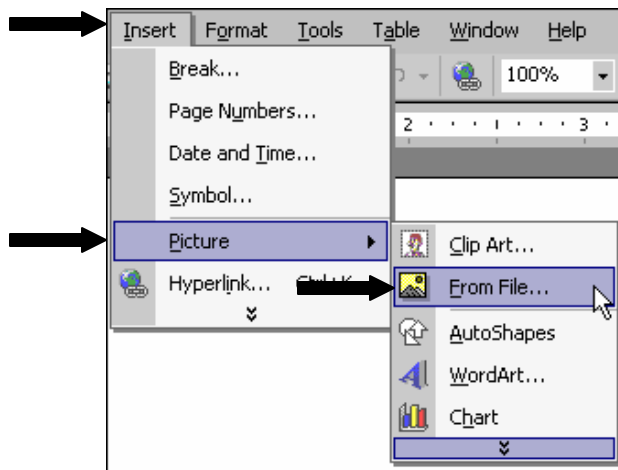
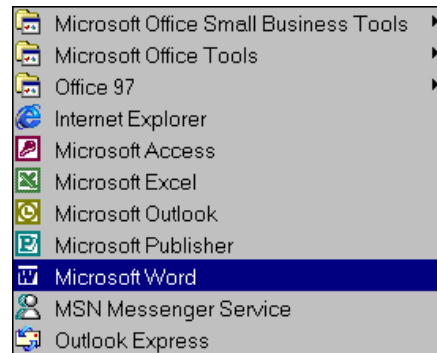


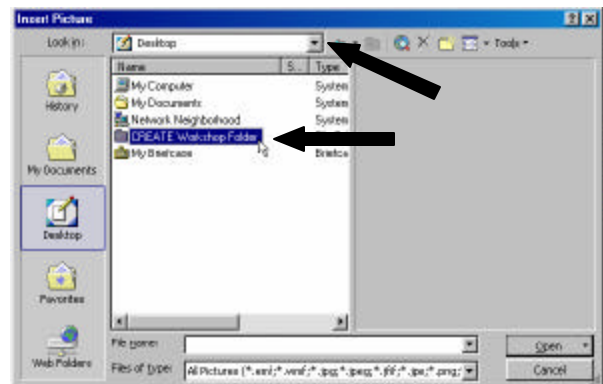
Inserting a Digital Image into *Microsoft Word*

1. Open a new word-processing document by selecting START > PROGRAMS > MICROSOFT WORD.
2. Place the mouse cursor where you want the graphic to be located and click.



3. In the menu bar, select INSERT > PICTURE > FROM FILE.

4. Browse to find your file in the box that opens. Select the drop down arrow, and single-click on "Desktop". Double click to select your workshop folder. This would be where you browse to in order to find the file. Click on the file to highlight it. Click INSERT.



5. The graphic that you saved should now be displayed in the word-processing document.