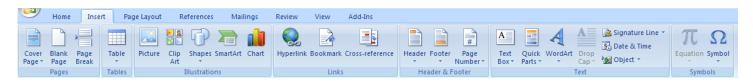# Insert Tab

It did not go anywhere….it has now been converted to a tab, the Insert Tab! It now has some more features.

The Insert tab contains various items that you may want to insert into a document. These items include such things as tables, word art, hyperlinks, symbols, charts, signature line, date & time, shapes, header, footer, text boxes, links, boxes, equations and so on.

Insert and Format a Picture

- Place the cursor at that position where you want to insert the picture.
- In the illustrations group, click the Picture button. The Insert Picture dialog box opens.
- Use the Insert Picture dialog box to find the picture you want to use. Click the picture to select it, and click the Insert button. Word inserts the picture into your document. Also, the Picture Tools contextual tab displays. The contextual tab appears with additional commands only when certain objects are selected, for example, pictures.
- Use the handles surrounding your picture to resize reposition the picture to the exact size and location you want.
- Use the commands on the Picture Tools contextual tab to adjust your picture's attributes so that they look exactly the way you want them to.
- When you have finished adjusting your picture, click outside the picture area. The handles disappear (They reappear when you click on the picture again)

Using SmartArt graphics

- Locate the area where you want to insert the object or graphic. Place the cursor at that position.
- On the insert tab, in the illustrations group, click SmartArt button. A gallery opens.
- Click the type of graphic you want to use. Word inserts the graphic into your document and displays the SmartArt tools contextual tab.
- Using the SmartArt tools contextual tab, refine the look of your graphic.

Header/Footer

- On the Insert tab, in the Header & Footer Group, click either Header or Footer
- Click the header or footer design you want to use. When you add a header or footer, Word adds a Design contextual tab below Header & Footer tools. You use the commands on this tab to format headers, footers or both.
- To specify that you want to use a different header or footer (or both) on the first page of your document, select the Different First Page check box. Then modify the text of the header or footer on the first page.
- To configure different headers and footers on odd and even pages, select the Different Odd & Even Pages check box, and then modify their text.

Add an Equation to your document

- Position your cursor where you want the equation to appear
- On the Insert tab, in the Symbols group, click the Equation button. The equation box appears in your text, and Word displays the Equation Tools contextual tab.
- Use the options on the Equation Tools contextual tab to manipulate the symbols you want to use.