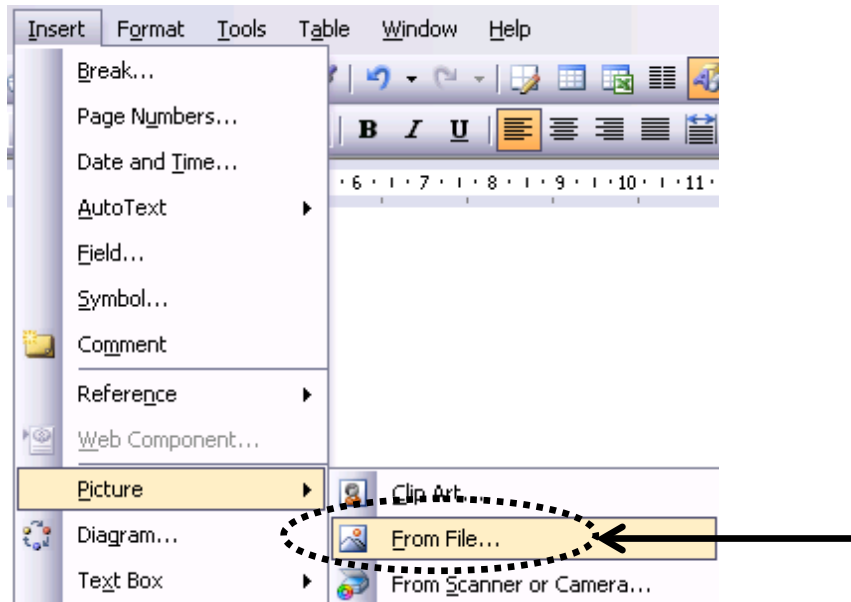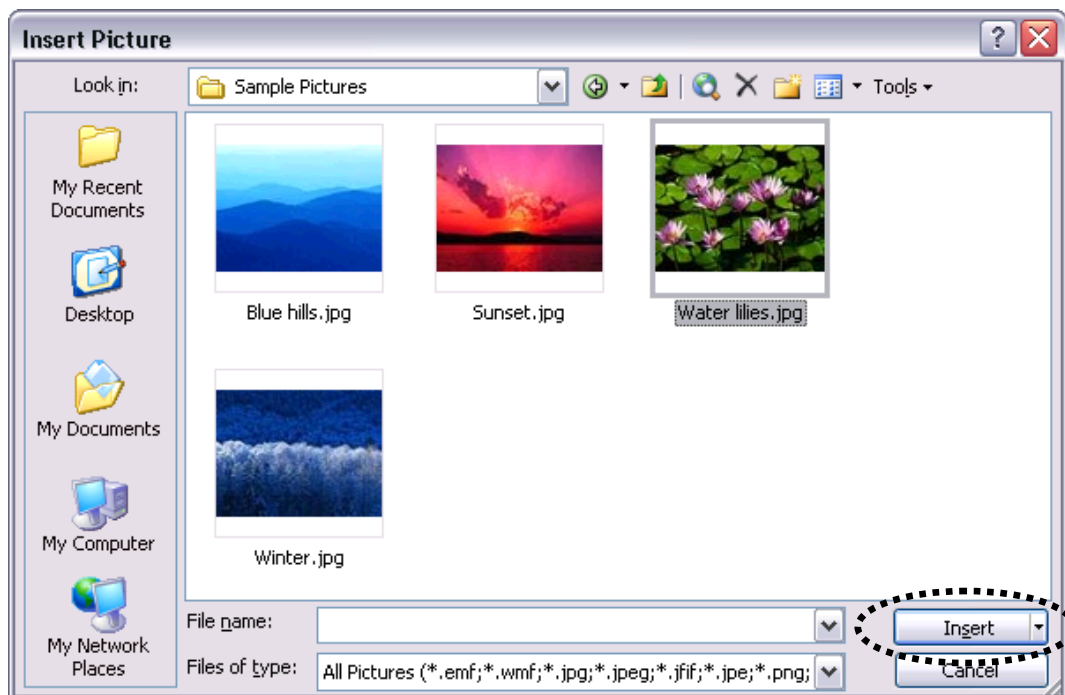![Massey University logo](MASSEY UNIVERSITY)

