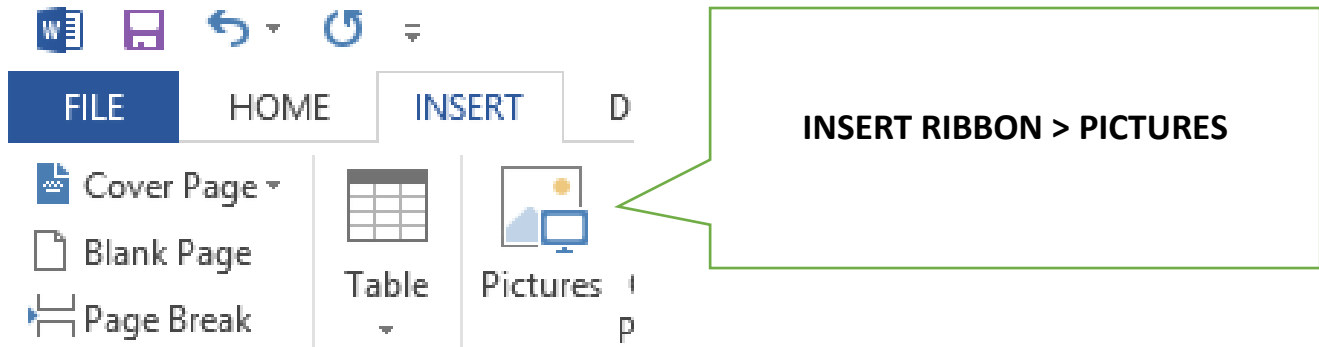
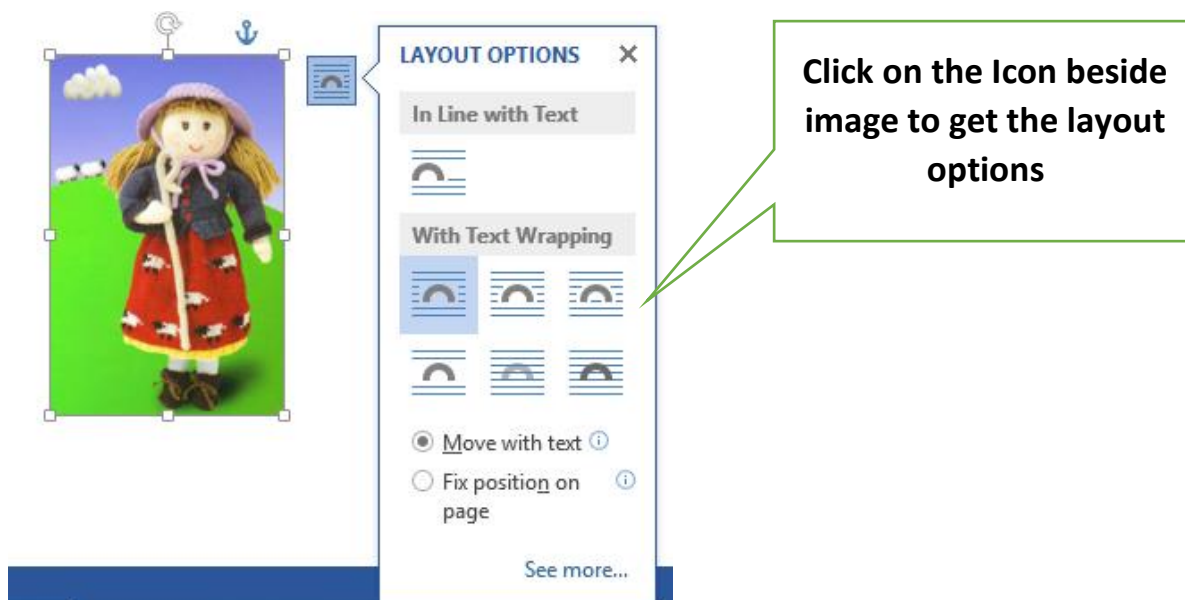
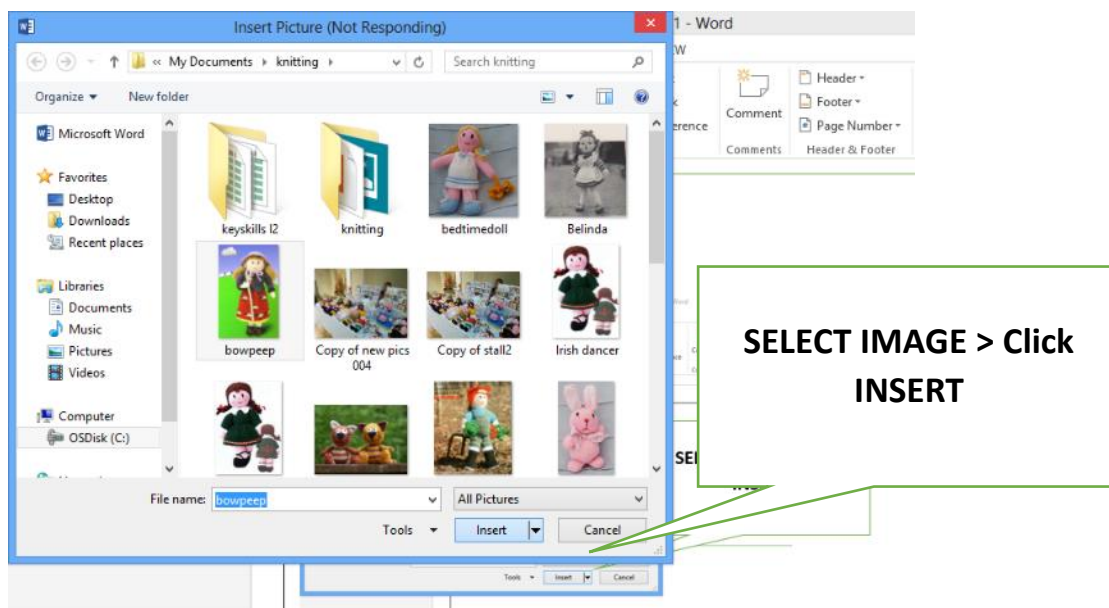


