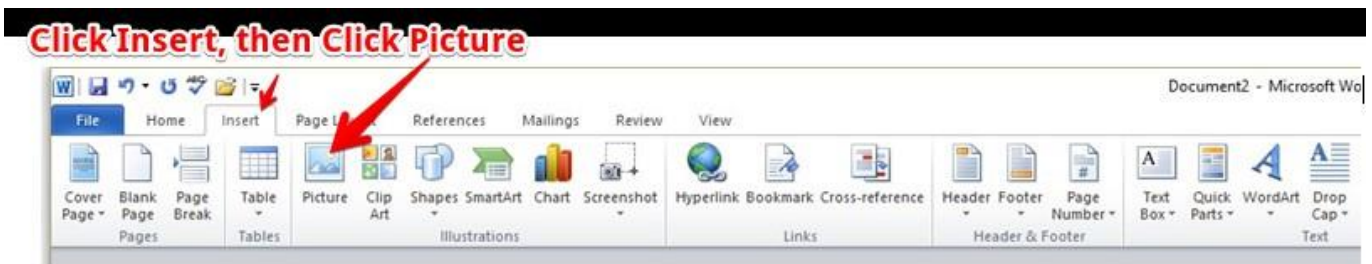


How To – Insert and format a photo in MS Word

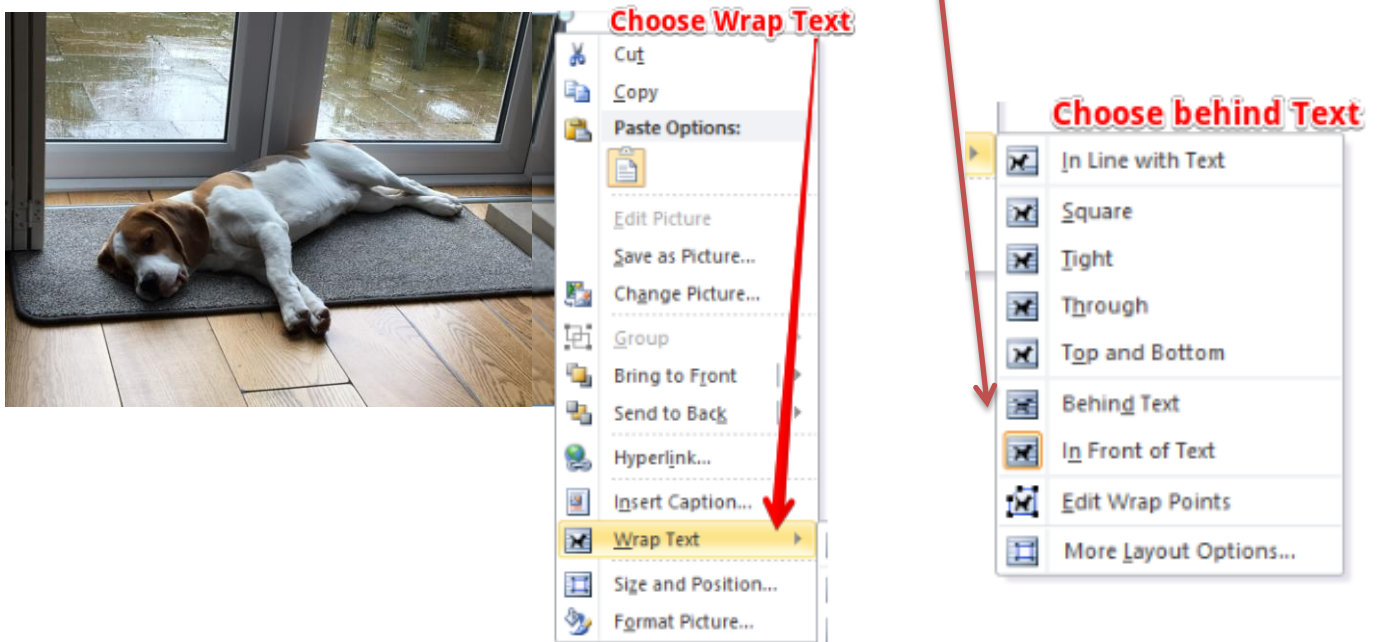
Based on Office 2010

Open a new Word document; set your margins using Page Layout, then choose the preferred font style and size.

On the Home page click Insert and then click picture.



Navigate to your chosen picture and insert into the document. Right click the picture and choose **Wrap Text**. Then click your preference. Mine is **Behind Text**.



Your picture can now be resized and moved anywhere on the page. To recommence typing, double click where you wish to type.

Save your document as a Word document.

Further instructions – How TO- Create a PDF from a Word document and upload to your site are also available.