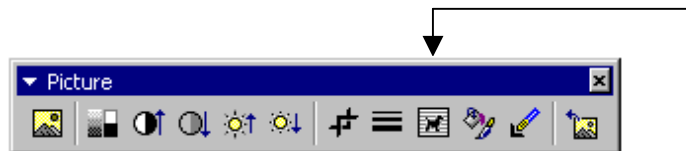


How to Insert Images into Microsoft Word*

(*This works exactly the same in PowerPoint.)

1. Open up your document in Microsoft Word.
2. Choose INSERT from your menu bar.
3. Scroll down to PICTURE then over to FROM FILE.
4. Select the location where you saved your image (personal directory) then press the enter key.
5. Double-click on the image you would like to insert.
6. Click once on your image 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.



8. Select Square from the list of text wraps.
9. Now you can resize, crop, and move your photo.