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How to attach image in word document

1 Click the place in your document where you want to insert the picture. Word's insertion cursor, a vertical blinking bar, will appear at this point. When you insert the image, its bottom-left corner will be at this point. This method works for all modern versions of Word beginning with Word 2016. You can also use it as a guide for earlier versions of Windows, although there will be fewer tools and features. 2 Click the Insert menu. It's near the top of Word between "Home" and "Draw" (or "Home" and "Design" in some versions). 3 Click the Pictures tool. It's in the "Illustrations" section of the toolbar running along the top of Word. Some location options will appear. If you're using Word 2019 or later, a menu will expand. If you're using Word 2016 or earlier, your file browser will appear. 4 Select the location where you saved your photo. Word 2019 or later: Click This Device if the picture is on your computer. Click Stock Images to select a free stock image from Microsoft's collection. Click Online Pictures to use Bing's image search to find photos on the web. If the photo is on your OneDrive, select Online Pictures and click OneDrive at the bottom-left corner. Word 2016: If the picture is on your computer, simply navigate to it in the file browser. If you want to search for a photo online or insert one from Facebook, Flickr, or your OneDrive, close the file browser and click the Online Pictures icon next to the "Pictures" in the toolbar. You can then select an image from Bing image search, Flickr, or Facebook. If the picture is on your OneDrive, click Online Pictures instead of Pictures and click Browse next to "OneDrive." 5 Select the image you want to insert. When you find the picture, click it once to select it. If you're selecting from stock images or online images, you can click multiple pictures to add more than one. If you're choosing files from your computer and want to add more than one picture, hold the Ctrl button down as you click each image. 6 Click Insert. It'll be near the bottom-right corner of the window no matter where you've selected your image(s). 7 Resize the picture. If you want to increase or reduce the picture's size, click it once to select it, and then drag any of the corner circles in or out.[1] You can also specify the size if you want. Double-click the picture to open the Picture Format tab at the top, and then set your desired measurements next to "Height" and "Width." 8 Use the curved arrow at the top of the picture to rotate it. It's above the dot at the top-center part of the picture. To rotate, place the mouse cursor over the curved arrow, and then click and drag the cursor left or right until you're satisfied. 9 Double-click the picture to access more editing tools. This opens the "Picture Format" (2019 and later) or "Format" (2016) tab at the top of Word. On this tab, you can: On the "Arrange" panel in the top-right area, click Wrap Text to choose how to situate the picture in blocks of text. You can also set alignment preferences here. To crop the picture, click the Crop tool in the "Size" panel at the top-right corner. The "Adjust" panel near the top-left corner has additional tools for background removal, color effects, and corrections. To add a border or effect around the picture, select one of the "Picture Styles" at the center of the Format bar, or choose any of the other options in the section to have more control over the style. 1 Click in the document. Do so near the place you want to insert the picture. 2 Click the Insert tab. It's at the top of the window. 3 Click Pictures on the left side of the tool bar. In some versions of Word, you may need to click Insert in the menu bar at the top of the screen, then select Pictures. 4 Select a location from which to add the image. Click From File... to locate and select the image file on your computer. Click Photo Browser... if you want Word to search for image files on your computer. 5 Click the image you want to add. 6 Click Insert. The image will be placed in the Word document where you clicked. 1 Find an image you want to copy. It can be from the Web, another document, or your photos library. 2 Right click on the image. 3 Click Copy. If your Mac doesn't have a right click function, Control+click or click with two fingers on your trackpad. 4 Right-click in the document. Do so near the place you want to insert the picture. 5 Click Paste. The image will be placed in the Word document where you clicked. 1 Locate the image you want to add. Find the image file on your computer in a folder, a window, or on your desktop. 