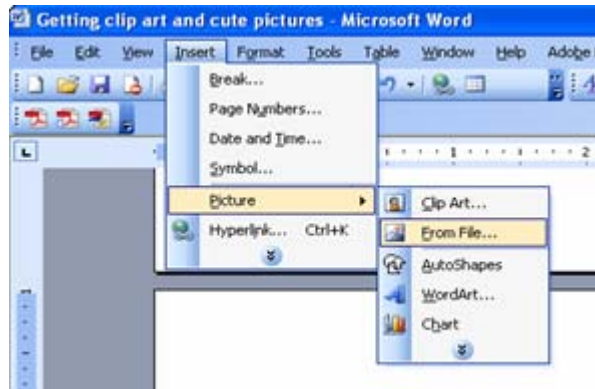


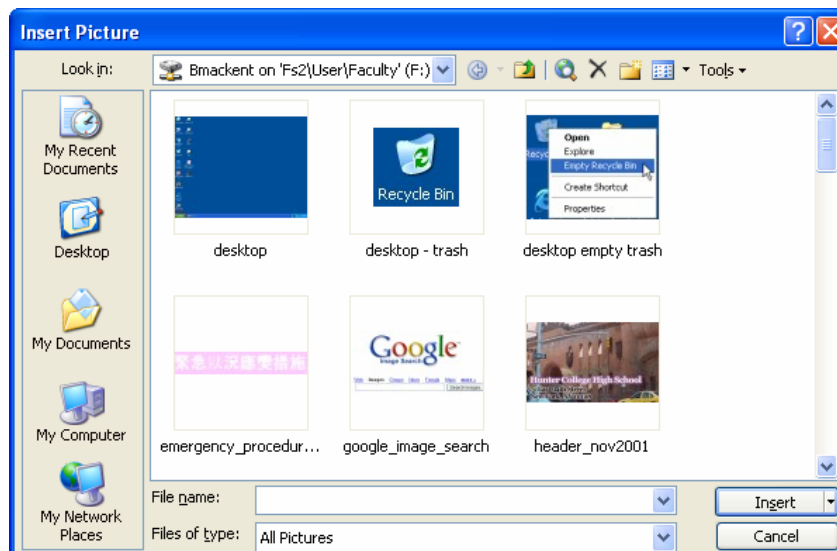
Inserting clip art and pictures into Microsoft Word

Inserting pictures and clip art into Word is pretty straight-forward

- 1) Click on the **File** menu, and then the **Insert** Menu. Choose **Picture** and then **From File...**



- 2) Note the **Insert picture** dialogue box. Choose a location, and click on the picture you want to insert.

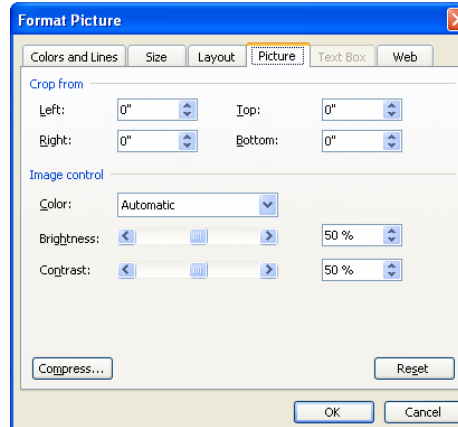


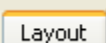
- 3) Click on the Insert button, and your picture will be inserted! Alternatively, you can simply double-click on a picture and it will be inserted into your word document.

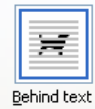
Inserting clip art and pictures into Microsoft Word, continued

4) The last step is to make it easier to edit and move your picture around.

Once the picture is in Word, simply double click on it. Note the picture dialogue box.



Click on the **Layout** tab  and click **behind text**.



Click **OK** and you are done.