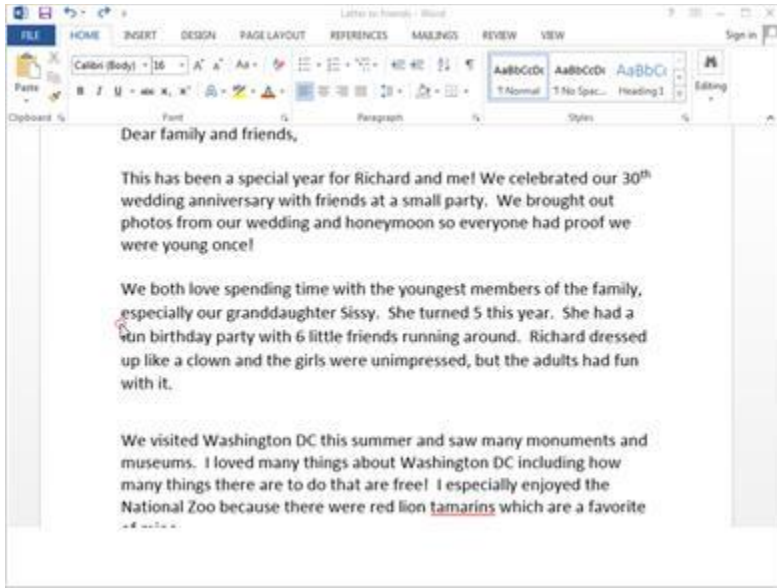
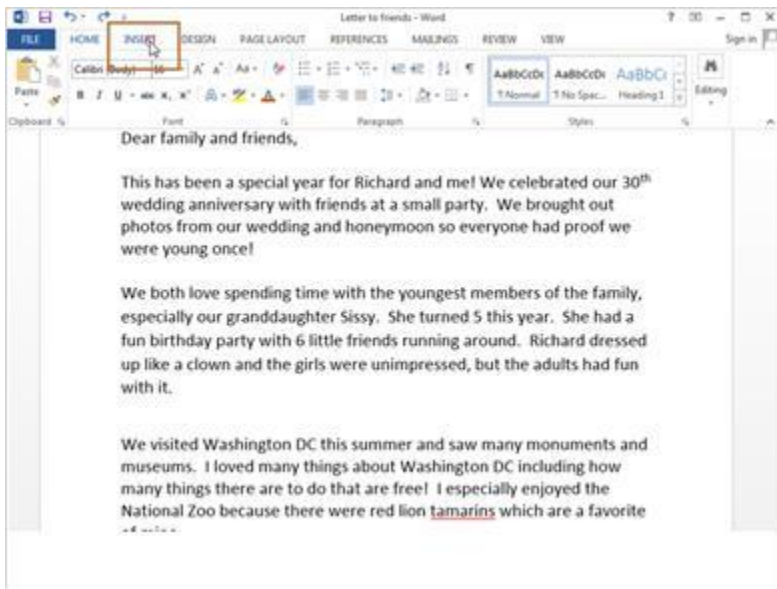


