

Insert a Picture and Position pictures in Word

Do one of the following:

- ▶ Insert a picture from a Web page

Do one of the following:

To insert a picture from a Web page:

1. Open the Microsoft Office Word 2003 document.
2. From the Web page, drag the picture you want into the Word document.

To insert a linked picture from a Web page:

1. Open the Word document.
2. On the Web page, right-click the picture, and then click **Copy**.
3. In the Word document, right-click where you want to insert the picture, and then click **Paste**.

- ▼ Insert a picture from a file

1. Click where you want to insert the picture.
2. On the **Insert** menu, point to **Picture**, and then click **From File**.
3. Locate the picture you want to insert.
4. Double-click the picture you want to insert.

Position pictures in Word

You've got a great picture to illustrate your text, and you know exactly where you want it to be positioned. When you insert the picture, however, it floats off the page or seems to be cut off, which is not what you had in mind. To fix this problem, here's a quick solution.

When a picture is inserted into your Word document, its default placement is in line with your text. That is, Word inserts the picture where your cursor is, even though it may not be aligned properly with the text around it. If you want to reposition your picture precisely, follow these steps:

1. Select the picture.
2. On the **Format** menu, click **Picture**, and then click the **Layout** tab.
3. Click the **Advanced** button.
4. On the **Text Wrapping** tab, click the **Top and bottom** wrapping style or another style of your choice.
5. If you want to specify the picture's **Distance from text**, specify the distance in the **Top**, **Bottom**, **Left**, and **Right** boxes. Some elements on the tab may be dimmed, depending on the selections you make.
6. Click the **Picture Position** tab to select the picture's horizontal and vertical placement, as well as other options. Some elements on the tab may be dimmed, depending on the selections you make.
7. To close the **Advanced Layout** dialog box and save your selections, click **OK**.
8. To close the **Format Picture** dialog box and reposition your picture, click **OK**.

Turn on or off AutoCorrect options

1. **On the Tools menu, click AutoCorrect Options.**
2. To select the options, do one or more of the following:
 - To show or hide the **AutoCorrect Options** buttons, select or clear the **Show AutoCorrect Options buttons** check box.
 - To set the capitalization options, select or clear the next five check boxes in the dialog box.
 - To turn on or off the AutoCorrect entries, select or clear the **Replace text as you type** check box.
 - To turn on or off the spelling checker corrections, select the **Replace text as you type** check box, and then select or clear the **Automatically use suggestions from the spelling checker** check box.

Note To select the **Automatically use suggestions from the spelling checker** check box, you must first turn on automatic spell checking (On the **Tools** menu, click **Options**, and on the **Spelling & Grammar** tab, select the **Check spelling as you type** check box.

Create or change an AutoText entry

AutoText (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.) entries must be at least five characters long if you want to insert the entry by using AutoComplete.

▼ Create a new entry

1. Select the text or graphic you want to store as an AutoText entry.

To store paragraph formatting (paragraph formatting: Formatting that controls the appearance of a paragraph. Examples include indentation, alignment, line spacing, and pagination.) with the entry, include the paragraph mark (¶) in the selection.

2. On the **Insert** menu, point to **AutoText**, and then click **New**.
3. When Microsoft Word proposes a name for the AutoText entry, accept the name or type a new one.

If you plan to insert the entry by using AutoComplete, make sure the name contains at least four characters because Word inserts an entry only after four characters have been typed.

▼ Change an entry

1. Insert the AutoText entry into the document.

► How?

AutoText (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.) entries are divided into categories such as **Closing** or **Salutation**. Check the **Normal** category for entries you've created unless you know they are stored under another category.

1. Click in the document where you want to insert the AutoText entry.

2. On the **Insert** menu, point to **AutoText**, and then point to the type of entry you want to insert.
3. Click the name of the AutoText entry you want.

► Tips

- You can also use a shortcut to insert an AutoText entry. First, turn on AutoComplete (point to **AutoText** on the **Insert** menu, click **AutoText**, and then select the **Show AutoComplete suggestions** check box). In your document, type the first few characters in the AutoText entry's name. When Microsoft Word suggests the complete AutoText entry, press ENTER or F3 to accept the entry.

If the AutoText entry contains a graphic without text, press F3 to accept the entry.

To reject the AutoText entry, keep typing.