# Inserting Pictures Word 2016

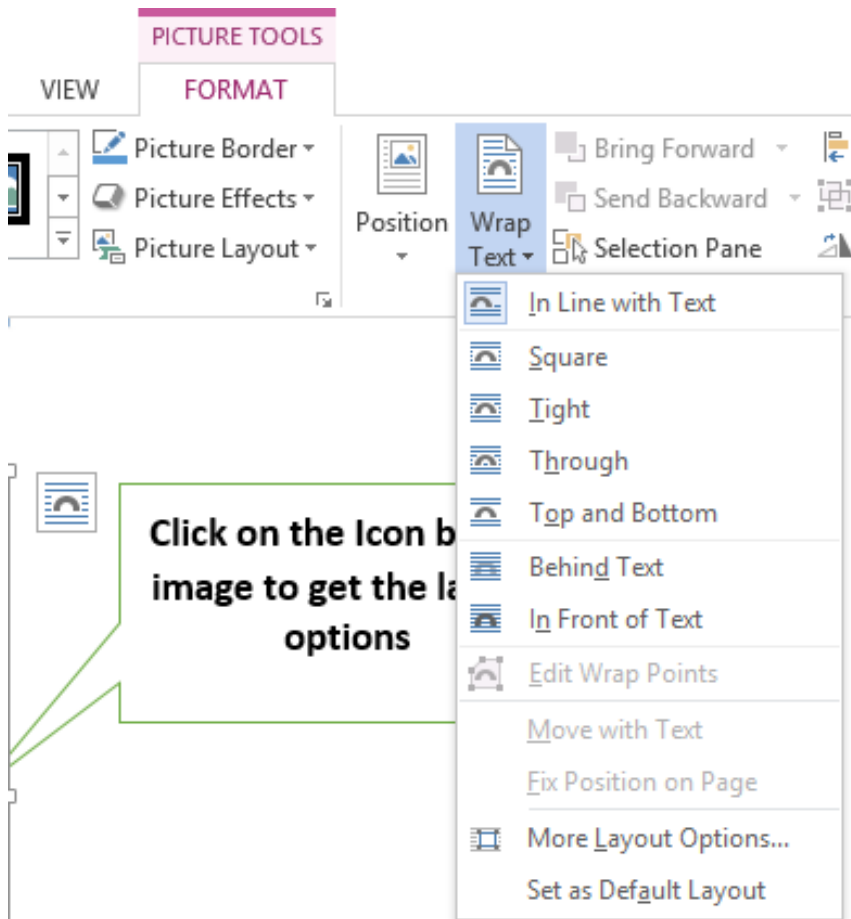
1. Open Word 2016
2. Insert an image from file



