

## Inserting Photos/Illustrations in Microsoft Word

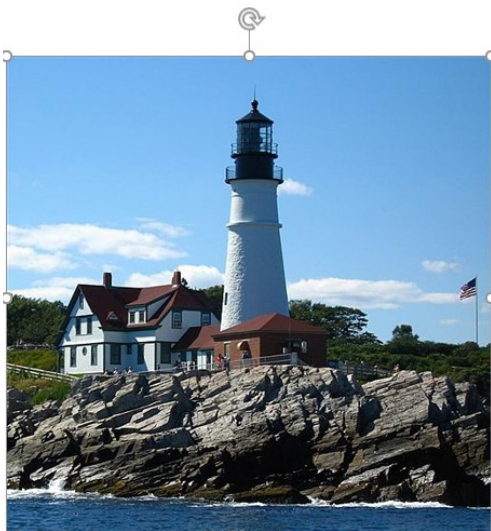
Since Microsoft did away with built-in photos/clipart in its Programs, it's much more difficult to find photos/clipart that are not protected by copyright. You cannot just use any photo that you see on the Internet. That's why it's important to do a proper image search. One thing to remember is that most anything published by the U.S. Government is considered in the public domain and may be used without giving credit. There are also public domain image sites where you can find images. Here's an example notice from the National Park Service: "Copyright law does not protect "any work of the U.S. Government" where "a work prepared by an officer or employee of the U.S. Government as part of that person's official duties" (See, 17 U.S.C. §§ 101, 105). Thus, material created by the NPS and presented on this website, unless otherwise indicated, is generally considered in the public domain." The same goes for most other government sites.

There are other Creative Commons licenses for using images. All the Creative Commons licenses require that attribution be given when using a licensed image. The most general one, and probably the best to look for, is the CC BY License. This type of license just requires that you credit the creator of the image and you can adapt it as necessary. On the last page of this document are all the various types of licenses there are.

It is more complicated inserting photos in Word than in Publisher.

If you get to a point where you need help, you can call the library for assistance at 301-784-5269 during the open hours as listed on the library website: <http://library.allegany.edu/polaris/>. You can also email [libraryhelp@allegany.edu](mailto:libraryhelp@allegany.edu).

### Before you start, here are some helpful tips to remember:

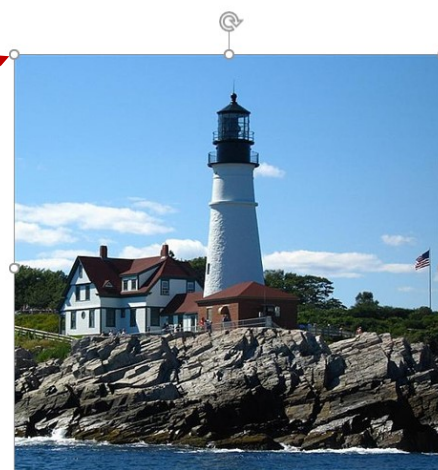


<https://commons.wikimedia.org/wiki/File:PortlandHeadLight.jpg>  
Xitel (Tom Holland) / CC BY-SA (<https://creativecommons.org/licenses/by-sa/3.0>)

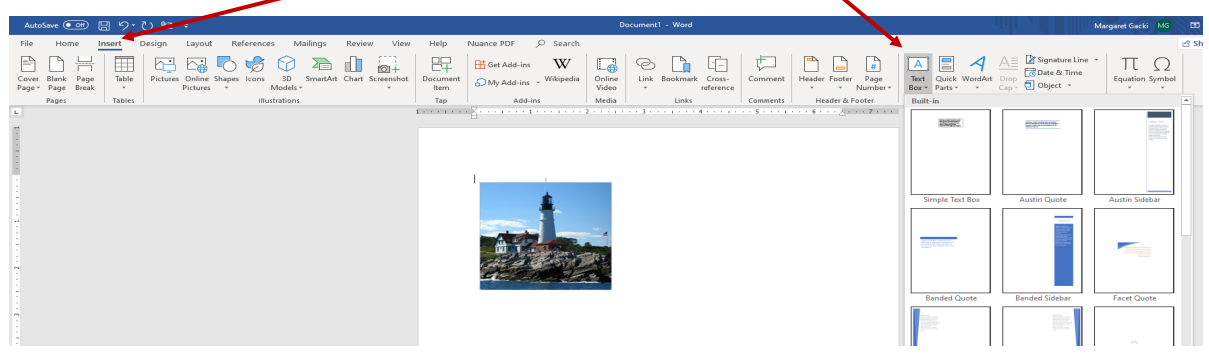
In Word, after you insert your photo, you must format it to wrap text around it and drag it to wherever you want in your document. Left-click on the photo and then click on the layout option button. Under the section With Text Wrapping, choose how you want to wrap it (square is a basic format) and click Fix position on page. Once you select the word wrap option, you'll be able to move the photo around and type text around it.

