

The simplest ways to insert pictures in Word 2019

In this article, I will guide you through some extremely simple ways to insert images into Word 2019, you can apply to better word processing.

Microsoft Word is the most popular text editor on your computer. Companies, government agencies, and schools all use this software.

Inserting pictures into Word is a very easy operation, but not everyone knows how to insert quickly. So in this article I will guide you to insert pictures into Word quickly, as well as introduce some ways to format images in word.

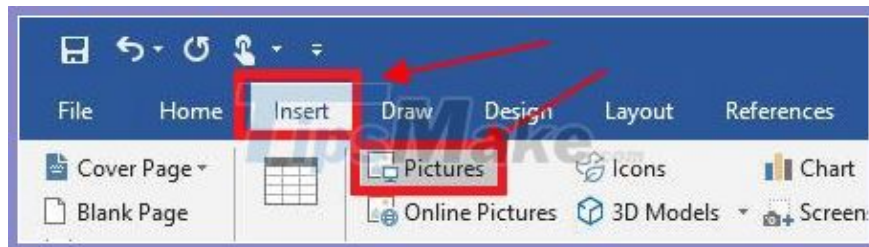
* **Note** : This article I use Word 2019 version.

1. Insert existing pictures in the computer (Insert pictures Offline)

Method 1: Use the toolbar

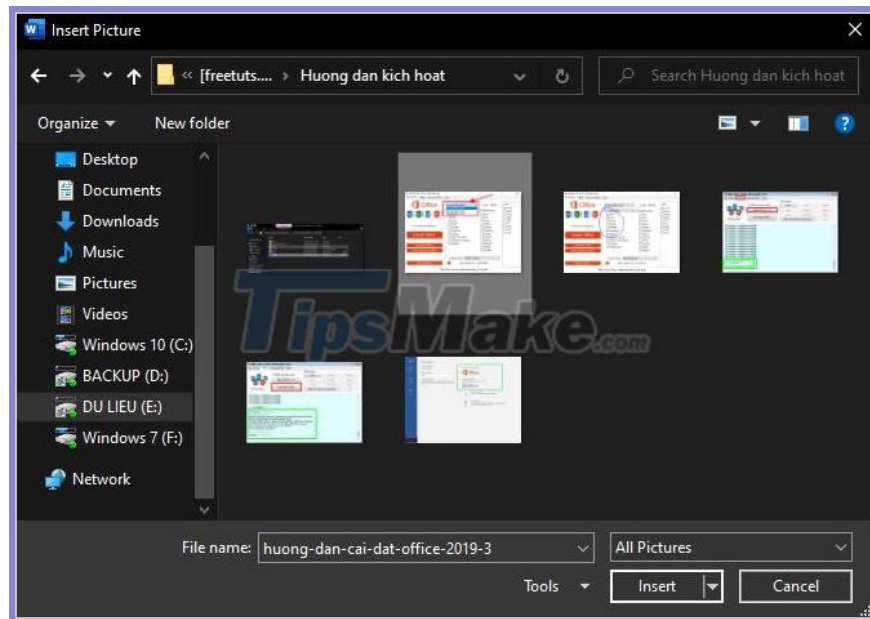
Step 1: Click **Insert** on the toolbar.

Step 2: Click on **Pictures**.



Step 3: Select the path to the image you want to insert.

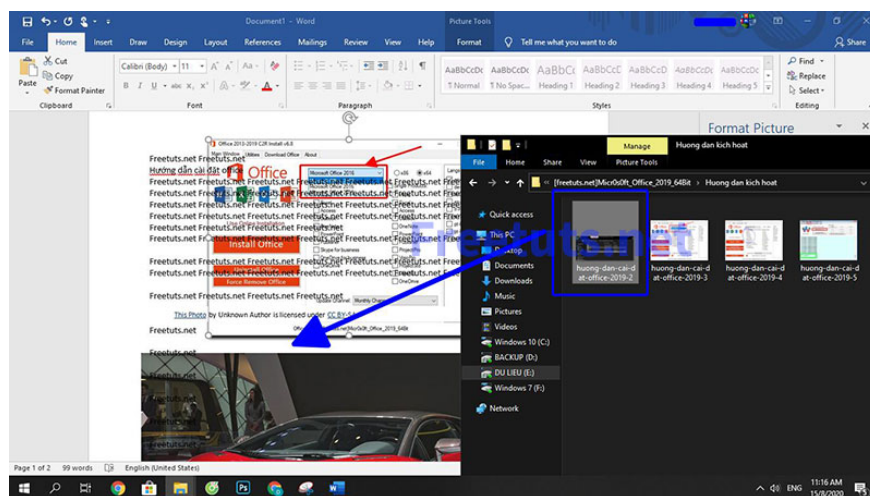
Left click on the picture -> Click **Insert** .



