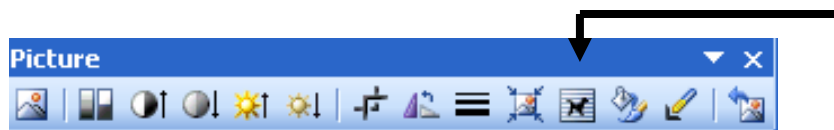


## How to Insert Digital Pictures into Microsoft Word\*

(\*This works exactly the same in PowerPoint.)

1. Open up a new document in Microsoft Word.
2. Choose INSERT from your menu bar.
3. Scroll down to PICTURE then over to FROM FILE.
4. Find the location where you saved your pictures.
  - a. If you saved them to your P: drive, type in P: in the "File Name" box, then press ENTER.
  - b. If they went into the "My Pictures" folder, this will automatically open up.
5. Double-click on a picture to insert it.
6. Click once on your photo to select it. If the picture toolbar does not appear, this is how to get it:
  - a. Choose VIEW from your menu bar. Scroll down to TOOLBARS, then over to PICTURE.
7. Click on the icon on the picture toolbar for Text Wrapping.



10. Select Square from the list of text wraps.
11. Now you can resize, crop, and move your photo.
12. Press Enter on the keyboard enough times to move your cursor below the photo. This will also move your photo down. Simply click on the photo and move it back up to the top of the page. Now type in a few sentences about your photo, then print it!