



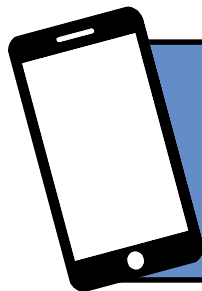
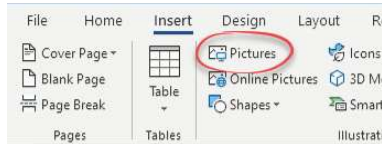
## Do I have the right to use the image?

Microsoft no longer have their own Clipart/Photo gallery, instead they use Bing to search for images on the Internet. Having the image displayed in the search results does not mean that you are free to use it in your documents. Ensure you have the rights to use any image in your document BEFORE inserting it.

## How do I insert a photo or image into my document?

To use an image or photo saved on the server:

1. Position your cursor at the point in your document you wish your photo to be inserted.
2. Click the 'Insert' ribbon.
3. Click the 'Pictures' button.  
The 'Insert Picture' dialogue box will be displayed.
4. Locate the file required.
5. Double click the file.  
OR
  - a. Click once on a file to select it.
  - b. Click 'Insert'.



For help and assistance,  
call the ICT Helpdesk  
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.