

Inserting a Picture

1. On the menu at the top click insert.
2. Click on pictures.
3. A new menu opens, click on from file.
3. On the down delta  click on Projects on Steubing
4. Double click work folder.
5. Double click 3rd grade folder.
6. Double click teachers name.
7. