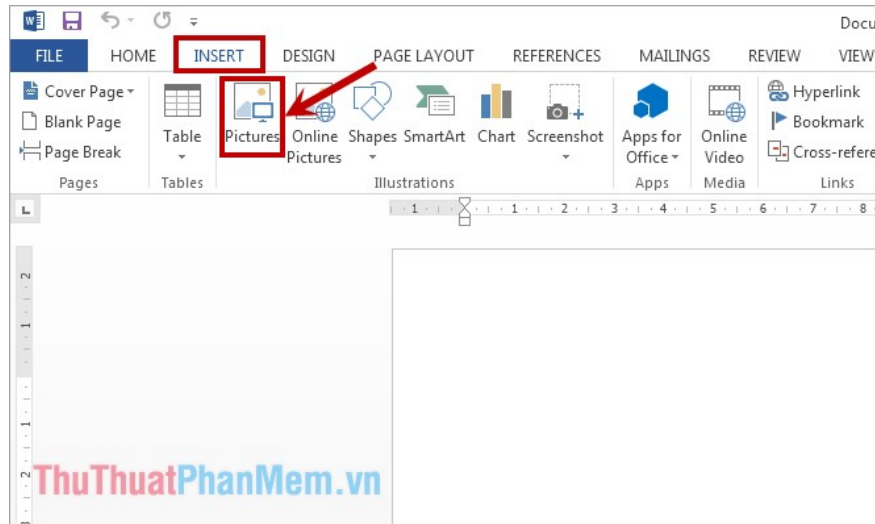


# Insert text into pictures with Word

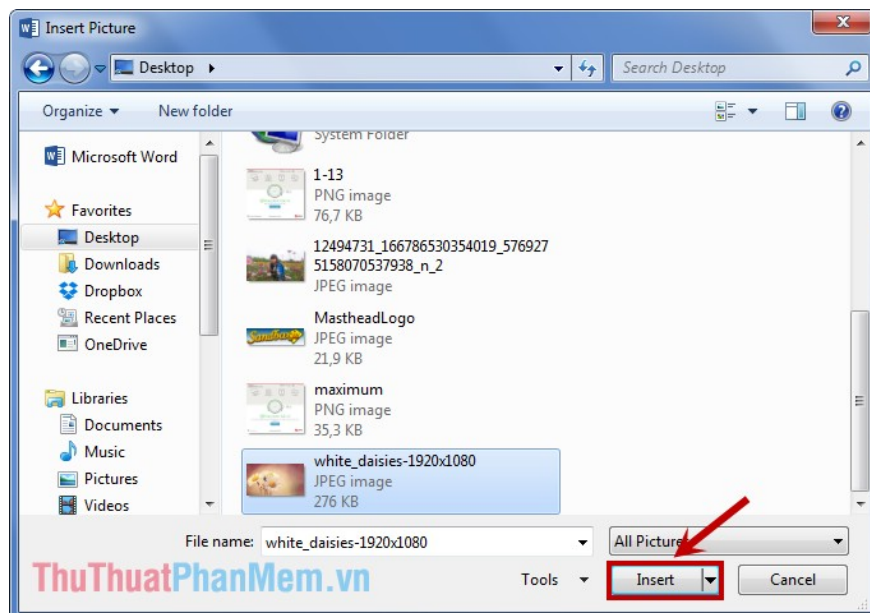
Inserting text into pictures with Word is not difficult, but it is not easy for those new to learning. This article will guide you through the steps to insert text into pictures with Word, you refer.

Inserting text into pictures with Word is not difficult, but it is not easy for those new to learning. This article will guide you through the steps to insert text into pictures with Word, you refer.

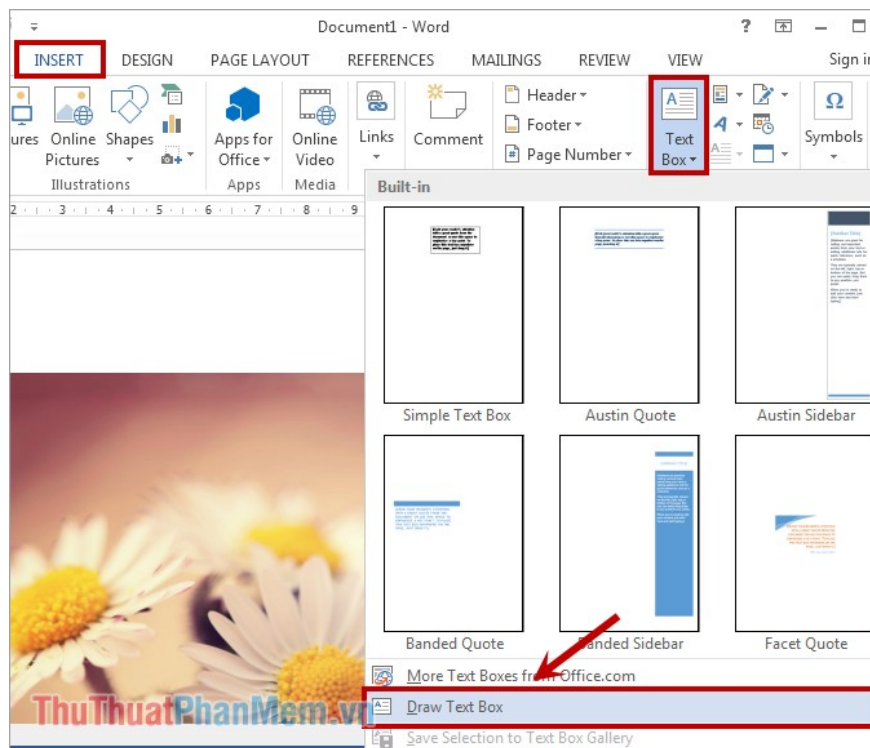
**Step 1:** First you need to insert the image into Word by clicking **Insert -> Pictures** .



