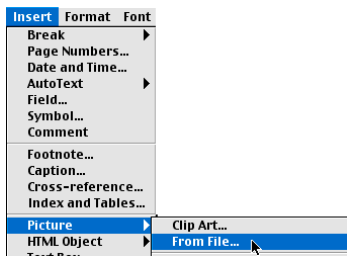# Inserting Saved Pictures Into Documents (Word, PowerPoint, Appleworks)
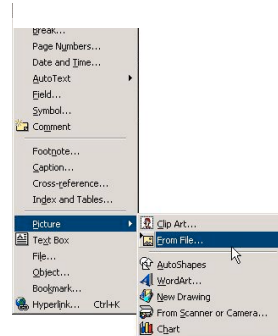
Inserting Pictures Into *Microsoft Word* or *PowerPoint*

1. Open Word or PowerPoint

2. Go to the **INSERT** menu and choose Picture →From File…

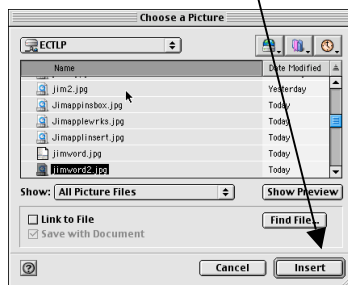<div align="center">MAC   PC</div>

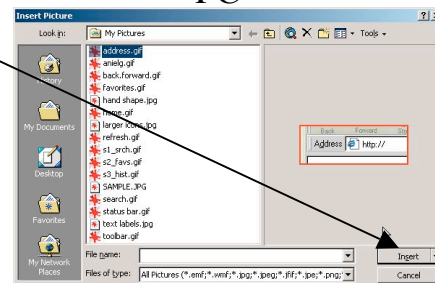3. You will see a box similar to the one below. Navigate to the picture you want to insert and then click on the **Insert** button.
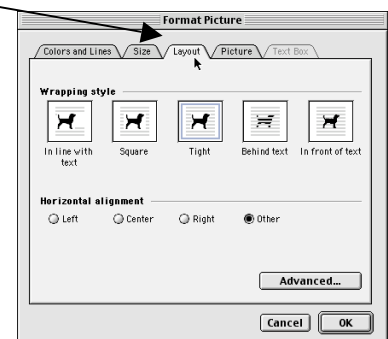
<div align="center">MAC   PC</div>

4. Your picture should now be in your document. To control the wrapping (Word only), go to the **FORMAT** menu and choose **Picture**. Then click on the **Layout** tab to see the wrapping options.

Inserting Pictures Into *Appleworks*

1. Open Appleworks

2. If you are inserting a picture into a word processing document, go to the tools menu and click on the arrow tool. *NOTE if you don't activate the arrow tool before you insert a picture, your picture may behave strangely.
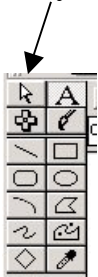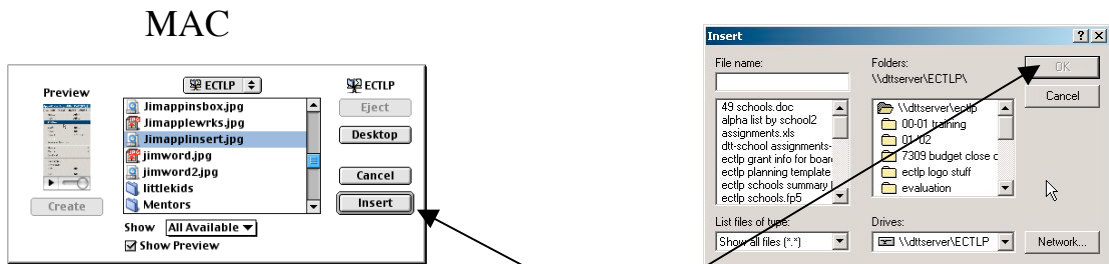
If you don't see the tool palette click on this button located on the bottom left side of the screen
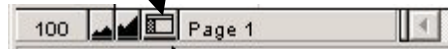
3. Go to the **FILE** menu and choose **Insert**.
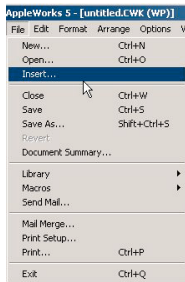
4. You should now see the following dialogue box.

MAC

5. Find the picture to want to insert and click on the Insert button (Mac) or OK button (PC).

6. To set the text wrap, go to the **OPTIONS** menu and choose **Text Wrap**.

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