

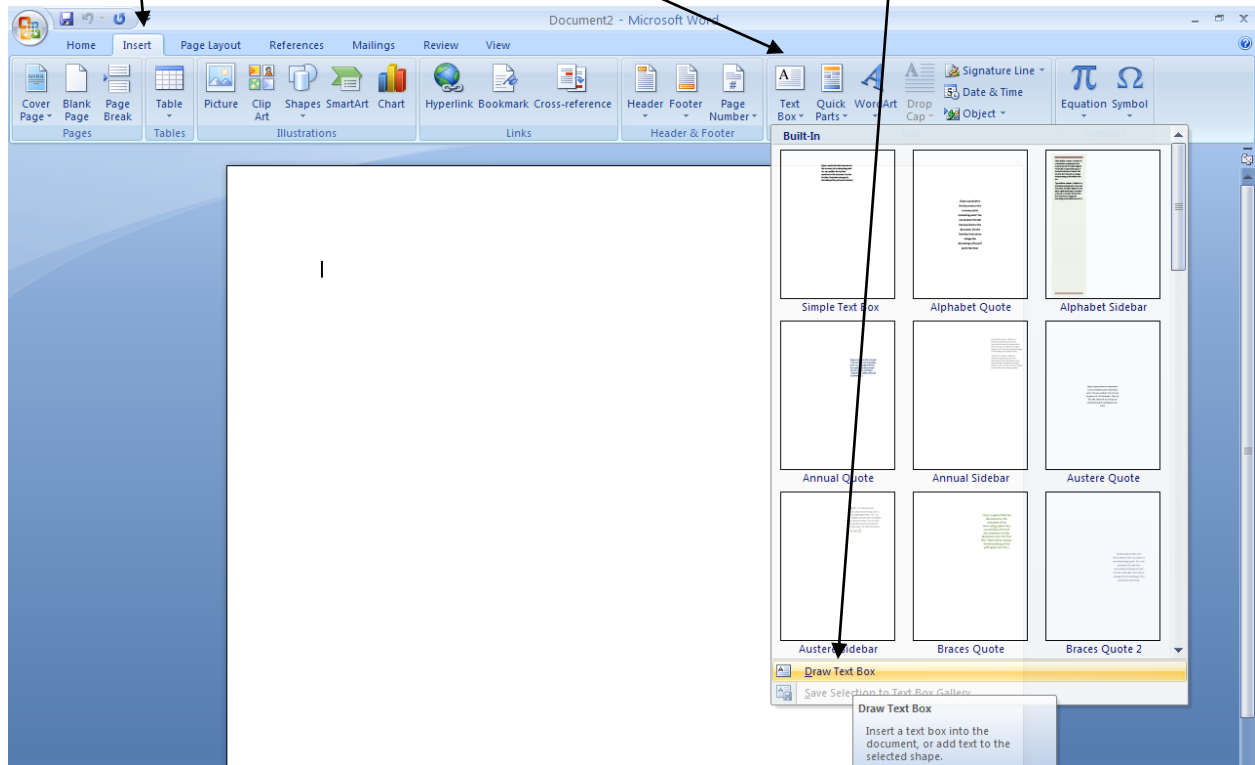
How to insert images into an essay

Open Microsoft Word

Go to insert | textbox

then

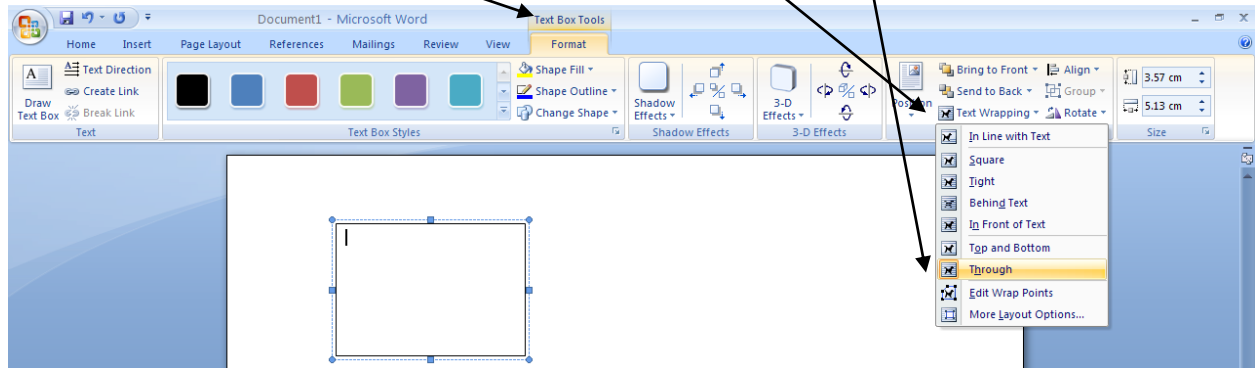
Draw text box



The cursor changes to a + shape – click the left hand mouse button down, and hold it down while dragging the mouse at the same time. This action (known as click and drag) draws a box shape.

