

Insert and Format Pictures

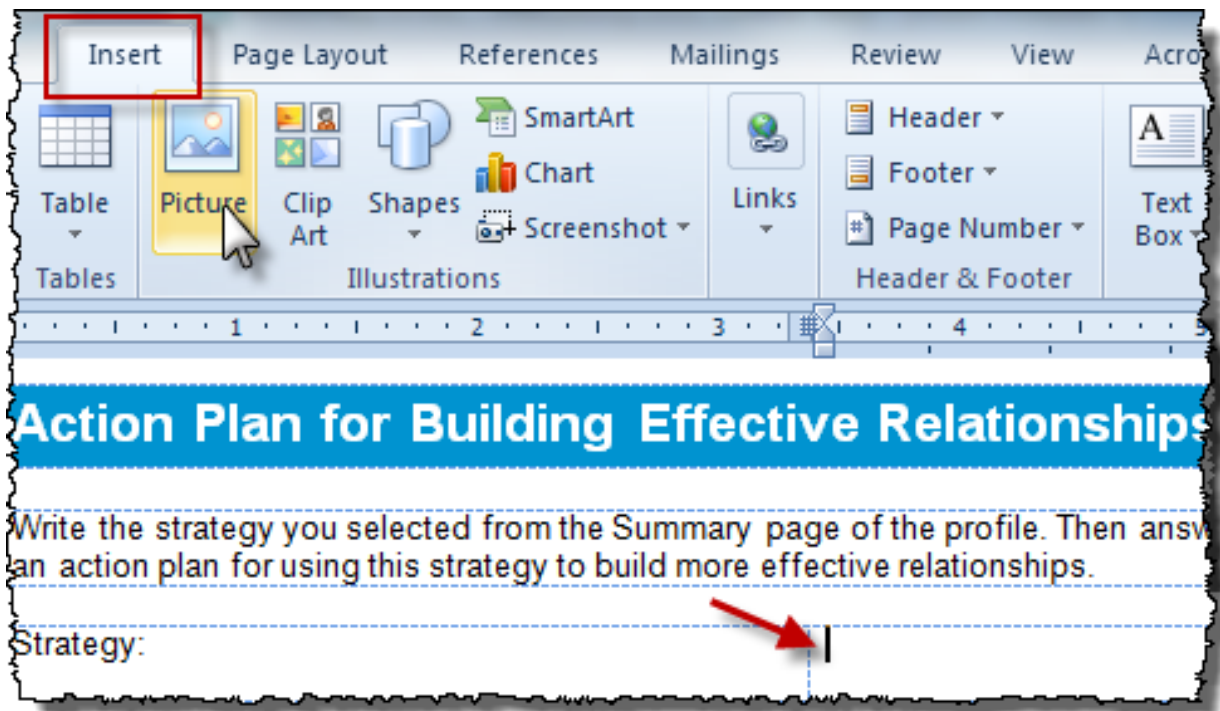
Note: When inserting a picture into a table, the cell where it is positioned expands to the size of the picture, which could distort your table until the picture is properly sized.

Hint:

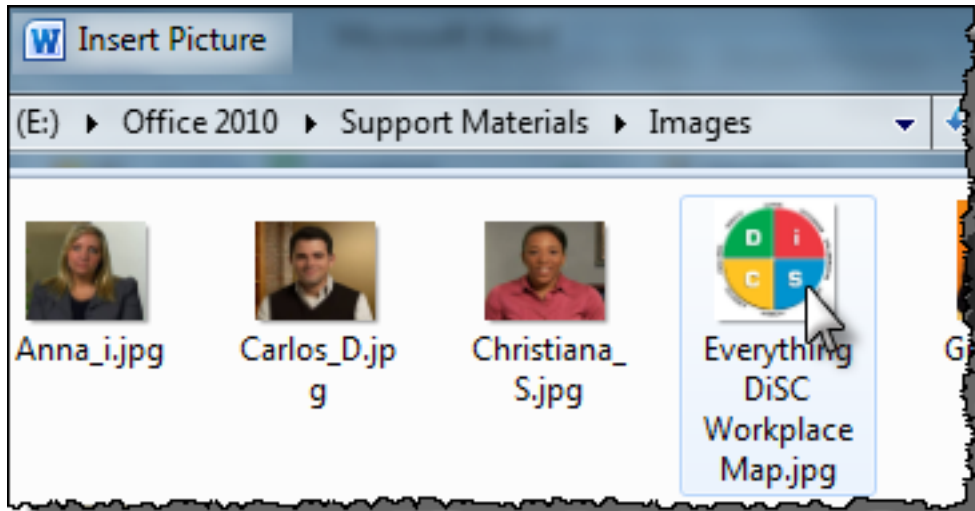
If you are unsure of how the picture is sized or formatted and want to avoid temporarily distorting your table, **insert the picture in an open space outside of the table** or in another Microsoft Word document. By doing so, you can size and set the picture layout appropriately before inserting it into the cell where it will be positioned.

To insert a picture into a table cell:

Click your mouse in the cell where you want to place the picture. Click on **Picture** in the **Insert** ribbon.



In the Insert Picture window, locate the image file you wish to insert. Double-click it (or click it once and select Open.)



The image will appear where your cursor was positioned. To resize it, mouse over the corner handle of the image and click and drag to the size you desire. To reformat the image in other ways, use the tools found by clicking the **Format** tab on the **Picture Tools** ribbon that appears when you click on the image.