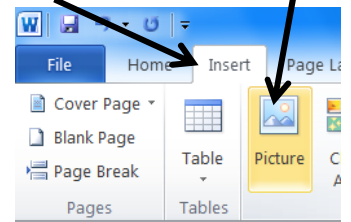
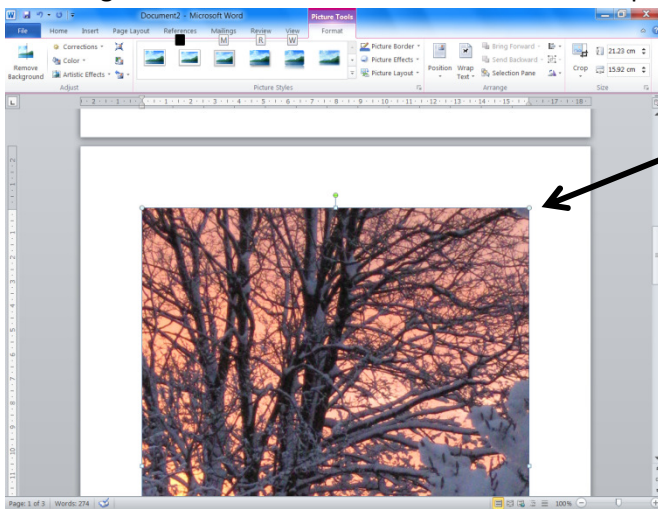


How to insert images into a Microsoft Word document

1. I'd recommend you type all the text before adding the pictures, as this will make it easier to see how the images 'wrap' around the text.
2. Click in the document roughly where you want the image to be placed then click the **Insert** menu then click **Picture**



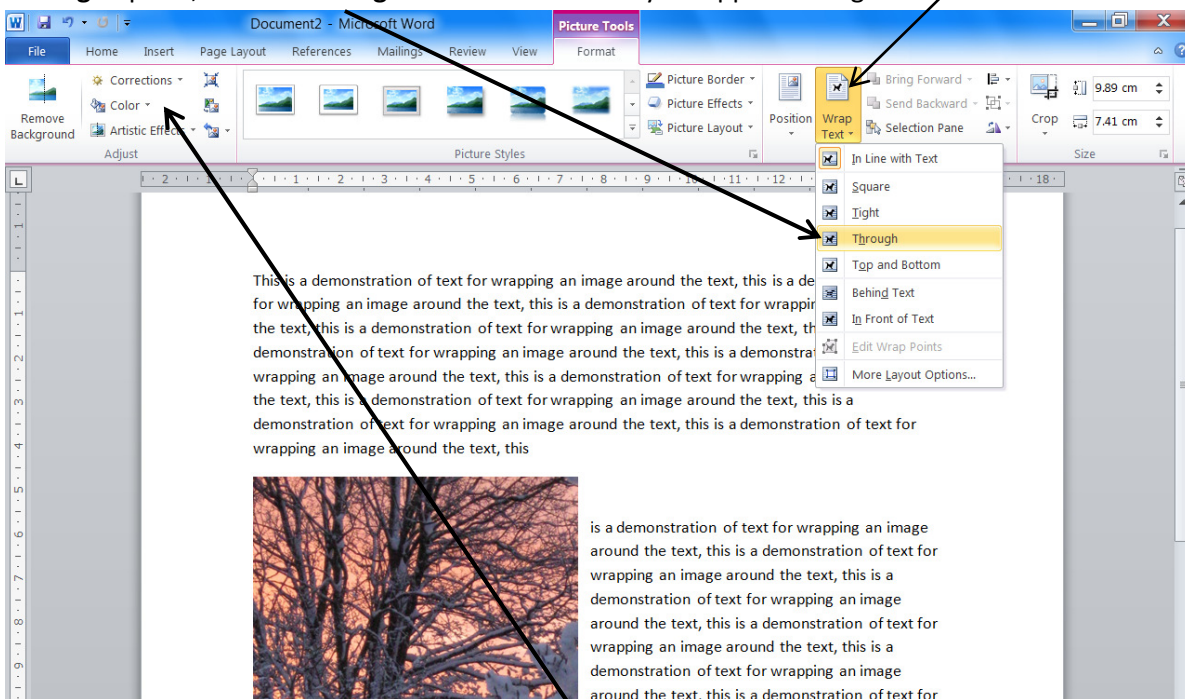
3. You'll then be shown your files and folders, go into a folder and double click on an image
4. The image will arrive in the word document and will probably be too large (as below)



Shrink the image with the control dots in the corner of the picture

You'll find that after you've resized the image it may have disappeared, you'll need to scroll up the page to find the image

5. Now that you can see the image with the text, double click on the image and click **Wrap Text** button, then as you move the mouse over the various options, you'll see how the image affects the text. You'll probably choose the **Through** option, click on **Through** and the text will stay 'wrapped through'.



6. Now that your text is wrapping around the image, you can click hold on the image to and drag it around the document, and you'll see the text wrap around it. You can still adjust the size of the image with the corner control dots.
7. You can adjust the colour / contrast with **Corrections** and **Colour** options.
8. To add further images, just follow through these instructions again.