

Inserting an Object or Picture, Formatting and Captioning

Inserting an Object

To insert an object:

1. Go to the “Insert” menu.
2. Then go to “picture.”
3. Choose the type of object you would like to insert. Choose “from file” will allow you to choose a file that you have previously saved in your account (or elsewhere).

You can also copy and paste pictures from the web into your work.

This will take up less space on your account because the picture will only be saved once (in your document) rather than twice (in your document and separately on your account).

Formatting

- When you click on the object and select it a tool bar will appear.
- Mouse over (put your mouse over the items) to determine what each one does.
- The box with the picture of the dog will allow you to **wrap the text around your object.** Choose “square” or another type of wrap to suit your purposes.

Captions for Your Object

To put a caption on your object:

1. Go to the “Insert” menu.
2. Choose “reference.”
3. Then choose “caption.”
4. Type the caption after the words “caption 1;” this will not disappear.
5. Press OK.