2 Click and hold on the image file. 3 Drag it into an open Word document and release the click. The image will be placed in the Word document where you dropped it. Add New Question Question How do I flip the whole image? Click on the image and press Format. Then press Rotate, and then choose either Flip Horizontal or Flip Vertical. Question How to get clip art on Word? Go to the "Insert" tab, which is in between "Home" and "Page Layout." Then, click on the button that says "Clip Art" on it (between picture and shapes). A sidebar should pop up on the right. From there, search for the picture you want. When you have found the picture, double click it and the picture should appear in your word document. Question What do I do if I can't import graphics into my Word document? Put the cursor in document where you want the graphic/photo. Click on "insert," then choose "pictures." This should bring up your photos. Click on the one you want in the document, and it will be there. Ask a Question This article was co-authored by our trained team of editors and researchers who validated it for accuracy and comprehensiveness. wikiHow's Content Management Team carefully monitors the work from our editorial staff to ensure that each article is backed by trusted research and meets our high quality standards. This article has been viewed 246,126 times. Co-authors: 11 Updated: May 6, 2021 Views: 246,126 Categories: Microsoft Word Print Send fan mail to authors Thanks to all authors for creating a page that has been read 246,126 times. There are a lot of people who see Microsoft® Word as a tool for just writing text but are not aware that you can actually insert picture in Word documents. The truth is that knowing how to insert image in Word is very important if you must make a document as illustrative as possible. It is important to note that Word accepts a variety of image formats and it can also accept large image sizes. For instance, if image size is large, you can always resize them keeping the overall size of the document in view. If you work with Word, it is advisable to know how to insert picture in Word and this is exactly what this article will show you plus an added bonus of inserting pictures in PDF with PDFelement. How to Insert Picture in Word without Moving Text It is easy to insert picture in Word with just a few steps below with the button of "Insert Picture". Open a new Word document and go to the "Insert" tab. Note that anything that can be inserted into a Word document is located in the "Insert" tab. Click on the exact location you intend to insert picture in Word and then click on "Pictures". This will browse the image file stored in the system. Select the picture you want to insert to the document. Note that to insert multiple pictures, you can use the Ctrl button to select each of them by holding it down. Finally to insert image in Word document, click on "Insert" and the selected pictures will then appear in your Word document. You have the choice to resize it or adjust quality of image, size, color and add some effects if desired. PDFelement is cost-effective when compared to other competitors that are also great. One name that comes to mind is Adobe. However, with PDFelement, you can get all the top notch features of Adobe and the good thing is that it comes at a fraction of the price of Adobe. This is why it is regarded as the most cost-effective PDF editor. After opening a PDF file in PDFelement, you can click the "Edit" tab, then click on the "Add Image" button to insert a picture in PDF file directly. If you want to remove images from PDF, please check here for more steps. Tips: Word Format VS PDF Format We have seen how to insert picture in Word, it is time to see how pictures can be inserted in PDF. This is because as far as office business is concerned, it is almost impossible to avoid PDF. It is now one of the most popular document formats used all over the word in the sharing and distribution of digital documents. The reason for the surge in popularity is attributed to its capability to retain formats and its cross-platform compatibility. This gives it a massive edge over all other document formats including word and this is why knowing how to manipulate PDF to produce great documents is desired. However, it is important to note that working on PDF including inserting pictures to it will require you to use a PDF editor and there is actually no better PDF editor than PDFelement and you will see why. It boasts of top-class features and this is why it is regarded as an "All in One PDF Editor". It is capable of creating PDFs from scratch, converting PDFs from one format to another, editing PDFs as easy as editing word documents, and also signature application to documents to make it authentic. In addition, PDFelement helps users with their annotation issues, extract, merge, print as well as split PDF documents. The best part of it is that it allows for password protection of your documents and this means your documents will always be safe. It is important to mention that PDFelement is very easy to use. By this, it means that you do not need any technical skills to use the software. It is designed to be easily used by just anybody. For instance, it has a friendly user interface plus the availability of drag and drop options which makes it so easy to use. Another very important reason PDFelement is classed as one of the best PDF editors is because of its top-class OCR function. OCR is Optical Character Recognition and it is used in transforming any scanned PDF document into an editable, selectable, and searchable document. This means that you can easily convert an image-based PDF into some useable text without having to alter the document's appearance. Get more information about how to use PDFelement. Free Download or Buy PDFelement right now! Free Download or Buy PDFelement right now! Buy PDFelement right now! In many cases, merging images is required during your work with MS Word document. For example you want to combine two pictures just for a special effect. Without any help of image editor such as Photoshop, what can you do in Word? Please look at the following instruction. Merge multiple images/pictures into one in Word Merge multiple images/pictures into one in Word 1. Insert the images you want to merge in Word. See screenshot: 2. Click Insert > Shapes > New Drawing Canvas to insert the drawing canvas. 