How to put text and images together in a Word Document

Assumptions:

- Images are pictures or graphics. In these examples they include the following extensions: .jpg .jpeg .png .bmp
- You already know how to work with Word basics like text, paragraphs, tables.
- We are not going to go into detail on editing an image…only crop and resize.
- There are many ways to make things happen in Word – menus, right clicks, etc. You do you.
- I use Windows. I don't have a Mac and you may have to make adjustments for the Mac interface.
- Note: This set of examples may not be helpful for other word processing software like Google Docs.

Renee's Steps for Success:

- Mise en place: Have everything ready!
    - Where are your images?
    - Do you need to do any editing before you bring them into Word or is it editing that you can do in Word?
    - Best Practice – have an actual image file rather than "cut and copy." You may have unpredictable results.
- Use Show All by choosing the Paragraph Mark ·¶ on the top menu in order to see formatting.
- I like to put a border around the image, especially when the edges are not clear because they are white/light.
- Save often.

Good YouTube Resource: Teacher's Tech

Teacher's Tech: Microsoft Word Tutorial - Beginners Level 1

https://www.youtube.com/watch?v=HC13M8FGlNc

Beginners Level 1: at 17:39 Insert and format pictures.

Teacher's Tech: Intermediate Lesson 1

https://www.youtube.com/watch?v=vIff63HAANU

Intermediate Lesson 1: at 17:50 Add Captions to charts, images, and tables

How to put text and images together in a Word Document

Option 1: Put an image with the text – The image will move with the text.

You might use this approach if you want to:

- Put a simple photo or graphic (like a map) into your narrative.
- Move the image with the text as you create your narrative.

<u>**One image with Text**</u>

Step 1: In a Microsoft Word Document, add an image to your paragraph.

Insert | Pictures | This Device

This is a photo of my grandmother, Sarah Elizabeth "Sadie" Davis, born in Louisa County, Iowa, on 14 Jul 1896. Sadie was of 100% Welsh heritage and was the third generation born in Iowa. Her grandmother, Elizabeth Ann Griffith, was born in Louisa County just after her parents immigrated to the United States and settled in Iowa in 1841.

Sadie married my grandfather, James Granville Love, on 22 Apr 1920 in Crawfordsville, Iowa in Washington County. Sadie and Granville married in a double wedding with her sister, Ada Jane, and Granville's best friend, Blake Spencer. Granville and Blake were back from their time in the Army in the Great War.
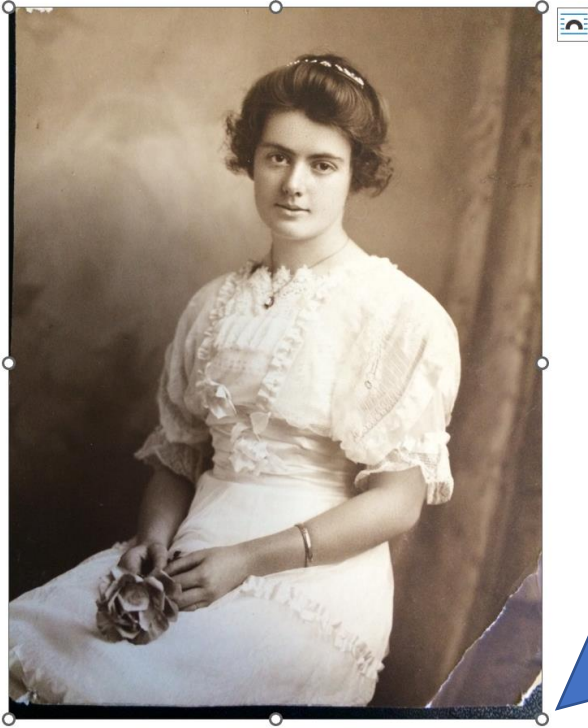
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Step 2: Adjust the size of your image.

Select the photo | Adjust the size of the image with the handles on the edges of the image.

