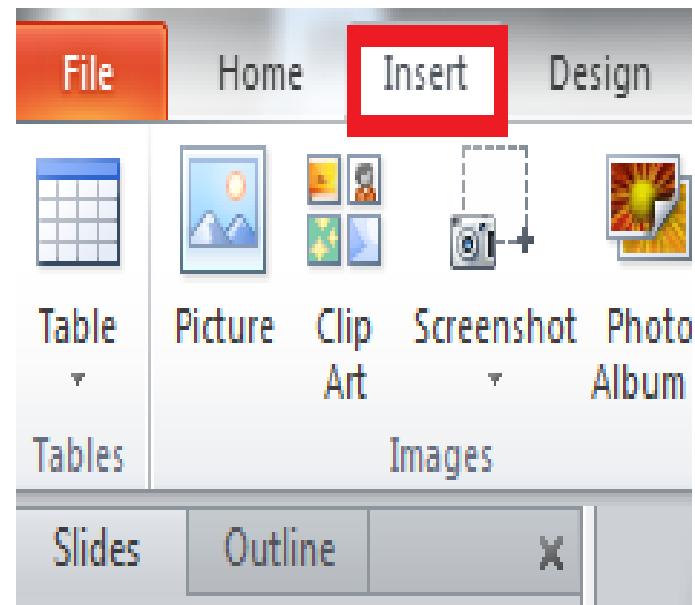
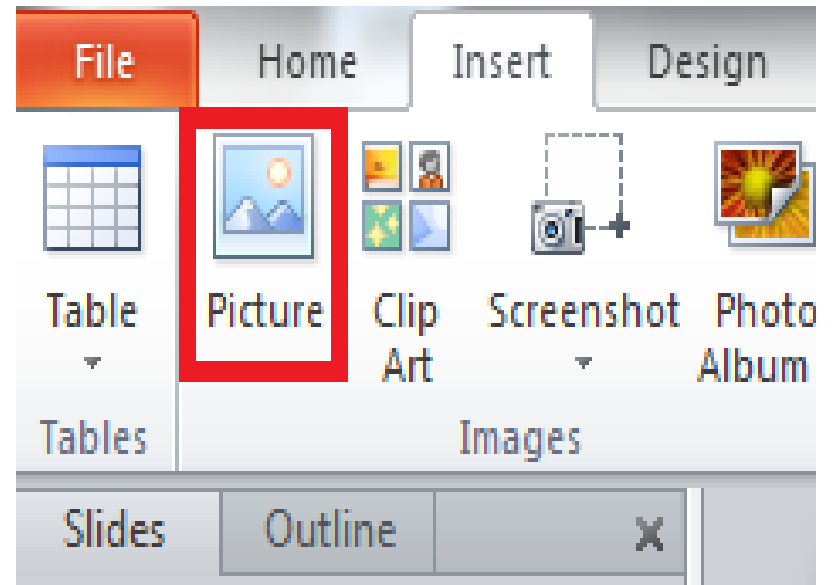


Inserting pictures

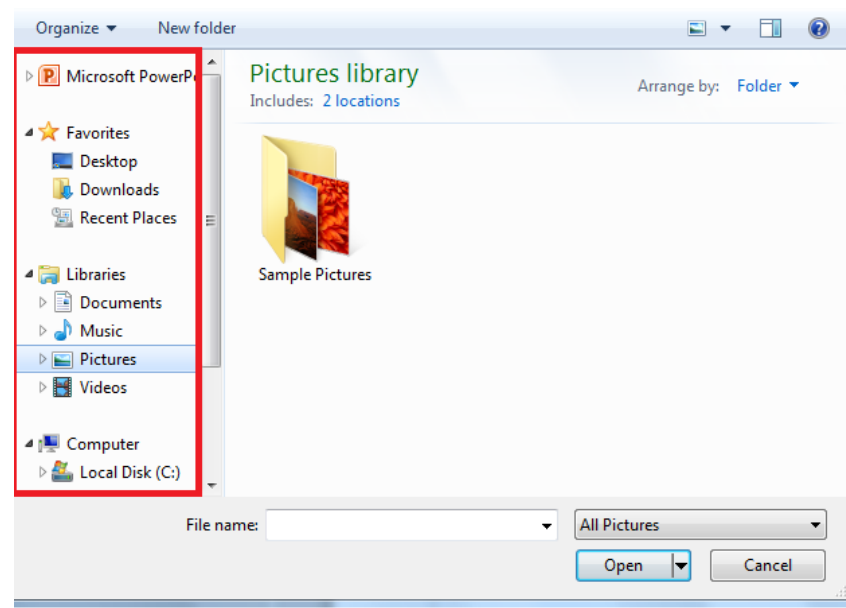
- **Left click on Insert.**



- **Left click on the Picture icon.**

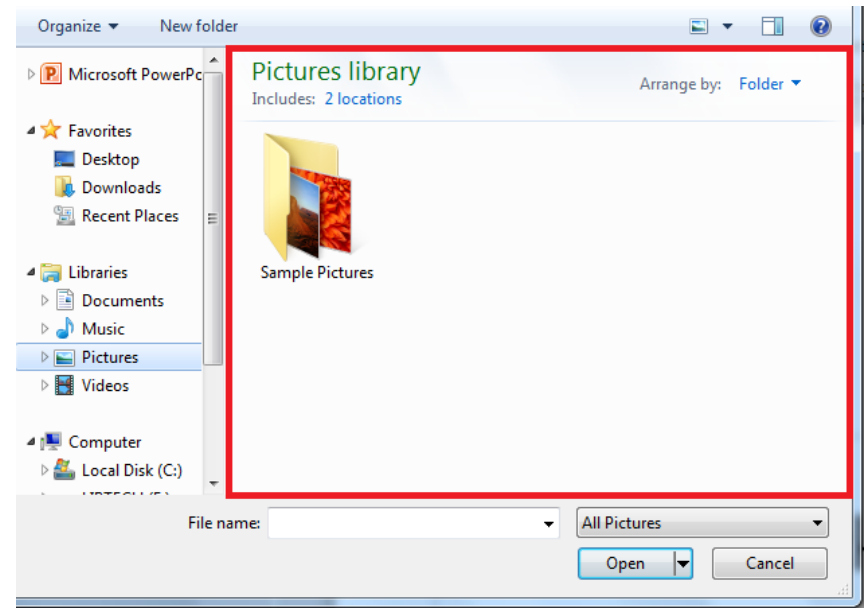


- To select the destination folder, use the box on the left hand side of the menu



- If you need to scroll down, use the gray bar on the right side.
- To use the gray bar, **left click while holding the left mouse button down**
- **Drag it down** until you see the file that contains the picture.

- Once you have selected the folder, the contents that exist in the folder will be displayed in the center box.



- **Double left click** on the folder that contains you picture.



- **Double left click the picture.**



Chrysanthemum



Desert



Hydrangeas



Jellyfish



Koala



Lighthouse



Penguins



Tulips