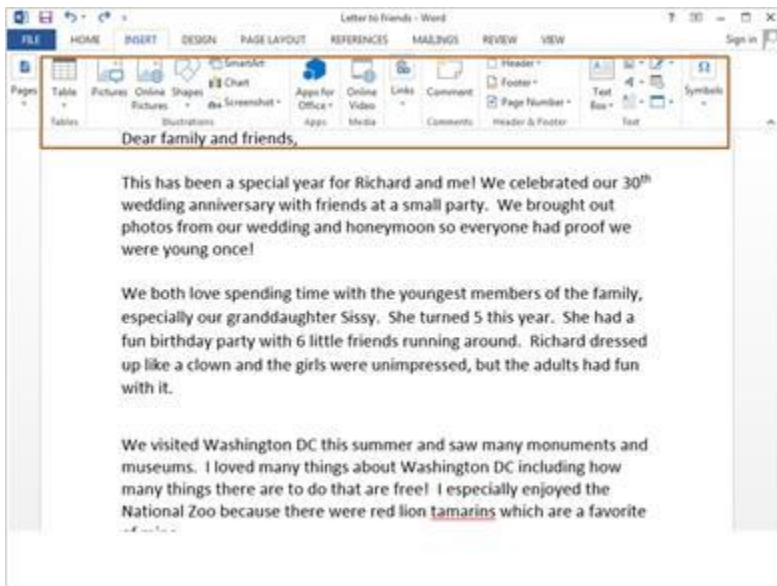
Insert a Picture



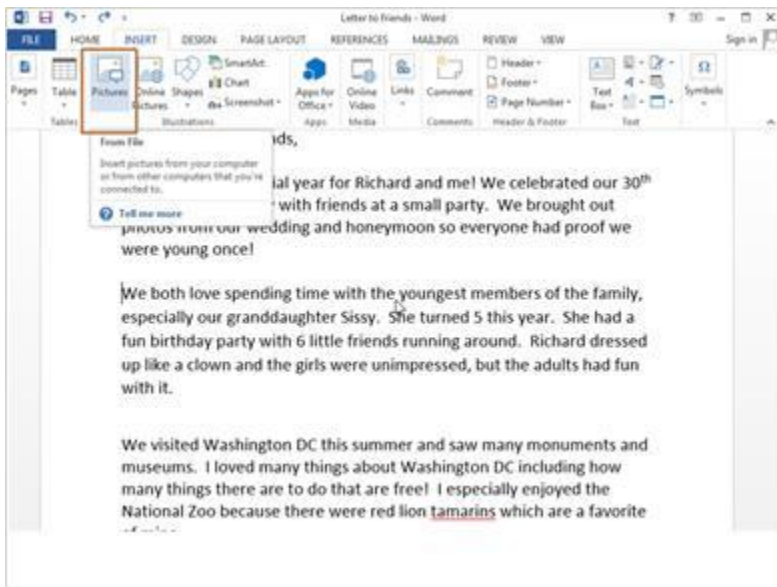
Jane is almost done with her letter, but she would like to include a picture. To do this, she clicks the place in the document where she'd like the picture to go.



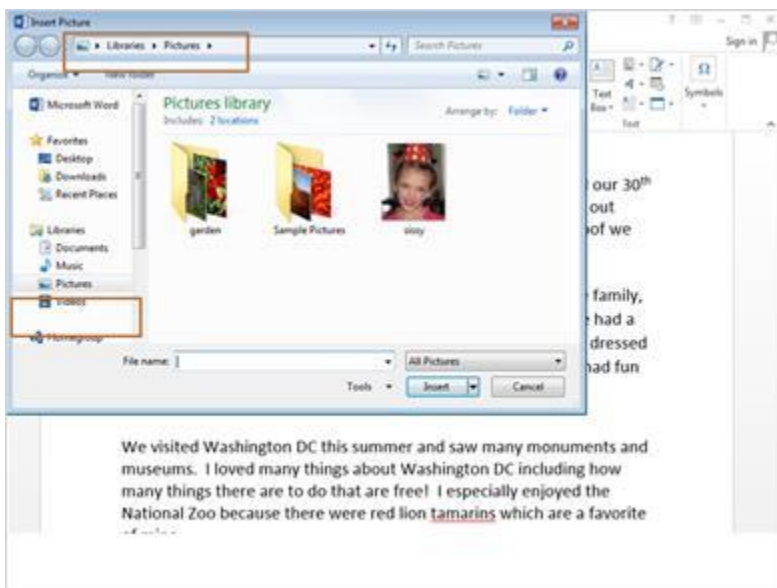
Then she clicks on the Insert tab on the top menu.



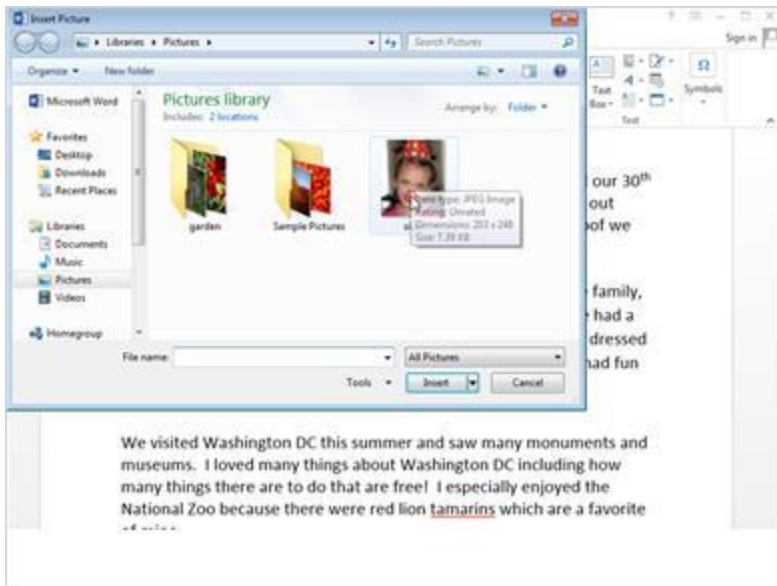
As you can see in the insert menu, Word allows you to insert pictures and many other things, including shapes, links, tables, graphs and more.



