# Microsoft Word 2016

Inserting Images

Inserting an image

If the image you want to insert into your document is saved on your computer or a memory stick, you can insert it in the following way:

1. Click where you want the picture to appear in the document.

2. Click the **Insert** tab, then click **Pictures,** located in the **Illustrations** group.

3. Navigate to the file you want to insert, and click **Insert**, or just double-click on the image.
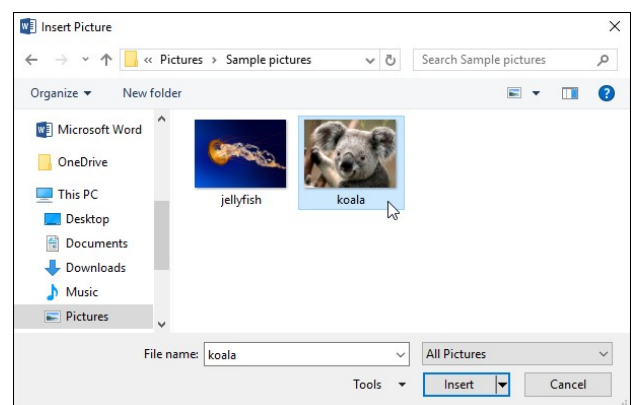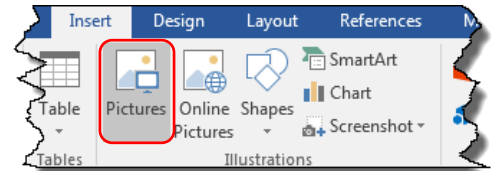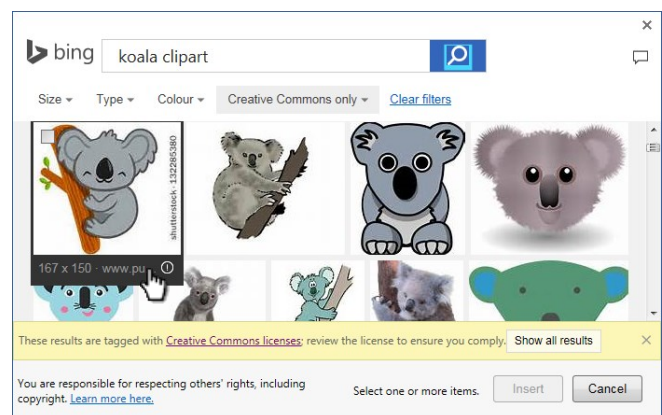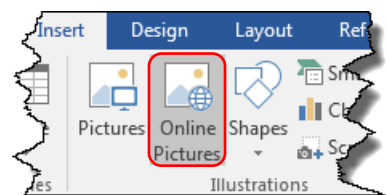
> **Note:**
> See the **'Editing Images'** self help guide for tips on how to position and edit images.

Inserting clip arts and online pictures

There is no Clip Art Gallery in Word 2016. You can search for clip arts and images online.

1. Position the cursor at the point where you want the picture to appear and click.

2. Click the **Insert** tab, then click **Online Pictures**, located in the **Illustrations** group.

3. Type in the keywords you would like to search for. Word will use **Bing** to search for image online. If you prefer clip arts, type 'clipart' in the search field.

4. Click on the image(s) you would like to insert and click **Insert**.

> **Note:**
> For more information on referencing images, contact your Academic Liaison Librarian, or see
> Study Hub > Self help resources > Referencing & avoiding plagiarism > Visual sources