

Inserting Graphics, Logos & Pictures in Microsoft® Word Templates Frequently Asked Questions

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General Information

Q: What type of graphics can I insert into Avery Templates for Microsoft® Word?

A: The following formats are supported:

- Enhanced Metafile (.emf)
- Graphics Interchange Format (.gif)
- Joint Photographic Experts Group (.jpg, .jpeg)
- Portable Network Graphics (.png)
- Microsoft Windows Bitmap (.bmp, .rle, .dib)
- Windows Metafile Graphics (.wmf)
- Tagged Image File Format (.TIFF)
- Encapsulated PostScript (.eps)

Note: *Not all graphic formats are supported in older versions of Microsoft® Word.*

Q: How do I insert a graphic into a template?

A: Use the following steps to insert a graphic:

1. Select **Insert > Picture** on the toolbar. (*For Word 2007: From the **Ribbon**, select **Insert***). Select one of the following options:
 - **Clip Art:** If you want to use one of the images in the Word clip art gallery.
 - **From File:** (*For Word 2007: From the **Ribbon**, select **Picture***). If you want to browse your system to find an image.

2. The **Insert Picture** dialog box appears.

Tip: *For versions other than Word 2007 - At the top of the **Insert Picture** dialog box, click the **Views** icon and select **Thumbnails** to see to see your image files.*

3. Under **Files of type**, select **All Pictures** or select the specific type of file you want to insert. (***All Pictures** is the default setting in Word 2007*).
4. Locate and select the image you want to insert.
5. To add the image to your design, click **Insert**. The image is inserted in the design.

Q: How do I insert a photo into my Avery blank template for Microsoft® Word?

A: To insert a photo in an Avery blank template for Microsoft® Word, place the cursor in the cell. Select **Insert > Picture > From File** (*For Word 2007: From the **Ribbon**, select **Picture***). Locate your photo and click **Insert**. Before making any adjustments, click the photo, select **Format > Picture** (*For Word 2007: From the **Ribbon**, select **Format***) and follow these instructions for your version of Microsoft® Word:

Word 2007: Click **Text Wrapping**. Select **In Front of Text**. Then click **Position**. Click **More Layout Options**. Select **Allow overlap**. Click **OK**. (*These are default settings in Word 2007*).

Word 2002/XP and 2000: Click the **Layout** tab. Under **Wrapping style**, select **In front of text**. Under **Horizontal alignment**, select **Other**. (*Word 2002/XP only: Click the **Advanced** button. Click the **Picture Position** tab. Under **Options** click the check box for **Allow overlap**. Click **OK**.) Click **OK**.*

Word 97: Click the **Position** tab. Check **Float over text** only and uncheck all others. Click the **Wrapping** tab and select **None**. Click **OK**.

These settings allow you to easily resize, move and copy the photo as desired. To resize and maintain proportions, click and drag a corner handle of the frame. To move, click and drag the photo or use **Ctrl** + the arrow keys.

Q: What if I want to insert a different graphic format?

A: Use the following steps to insert a different graphic format:

1. Press the **Alt + Print Screen** buttons to get a screen shot of the image.
2. Paste the image into Microsoft® PowerPoint®.
3. Right click the image and select **Save as Picture**.
4. Type in a **File name** and select a destination, if necessary. Click **Save**.
Note: The file is saved with a .png extension.
5. Insert the image in your design.

Q: How do I replace a graphic in a template?

A: Use the following steps to replace a graphic:

1. To replace a graphic in the design, click the image to select it.
2. Select **Insert > Picture** on the toolbar. (For **Word 2007**: From the **Ribbon**, select **Insert**). Select one of the following options:
 - **Clip Art**: If you want to use one of the images in the Word clip art gallery.
 - **From File**: (For **Word 2007**: From the **Ribbon**, select **Picture**). If you want to browse your system to find an image.
3. The **Insert Picture** dialog box appears.
Tip: For versions other than **Word 2007** - At the top of the **Insert Picture** dialog box, click the **Views** icon and select **Thumbnails** to see to see your image files.
4. Under **Files of type**, select **All Pictures** or select the specific type of file you want to insert. (**All Pictures** is the default setting in **Word 2007**).
5. Locate and select the image you want to insert.
6. To add the image to your design, click **Insert**. The image is inserted in the design.

Q: How do I move a graphic in a template?

A: Use the following steps to move a graphic:

1. Click the graphic and hold until the mouse pointer changes to the **Move** icon (four arrows).
2. Click and drag the graphic to the new location.

Tip: You can also use **Ctrl** + the arrow keys on the keyboard to move or nudge the graphic.

3. Release the mouse to complete the move.

Note: If you are unable to move the graphic, right click the image. Select **Format Picture**. Click the **Layout** tab and select **In front of text**. (For **Word 2007**: Select the image. From the **Ribbon**, select **Format > Text Wrapping > In Front of Text**).

Q: How do I resize a graphic in a template?

A: Use the following steps to resize a graphic:

When a graphic is selected, an object frame with eight handles appears. If the handles are white, you can resize the object by doing the following:

1. Click a handle and hold until the mouse pointer changes to the **Vertical**, **Horizontal** or **Diagonal** resizing icon.
2. Click and drag the handle to increase or decrease the size of the graphic, and then release the mouse.

Note: You can also resize the graphic by right clicking the graphic and selecting the **Format Picture** item in the menu. Click the **Size** tab and make your changes. (For **Word 2007**, right click and select **Size**).



Avery Software Support

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Tip: *If you select and delete the graphic “anchor” that positions a graphic, the graphic will also be deleted. Click **Undo** to restore the graphic.*

If you need further assistance, please call Avery Software Support at 888-835-8379.

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