How to Insert Graphs in Papers

- In Microsoft Excel, edit the graph and make sure it looks like you want it to appear in your paper.
- Next, you want to copy the graph from Microsoft Excel and place into Microsoft Word. In order to do this, hold the Shift key down while selecting Edit, then select Copy Picture (if you do not hold the shift key down you will only see copy).
- A Copy Picture Box will appear and within the box select As Shown On Screen then click OK.
- Go to Microsoft Word, click Edit, then Paste. The graph should appear on the Word document. Resize the picture to the preferred size for your document (proportions fonts, etc. will remain the same).
- Next, right mouse click, select Format Picture, select the Layout tab, select tight, then click OK.
- Repeat the same process in order to insert all graphs for a particular figure (1A, 1B, etc).
- Position the figures as you want them to appear in your document.
- Once all graphs are in the document, a caption text box needs to be added.
- Select Insert, and then click Text Box, and position box to be the same width as your figure and place it directly below your figure.
- Then, right mouse click, select Format Text Box, then select the Colors and Lines tab and click no fill under the color option and no line under the line option. Next, select the Layout tab and click on tight, then OK.
- Type the figure text inside the box (title, description, etc).
- Then resize the text box to fit the size of your caption text.
- Next, select Text Box, hold Shift key, then select each graph while holding the Shift key, now all components of the figure should be selected. Next, you want to group them together by right mouse clicking, select Grouping, and then select Group.
- Finally, right mouse click, select Format Object, select the Layout tab and click tight, then OK.
- Now you can move the figure as a whole from document to document, or move it around in your paper, all without changing the figure (the text will wrap around the figure).

TABLES:
Similar procedure but highlight the cells of the table prior to holding the shift key and selecting Edit, then select Copy Picture. Make sure that the table looks exactly as you want it to appear in the text. The captions for tables go above the table as compared to figures where the caption is below.