- The entries in the lists on the **AutoText** menu and the **AutoText** toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.) correspond to the language of the text that your insertion point is positioned in. For example, if you are typing French in the English version of Word, the AutoText entries that appear on the menu and on the toolbar list will be in French, but the ones on the **AutoText** tab in the **AutoCorrect** dialog box will be in English.

To insert AutoText entries in the language you're typing in, use the **AutoText** menu (point to **AutoText** on the **Insert** menu) or click **All Entries** on the **AutoText** toolbar. To insert AutoText entries in the language version of Word that you are using, use the **AutoText** tab in the **AutoCorrect** dialog box (point to **AutoText** on the **Insert** menu, and then click **AutoText**).

Also note that if you insert an AutoText field by using the **Field Options** dialog box (**Insert** menu, **Field** command), the **Field Options** dialog box, like the **AutoText** tab, reflects the language version of Word that you are using, not the language you are typing in.

2. Make the changes you want.
3. Select the revised AutoText entry.

To store paragraph formatting (paragraph formatting: Formatting that controls the appearance of a paragraph. Examples include indentation, alignment, line spacing, and pagination.) with the entry, include the paragraph mark (¶) in the selection.

4. On the **Insert** menu, point to **AutoText**, and then click **New**.
5. Type the original name of the AutoText entry.

► Rename an entry

1. On the **Tools** menu, click **Templates and Add-Ins**.
2. Click **Organizer**, and then click the **AutoText** tab.
3. In the **In** box on the left, click the entry you want to rename, and then click **Rename**.
4. In the **Rename** dialog box, type a new name for the entry.

5. Click **OK**, and then click **Close**.

Indent paragraphs

To change the indentation of text, do one of the following:

▶ Create a first-line indent



1. Select the paragraph you want to indent.
2. If you don't see the horizontal ruler (horizontal ruler: A bar marked off in units of measure (such as inches) that is displayed across the top of the document window.), click **Ruler** on the **View** menu.
3. On the horizontal ruler, drag the **First Line Indent** marker to the position where you want the text to start.



▶ Tip


For more precision in setting a first-line indent, you can select options on the **Indents and Spacing** tab (**Format** menu, **Paragraph** command). In the **Special** list under **Indentation**, click **First line**, and then set the other options you want.

▼ Increase or decrease the left indent of an entire paragraph

1. Select the paragraph you want to change.
2. On the **Formatting** toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.), click **Increase Indent**  or **Decrease Indent** .
3. Microsoft Word increases the indent by one tab stop (tab stop: A location on the horizontal ruler that indicates how far to indent text or where to begin a column of text.). If you want to change the position of the indent, you can first set a different

Basic formatting with styles in Word

1. **That's the advantage of using a style to format a document?** style's purpose is to apply many types of formatting at once.

You might be used to applying all your formatting directly from toolbars and menus. For example, to format a heading, you could use the **Bold** button  and the **Font** and **Font Size** boxes on the **Formatting** toolbar. Or the **Font** and **Paragraph** dialog boxes from the **Format** menu, which have more options to help you design text and set alignment and spacing.

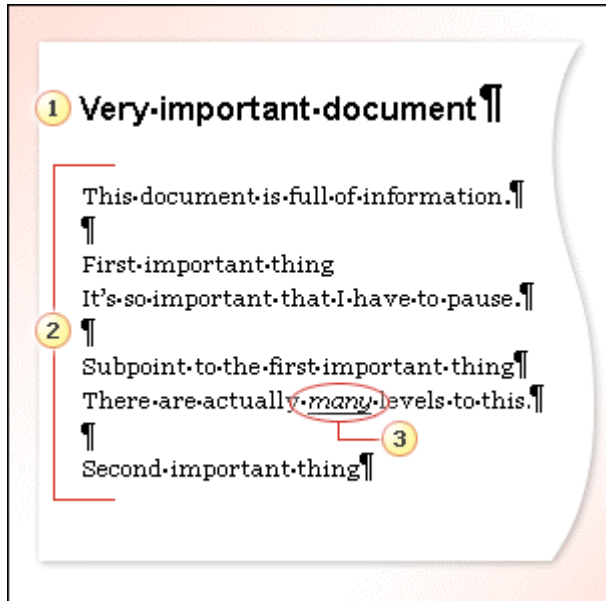
This is where styles come in. They're specially crafted packages of formatting that apply many attributes at once. Instead of applying each thing individually, you apply the style once and you're done. The style's there for you to use again and again.

The most robust area for working with styles is the **Styles and Formatting** task pane (**Format** menu).

