

How to Put a Photo in Some Writing

1. Do some writing first and find out the file name of the photo.
2. Single click in the place where you want your photo to be.
3. Click on **Insert** on the tool bar
4. Click on **picture**
5. Click on **from file**
6. **Find the picture** you want to insert from the list given to you.
(If you can not find the picture, ask a teacher for some help, because you will need to look for it in a different folder.)
7. **Double click** on the picture
8. The picture should appear in your writing.
9. You can now **change the size** of your picture and **move it** around if you want to.
10. Before printing use the **print preview** button to check you are happy with your work.



The print preview button