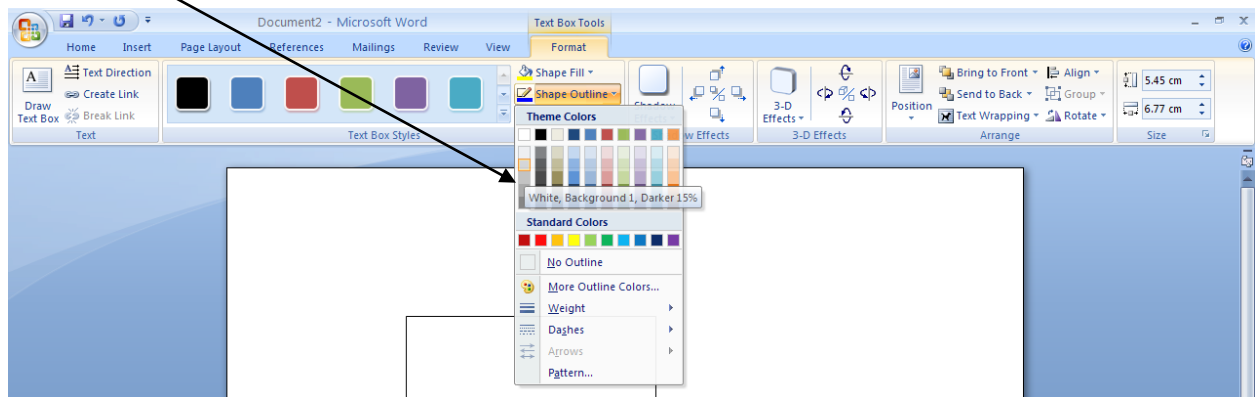


The text box tools dialogue appears – click on text wrapping | through

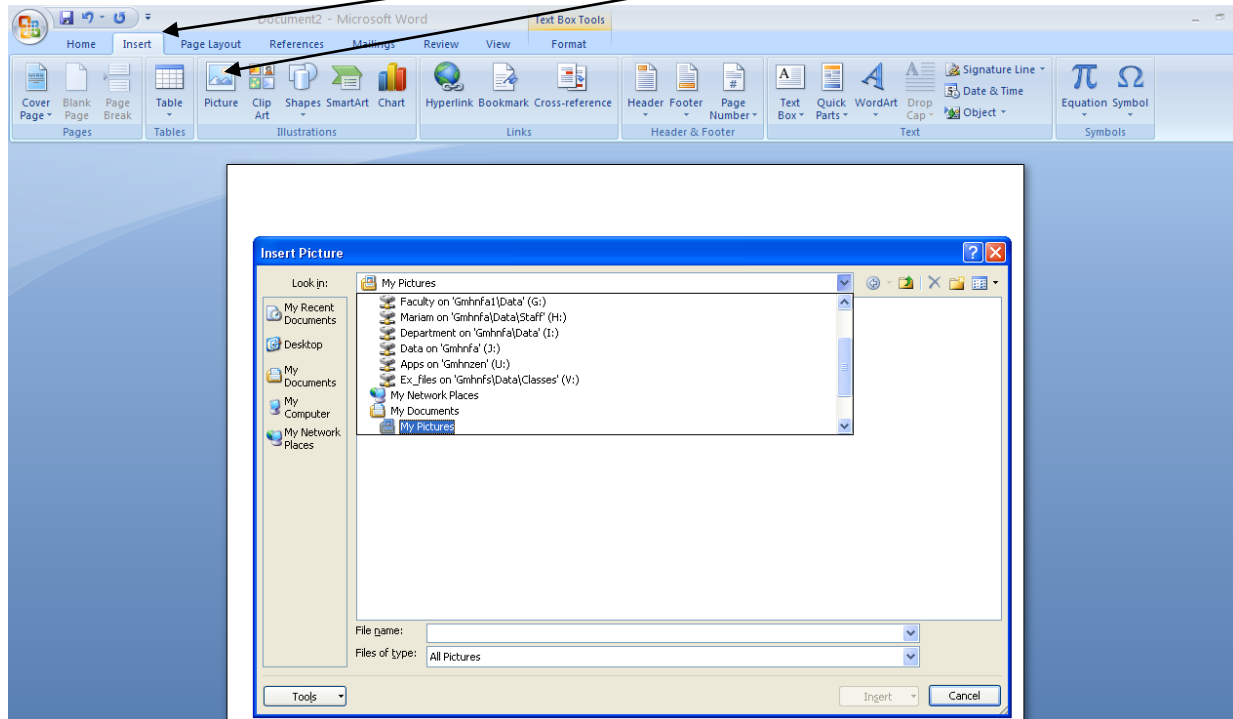


This allows the outside text to flow around the text box.