To learn more about formatting with styles, see the course [Format your document with styles](#).

2. What kind of style is a heading style? A paragraph style.

Paragraph styles include not just font type and size but also formatting for a whole paragraph's text positioning and spacing. A paragraph style can be applied to one or more paragraphs.



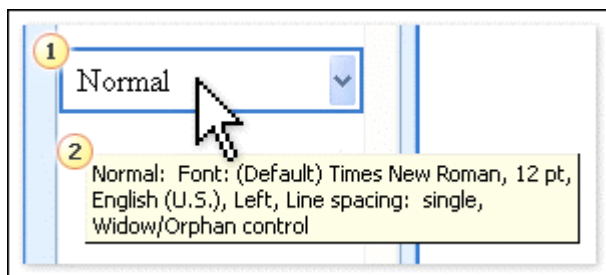
Paragraph styles and a character style (the text is shown with end paragraph marks displayed):

- 1 A heading is a paragraph style.
- 2 The default body text style in a new document, Normal, is a paragraph style.
- 3 The word "many" is an example of what might be a typical character style — applying italic and underline formatting to a word. This style applies in addition to the paragraph style.

Learn how to [apply a different style](#).

3. In the Styles and Formatting task pane, what's a quick way to see the attributes of a style? Point to the style.

When you point to a style in the task pane, a ScreenTip lists all the details of the style. In the picture, all the formatting included in the Normal style is spelled out.




- 1 Point to a style in the task pane to see a ScreenTip, which gives the details of its formatting.

2 Details of the Normal style: As a paragraph style, Normal has formatting not only for the font type and size (Times New Roman, 12 pt), but also for text positioning — such as left alignment and single-line spacing.

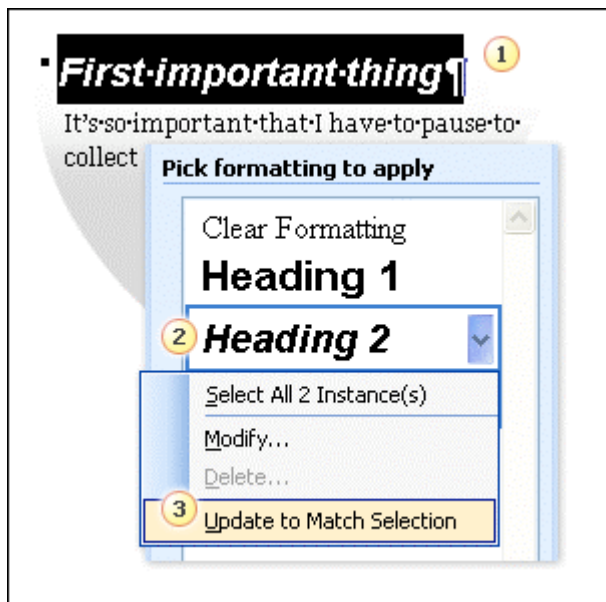
4. **There's a way to select every instance of a style in your document by clicking a single button.** True.

If you click one instance of the style in your document and then click the **Select All** button in the task pane, every bit of text that has this style is instantly selected.

5. **What's the quickest way to modify a style?** Select text and format it the way you want it, and then use the **Update to Match Selection** command in the style list in the task pane.

A fast way is to update the style based on actual formatting in your document. That is, if you want your Heading 2 to be indigo instead of black, select one of paragraphs that uses a Heading 2 in the document, and use the **Font Color** button  to change the color. Then use the **Update to Match Selection** command (as shown in the picture) to update the style.

Everything that has this style updates to reflect the change.



To change a heading style based on a selected example:

- 1 Select the heading and make the formatting change, such as a change to the font color.
- 2 In the task pane, point to the style, and click the arrow on the right to display the style's menu.
- 3 Then, click **Update to Match Selection**.

TIPS

1. Text with the same style applied looks different.


Some text may have been formatted manually with Microsoft Word formatting commands.


You can remove manual formatting from text:

- To remove manual formatting from a paragraph, select the paragraph — including the paragraph mark — and then press **COMMAND+OPTION+Q**.
- To remove manual formatting from characters, select the characters, and then press **CONTROL+SPACEBAR**.

Format Painter


1. **In Word and Excel, where is Format Painter located?** On the **Standard** toolbar.

Click the **Format Painter** button  on the **Standard** toolbar to copy formatting in Word or in Excel, then click another location to apply that formatting quickly.