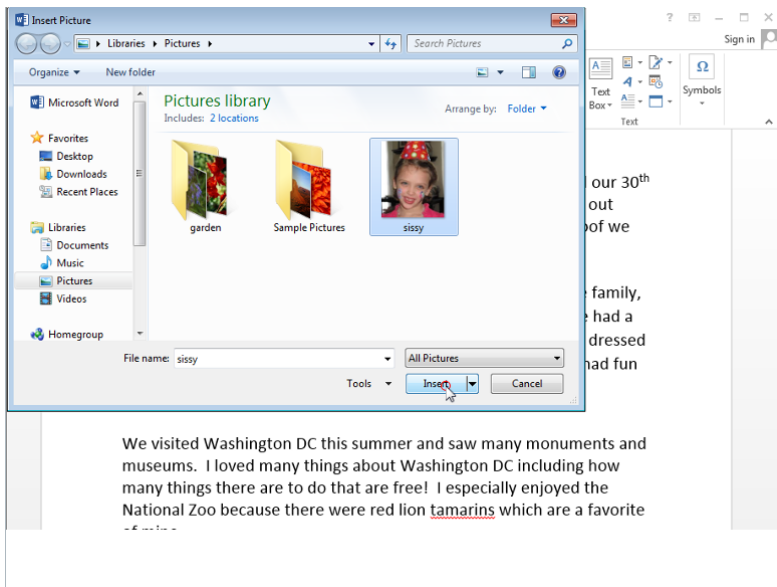
To insert a picture, Jane clicks on the Picture icon.



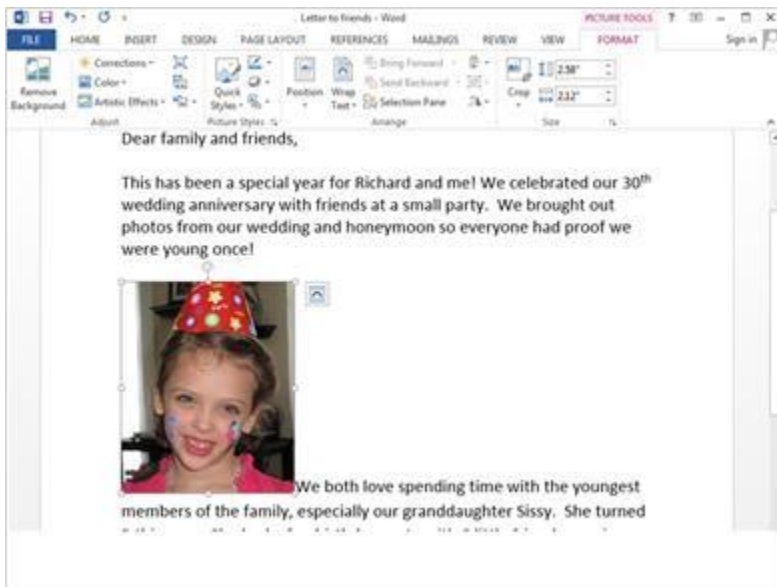
Word then opens a window that will let Jane browse to the image on her computer that she wants to use.



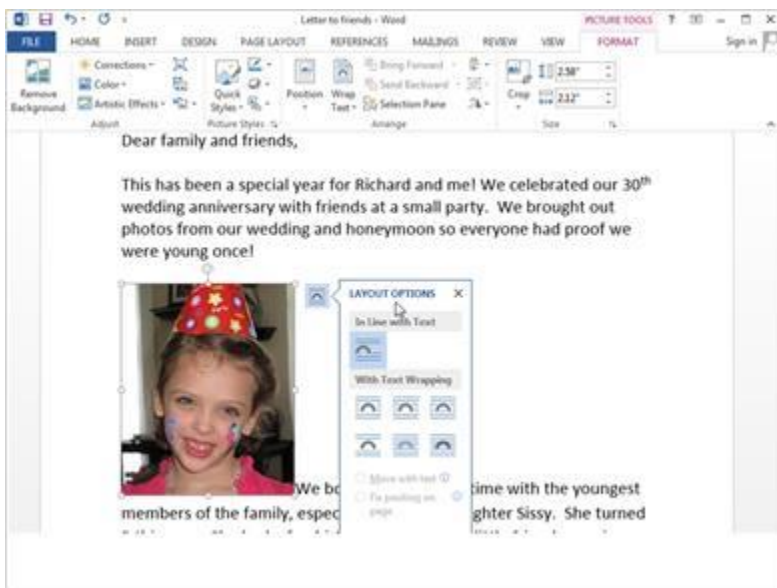
Word has automatically opened the Pictures window, where the image Jane wants to use is located.



