INSERTING AN IMAGE
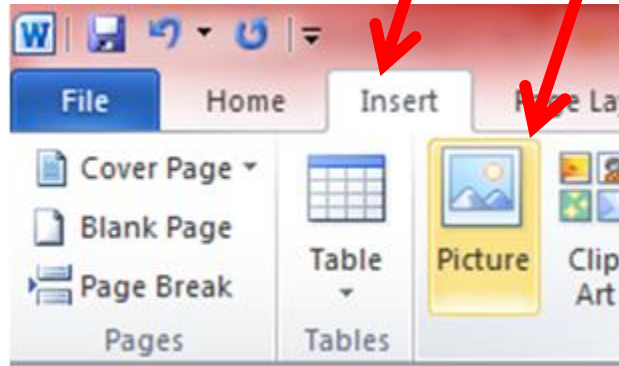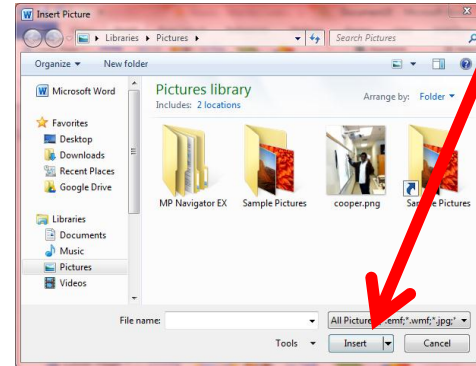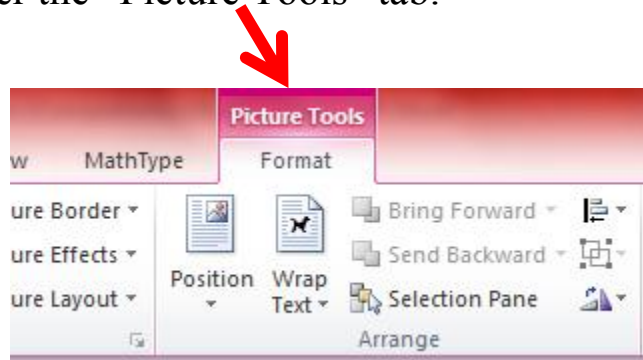
1. To insert an image that you have saved on your computer, click on "Insert"→"Picture".

2. Locate the file and click on "Insert".

After you insert a picture, Microsoft Word gives you many tools for making sure the picture looks just the way you want. These tools are found under the "Picture Tools" tab.

PICTURE TOOLS

Brightness
Contrast
Color

Border

Crop

Shadow
Effects

Position/Wrap Text
Align
Rotate

S I Y C
Scan If You Can

S I Y C
Scan If You Can

S I Y C
Scan If You Can