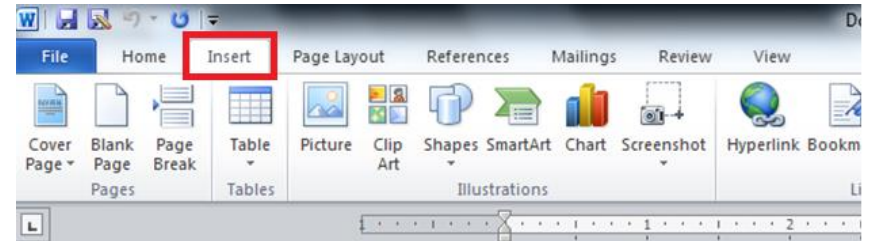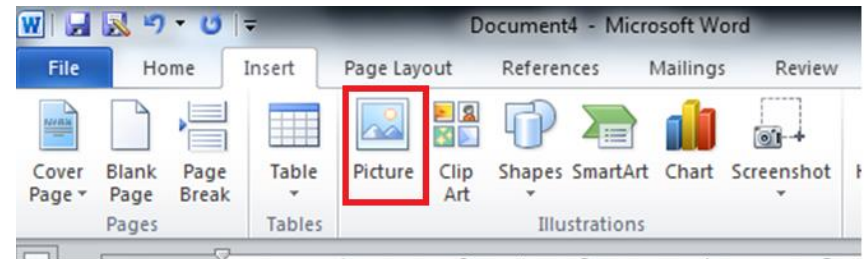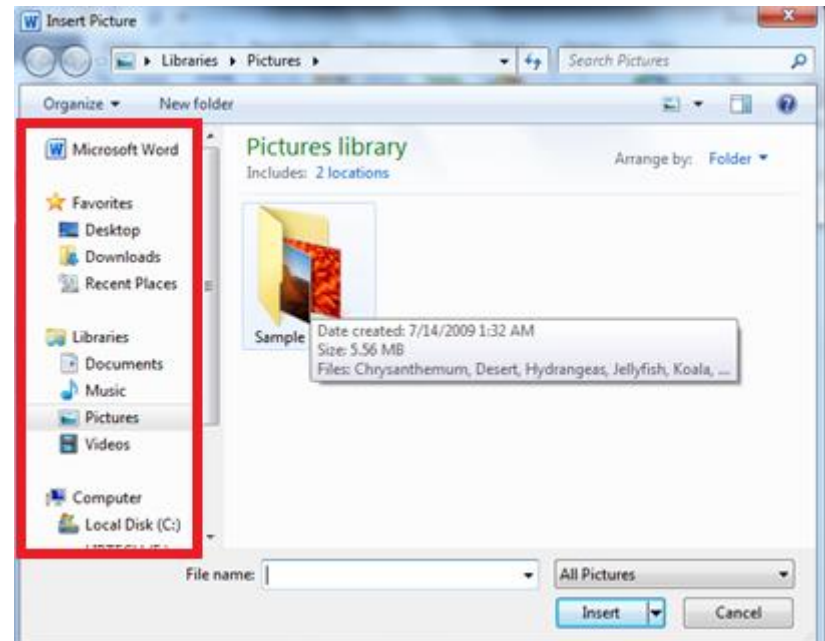# Inserting pictures into Word

- **Left Click** on the **Insert** tab

- To insert a picture locate the picture icon
- **Left click** on it.

- To select the destination folder, use the box on the left hand side of the menu **left click** on it.

Inserting pictures into Word

- If you need to scroll down use the gray bar on the right side.

- To use the gray bar, hold the **left click** mouse button down on the grey bar.

- While holding the **left mouse button down** drag the bar down until you see the destination file that contains the picture you want.
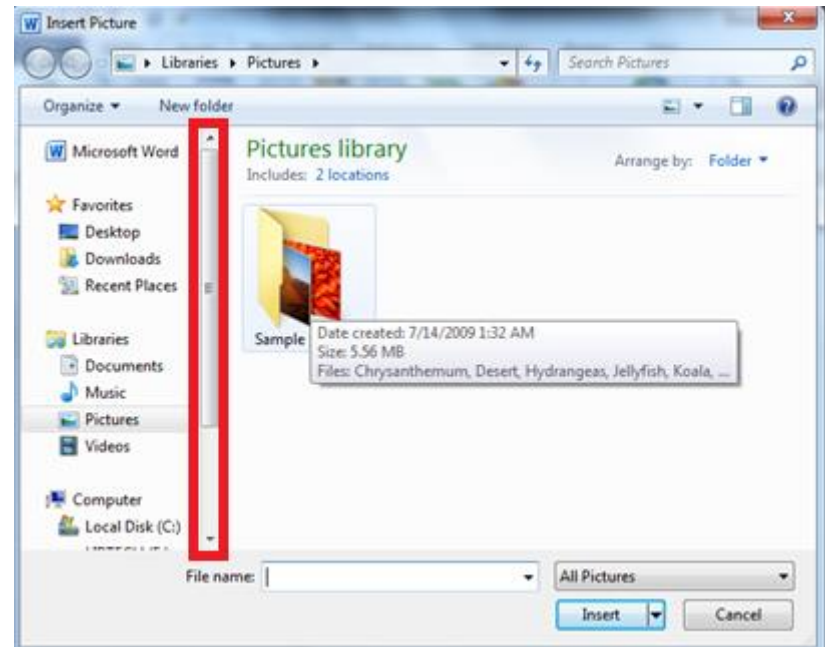
- Once you have selected the destination folder the contents that exist in the folder already will be displayed in the center box.