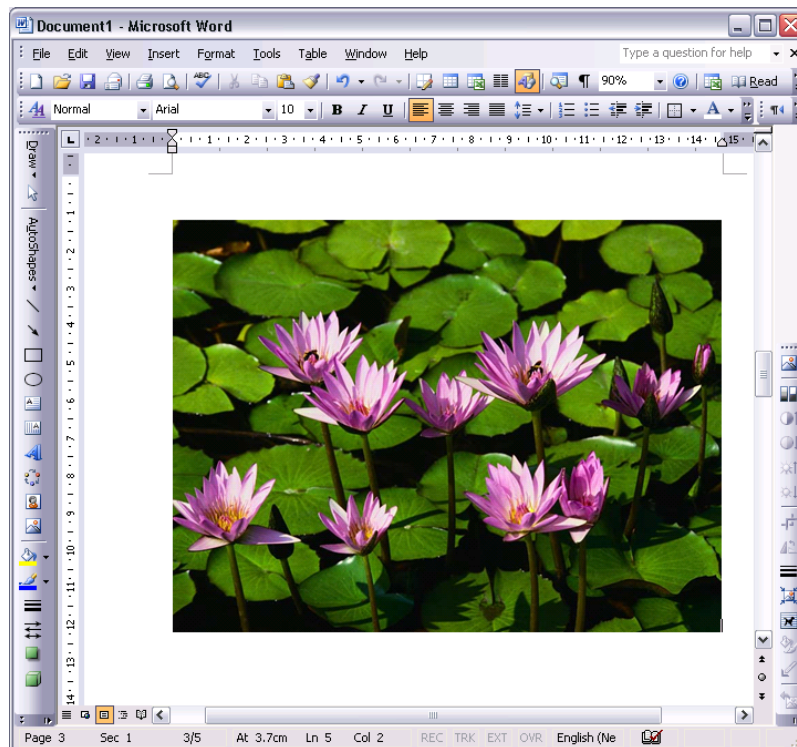# Inserting pictures from your computer

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
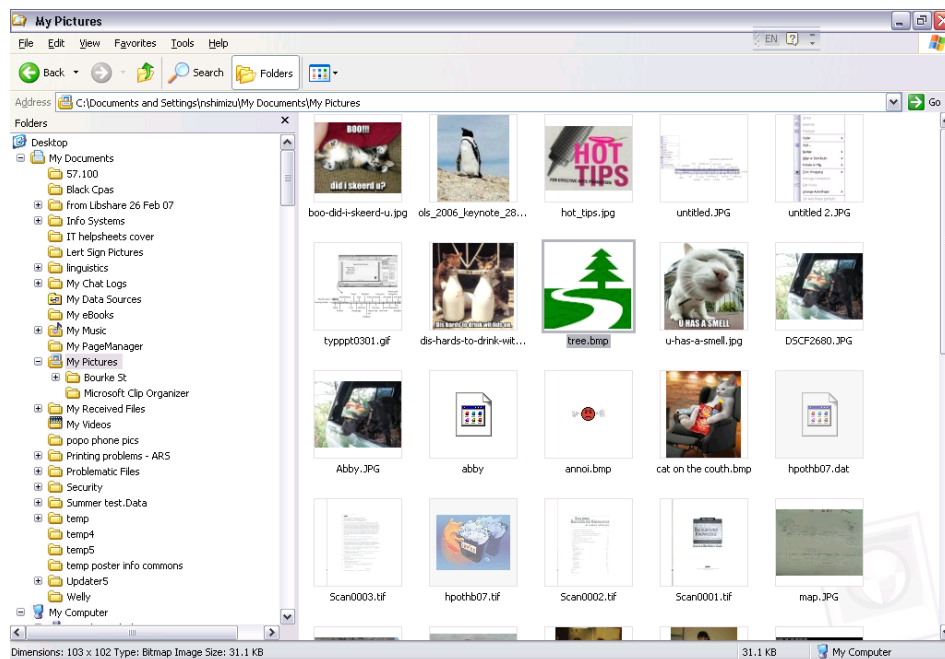
Massey University

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**)

2. Go back to your MS Word

3. Paste the image (**CTRL** + **V**)