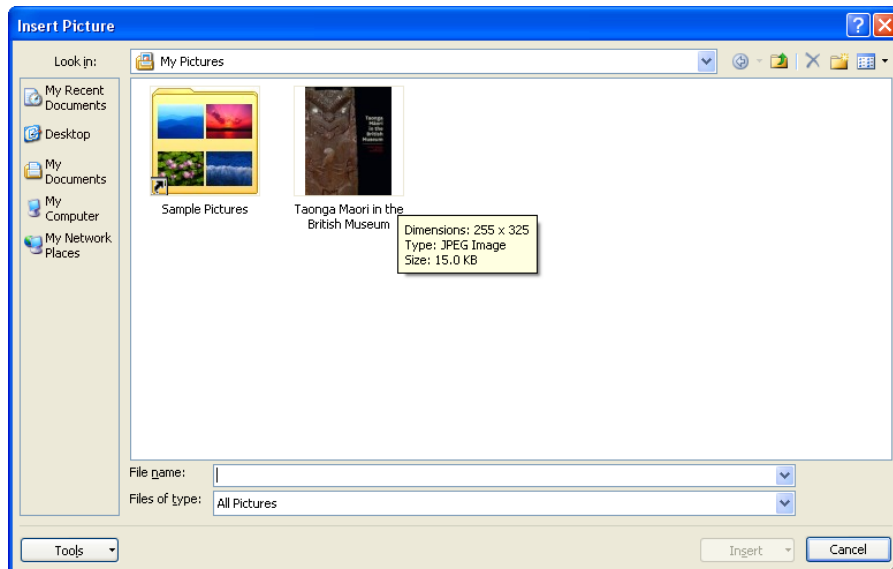
If you would like your text box to be less visible, you can change the colour of the border by clicking on shape outline and choosing a different colour:



To insert a picture into your text box, click so the cursor is inside the box, then go to insert | picture



The insert picture dialogue box pops up. You can select the required picture from your file. It is useful to make a folder before you start, so you can store all the pictures for each project in a separate place.



You can also add a figure caption if required. It is easier if you add another line to your text box (press the enter key) before you insert your image.

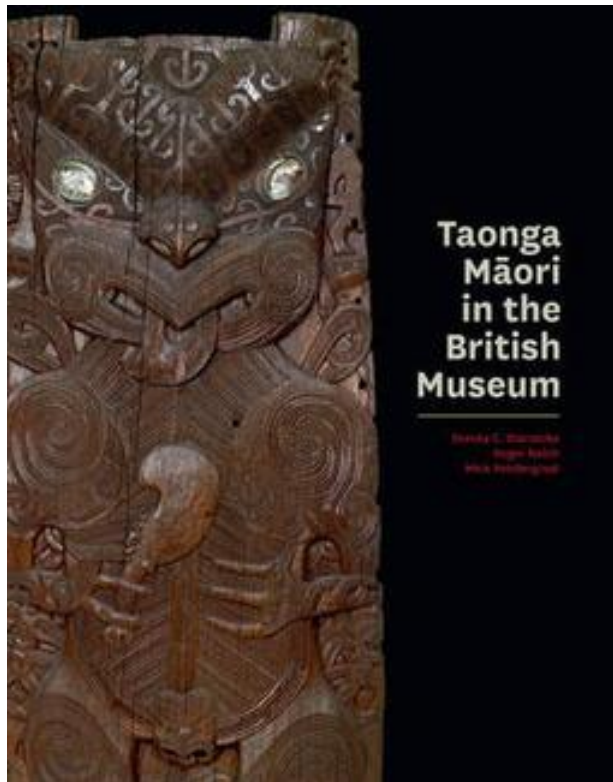
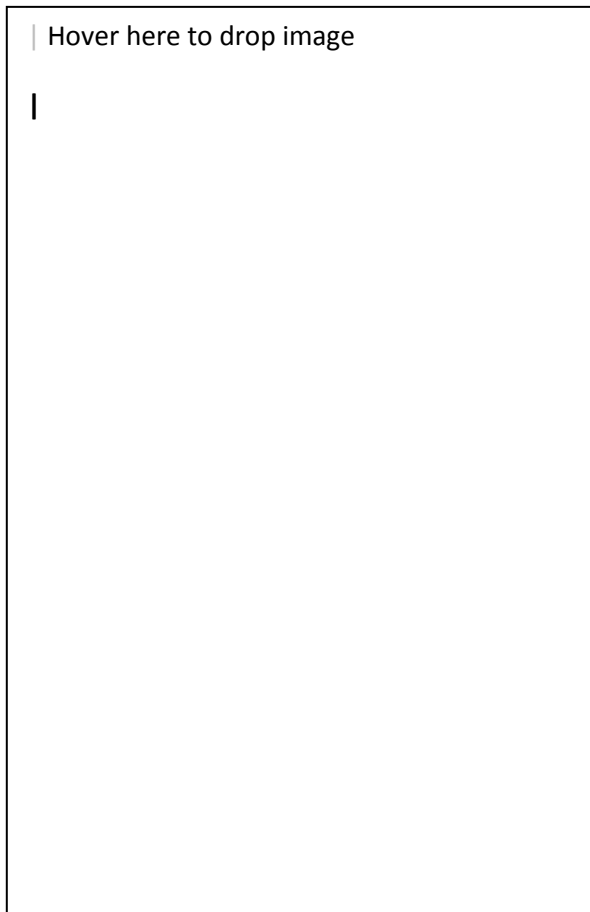


Figure 1. Taonga Maori in the British Museum

The completed text box with picture inserted.

You than then pick up the text box and move it into the most suitable place within your text block.