3. Copy and paste the images into the canvas and then drag them to the desired position. See screenshot: Tip: You can select the image a bit about text wrapping, though, you should know a bit about text wrapping. By default, when you insert images and other illustration objects into your document, Word applies one of two forms of text wrapping: "in line with text" (for images and other illustration objects) or "in front of text" (for shapes and 3D models). When you set an object's text wrapping to be in line with text, Word treats the object in question as a text character. If you type or paste text before or after the object, it moves along the line and down the page just like any other text character. When you set an object's text wrapping to be in front of the text, the object appears on top of any text, and you can move it to any position you want. Understanding how to wrap text around objects is an important part of getting objects positioned the way you want, so if you're not already familiar with how it works, we highly recommend you read our guide on the subject. RELATED: How to Wrap Text Around Pictures and Other Illustrations in Microsoft Word In this article, we're using an object for which we've set the text wrapping to "square." The positioning tools we'll take about apply to whatever type of text wrapping you're using, but the exact positioning you're able to perform will depend on what text wrapping you have set. Opening and Using the Position Menu With that out of the way, let's talk about those positioning tools. In your document, select the object with which you want to work, switch to the "Layout" menu, and then click the "Position" button. That button also appears on the "Format" menu of the Ribbon and works the same way. The Position drop-down menu is divided into two sections: "In Line With Text" and "With Text Wrapping." The "In line with text" section only offers the single default option, and here's what that looks like. The nine options in the "With Text Wrapping" section let you select a fixed position on the page for your object, ranging from the top left corner to bottom right corner. Here's our image with the "middle top" option selected. Now that we've selected a position our image will stay there no matter how the text changes. You can delete text from that paragraph, rearrange paragraphs, add new text, or whatever else you need to do and that image will remain at the position you selected. One thing to be careful with, however, is that selecting the entire paragraph to which the object is anchored will usually select the object as well. So, if you select and then delete that paragraph, you'll delete that object, too. You can see that an object is selected because it takes on a gray color and border. If you want to delete the paragraph without deleting the object, you can select the whole paragraph and then Ctrl-click the paragraph will then leave the object behind. You can also drag an object to a new location, and it will stay fixed in that new location. Fine Tuning and Other Options for Precise Positioning These basic presets work well for simple positioning, and you can drag your object to a specific place if you want. But what if you want to place two images a set amount apart, or keep your image a particular distance from the margins? Word provides a palette of options you can use to fine-tune an object's position. Select your object, head back to Layout > Position, and this time click the "More Layout Options" command. The Layout window should open with the "Position" tab selected. Here you can customize to your heart's content. Let's take a look, starting with the Alignment options. These two options (one for horizontal and one for vertical alignment) control how the object is aligned in relation to parts of the document. We set our image to the middle top of the page previously, and you can see that choice reflected in the image below with the horizontal alignment set to "centered" and the vertical alignment set to "top"—both measurements relative to the margin of the page. If you want those alignments measured relative to something other than the page margin, you can choose different options from the drop-down menus to the right of each option. In the "Horizontal" section, you'll also see a "Book layout" option, which is used when your document is in a left page/right page format for printing and binding. The options here are quite simple. You can position your object relative to either the inside or outside of the margin or page. These options work in tandem with the Layout > Margin options, especially the "Mirrored" option. Completing the set are "Absolute position" and "Relative position" in both the "Horizontal" and "Vertical" sections. These options give you much finer control over the specific position of an object. Choosing an "Absolute position" means your object will stay in that exact position no matter what other formatting or text you might change. A "Relative position" means your object will be placed relative to a part