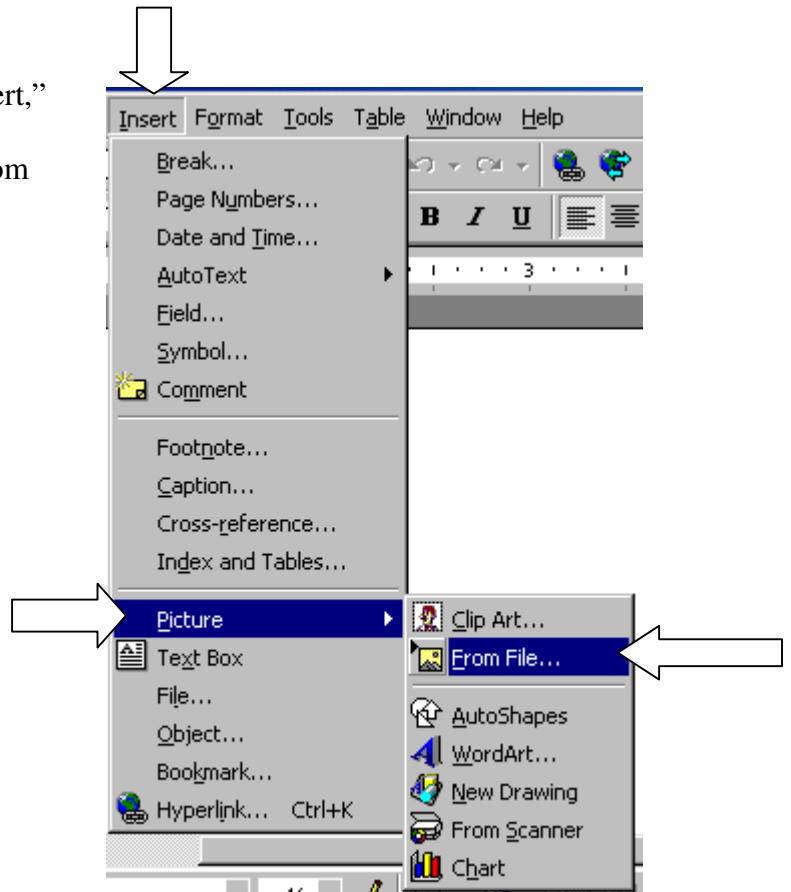


## Inserting a Graphic into a Word Document

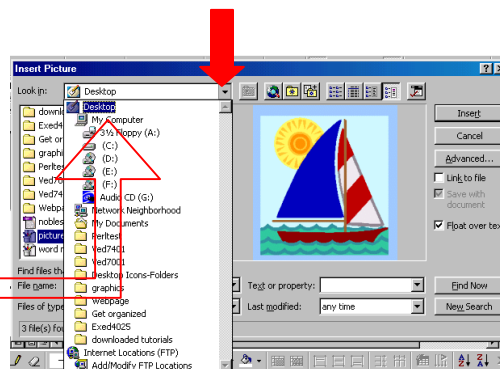
**Step 1** In your word document place your cursor where you would like to insert the graphic.

