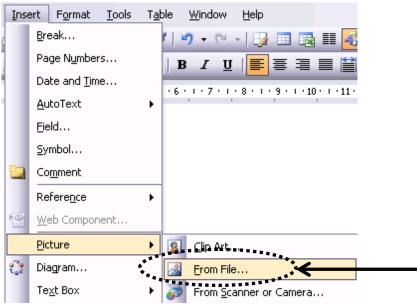
MASSEY UNIVERSITY

Inserting pictures from your computer

Microsoft Word 2003

- 1. Place your mouse cursor where you wish to insert a picture from your computer
- 2. Insert > Picture > From File



3. Browse the file > select the file > click the **Insert** button

Insert Picture		
Look <u>i</u> n:	🛅 Sample Pictures 💽 🎯 🕶 🖄 🛛 😋 🗙	🎽 🏢 🔻 Too <u>l</u> s 🕶
My Recent Documents	Blue hills.jpg Sunset.jpg Water liles.	Pa
My Documents	Winter.jpg	
My Network Places	File name: Files of type: All Pictures (*.emf;*.wmf;*.jpg;*.jpeg;*.jfif;*.jpe;*.	png; V In <u>s</u> ert V



4. Done.



Tip: Copying from Windows Explorer

If you are already in the Windows Explorer window, you can copy from there rather than going through the menu process in MS Word.

1. Select the image > Copy (CTRL + C)

