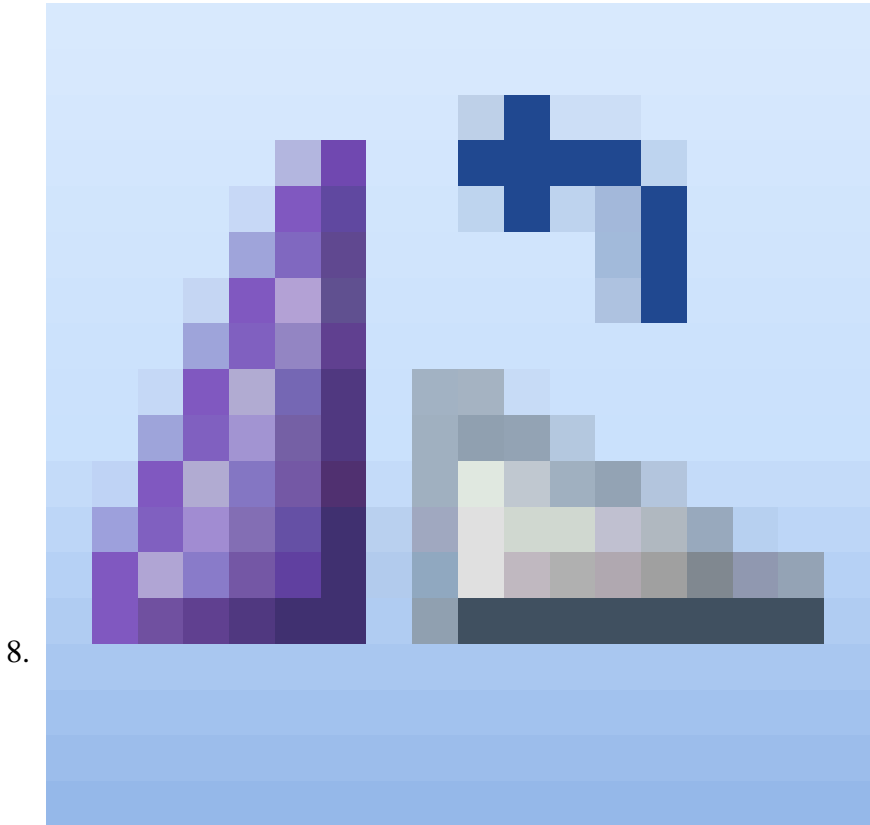


Reduce brightness

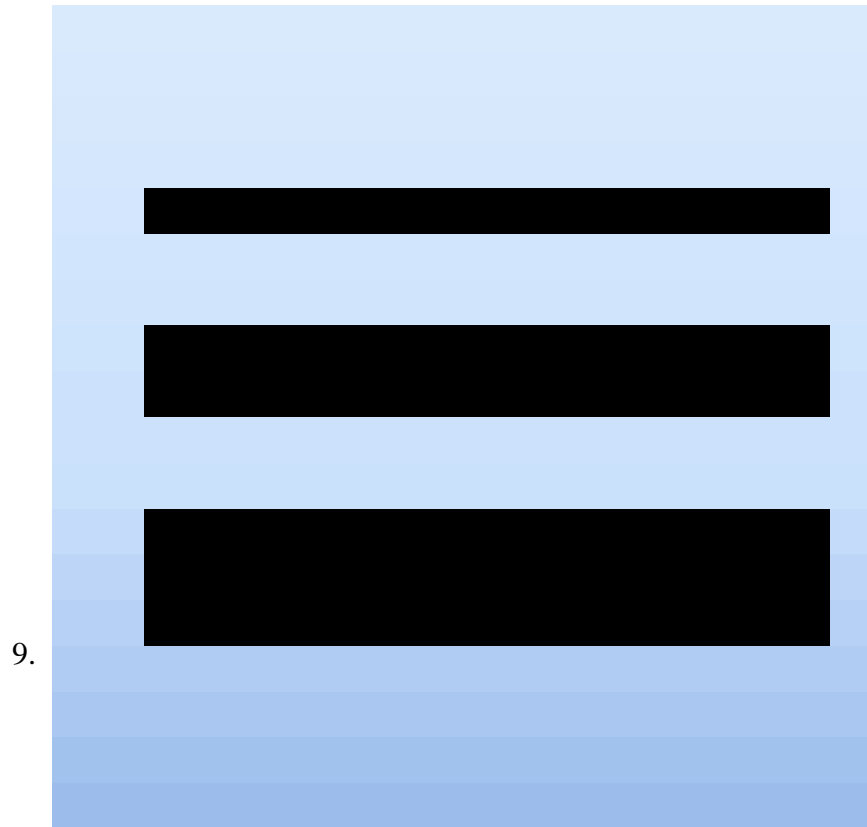
7.



