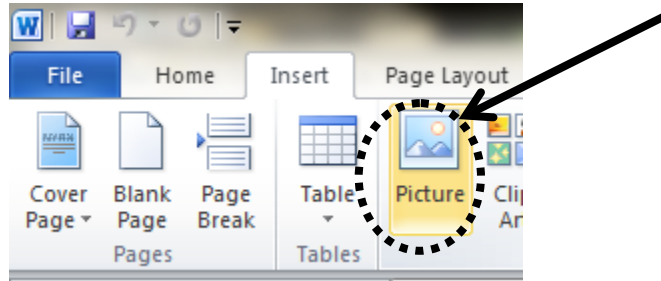


Inserting pictures from your computer

Microsoft Word

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

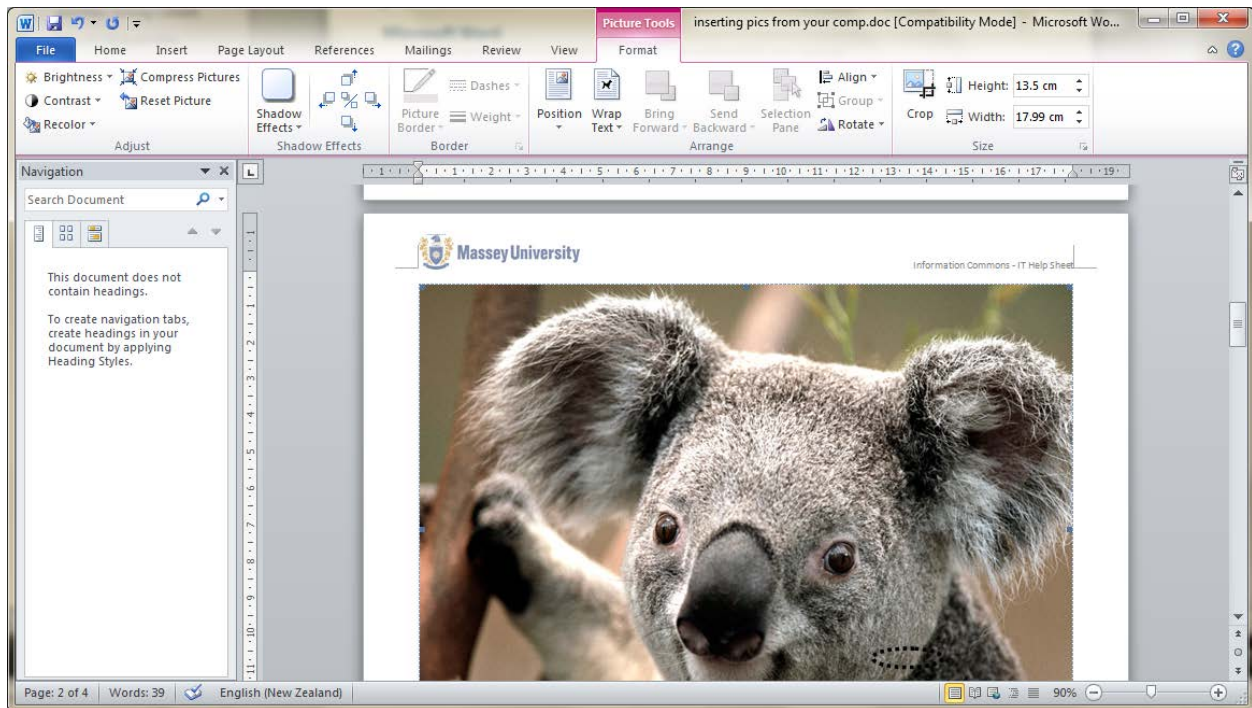


3. Browse > select the file > click the **Insert** button



- 4.

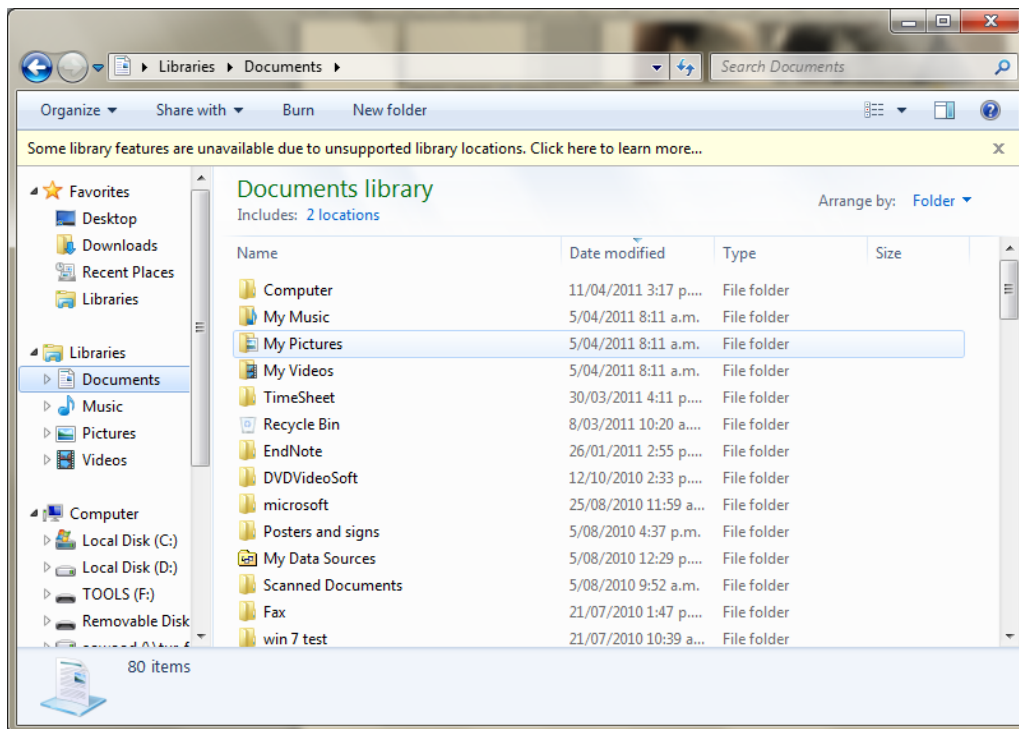
Done.



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**)