

Title: Word – Images - Inserting

Purpose: This document describes how to insert an image into a Word document.

Steps:

1. Position the cursor at the location where you want to insert the image.
2. From the **Insert** menu, select **Picture**, and then **From File**.
3. Using the **Insert Picture** window that appears, browse until you find the filename of the image you want to insert.
4. Click on the filename, and then click on the **Insert** button.