Inserting pictures into Word
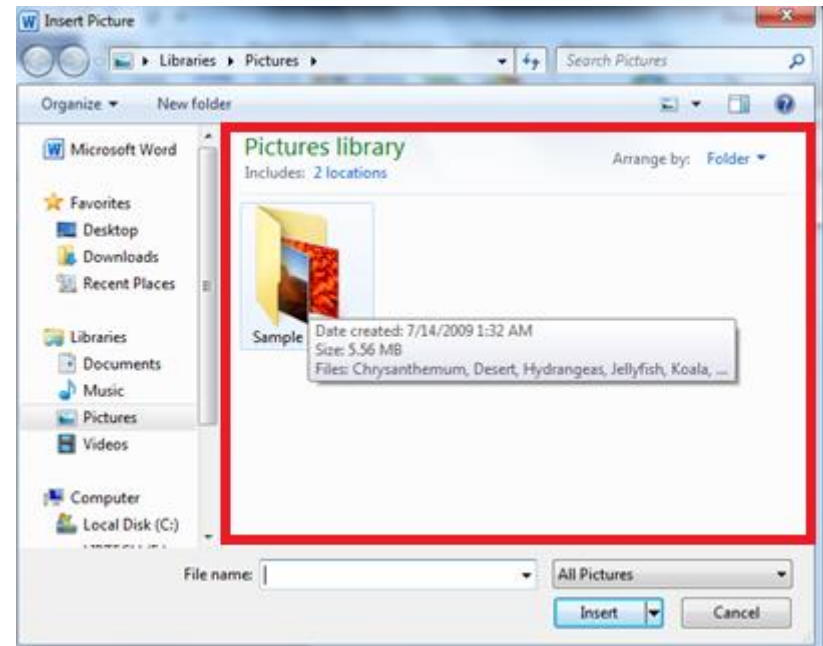
- To select your image point your mouse to the image in the center box and then **double click on it**
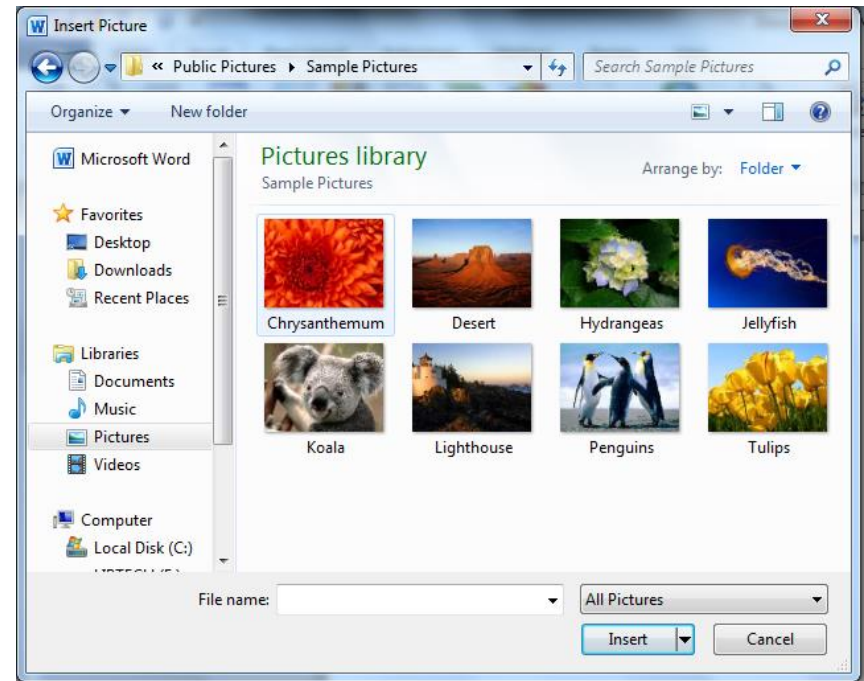
- After doing this the image will be inserted

- the box will then disappear