Method 2: Use drag and drop

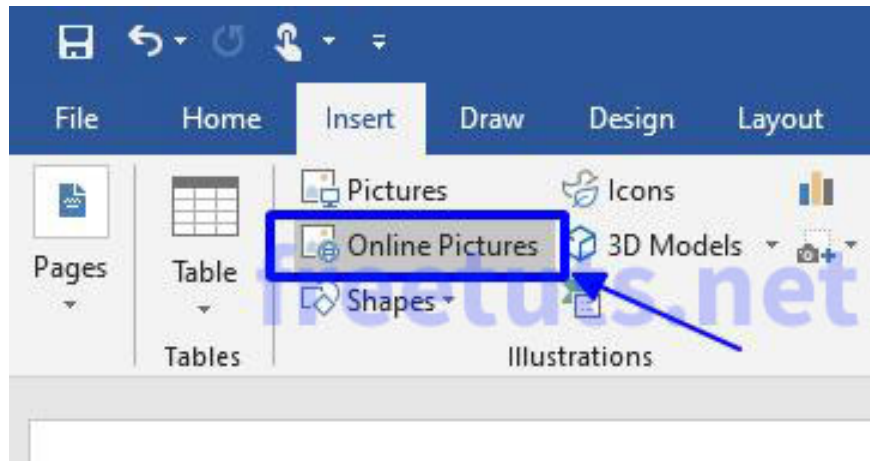
Step 1: Open the folder containing the photos.

Step 2: Use the left mouse to drag the image into Word application. Extremely simple and fast operation, you can also select multiple photos at once and then drag them.

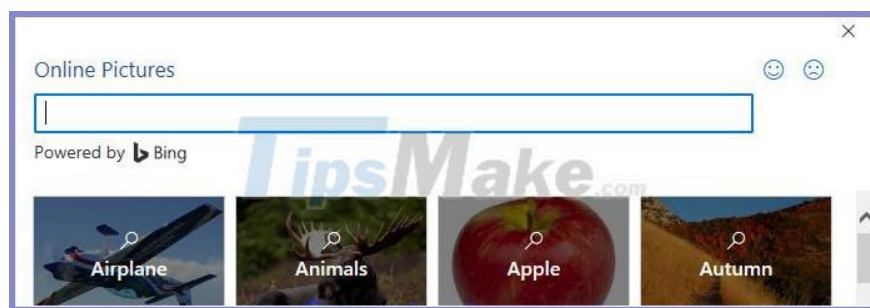


2. Insert pictures from the Internet (Insert pictures Online)

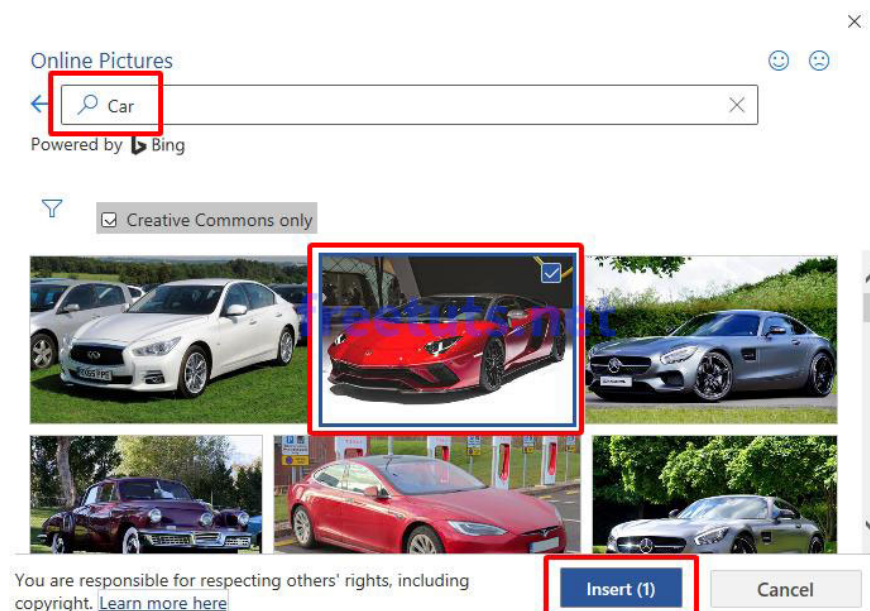
Step 1: Click **Online Pictures** on the toolbar.



Step 2: In the search box you type the subject you want to find, the search engine from Bing.



