

How to Insert Photos into the Shared Word Documents

If you are working on paper, follow these steps to add the photos of your work.

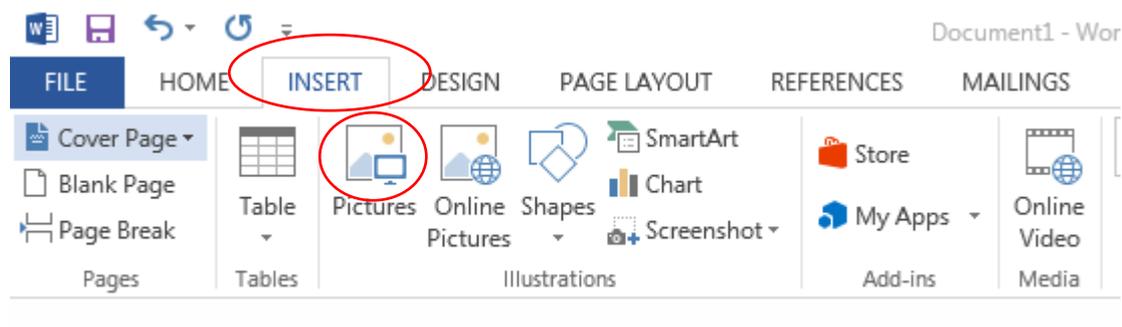
Step 1 – Take a photo of your work.

Step 2 – Save the photo to your computer or device you are working on. Make sure that you know where you have them!

Step 3 – Open the correct Shared Word document from your 'Shared with Me' section of the Office 365 home page (refer to Remote Learning Guide).

Step 4 – Put the date, subject and an appropriate title for your work.

Step 5 – From the Ribbon at the top, select to 'Insert' and 'Pictures'.



Step 6 – From the Ribbon at the top, select to 'Insert' and 'Pictures'

This will open a box for you to find your photo where you saved them.

Step 7 – Select your photo and press insert. Your photo should appear. You can then move it about if needed. (Click on the photo and select the layout option to change the layout to Square if needed.)

