



## Insert/Copy Handout

1. On the top four lines of your page, type your heading.
2. Skip a line after your heading and then type the following 2 paragraphs.

Pictures can be inserted into a document to provide color, interest, and fun. The pictures you insert can be taken from clip art, photos, folders, or even the Internet. Choosing the right picture can be difficult, but once you have succeeded, the added fun of a picture in your document is well worth it.

For example, if you were doing an essay about cows, you could put a picture of a single cow on your title page for emphasis. Next to each type of cow you could place additional pictures of those frogs to help the reader understand what they look like.

3. On the line below the last paragraph, insert the picture of the frog from the Animals directory of your clip art. Use the clip art shown at the top of this page. (Insert→clip art → type “cow” in search field)
  - a. Center this picture
  - b. Scale the picture to 30 percent (double click the picture and select the size format option in the size ribbon).
4. Make a copy of the second paragraph.
5. Paste your copy of the second paragraph below the cow picture.
6. Make a copy of your cow picture.
7. Paste 6 cow pictures onto a single line below your third (pasted) paragraph.
  - a. Set each frog picture to a size of 10 percent
  - b. Center the whole line containing the six frogs.

1. EX.



8. Skip a line and then insert any clip art picture from the file that you like.
  - a. You may want to enlarge it.
9. Add a right-aligned header that contains your last name and period.
10. Add a right-aligned footer that contains the current time. (Use the time tool).
11. Save your document to your disk with insertcopy as file name.
12. Change your margins to .5” (File→Page Setup).
13. Print your document.