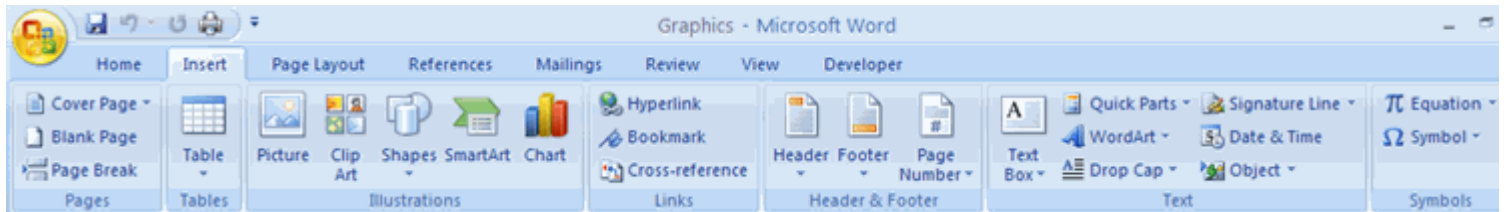


## 5. Word 2007 Inserting Symbol & Graphics

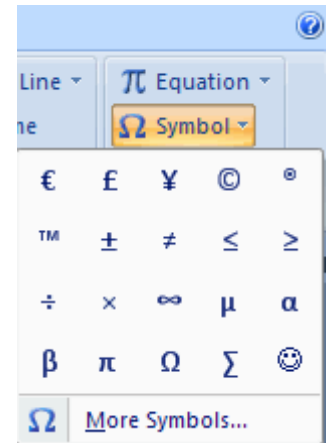
Word 2007 allows you to insert special characters, symbols, pictures, illustrations, and watermarks.



### Symbols and Special Characters

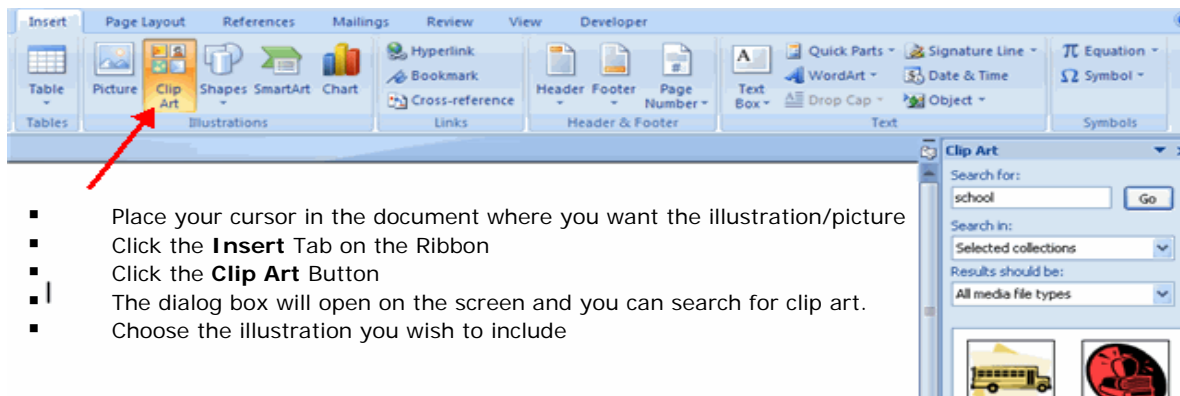
Special characters are punctuation, spacing, or typographical characters that are not generally available on the standard keyboard. To insert symbols and special characters:

- Place your cursor in the document where you want the symbol
- Click the **Insert** Tab on the Ribbon
- Click the **Symbol** button on the Symbols Group
- Choose the appropriate symbol.



### Illustrations, Pictures, and SmartArt

Word 2007 allows you to insert illustrations and pictures into a document. To insert **illustrations**:

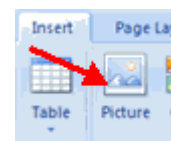


- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Clip Art** Button
- The dialog box will open on the screen and you can search for clip art.
- Choose the illustration you wish to include



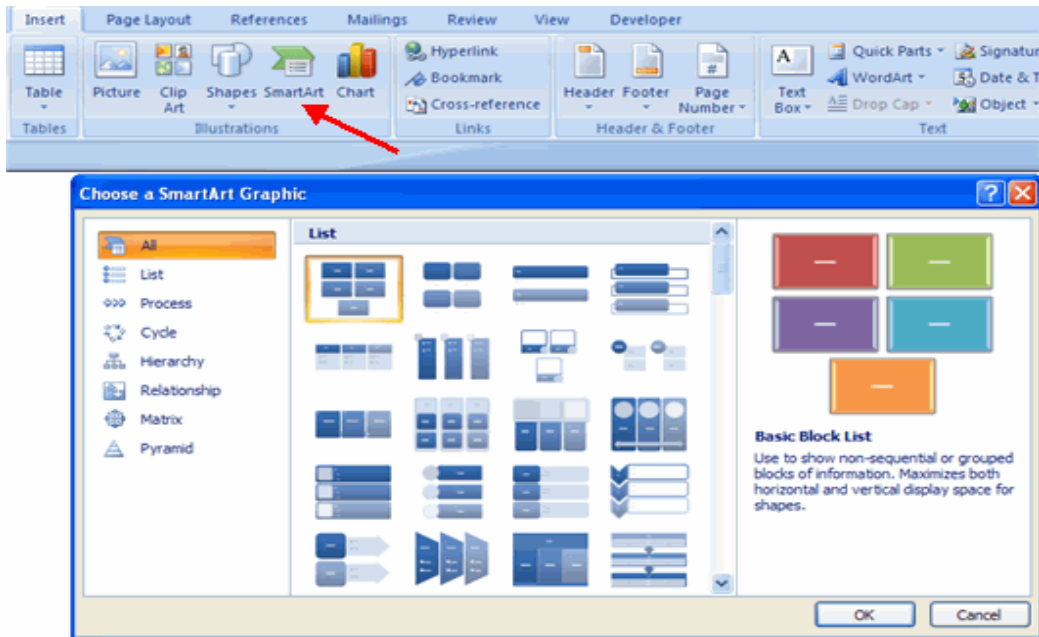
To insert a **picture**:

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Picture** Button
- Browse to the picture you wish to include
- Click the **Picture**
- Click **Insert**



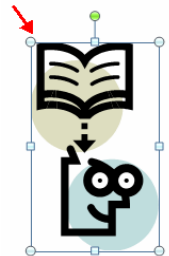
**Smart Art** is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow. To insert SmartArt

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **SmartArt** button
- Click the **SmartArt** you wish to include in your document
- Click the arrow on the left side of the graphic to insert text or type the text in the graphic.



### Resize Graphics

All graphics can be resized by clicking the image and clicking one corner of the image and dragging the cursor to the size you want the picture.



### Watermarks

A watermark is a translucent image that appears behind the primary text in a document. To insert a watermark:

- Click the **Page Layout** Tab in the Ribbon
- Click the **Watermark** Button in the Page Background Group
- Click the **Watermark** you want for the document or click **Custom Watermark** and create your own watermark
- To remove a watermark, follow the steps above, but click **Remove Watermark**