**Step 2** On the menu, click “Insert,” then move the pointer to “Picture,” and click “From File...”

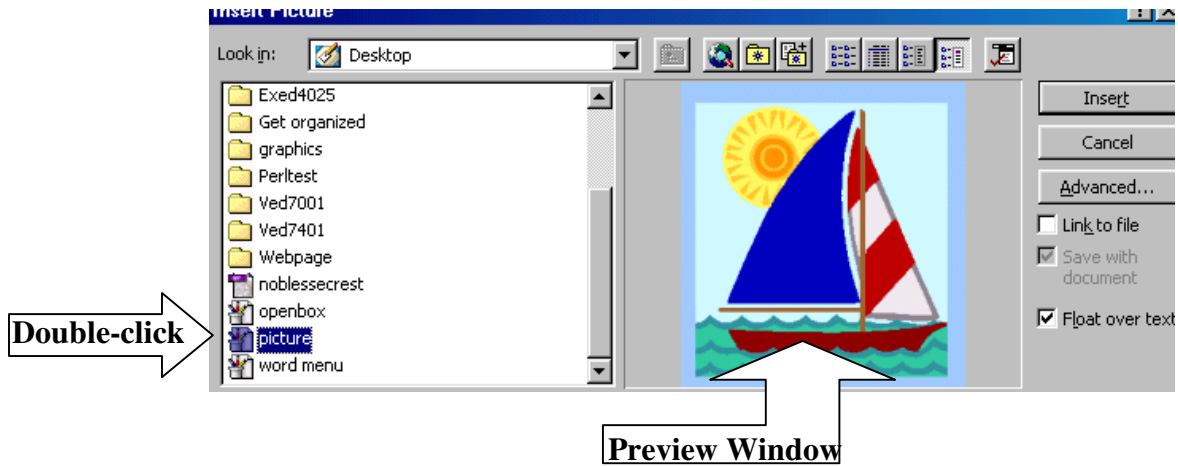


**Step 3** In the Insert Picture window navigate to the desktop by clicking the arrow in the gray box of the “Look in:” window to get a menu.

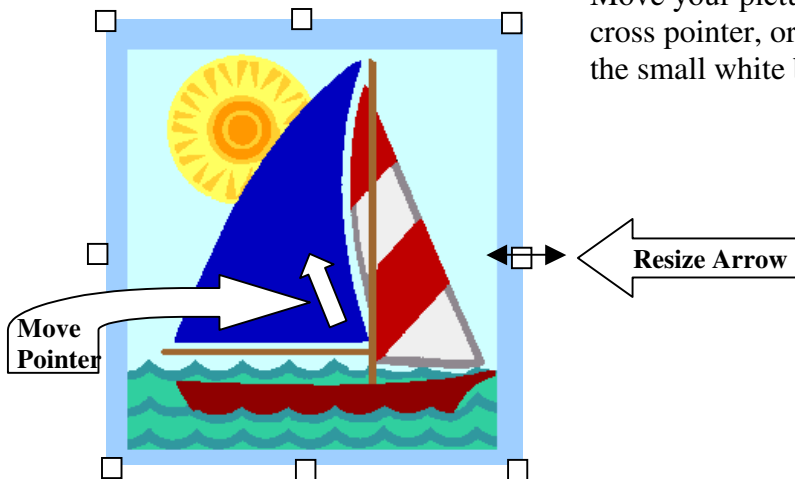
Click on “Desktop”



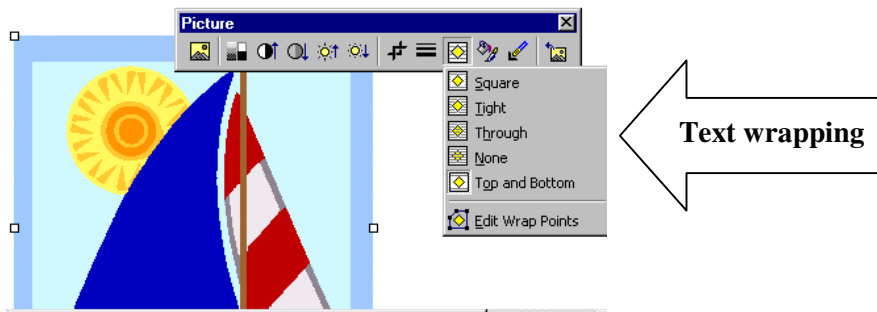
**Step 4** Double-click the name of the graphic you want to insert into your document.  
\*\*Notice the preview of the graphic in the window.



**Step 5** You have **successfully** inserted a graphic into your Word document.  
Move your picture by dragging with the cross pointer, or resize by dragging one of the small white boxes with the double arrow.



**Step 6** To make your text wrap around your graphic give a text wrap command by using the Picture toolbar (opens automatically when graphic is selected).



Explanation of text wrapping:

**Square** – wraps text around all sides of the square bounding box for the selected object.

**Tight** – wraps text tightly around the edges of actual image.

**Through** – wraps inside any parts of the object that are open.

**None** – removes text wrapping from the selected object.

**Top and Bottom** – wraps text around the top and bottom of object but not on the sides.