Format Painter is also in other Office programs. To see if it is available in your program, look for the **Format Painter**  button, or type **Format Painter** in the **Type a question** box.

Tip If you don't see the **Standard** toolbar, on the **View** menu, point to **Toolbars**, and then click **Standard**.

2. **To use Format Painter, the first step is to:** Select the text or cell you want to copy formatting from.


You must first select the formatting you want to copy before you click **Format Painter** . Otherwise, Format Painter won't know what formatting you want to copy.

3. **In Word, you've copied a format that you want to apply to a single word. The fastest way to do that is to:** Click once anywhere in the word.

You only have to click once anywhere in a word to apply formatting to the entire word with Format Painter. Double-clicking and dragging to select the word will work too, but they take a little more time. Clicking once may seem a little strange at first, since the word is not selected, but it's fast, and it works. Try it.

Read about using Format Painter in Word.

4. **In Excel, a cell is formatted bold and red. You want to use Format Painter to make a lot of cells look like this. To do that you:** Click Format Painter twice.

To apply the bold, red format to multiple cells, first select the cell with that format. Then double-click **Format Painter**  on the **Standard** toolbar. That allows you to apply the formatting to as many cells as you want, one after another.

Read about using Format Painter in Excel.

This method works the same in Word.

5. **To turn Format Painter off, you press:** ESC

You don't always have to turn Format Painter off. If you turn it on with a single click, it turns off automatically after you click again to apply the formatting.

You only have to turn Format Painter off when you turn it on with a double-click to apply formatting to more than one block of text or to multiple cells in Excel.

You can also turn Format Painter off by clicking the **Format Painter**  button again.

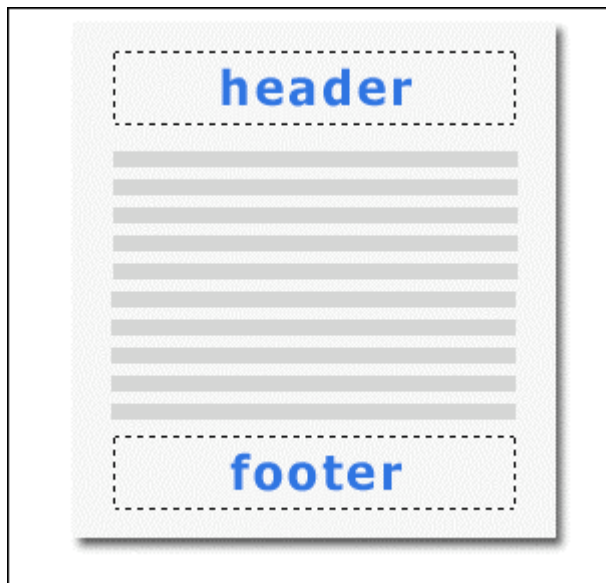
Headers and Footers

1. **What's a good reason to use a header or footer in your document?** To include the document title and page numbers.

Headers and footers are an excellent way of adding the document title and page numbers. You work with headers and footers in areas of the document that have been set apart from the main body. Word calls these the header and footer areas.

To gain access to these areas and add the information you want, click **Header and Footer** on the **View** menu. The first time you do this, Word opens a blank header and places the insertion point in it.

To learn more about headers and footers, see the course Headers and footers, simple to elaborate. Or see Demo: Headers and footers, from top to bottom.

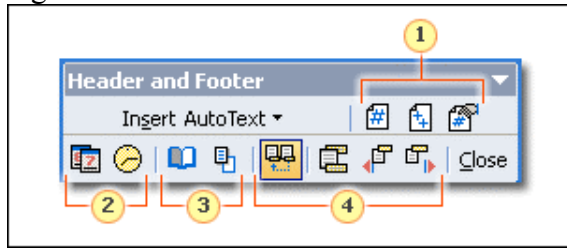


The header and footer areas.

2. **How do you open the Header and Footer toolbar?** On the **View** menu, click **Header and Footer**.

If you just want to add text to a header or footer, you can simply type it into the header or footer area. However, you can add other types of information by using the **Header and Footer** toolbar. For example, you can have Word add page numbers in the following format: Page 1 of 10, Page 2 of 10, and so on. You can even do really cool stuff like add a graphic, or a date and time that will be updated every time the document is opened.

