

Working with images

'Images' can be pictures from Microsoft's clip art gallery, or files you have sourced elsewhere. Word supports a wide range of formats.

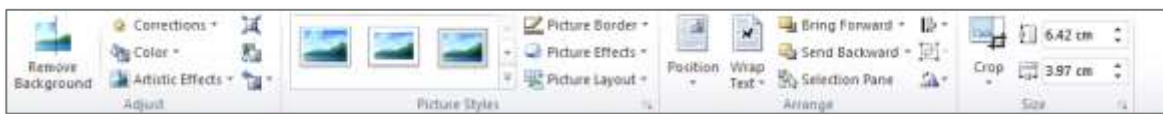
If you are looking for a specific image, there are a number of online libraries you can use:

flickrCC	Free photography. You must include an attribution.	http://flickrcc.bluemountains.net/
iStockphoto	Wide range of photographs, audio and video. Small charge required.	http://www.istockphoto.com/
JISC MediaHub	Free images for use in learning, teaching and research only.	http://jiscmediahub.ac.uk/

If you are using an image other than one you have downloaded from a library or created yourself, make sure you are aware of the copyright restrictions. If you see a picture you like on a website, do not be tempted to use the browser's **Save Target As** or **Save Picture As** options to make a copy since you are likely to be breaching copyright.

Editing images

Word includes a range of image editing tools on the **Picture Tools Format** tab.



You can adjust colours, apply styles and effects, and even remove backgrounds. Be careful when applying special effects – it's easy to overdo it!

Placing images: inline versus floating

When positioning images, they can be either 'inline' or 'floating'. An inline image becomes part of a paragraph and can't easily be dragged around the page. All images inserted or pasted into a document are inline by default.

A floating image can be dragged, and text will wrap around it.

Inline images are more reliable to work with since they will stay with their paragraph and only move where it moves. Images with text wrapped around them may look nice, but do not always stay where they are put.