When resizing a photo, be sure to drag a circle in one of the Corners. If you drag any other circle it will not reduce or enlarge proportionately.

Don't forget to format the word wrap because you won't be able to put text next to the photo if you don't.



You can add text boxes in Word like you can in Publisher. If you insert a text box next to a photo, you do not have to format the word wrap. Click on the Insert tab and then Text Box to open up the menu of different styles and make your choice.



Left-click and drag your cursor to draw the text box you want. You can resize it by dragging any of the circles around the text box. If you make your text box too small to start with, simply drag the circles to make it bigger. The same goes if you make it too big to start with. You can resize it at any time.

If you want to add shading to your text box, right-click the text box and choose your fill and outline colors—or no outline.

**Websites for finding photos:**

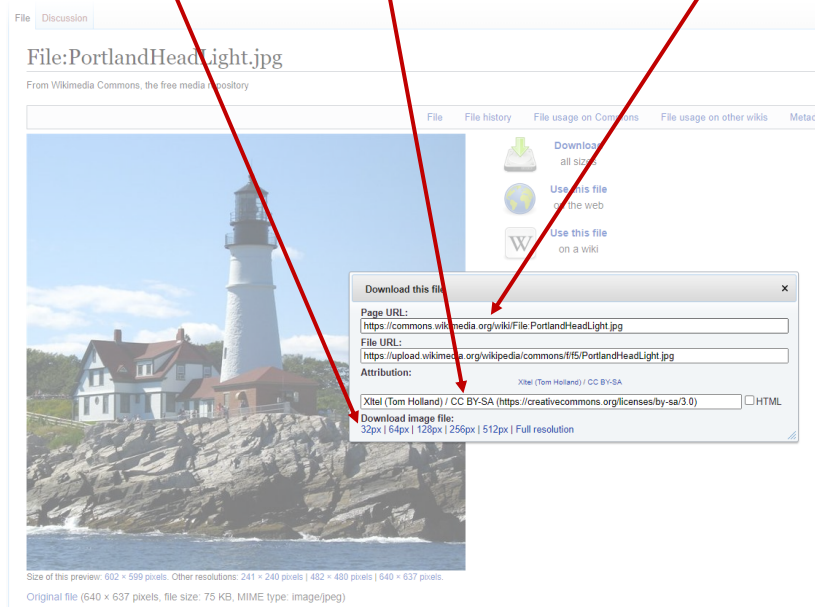
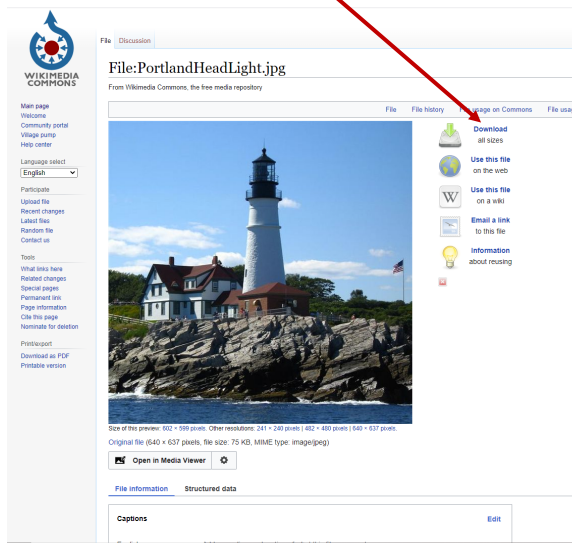
**Wikimedia Commons:** <https://commons.wikimedia.org/>

Say you're looking for a lighthouse photo. When you go to Wikimedia Commons, enter a search term, such as "Portland Head Lighthouse" and press enter. A list of photos will appear and you can scroll through until you find one you like and click on it.

After you click on the photo you want to use, it will open up a page similar to the one below. If you like the photo, click "Download" for options.