The **Header and Footer** toolbar is a special kind of toolbar: It is only open when you are working with headers and footers, and it doesn't appear on the **Toolbars** submenu. You must close the toolbar to switch back to the main document.



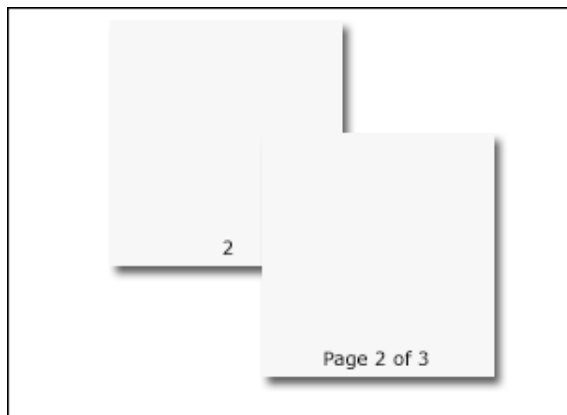
The **Header and Footer** toolbar, shown here in a shortened state (by default, it appears as a single row of buttons).

- 1 Page number buttons.
- 2 Date and time buttons.
- 3 Page layout buttons.
- 4 Header and footer layout buttons.

3.

How would you go about adding consecutive page numbers in the footer area? Use the **Insert Page Number** button on the **Header and Footer** toolbar.

The first thing is to decide where you want your page numbers: in the header or in the footer? Position the insertion point in the correct area and then move it to the location in the header or footer area where you want the page numbers to appear (left, right, center, and so on). Do this either by double-clicking in the desired location or by using the TAB key. Then, on the **Header and Footer** toolbar, choose the page numbering system and format you want.



Page numbers can be a simple figure or contain more detailed information.

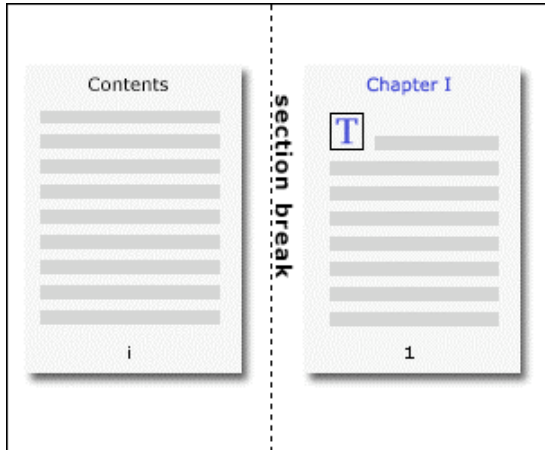
4. **Why use section breaks?** They lay the groundwork for formatting variations within different areas of your document.

Long documents frequently require different headers and footers in different parts of the document. For instance, you would need to change chapter headings in a book, since you don't want chapters 2 through 15 to say "Chapter 1." Different headers and footers in different sections not only look good; they also allow a reader to navigate a document more easily.

To set up different headers and footers, the first thing is to divide the document into **sections**. Sections are distinct portions of a document that contain a unique set of formatting attributes (they are not just used for headers and footers).

To create sections, you must insert **section breaks** between the various parts of the document. You'd do this from the **Insert** menu (**Break** command).

To learn more, see this lesson in the course about headers and footers, Add a standard header or footer.



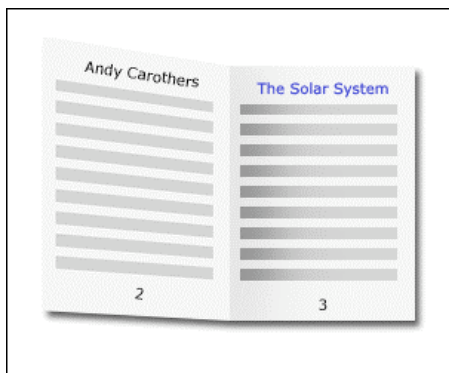
The section break allows completely different headers and footers.

5. When you use the Different odd and even setting for headers and footers, the setting is applied to: The entire document.

Having different headers and footers on odd and even pages is excellent for some documents. For example, you've probably noticed that many books have the book title on the even-numbered pages and the chapter title on the odd-numbered pages.

From the **Header and Footer** toolbar, you click the **Page Setup** button, and then on the **Layout** tab, select the **Different odd and even** check box.

To learn more, see the lesson in the course about headers and footers, Beyond the basics: Create elaborate headers and footers.



Document with headers that are different on the odd and even pages.