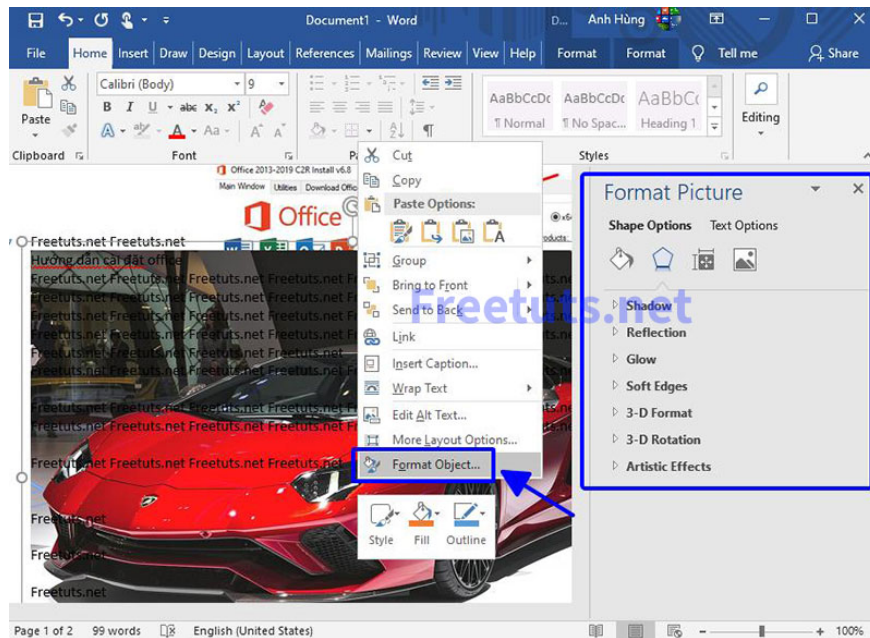
Step 3: Left mouse button on the image you want to insert -> Click **Insert**.



3. Some basic image formats

1. Format Object

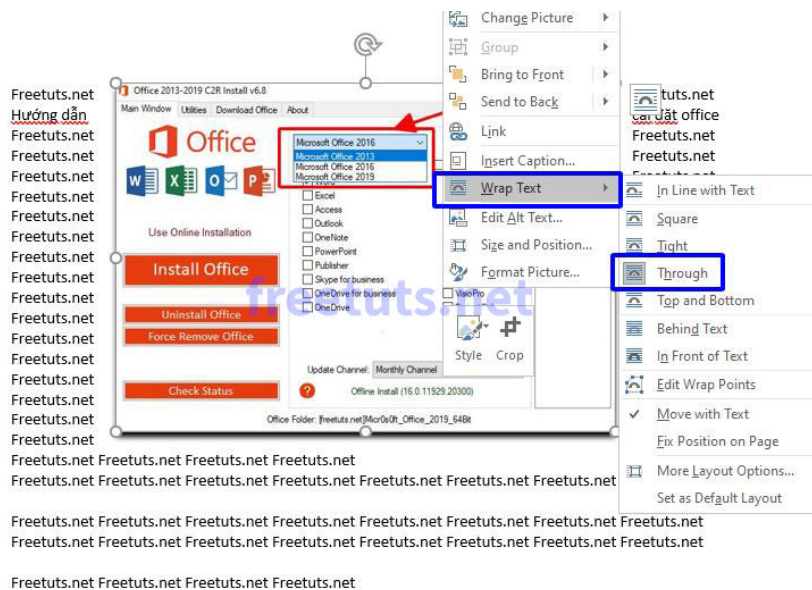
Right-click the image you want to format, choose **Format Object** -> You can customize the image with options in Format Picture including attributes such as *Shadow*, *Reflection*, *Glow*, *Soft Edges*.



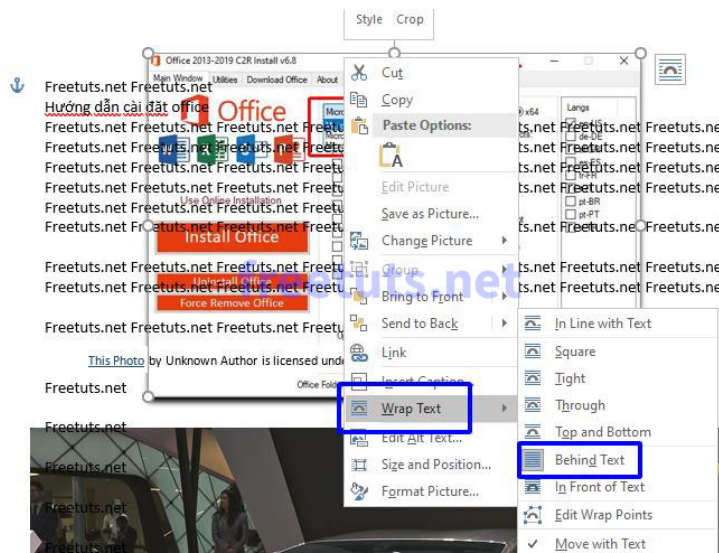
2. Customize how images are displayed

Right-click on the image -> Click Warp Text -> Select one of the properties like In Line With Text, Square, Tight.

As shown below, I am setting the *Through* property.



Example below its set properties **Warp Text** is *Behind Text*.



4. Conclusion

The easiest way to insert pictures in Word is here, hopefully with the above sharing to help you insert pictures into Word 2019 as quickly as possible. If there are any problems during the operation, please leave a comment, I will answer as quickly as possible. Good luck!

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