



Adding In-Line Pictures to Microsoft Word

The Snacks are based on the full-length tutorials in the Recipes4Success series.

www.tech4learning.com/recipes

This sample is taken from the Snacks available in the Library of ProjectLearn.

www.tech4learning.com/ProjectLearn



This snack uses illustrations from Pics4Learning.com to create a

rebus picture story. The [Pics4Learning](http://Pics4Learning.com) web site has thousands of copyright-friendly free images and illustrations that can be used in creative projects.

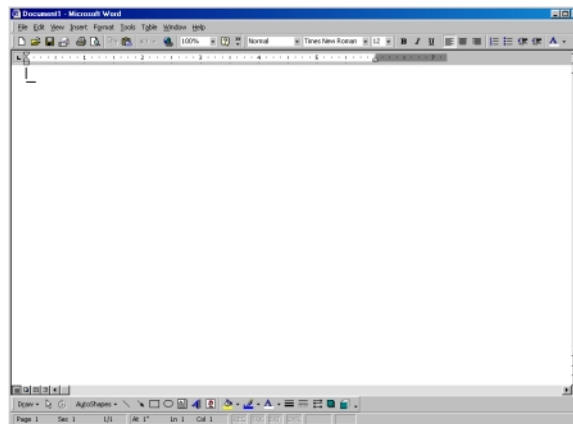
You can also choose to insert pictures from any number of Clipart sites available on the internet.

Locating your pictures

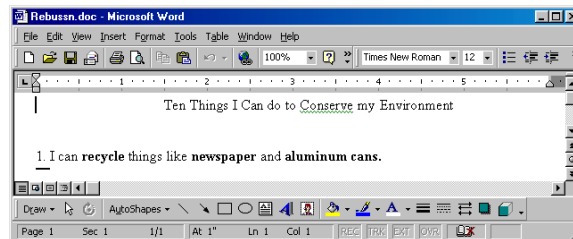
Before you open Microsoft Word, place all of the pictures you would like to use into one folder so that you can easily retrieve them for use in your document.

Starting Word

To open Word, go to the **Start** menu, choose *Programs*, and select *Microsoft Word*.



To begin, type in the desired text for your document.





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
have written all of your text.

You can insert the images as you write, or decide to place them after you have written all of your text.

Inserting Pictures

To insert a picture into your document, go up to the main menu bar, click on *Insert*, choose *Pictures* and select *From File*.

10 Things I Can do to Conserve My Environment

1.  can  recycle things like newspaper and aluminum cans.

Follow this same process to add other pictures into your document, using your cursor as a guide. Your document will now be full of text and colorful pictures!

10 Things I Can do to Conserve My Environment

1.  can  things like  and .
2.  will make sure I turn off the  when I leave a room.
3.  can transport my groceries in a .
4.  can help plant a new .
5.  will not pick or crush a .
6.  will pick up  when I see it.
7.  can make a  and place it in my backyard.
8.  will tell  others about the importance of conserving the .
9.  will make sure I turn off the  after I use it.
10.  will  or ride my  instead of using the .



process.

Make sure that you go to the File menu and save your document throughout this process.