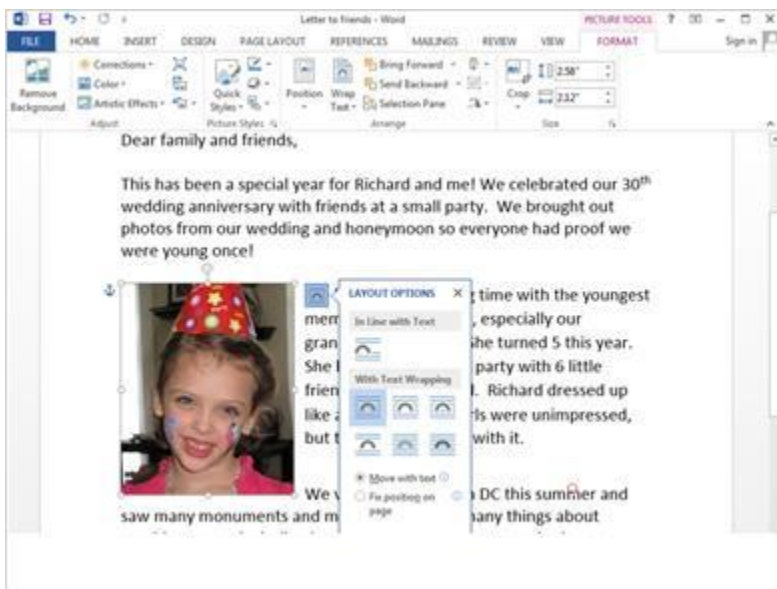
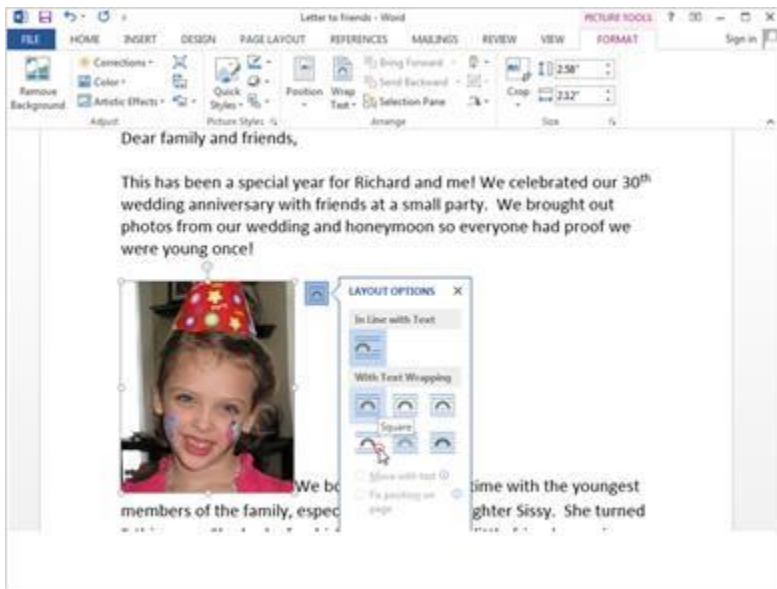
She clicks on the image, and then clicks on Insert to insert it into the letter.



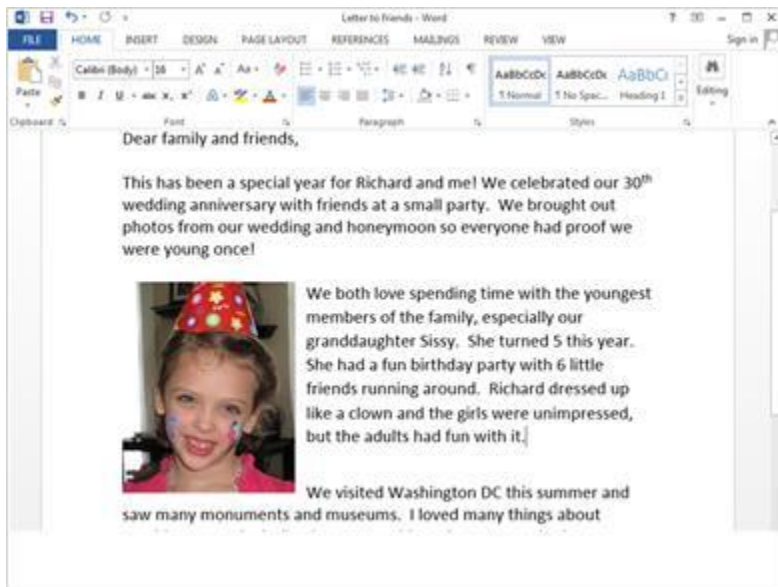
The image now appears in the letter, but the text isn't flowing around the image.



Jane just needs to click on the layout options to change this.



She selects the Square option to have the text move to the right of the image.



Now here letter looks just right, and she's ready to send it!