

Inserting Figures into Word Documents
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In this document I explain how to insert images into Word 2007 documents. There are two basic approaches to doing this. The first is to insert the image using *Insert / Picture...* menu selection in Word. The second is to place the image into the Windows clipboard from an image editing program (or even Windows Explorer) and then paste it into the Word document using either *Edit / Paste* or *ctrl-v*.

Once the picture has been placed in the document it can be resized and captioned as will be demonstrated.

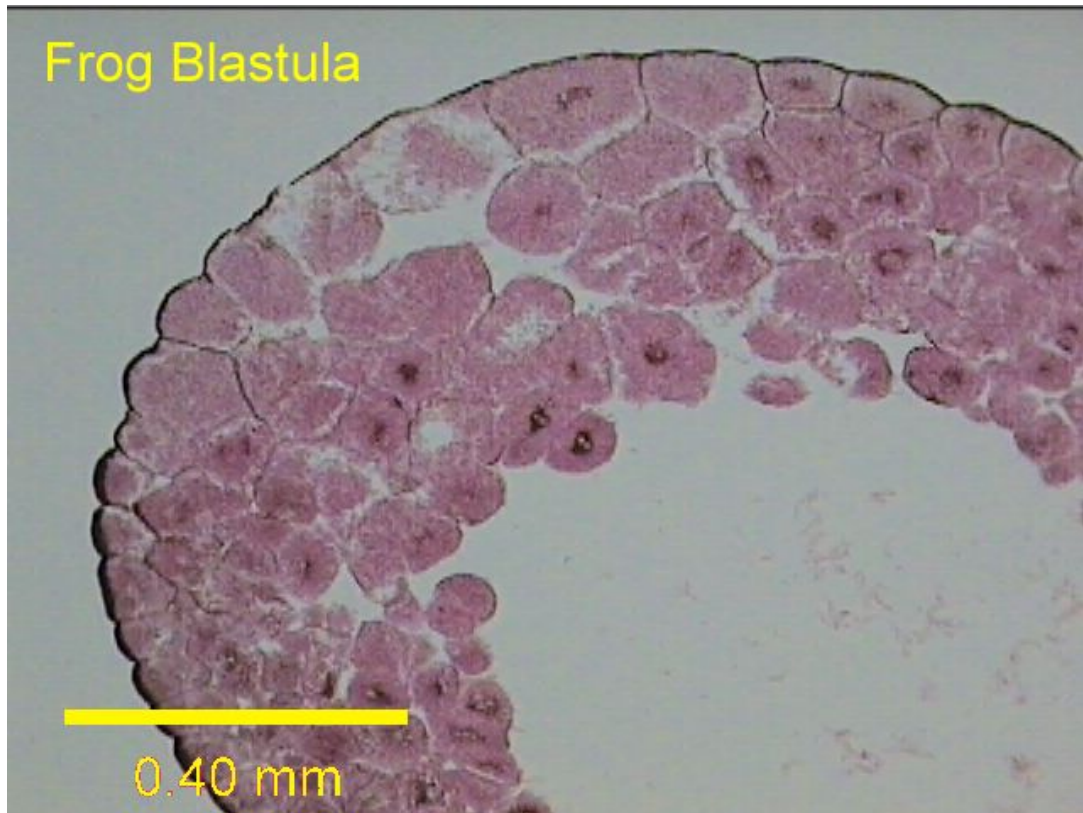


Figure 1: This caption was added to the picture by right clicking on the picture and selecting *Caption...*. Captions are automatically numbered.

Right clicking on a figure and selecting *Format picture...* allows direct specification of the picture size (and other properties).

You may wish to scan your sketches for inclusion in you Word document. When you do this, keep in mind that about 300 dots per inch (dpi) is the maximum necessary resolution for monochrome (Black & White) images and 150 dpi is sufficient for color and grayscale images. Scanning at higher resolutions results in larger files without significantly increasing image quality (appearance).