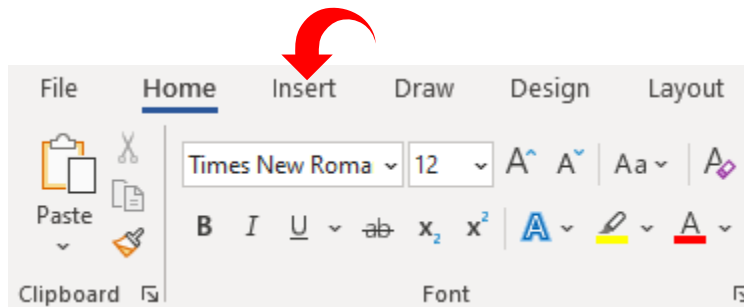
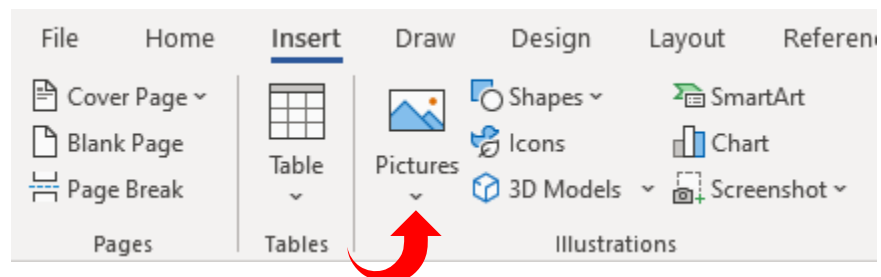


Inserting a Picture from a File

1. Place your cursor where you want to place the image.
2. Click on the “Insert” tab.



3. Click on “Pictures” and select the option “Insert Picture From This Device”



4. Select the saved image from your device
5. Resize image and format text wrapping to fit where you would like the image to display on the page. For more information on resizing photos, please visit <https://support.office.com/en-us/article/Change-the-size-of-a-picture-shape-text-box-or-WordArt-98929cf6-8eab-4d20-87e9-95f2d33c1dde>