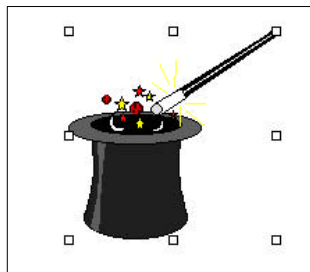# How to Change Pictures

Insert your picture using clip-art, a digital camera, a scanner or even your own computer art work!

To make the picture bigger or smaller:
Tell the computer you want to change it by single clicking inside the picture.
You should get a frame around your picture with small squares at the corners.
Move the mouse over one of the <u>corner</u> squares until a double arrow appears click and press on the mouse key until the picture is the right size.

To move the image somewhere else
Move your mouse over the picture it will turn into a cross-shaped arrow. Click on the mouse and drag the image to where you want it to go. You may have to play around with it until it