of the document's structure so if that part of the document moves, your image moves with it and stays in the same relative position. This is useful when you want your image to always be a certain distance away from a margin, for example, even if you change the margin later on. Overlapping Your Images Underneath the "Horizontal" and "Vertical" sections in the Layout window, you'll also find a few other options. Let's start with the "Allow overlap" option because that's pretty simple and also very useful. If you've got more than one object in your document and you want some to be able to overlap with others, you need to—you guessed it—enable the "Allow overlap" option. This is a "whole document" setting, which means it affects every object in the document, not just the object that you had selected when you turned the setting on. This makes a lot of sense if you think about it, because why would you ever turn this on for one image but no others? Like all positioning options, "Allow overlap" only applies to images which aren't using the "In line with text" wrapping style. Once you've turned it on you can drag your images around to overlap how you want. If you want to change which image is in front of the other, switch to the "Layout" (or "Format") tab and use the "Bring Forward" and "Send Backward" options to layer the images the way you want. Understanding the "Lock Anchor" and "Move Object With Text" Options The various horizontal and vertical alignment options (and the "Allow Overlap") are pretty straightforward, especially after you've played with them a bit and seen the effect they have on positioning. The "Move Object With Text" and "Lock anchor" options, on the other hand, often cause some confusion, so we'll take a bit more time to explain how they work. First things first: When you start experimenting with these two options, you might notice that not much happens no matter which you choose. That's because these options only affect objects that don't have a fixed position. When you changed your image from "In line with text" to a different text wrapping style, a setting was enabled that you probably missed unless you explicitly looked for it. This setting is called "Fix Position on Page," and you can find it on the Layout (or Format) > Wrap Text menu. When you have the "Fix Position On Page" option turned on, the "Move object with text" and "Lock anchor" options in that Layout window don't do anything. Those options only work if the image is allowed to move. To use them, you have to turn on the "Move With Text" option instead. And that's where the confusion usually sets in. The "Move With Text" option on the Wrap Text menu is not the same as the "Move Object With Text" option in the layout window. So, go ahead and enable the "Move With Text" option on the Wrap Text menu and then return to the Layout window. Let's start with the "Move Object With Text" option. This setting determines whether the object will move with the paragraph to which it's anchored. If this setting is switched on, you can add or delete paragraphs above the one containing your object and the object moves along with its own paragraph. If we look at our example will show this in action. We'll start with an image in the text, set to the "Square" text wrapping option and the "middle top" position. When "Move object with text" is turned on, the image stays where it is on the page when we add another paragraph above. But when "Move object with text" is turned off, the image stays where it is on the page when we add another paragraph above. This brings us to the way that Word marks an object as belonging to a particular paragraph—how it knows to move the object with the paragraph when "Move object with text" is turned on. Word does this by using an "anchor." You can see the anchor when you select an image, though. To see the anchor then go to File > Options > Display and make sure "Object anchors" is switched on. By default, the anchor is attached to the paragraph you into which you insert the object, but when you move the object to another paragraph, the anchor moves with it. Let's say you have two paragraphs: paragraph one and paragraph two. If your object is in paragraph one and "Move object with text" is switched on, your object will move along with paragraph one. If you drag your object into paragraph two, the anchor becomes attached to paragraph two, and then the object will move along with paragraph two. But what if you wanted your object to stay in the same position on a page, but always be on the page with its anchor paragraph? This is where the "Lock anchor" setting comes in. When you turn on "Lock Anchor," you can then move your image to any position on the same page as the anchor paragraph, and the object will stay in that position. However, if you move the anchor paragraph to another page, the object will also move to that page, but stay in the same relative position on the page. So, for example, if you had your object in the center top of the page and you moved the anchor paragraph to another page, the object would also move to the same page where you moved the anchor paragraph, but remain at the top center of that new page. That covers image positioning in all its glory, so next time someone dismisses Word as just a glorified typewriter that can't handle images properly, you'll know that they're wrong. So, so wrong.