Granville's best friend, Blake Spencer. Granville and Blake were back from
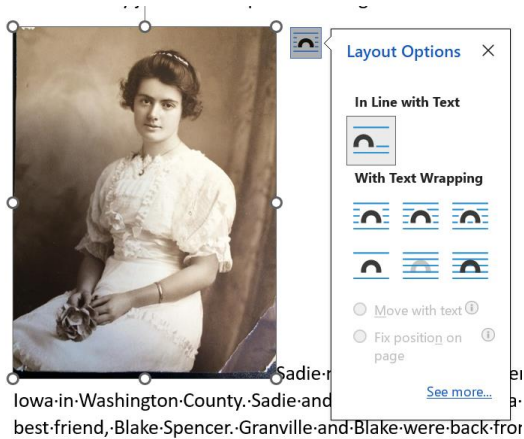Great War.

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Step 3: Choose where you want the image to be in relation to the text.

Select the photo | Move the photo to the spot you like | Choose the Layout Option you prefer

Example 1: In Line with Text

This is the Default. If you need to go back to this option, Select the icon for Layout Options to see **In Line with Text.**

Here is what it will look like:

This is a photo of my grandmother, Sarah Elizabeth "Sadie" Davis, born in Louisa County, Iowa, on 14 Jul 1896. Sadie was of 100% Welsh heritage and was the third generation born in Iowa. Her grandmother, Elizabeth Ann Griffith, was born in Louisa County just after her parents immigrated to the United States and settled in Iowa in 1841.
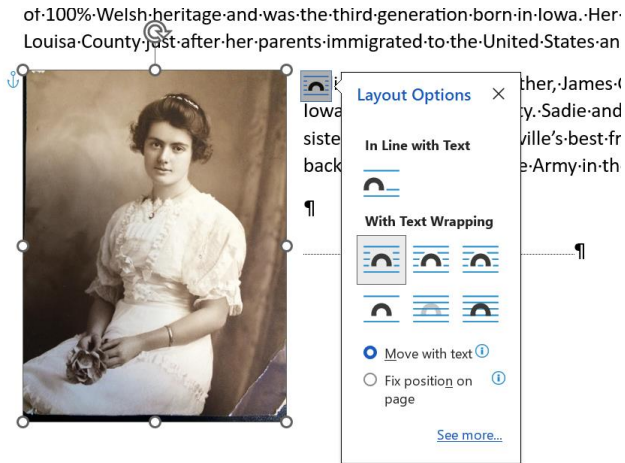

Sadie married my grandfather, James Granville Love, on 22 Apr 1920 in Crawfordsville, Iowa in Washington County. Sadie and Granville married in a double wedding with her sister, Ada Jane, and Granville's best friend, Blake Spencer. Granville and Blake were back from their time in the Army in the Great War.

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Example 2: With Text Wrapping

With Text wrapping, you can choose where the image is in relation to the text and how tightly the text and image will work together.

Here is what it will look like:

This is a photo of my grandmother, Sarah Elizabeth "Sadie" Davis, born in Louisa County, Iowa, on 14 Jul 1896. Sadie was of 100% Welsh heritage and was the third generation born in Iowa. Her grandmother, Elizabeth Ann Griffith, was born in Louisa County just after her parents immigrated to the United States and settled in Iowa in 1841.


Sadie married my grandfather, James Granville Love, on 22 Apr 1920 in Crawfordsville, Iowa in Washington County. Sadie and Granville married in a double wedding with her sister, Ada Jane, and Granville's best friend, Blake Spencer. Granville and Blake were back from their time in the Army in the Great War.

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Option 2: Put an image with the text – Lock the image on the page.

You will use this approach if you want to have the image stay put on the page.

Image locked in place next to Text

Step 1: In a Microsoft Word Document, add an image to your paragraph.

Insert | Pictures | This Device

Step 2: Adjust the size of your image.

Select the photo | Adjust the size of the image with the handles on the edges of the image.

Step 3: Choose where you want the image to be in relation to the text.

Select the photo | Move the photo to the spot you like | Check the box in Layout Options: Fix Position on Page

Note: You have to choose **With Text Wrapping** in order to Fix Position on page.

