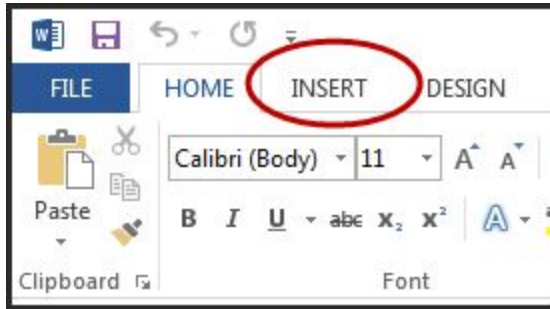
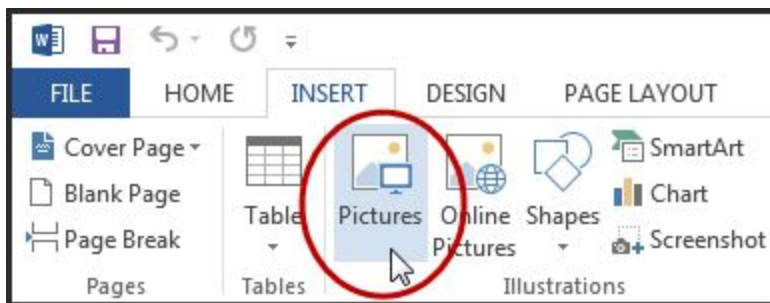


Inserting an Image into a Word Document

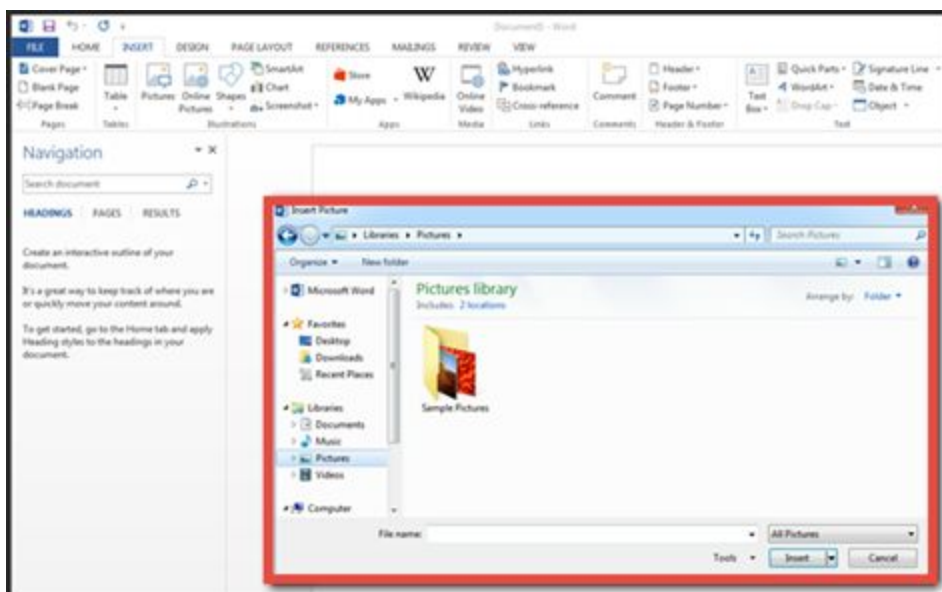
1. Click the location in your document where you want the image to appear and then click the **INSERT** tab in the top toolbar navigation.



