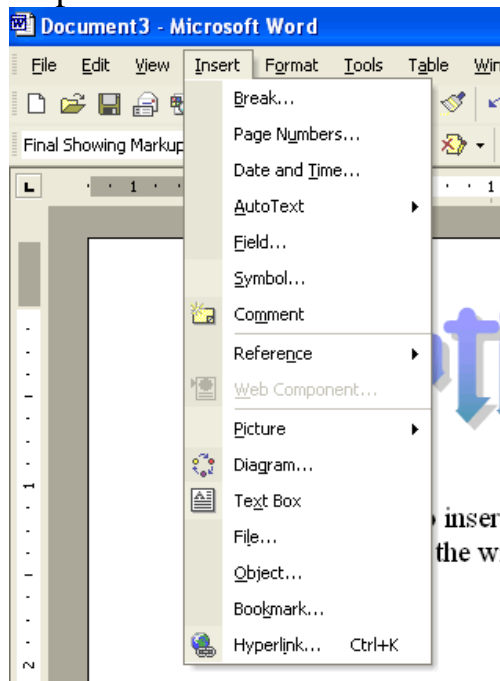
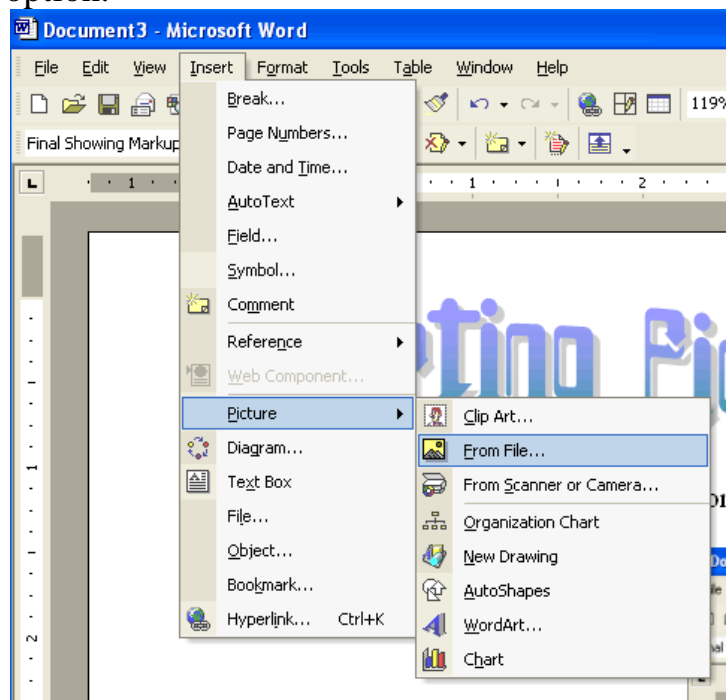


# Inserting Pictures in Word

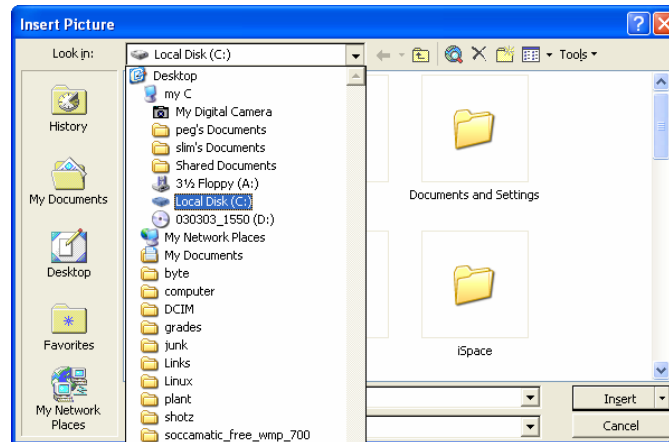
⇒ To insert an image into a Word document, first move the cursor to the location in the document that you want the picture, and then click open the “Insert” menu at the top of the window.



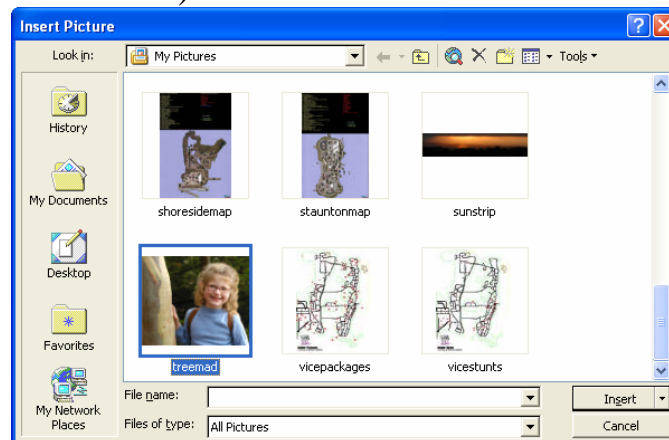
⇒ Move the mouse pointer on top of the Picture option, and then click on the “from file” option.



⇒ Click open the “look in” box at the top of the Insert Picture window to navigate to the drive and directory containing the picture that you want to insert in the document.



⇒ When you find the image that you want, click it and then click the insert button (or double click it).



⇒ Once the image has been inserted in the document, you can resize it by first clicking it once to highlight it.



⇒ Then move the mouse over one of the little squares in the corner of the image until the mouse pointer changes into a double diagonal arrow that looks like this. ↗

⇒ Now just drag the corner away from the center of the image to make it larger, or toward the center to make it smaller.

⇒ You can also change the size of the image by dragging the little squares on the edges of the image, but the image will lose its proportions.