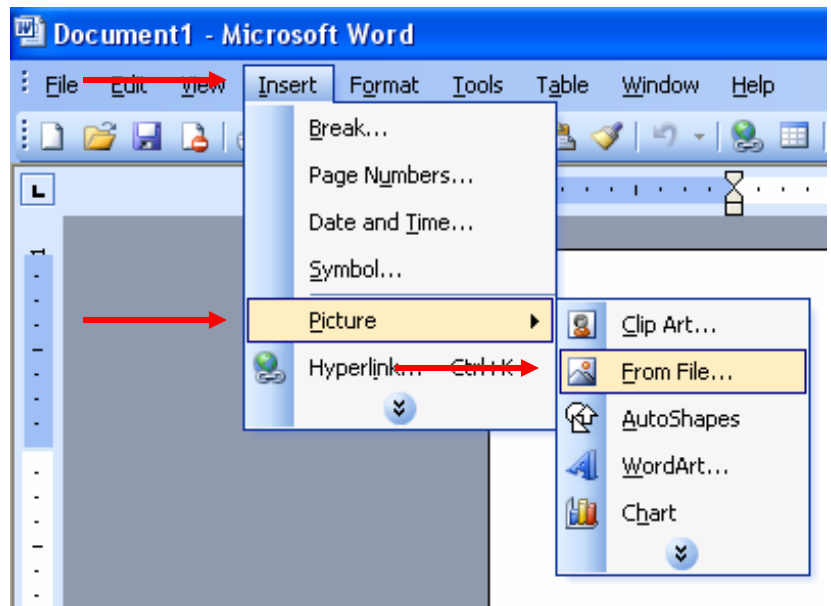
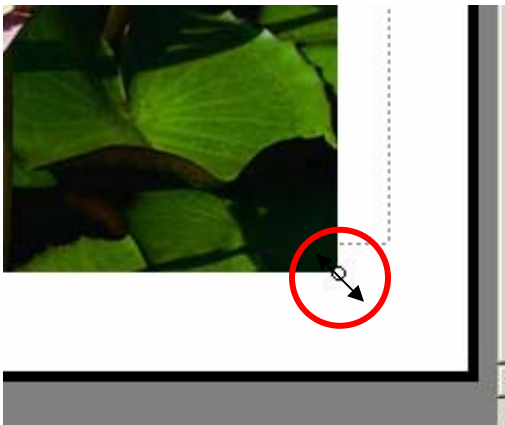


How to Add a Photo to Word

- Click on Insert > Picture > From File
- Navigate to the picture you want to add
- Click on it
- Click Insert



Make the image larger or smaller by clicking on one of the corners of the picture, holding down then mouse and dragging



The Picture Toolbar



- The first icon on the Picture Toolbar will allow you to insert a picture
- The next five icons allow you to change the color, contrast and brightness
- To crop an image, click on the “crop icon” (after the two suns)
- To flip an image, click on the “triangles icon” – it will allow you to rotate your image 90 degrees
- To add a border around your image, click on the “line icon” (three lines) and choose the line you want
 - NOTE: you must have the image “text wrapped” before you can add a border!
- The icon with the four arrows will allow you to compress your image
- To move the image around on the page, click on the “dog icon” (Text Wrapping) and choose the wrap you want
- The paint bucket icon will allow you to format your image
- The pen icon will allow you to make your image transparent
- The last icon will bring your picture back to it’s original settings