## Browse to find required image

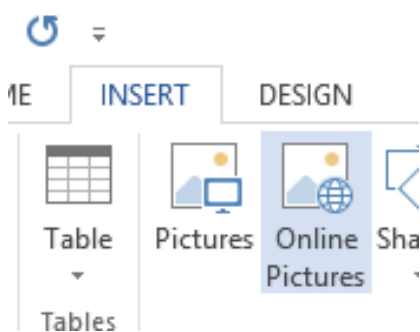


OR (as in 2010)

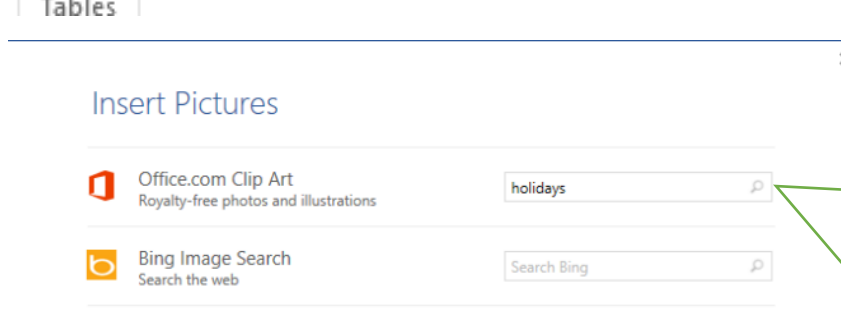


Click on Image  
Go to PICTURE TOOLS RIBBON  
WRAP TEXT  
Choose required option

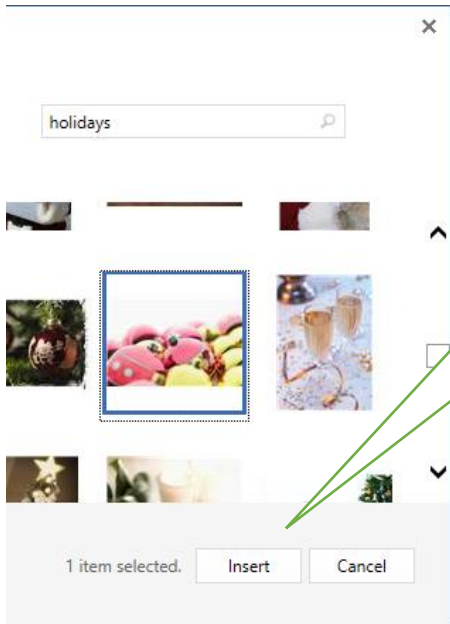
## INSERTING ONLINE PICTURES (instead of Clip Art 2010)



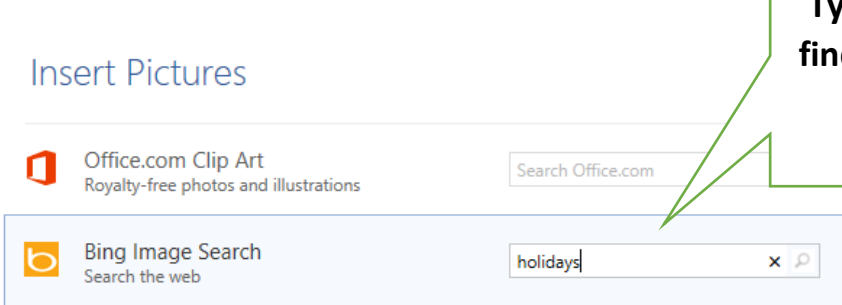
1. Click on INSERT RIBBON
2. Choose ONLINE PICTURES



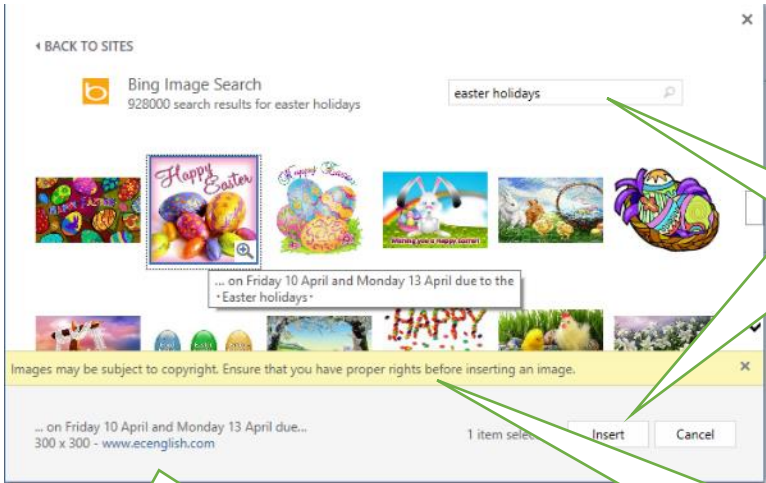
Office.com Clip art  
Type in what word you want to find pictures on (I used the word Holidays)



