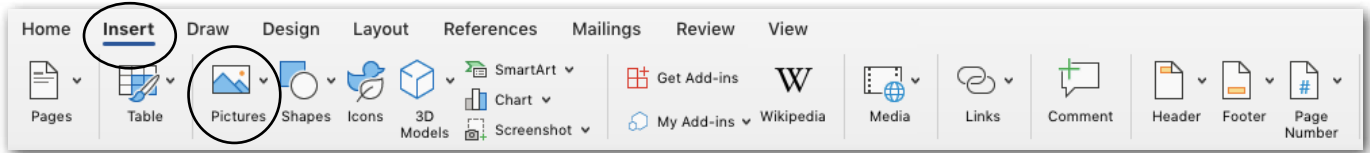


Microsoft Word

Adding Images to a Document

Step One: In the main toolbar select Insert and then Pictures.



Step Two: In the Pictures drop down menu there are three selections.

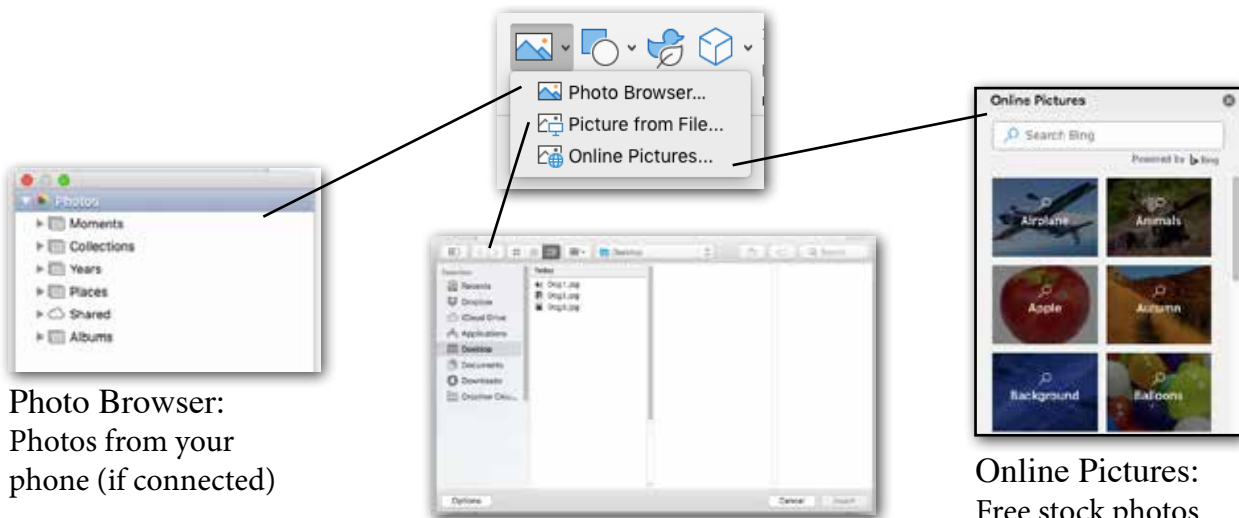


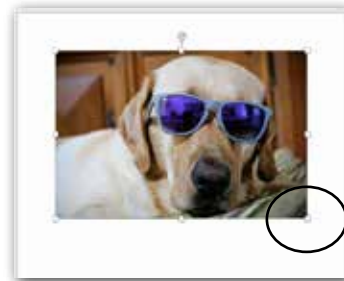
Photo Browser:
Photos from your phone (if connected)

Picture from file:
Photos saved on your computer

Online Pictures:
Free stock photos

Step Three: When you've found the image you wish to use select "insert".

Use the bounding box to change the size of the image in the document. Press and hold shift on the keyboard to retain the image proportions while changing the size.



Additional Options: For further options select Picture Format in the main toolbar.

