

“Step Sheet: Inserting Pictures into Microsoft Word”

➤ Inserting a graphic from the Clip Gallery

Step 1

Insert your cursor at the location in your Word document where you want to place the graphic.

Step 2

From the Insert Menu, choose Picture, then Clip Art.

Step 3

The Clip Gallery opens. Choose any category, Animals for example, to view the available graphics in that category.

Step 4

Click the image you want to insert then click Insert. The graphic is placed in your document.

Step 5

To use additional features of the Clip Gallery, return to it (see Step 2 above). Click Import to bring graphics from other locations (CD, your hard drive, etc.) into the Clip Gallery. Click Online to access additional clip art on Microsoft’s Clip Gallery Live web site.

➤ Inserting a picture from a file

Step 1

Insert your cursor at the location in your Word document where you want to place the picture.

Step 2

From the Insert Menu, choose Picture, then From File.

Step 3

When the From File window opens you will see the contents of your hard drive. Navigate as necessary to locate desired images on your hard drive. Highlight your desired picture file and then click Insert at the bottom right corner. The picture is inserted into your document.