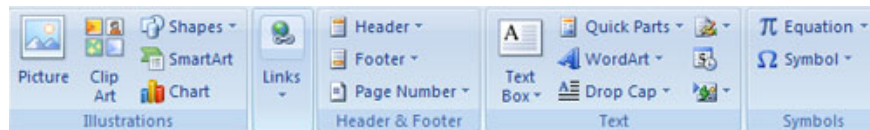


MS Word - Lesson 9: Insert pictures, mathematical characters, especially on documents

Word 2007 allows you to insert special characters, symbols, images, illustrations and watermarks.

TipsMake.com - Word 2007 allows you to insert special characters, symbols, images, illustrations and watermarks. You can access special characters, insert this image, mathematical symbol from the Symbols and Illustrations menu on Word.

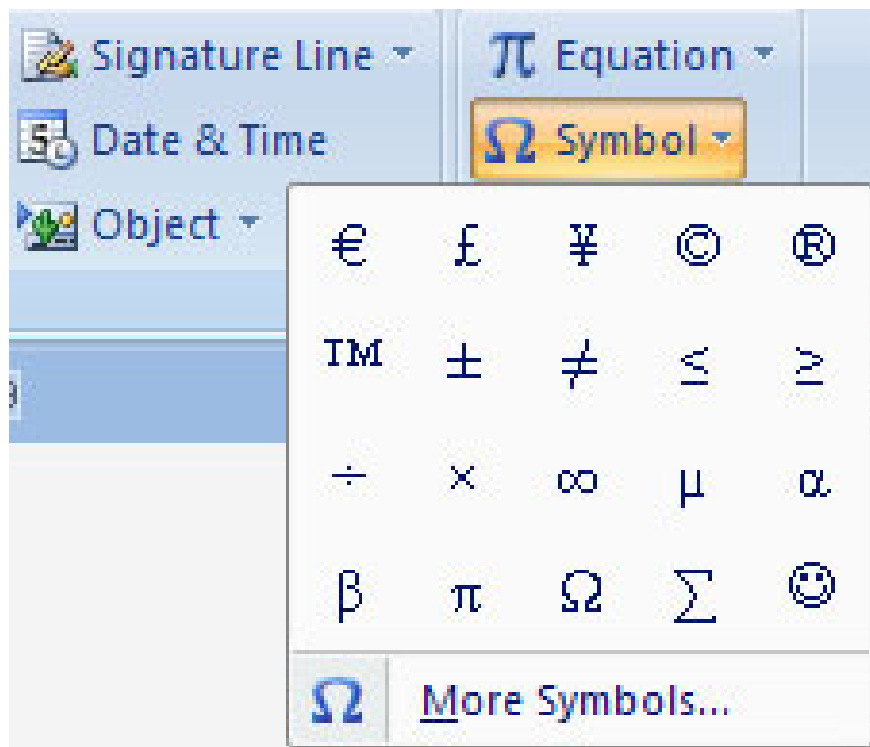
Below are illustrations and detailed instructions:



Symbols and special characters

Special characters like punctuation, spacing, or graphic characters that are not available on the keyboard. To insert symbols and special characters:

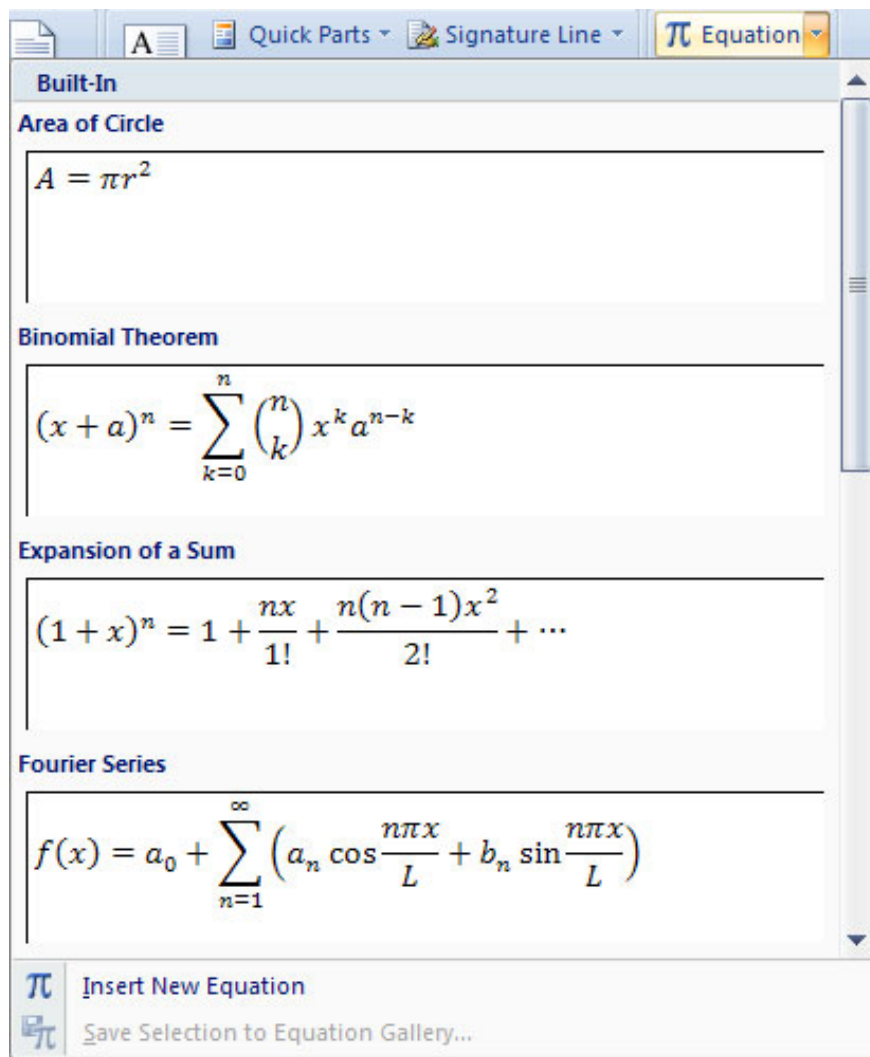
- Place the cursor where you want to insert the symbol
- Click the **Insert** tab on the **Ribbon**
- Click the **Symbol** button on the Symbols group
- Select the appropriate symbol.



