## Pictures

### Adding pictures to a document

1. Insert pictures via the Insert tab or by copying and pasting from elsewhere (ALT + N + P)
2. Choose from pictures on your own device, the stock images or online pictures

Cropping and resizing pictures



1. Select the picture to access the Picture Format tab
2. Select Crop and crop image to required size
3. Once satisfied with the contents of the image, compress it by deleting the cropped areas to reduce file size

Changing image layout options

1. Select image
2. Select layout options icon to right of image
3. Choose desired option

##### Examples from recording

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### Add picture here

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