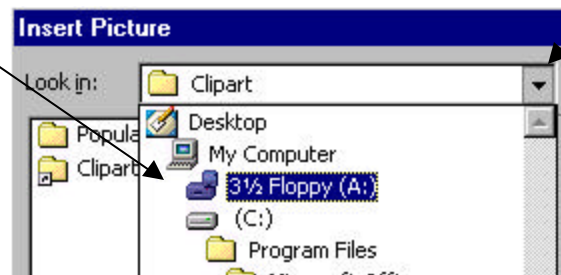


How To Insert a Digital Picture into Word

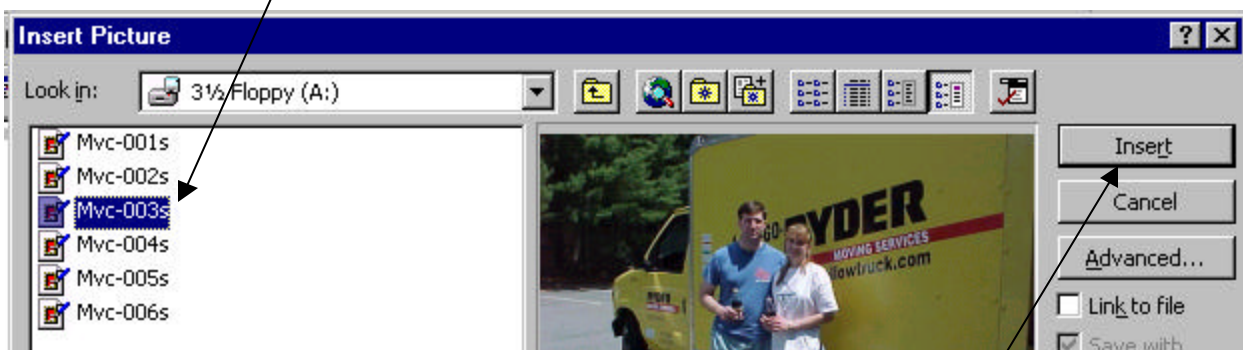
1. Insert the floppy disk from the digital camera into the 3 ½ Floppy (A:) drive of the computer.
2. With your word document open, click on **I**nsert, then on **P**icture and **F**rom File...



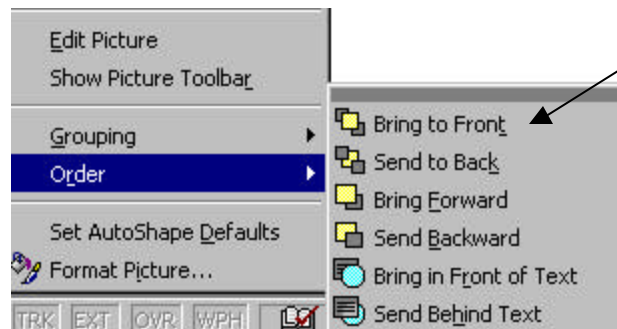
3. In the window that pops up, click on the arrow to the right of **L**ook in... and click **3 ½ Floppy (A:)** from the drop-down menu.



4. On the pop-up window, choose the picture file you'd like to insert by clicking on it to highlight it. A preview of the picture will appear to the right of the file names.



5. Once you have the picture you'd like to insert, click on **Insert**.
6. Your picture will now be placed into your Word document! You can move the picture by clicking on it to select it (you'll know it has been selected because it will have little squares at its sides and corners), then dragging it until you have it in the desired position. (The dragging tool looks like two crossed arrows.)
7. You might also like to resize the picture to make it smaller or larger. You can do this by clicking to select it, placing your cursor on one of the boxes at the corners or sides (it will change to a double arrow), and clicking and dragging to make the picture the bigger or smaller.
8. If you're placing multiple pictures on a page, you might want them to overlap. If you want a particular shot to be on top of another, just click on it to select it, then **right-click** and click again on **Order**. Choose the order you want the pictures to be layered in and click.



9. That's all there is to it! You can put as many pictures as you'd like on a page...experiment and have fun!