Math tools

Word 2007 allows you to insert mathematical formulas. To see math tools:

- Place the cursor where you want to insert the mathematical formula
- Click the **Insert** tab on the Ribbon
- Click **Equation** button on **Symbols** group
- Select the appropriate mathematical formula or click **Insert New Equation**



- To edit math formulas: Click on the formula and the Design tab will appear on the Ribbon

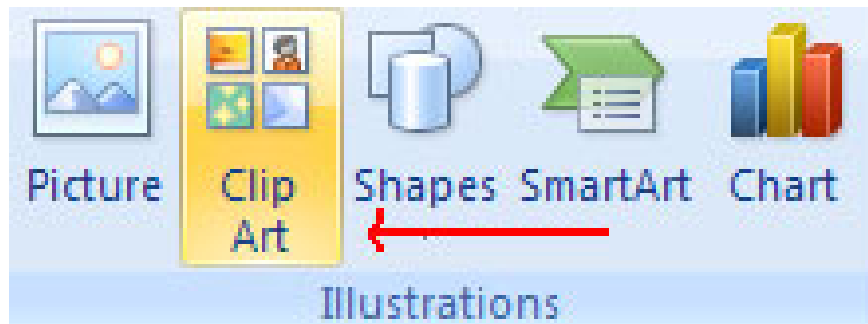


Illustrations, photos and SmartArt

Word 2007 also allows you to insert illustrations and images into documents. To insert illustrations:

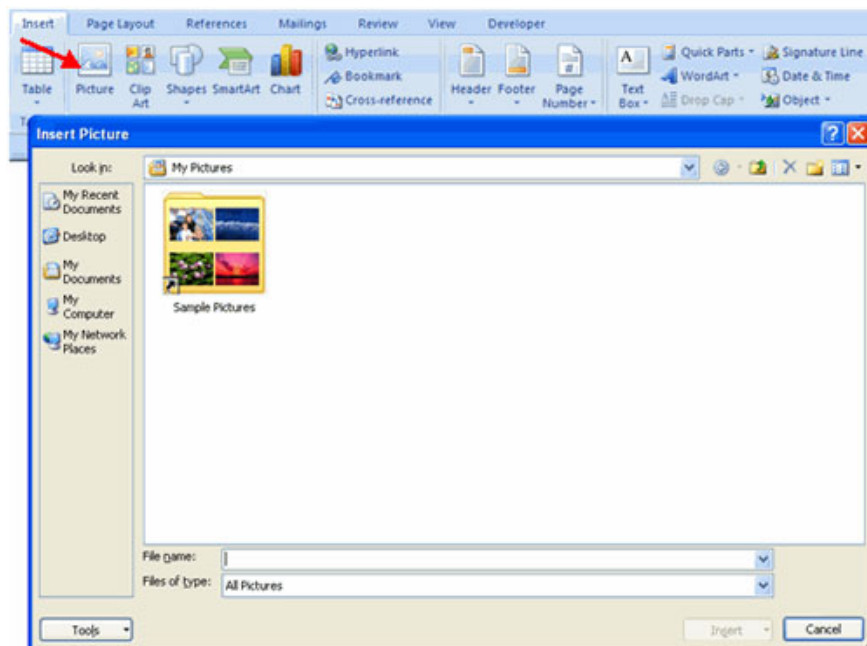
- Place the cursor where you want to insert illustrations or images
- Click the Insert tab on the Ribbon
- Click the **Clip Art** button
- The dialog box appears and you can find the template