You can select what size image file you want to download. You can either copy and paste the image into your document or save it to a file.

You must also give attribution and link to file. Simply click each area, then right click and copy and paste in your document.



On the next page are examples of how to give an attribution for this

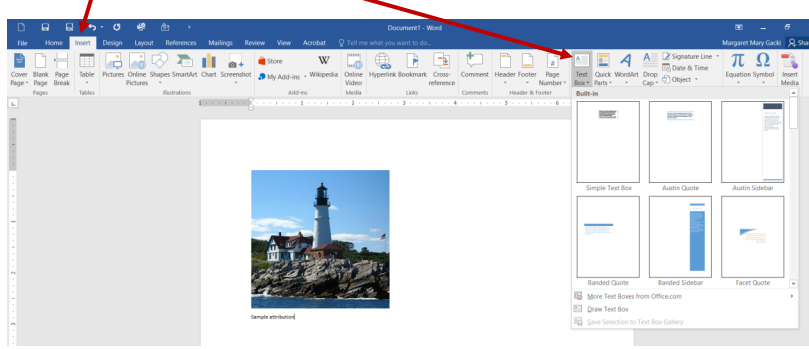


Sample attributions

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[https://commons.wikimedia.org/wiki/File:Portland\\_Head\\_Lighthouse\\_Ocean\\_Horizontal.JPG](https://commons.wikimedia.org/wiki/File:Portland_Head_Lighthouse_Ocean_Horizontal.JPG)

<https://commons.wikimedia.org/wiki/File:PortlandHeadLight.jpg>  
Xitel (Tom Holland) / CC BY-SA (<https://creativecommons.org/licenses/by-sa/3.0>)

For the attribution and other items, you can insert a text box in Word. Click on the Insert tab, then Text Box and choose which format you want.



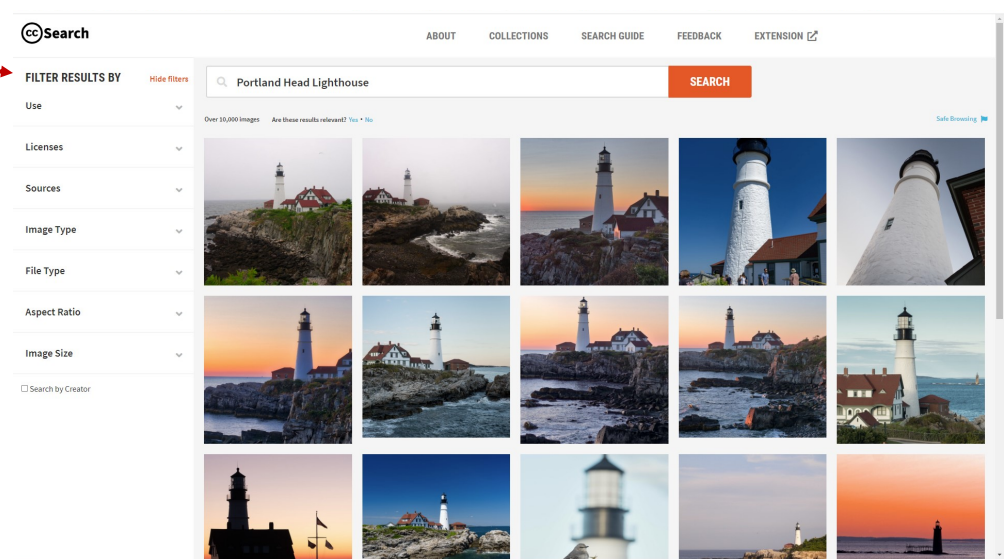
**Creative Commons:** <https://creativecommons.org/>

To find photos on Creative Commons, click on Search for CC images at the top of the page.



Enter your search term, such as Portland Head Lighthouse and press enter. You will get results similar to this:

If your search produces a huge amount of results, you can filter your results by clicking the down arrow next to the categories on the left. You can also select the type of license you want. The simplest ones are CC0 and CC-BY. When you see a photo you like, click on it to open up the photo details page.  
  
See next page for detailed instructions on using a Creative Commons photo.



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by LarryB08

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Rich Text HTML Plain text

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This is what plain text will look like.

If you're using the photo in a document that will be read on a computer, you can click on the Rich Text tab and copy that information and paste it in your document. The hyperlinks will stay active so the reader can just click on them to read the attribution.

The rich text will look like this when you copy and paste it in your document:

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