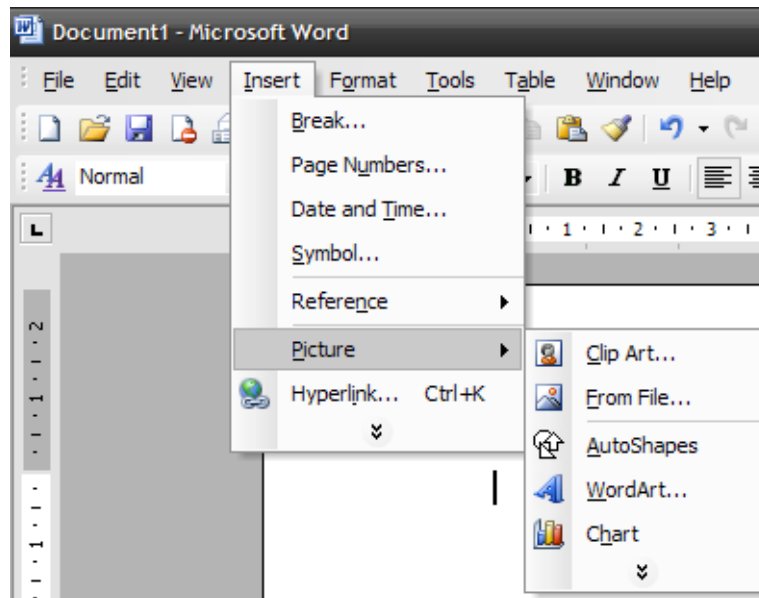


# Adding a picture in Microsoft Word

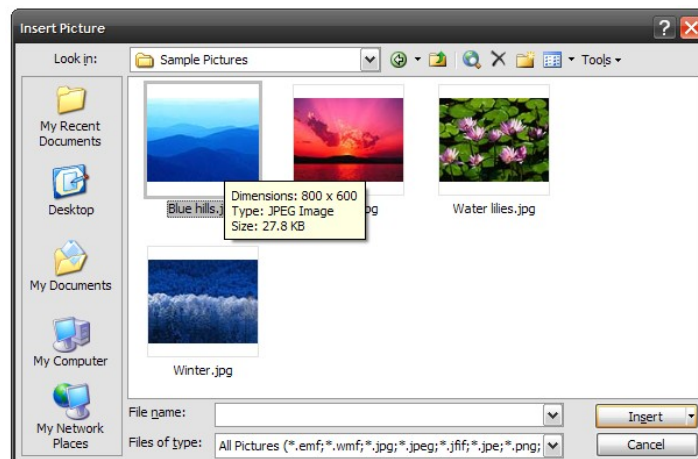
Pictures aid understanding and interest in a document. This quick helpsheet explains how to add a picture from a file (i.e. A picture from your camera or the Internet but **not** clipart).

1. Click on the *insert* menu and then *Picture*



*The insert menu with Picture options showing*

2. Several options appear to the left, choose *from file*.
3. A window appears asking you to choose the picture. Find the picture, click on it, and click *Insert*.



*Choose a picture...*

4. The picture will show in your Word document – you can resize it or adjust it as you see fit.