- Select the illustration you want to insert



To insert an image:

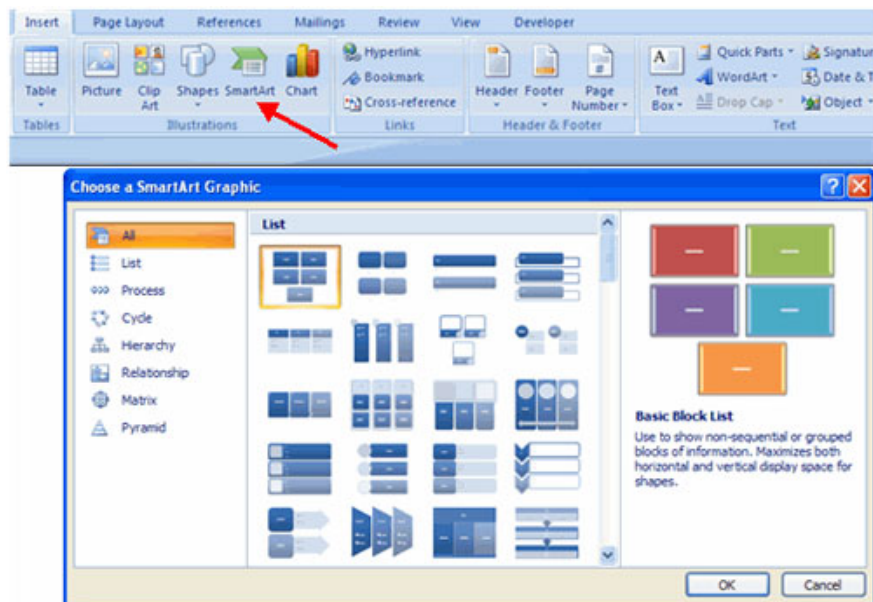
- Place the cursor where you want to insert
- Click the Insert tab on the Ribbon
- Click the **P**icture button
- Browse the image you want to insert and select the image.
- Click **I**nsert



Smart Art is a collection of graphics you can use to organize information in documents. To insert SmartArt:

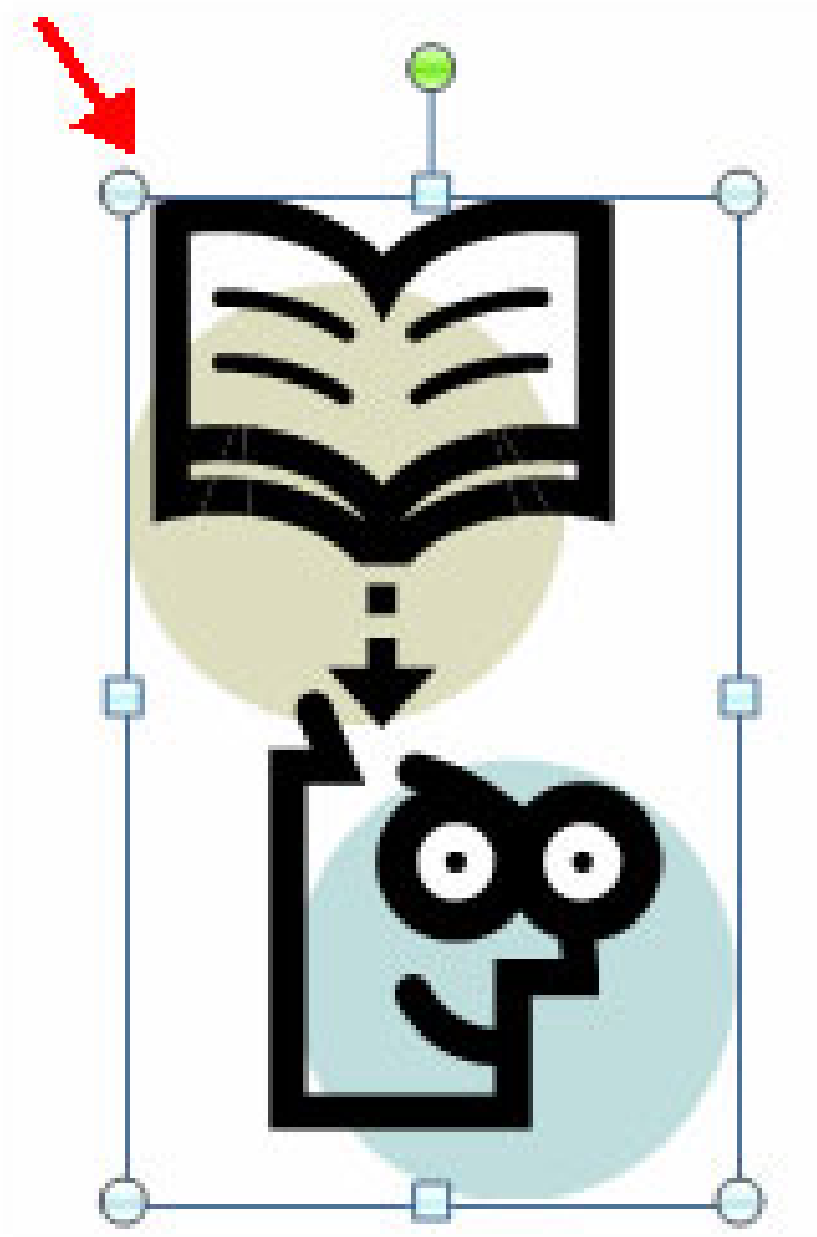
- Place the cursor where you want to insert an illustration or image
- Click the Insert tab on the Ribbon