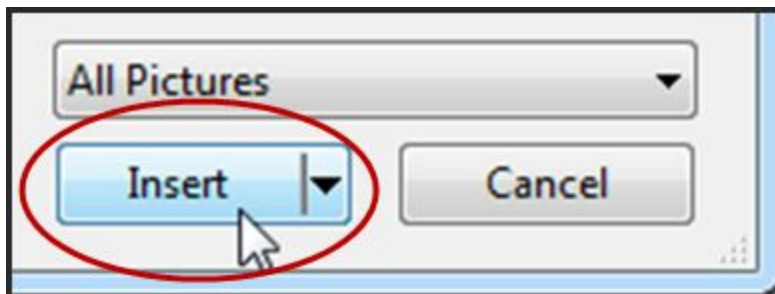
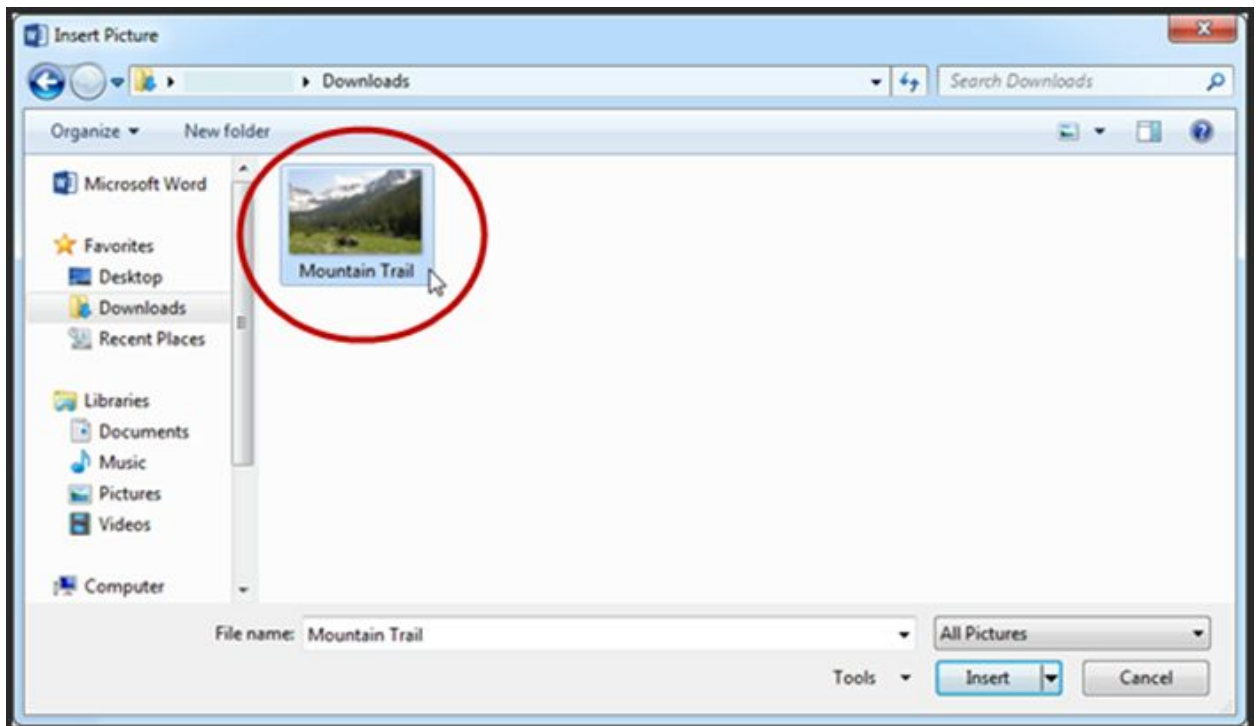
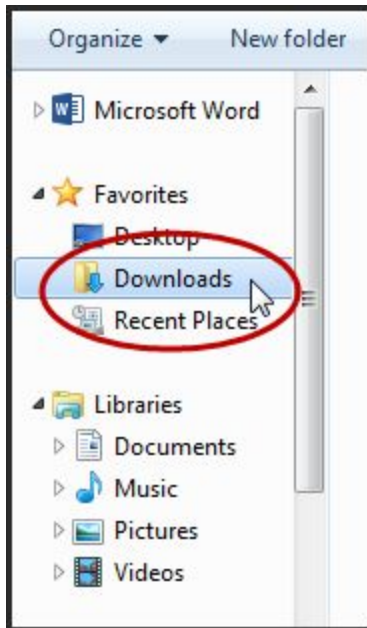
2. Click the **Pictures** icon on the Illustrations ribbon



3. An *Insert Picture* dialog box will appear.



- Using the left navigation pane of the *Insert Picture* dialog box, locate and click the file you wish to insert into your document and then click the Insert button in the lower left corner of the dialog box.



5. The image will be inserted into your document.

