

Inserting an Image

When you have a saved image that you wish to enter within a document or presentation

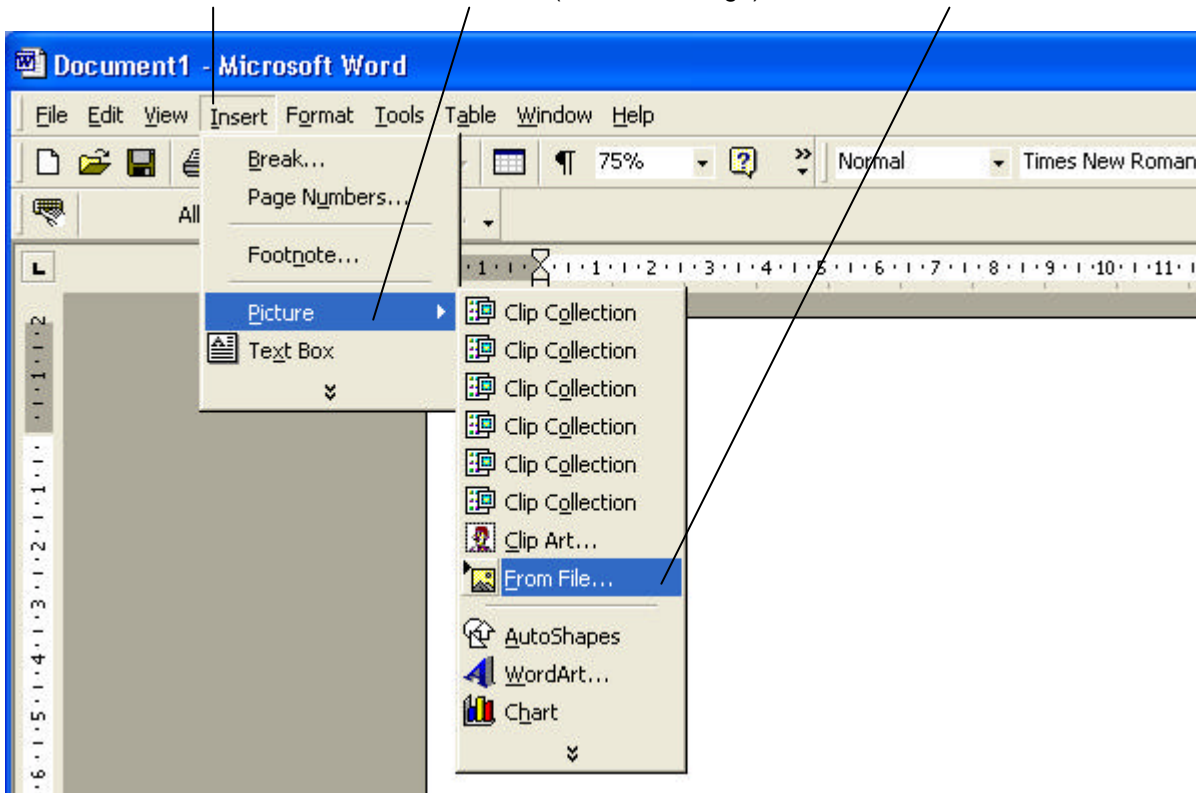
Insert an Image

1. Place the cursor to the position where you would like the picture to appear.
2. Select **Insert** on the tool bar. A menu appears.
3. Select **Picture** from the Insert menu.
4. Select the file where the image is saved.
5. Double left click on the image.
6. The image appears at the selected point.

Note: To insert an image from a digital camera or a scanner at step 4 select the appropriate option.

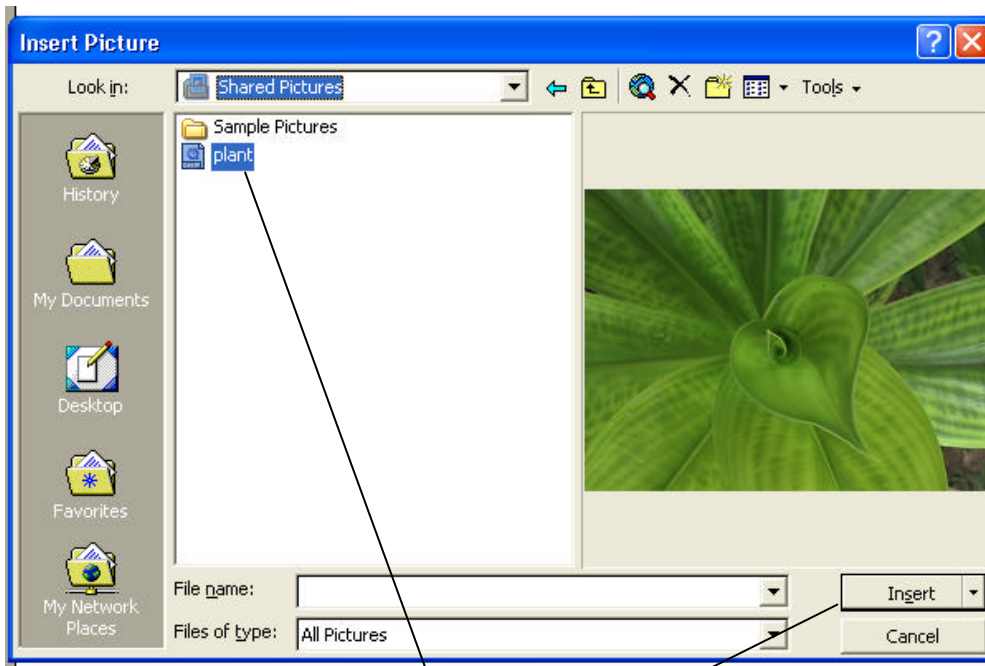
1. Make sure the cursor is in the position where you would like the picture to appear.

2. Select the **Insert** menu. Select **Picture** and (if a saved image) **From file**.



The Insert Picture box appears.

3. Browse your files for the image you want. Left click once on the file name to select it.



4. Left click once on either the file name or **Insert** to insert the image.

The image appears in your document.

