

## Placing Photos in a Document:

1<sup>st</sup> – Open Word

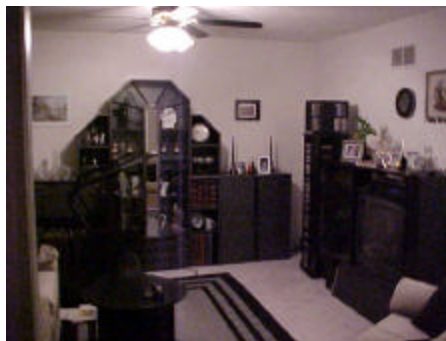
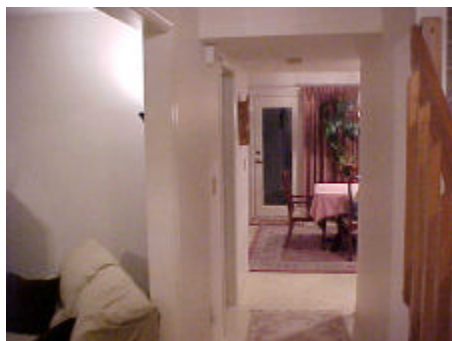
2<sup>nd</sup> – Click on “Insert” “Picture” “From File”

3<sup>rd</sup> – Look In “A:” or the Folder on the drive where your photos are located, Select Photo, Click “Insert”



4<sup>th</sup> – To Resize Photo, Click on Photo, then on any corner, hold mouse button to resize Or Right Click and goto “Format Picture” “Size” and specify size desired.

5<sup>th</sup> – to add more photos repeat steps 2-3.



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