Adding In-Line Pictures to Microsoft Word

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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

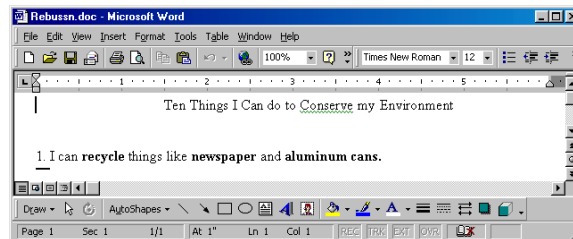To open Word, go to the **Start** menu, choose *Programs*, and select *Microsoft Word*.
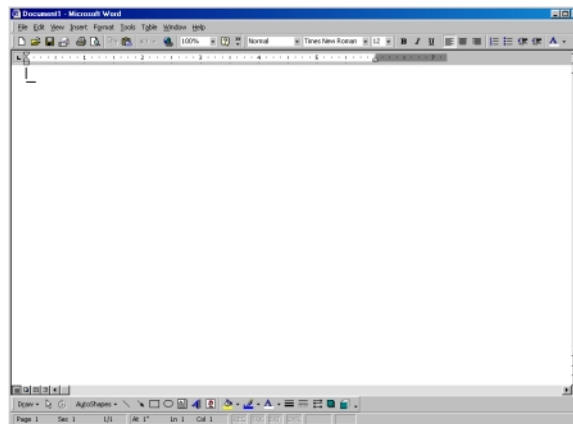
To begin, type in the desired text for your document.

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Inserting Pictures

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

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!

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

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 .