Select Image > Click INSERT



Bing Image Search  
Type in what word you want to find pictures on (I used the word Holidays)



Select Image > Click INSERT

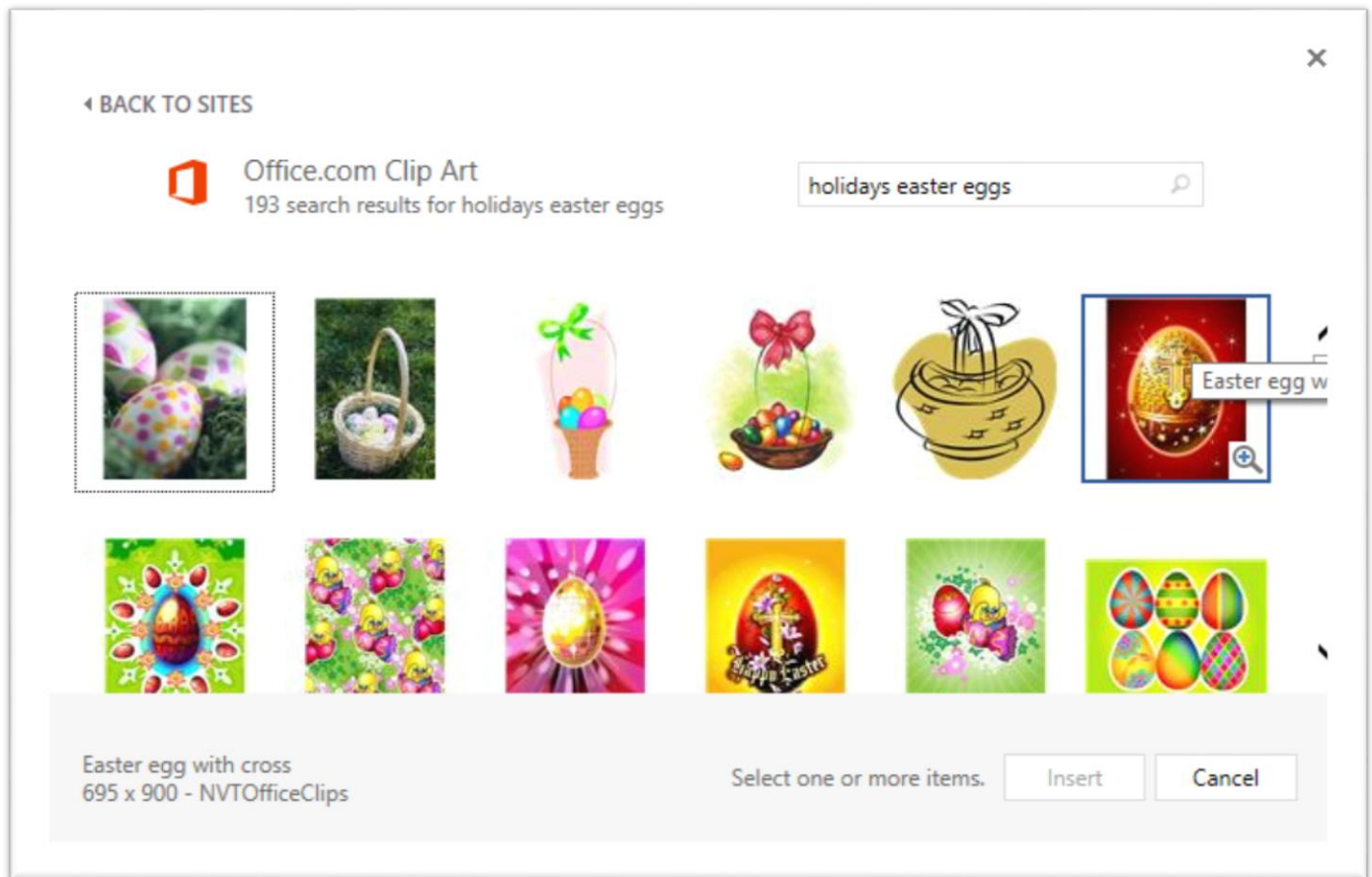
The advantage is that it allows you to search a string of words ie 'Easter Holidays'