Trim the border of the image

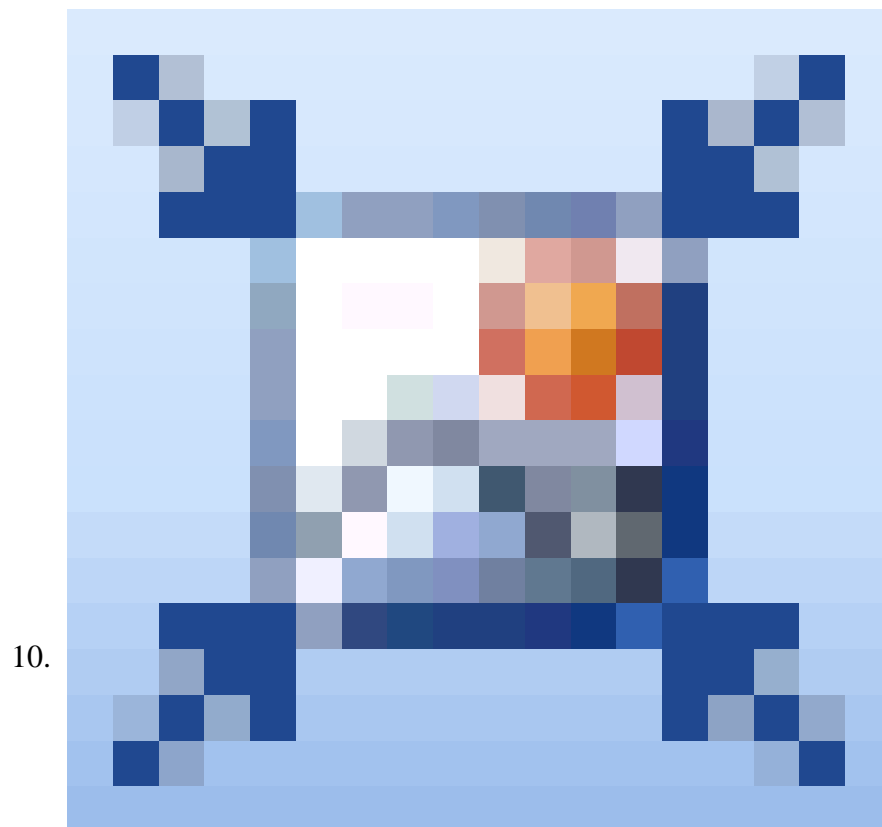


Turn photos in the same direction



9.

Style of image envelope



10.

Image compression (resolution - quality)



11.

