How to place and resize an image in an MS Word document

1. Add the desired photo to your MS Word document by placing the cursor about where you want the image.
   a. Click Insert.
   b. Choose Picture.
   c. Chose the drive where your image is stored and select it. It should appear in your document.

2. To keep the image where you want it:
   a. Click View > Print Layout.
   b. Click the image.
   c. Click the Picture Tools > Format.
   d. Choose Wrap Text.
   e. Choose “Tight” to wrap text around the image.
   f. If you want the wrapped text to be square rather than mold to the image, choose “Square.”

3. To resize an image without distorting (i.e., keep its proportions).
   a. Select the photo (click on it).
   b. Hover mouse icon over a corner. The cursor will be an arrow.
   c. Hold down the left mouse button. The cursor turns to a cross.
   d. Drag the cross to enlarge or shrink the image.
Examples:

Photo resized without distorting (i.e., losing its proportions)

Images become distorted if you select the photo and place the mouse over one of the sides, top or bottom, then drag to resize. The result is either too long or too wide.