In this search you can see what website you get the image from

There is a copyright warning

## Advantage over Word 2010

Search more than one word at a time for better results



## PICTURE LAYOUT SMART ART



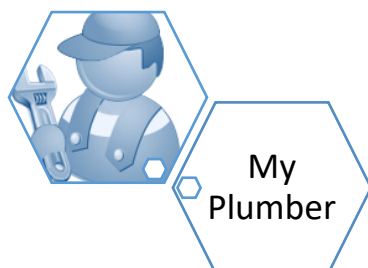
When to call a Professional Plumber

Many plumbing projects are ideal for the do it yourself, especially with all of the tutorials and guides online. There are times, however, when calling a professional plumber is the best option.

Even some seemingly easy projects are best handled by a pro. Save yourself some time and trouble by calling a professional for the following types of plumbing projects.

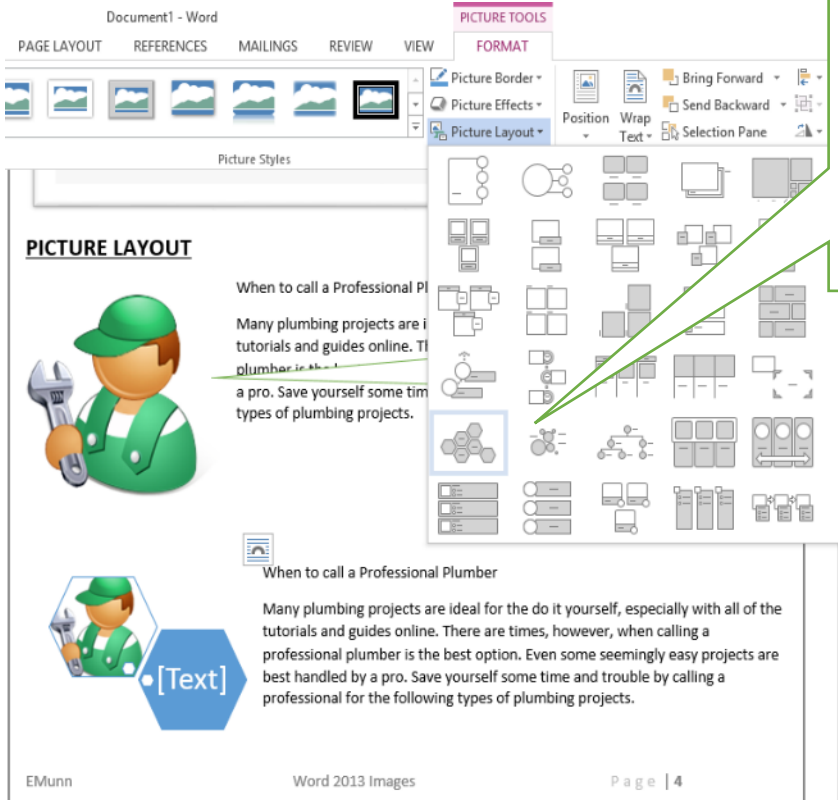
**PICTURE INSERTED >  
WRAP Square**

Professional  
handled by  
the following



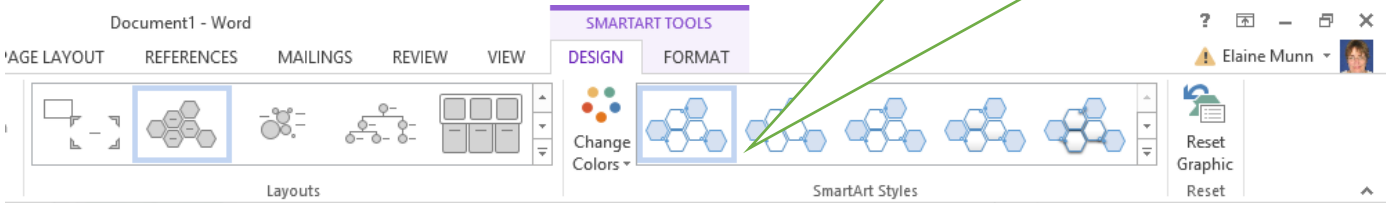
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**Click on image > Choose  
Picture Layout > Choose the  
smart art you want to apply  
  
Add Text**

**Using the PICTURE LAYOUT  
TOOLS  
  
This reveals a NEW hidden  
Ribbon SMARTART TOOLS**



**Turning a plain image into a  
design statement with text**