Sadie·married·my·grandfather,·James·Granville·Love,·on·22·Apr·1
and·Granville·married·in·a·double·wedding·with·her·sister,·Ada·Ja

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Here is what it will look like: (I added a bunch of paragraph marks and the text moved but the photo did not.

This is a photo of my grandmother, Sarah Elizabeth "Sadie" Davis, born in Louisa County, Iowa, on 14 Jul 1896. Sadie was of 100% Welsh heritage and was the third generation born in Iowa. Her grandmother, Elizabeth Ann Griffith, was born in Louisa County just after her parents immigrated to the United States and settled in Iowa in 1841.

Sadie married my grandfather, James Granville Love, on 22 Apr 1920 in Crawfordsville, Iowa in Washington County. Sadie and Granville married in a double wedding with her sister, Ada Jane, and Granville's best friend, Blake Spencer. Granville and Blake were back from their time in the Army in the Great War.

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How to get to the options box to see all of the options

Select the Image | Picture Format (top menu) | Select the Position Icon | More Layout Options

In the Layout box, you can set more details about the position of the image, how close the image is to the margins, paragraphs, and text on the page.
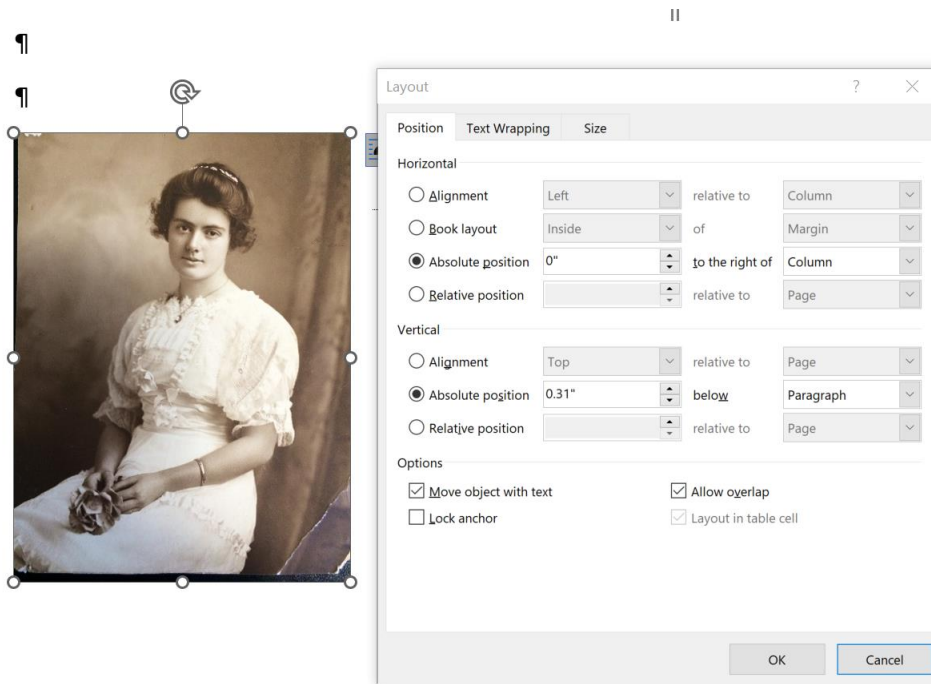
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Option 2: Put an image(s) in a table.

You might use this approach if you want to:

- Put a caption under an image like names under a picture or a source.
- Put two pictures next to each other.
- Original plus transcription.
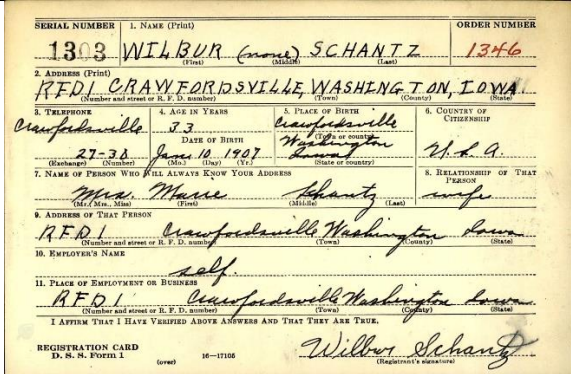
One graphic with a source below the graphic

