## **ADDING A PICTURE TO YOUR DOCUMENT**

1. Move the mouse over 'Insert' located at the top of the screen (see circled area figure a.) and click once with the left mouse button. A drop down menu will appear. (see figure a.)

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2. Move the mouse over 'Picture'. Another menu will appear. (see figure b.)



(figure b.)

3. Move the mouse over 'Clip Art' and click once with the left mouse button. A new menu will appear on the right hand side of the screen. (see figure c.)



4. Move the mouse over the white box under 'Search Text:' and click once with the left mouse button. (see circled area figure d.)





- 5. If there is already something written in this box you will need to delete it.
- 6. Type in what you are looking for. Eg: Computer. (see circled area figure d.)
- 7. Move the mouse over 'Search' and click once with the left mouse button.
- 8. The computer will now conduct a search and the pictures that fall under the heading that you have typed in will show in the box down the right hand side of the screen. (see figure e.)
- 9. Use the scroll bar located on the left hand side of the 'Insert Clip Art' menu to see more pictures. (see circled area figure e.)
- 10. When you have found the picture that you want, move the mouse over it and click once with the left mouse button. The picture will now appear in the document.