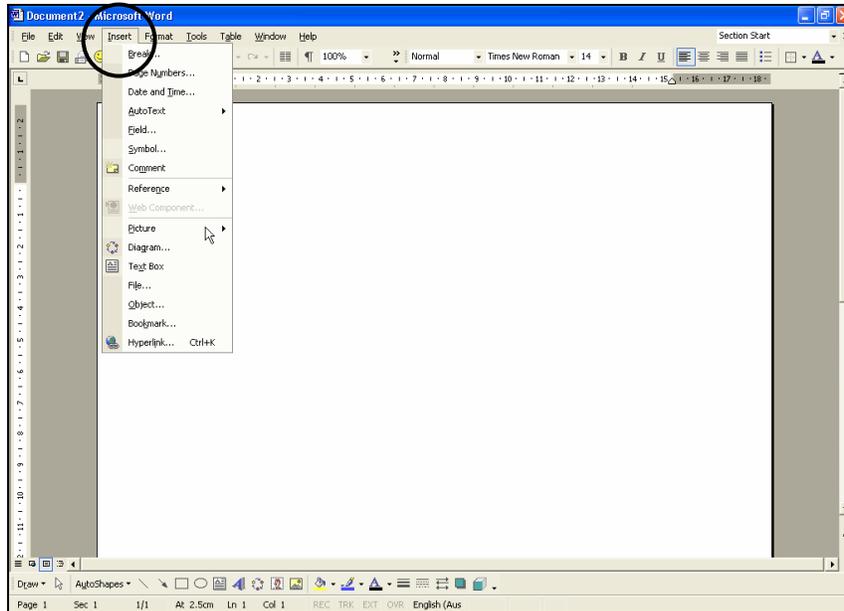
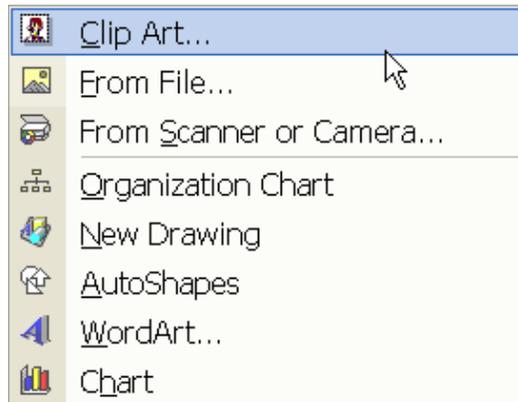


ADDING A PICTURE TO YOUR DOCUMENT

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.)

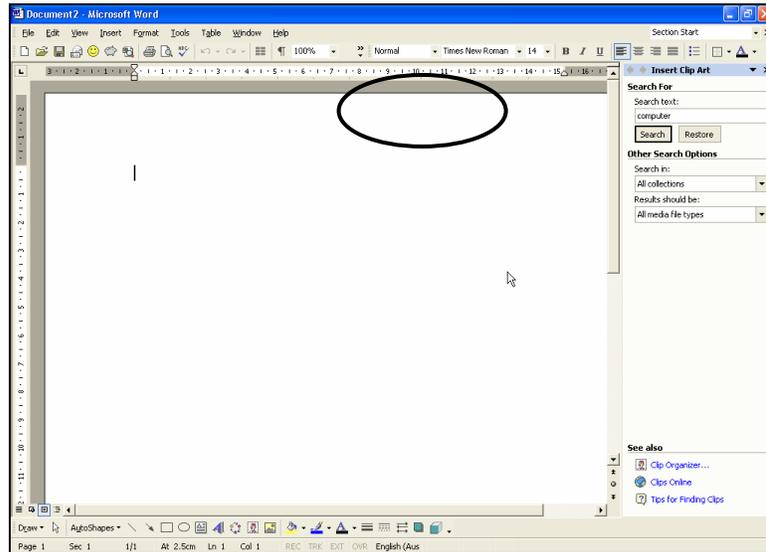


2. Move the mouse over 'Picture'. Another menu will appear. (see figure b.)



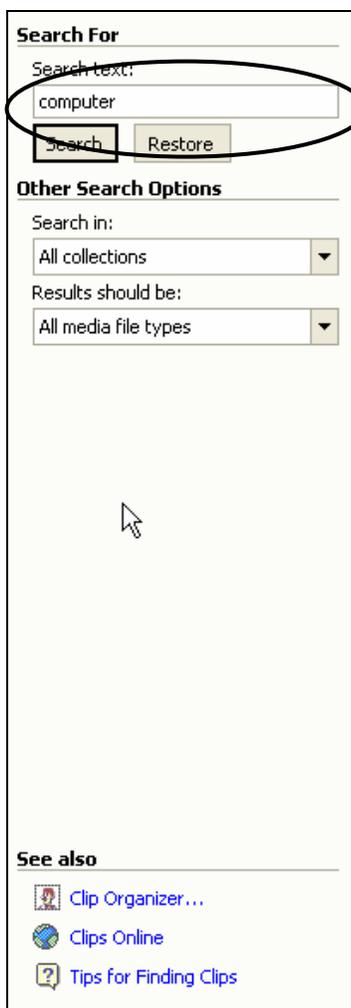
(figure b.)

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.)

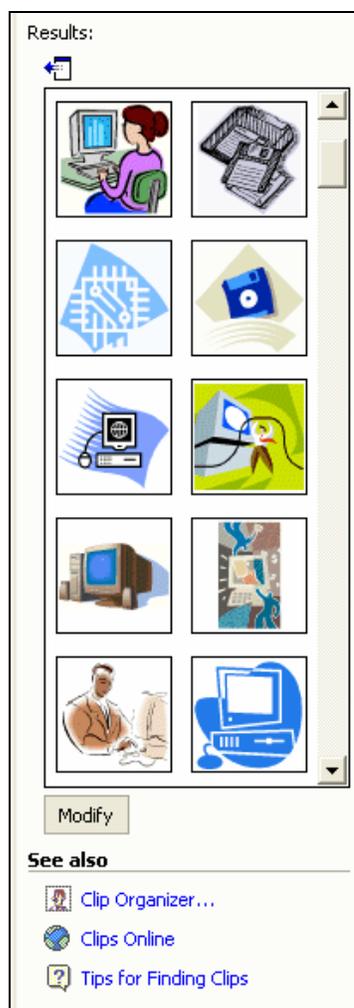


(figure c.)

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



(figure d.)



(figure e.)

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.