Step 1: Insert a Table with two cells.
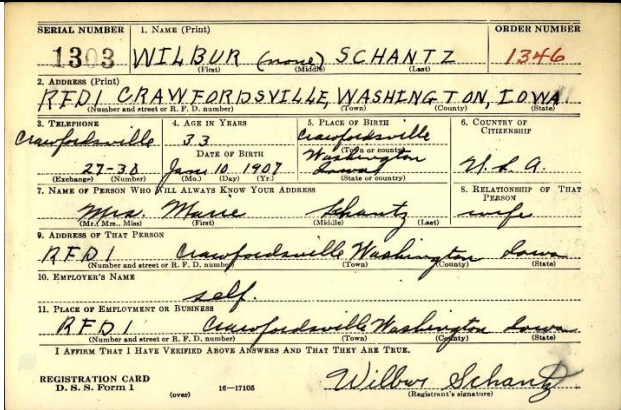
Insert | Table | (Choose 1 x 2 cells)

Step 2: Insert a graphic into the top cell. Resize the image as necessary.

Insert | Pictures | This Device

Step 3: Type the source information in the bottom cell.

National Archives at St. Louis; St. Louis, Missouri; WW II Draft Registration Cards For Iowa, 10/16/1940-03/31/1947; Record Group: Records of the Selective Service System, 147; Box: 438; image on Ancestry.com, accessed 5 Apr 2023

Step 4: Choose additional formatting for the table and the image.

Example below:

Put the image in the middle of the cell: Choose picture (right click on the picture), choose Paragraph | Center

Add a border to the image: Choose picture (right click on the picture), Format Picture | Format Text Effects | Text Outline | Solid Line (choose Color, Width, Style)

Remove the border from the table: Choose table (right click in the table), Table Properties |Borders and Shading | None

Center the Table: Choose table (right click in the table), Table Properties | Center

National Archives at St. Louis; St. Louis, Missouri; WW II Draft Registration Cards For Iowa, 10/16/1940-03/31/1947; Record Group: Records of the Selective Service System, 147; Box: 438; image on Ancestry.com, accessed 5 Apr 2023

Two graphics with captions

Step 1: Insert a Table with four cells

Insert | Table | (Choose 1 x 2 cells)

Step 2: Insert images into the top two cells. Resize the images as necessary.

Insert | Pictures | This Device

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Step 3: Type the captions in the second row of the table.

Sarah Elizabeth "Sadie" Davis, 1896-1933	Ada Jane Davis, 1898-1994

Step 4: Choose additional formatting for the table and the image.

Example below:

Put the images in the middle of the cell: Choose picture (right click on the picture), choose Paragraph | Center

Add borders to the image: Choose picture (right click on the picture), Format Picture | Format Text Effects | Text Outline | Solid Line (choose Color, Width, Style)

Change the border from the table: Select the table, Table Properties |Borders and Shading | Choose the border size, style, and color

How to put text and images together in a Word Document

Center the caption under the photos

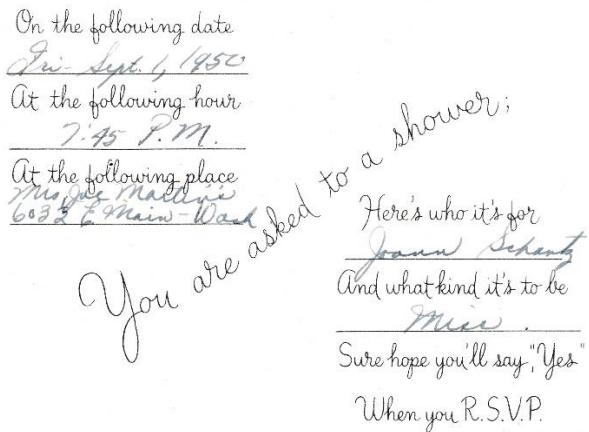|	
Sarah Elizabeth "Sadie" Davis, 1896-1933	Ada Jane Davis, 1898-1994

One image with transcription

Step 1: Insert a Table with two cells. In this example, the image and transcription are side by side.