- Click the **SmartArt** button
- Click on the SmartArt you want
- Click the arrow to the left to insert text or type text in the graphic.



Graphic size (image)

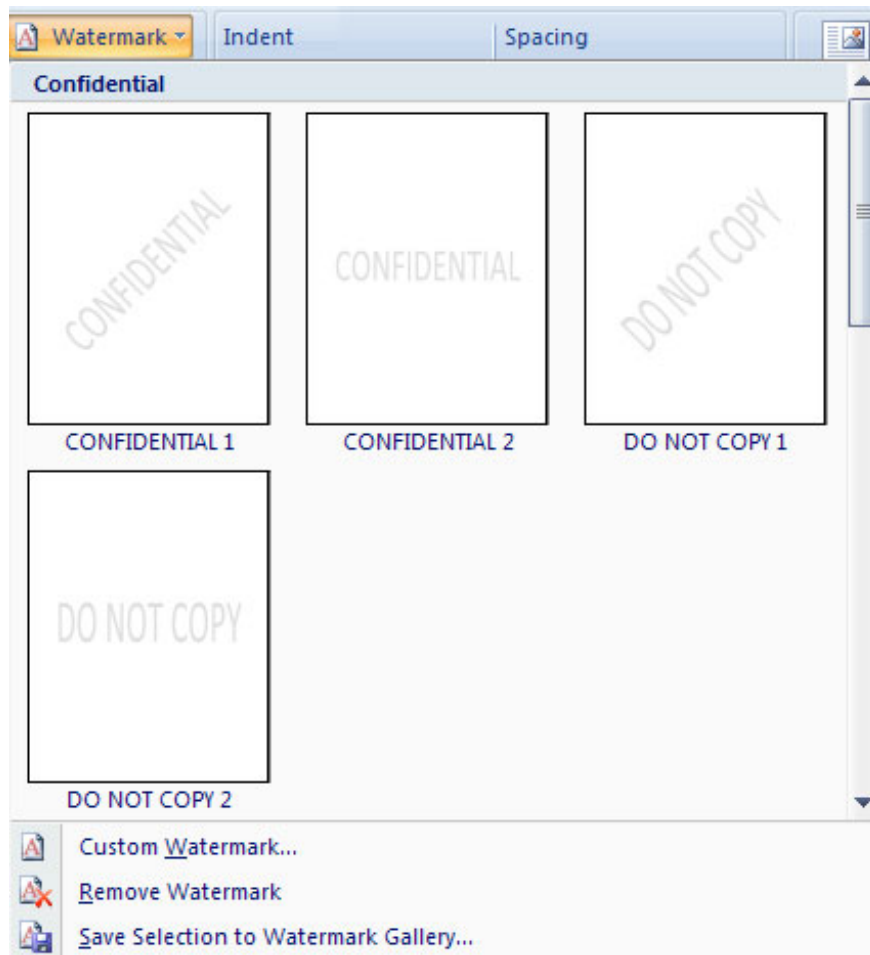
All figures can be increased or decreased by clicking on the image and clicking on a corner of the image then dragging to increase or decrease the image size accordingly.



Blurred photos

A watermark is a transparent image that appears immediately after the text in the document. To insert a watermark:

- Click the **Page Layout** tab on the Ribbon
- Click the **Watermark** button in the **Page Background** group
- Click on Watermark you want or click **Custom Watermark** and create a separate watermark.
- To remove a watermark, follow the steps above but select **Remove Watermark**.



Next article: MS Word - Lesson 10: Read and check the test version for the document

You finished reading the article "**MS Word - Lesson 9: Insert pictures, mathematical characters, especially on documents**" 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.