

Embedding graphics in a Microsoft Word document

1. Introduction

These notes describe how to supply graphics for papers prepared with Microsoft Word. Please ensure that **all** your graphics are **embedded** within your Word file but also (in case we need to reprocess your paper) include, with your submission, **all** your graphics separately in any one of the following file formats:

EPS, WMF, TIFF, GIF, JPEG, BMP

Please do **not** supply your graphics as PowerPoint, Excel, Origin or any other application file because we will not be able to use them—you must export all your graphics into one of the accepted graphics formats (or, if they cannot be exported, copy/paste them directly into Word).

In particular, please note:

- Colour figures will be produced in colour in the online (PDF) version of your paper but unless there is a special colour printing arrangement with the conference organiser, any print version of the conference proceedings will be printed in black and white.
- Where an application cannot export a suitable graphics file, copy and paste the graphic into Word.

2. How to embed graphics into a Word document

- Create a graphic in one of the formats Word is able to import (for example, TIFF, JPG, EPS etc).
- From the Insert menu, select **Picture → From File...** (see figure 1).
- When the 'Insert Picture' dialog box is displayed, click on the **Insert** button on the bottom right corner of the dialog box (see figure 2).
- Select the Insert option (see figure 2). This will make sure that the graphic is saved with (embedded into) the Word document.

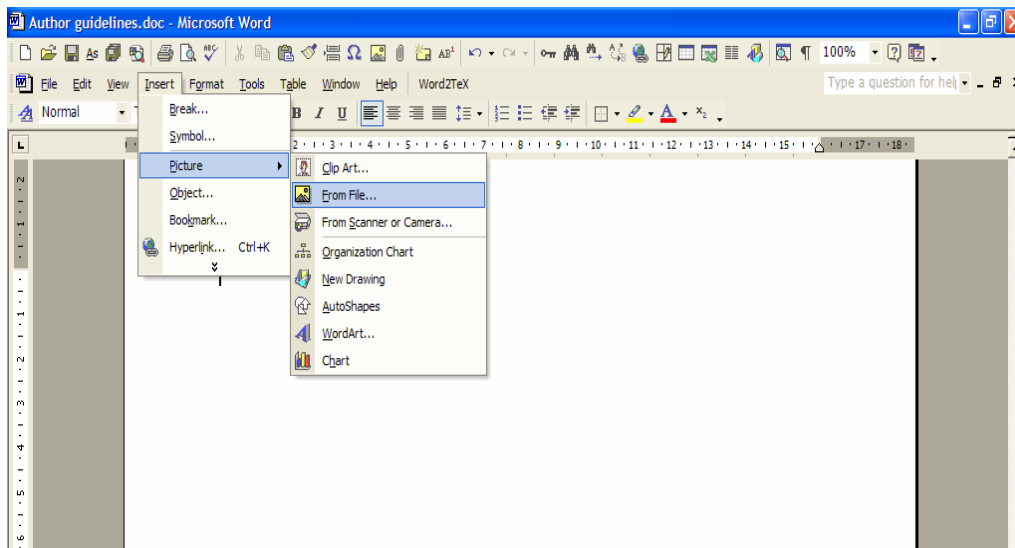


Figure 1. Inserting a graphic into a Word document.

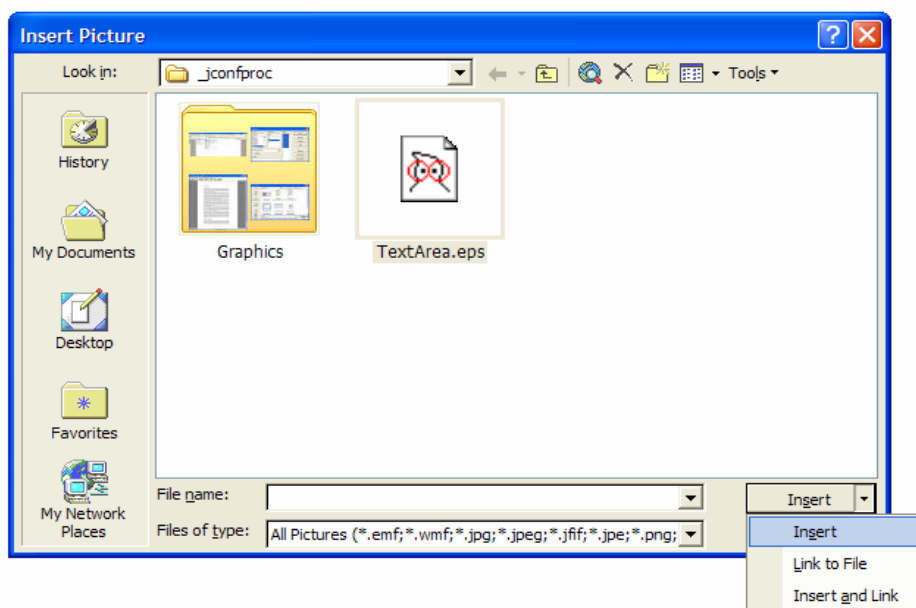


Figure 2. Embedding a graphic into a Word document.

3. Copy and pasting graphics into a Word document

- If the application you are using to prepare your illustrations does not export or save the graphics in a format that Word is able to import, or you have difficulty exporting the graphic, another alternative is to copy and paste the graphic into the Word document.
- Note that you may need to use with the **Edit → Paste Special...** option to correctly paste the graphic into your Word document.