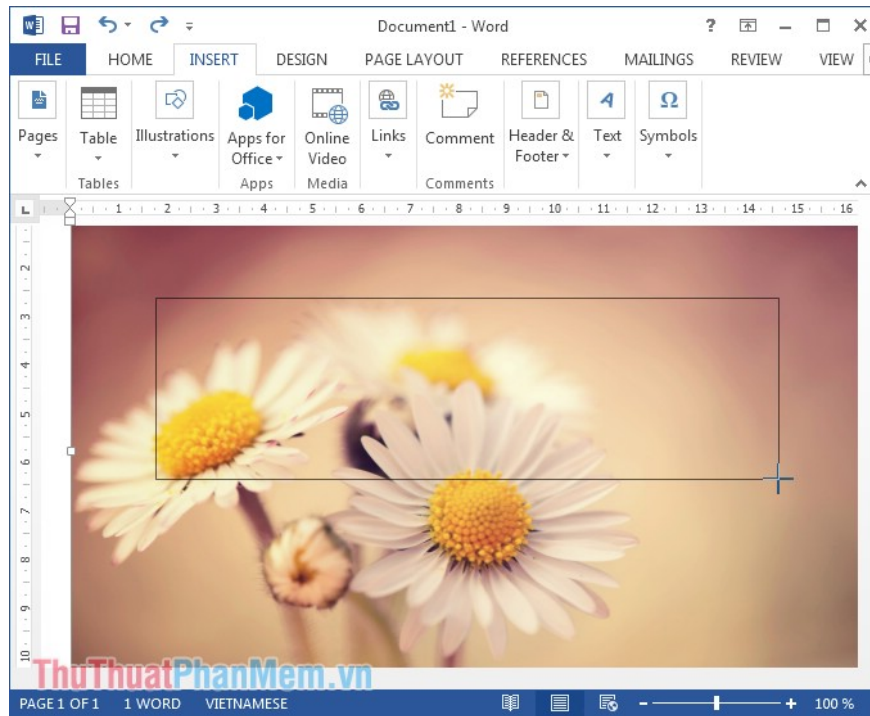
The **Insert Picture** dialog box appears , select the image to insert text and click **Insert** to add the image to Word.



**Step 2:** Next you add a **Text Box** to write text. Select **Insert** -> **Text Box** -> **Draw Text Box** .



Click and hold the left mouse button to start the word insertion and drag a selection of the writing area on the image.



Appears the white background area that you have just selected, you enter the text you want to insert into the image as you like.



**Step 3:** Next, you edit the font, size, font style, font color in the Home tab as you compose Word so that the text fits your purpose.

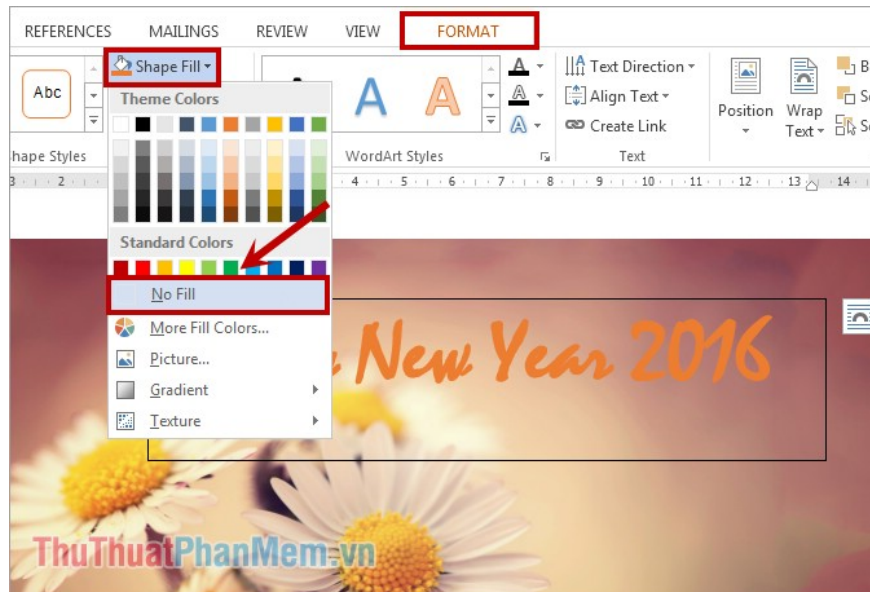


You can move the position of the text on the image by moving the mouse to any edge of the text frame when the mouse appears symbol as shown below, then hold down and drag the text to the position to insert.



**Step 4:** Remove the white background and the text border.

- To remove the white background, select the text box and select the **Format** tab -> **Shape Fill** -> **No Fill** .



- To remove borders, select **Format -> Shape Outline -> No Outline** .



Good luck!

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