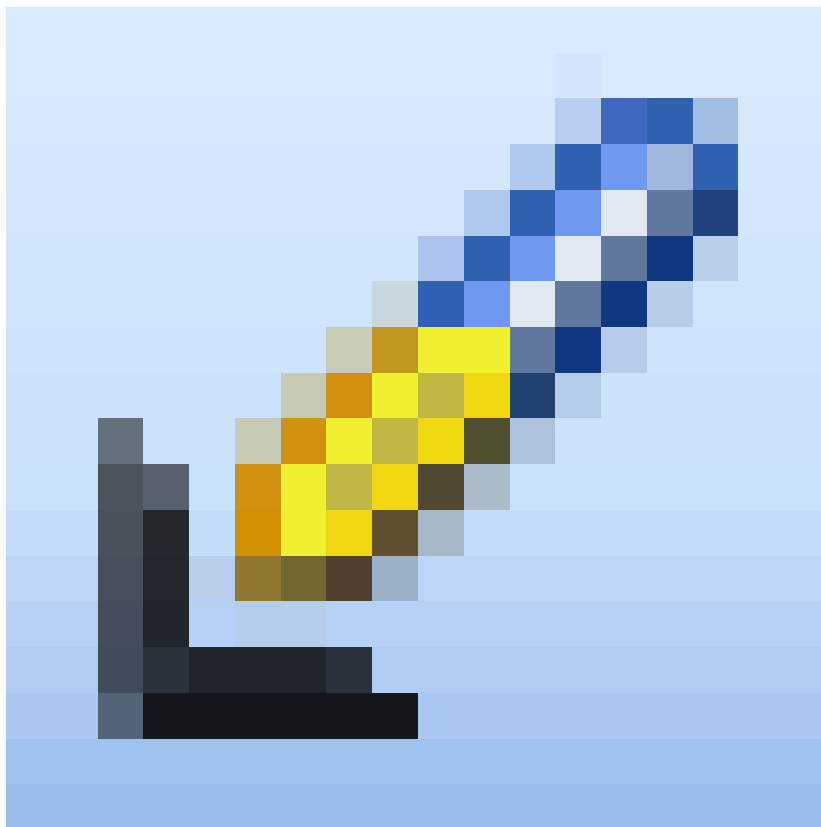
Set image style: Images can be inserted on text, inserted in addition to text, inserted as a character, .

12.

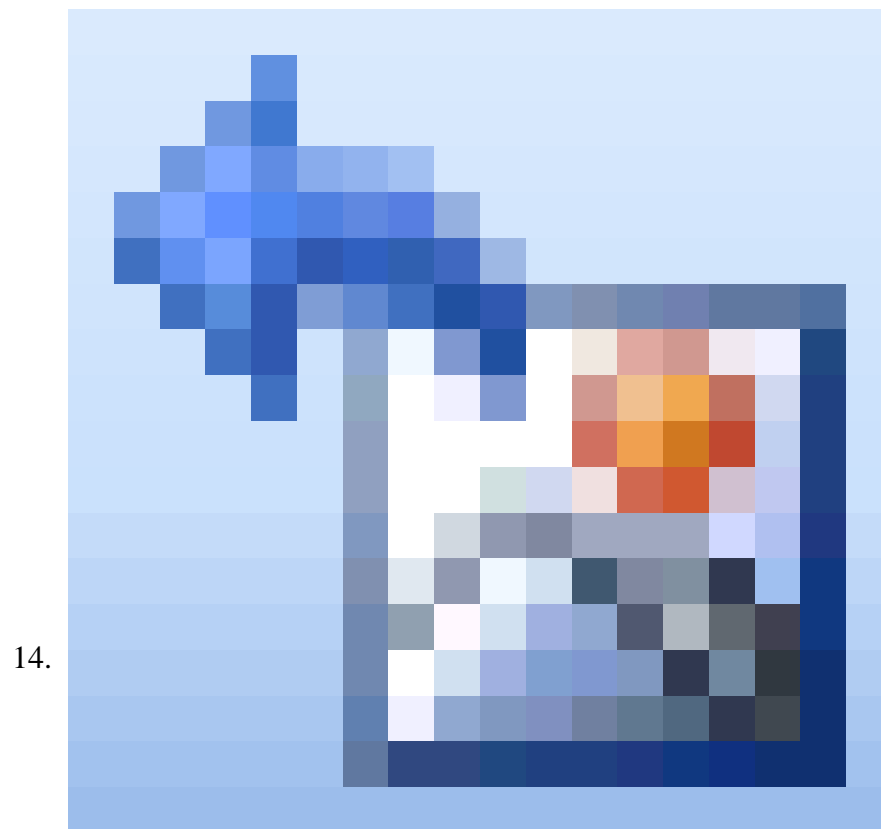


Photo editing, photo effect

13.



## Set transparent mode for photos



Return to the default mode of the image.

If you are using Word 2016, or 2013, refer to the instructions for inserting this photo:

1. Tutorial for Word 2016 (Part 16): Insert images and customize the location of photos
2. Word 2013 Complete Guide (Part 15): Insert Images and Text Wrapping functions

*Hope you are successful.*

You finished reading the article "**Insert images into text content**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.