Insert | Table | (Choose 2 x 1 cells)

Step 2: Insert a graphic into the left cell. Resize the image as necessary.

Insert | Pictures | This Device

Step 3: Type the transcription in the right cell.

	On the following date
	Fri Sept 1, 1950
	At the following hour
	7:45 P.M.
	At the following place
	Mrs. Joe Martins
	6033 E Main – Wash
	You are asked to a shower;
	Here's who it's for
	Joann Schantz
	And what kind it's to be
	Misc.
	Sure hope you'll say, "Yes"
	When you R.S.V.P.

Step 4: Choose additional formatting for the table and the image.

Example below:

Add a row for additional information about the transcription

Merge the cells in the second row

	On the following date
	Fri Sept 1, 1950
	At the following hour
	7:45 P.M.
	At the following place
	Mrs. Joe Martins
	6033 E Main – Wash
	You are asked to a shower;
	Here's who it's for
	Joann Schantz
	And what kind it's to be
	Misc.
	Sure hope you'll say, "Yes"
	When you R.S.V.P.
Wedding Shower invitation in honor of Joann Phyllis Schantz, 1931-, married on 21 Sep 1950 to Willard Dean "Ike" Love, 1929-2013.	

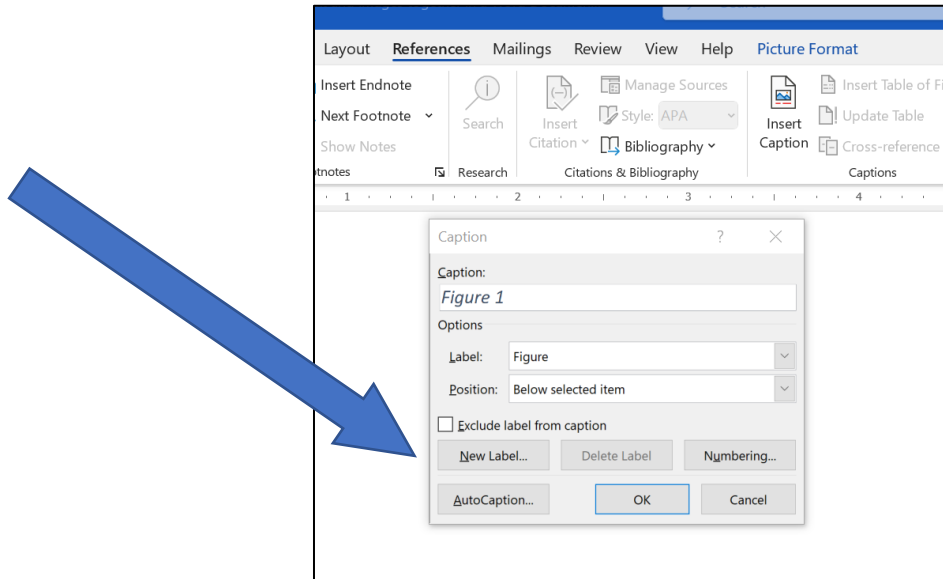# How to put text and images together in a Word Document

Option 3: Add a Caption

You might use this approach if you want to:

- Put a simple caption under your narrative.
- You are going to use a Table of Contents or number your images

Select the Image | References (Main Menu) | Insert Caption icon | New Label

Type in what you want to display below the Image

Here is what it will look like:

This is a photo of my grandmother, Sarah Elizabeth "Sadie" Davis, born in Louisa County, Iowa, on 14 Jul 1896. Sadie was of 100% Welsh heritage and was the third generation born in Iowa. Her grandmother, Elizabeth Ann Griffith, was born in Louisa County just after her parents immigrated to the United States and settled in Iowa in 1841.

Sadie married my grandfather, James Granville Love, on 22 Apr 1920 in Crawfordsville, Iowa in Washington County. Sadie and Granville married in a double wedding with her sister, Ada Jane, and Granville's best friend, Blake Spencer. Granville and Blake were back from their time in the Army in the Great War.

High School Graduation Day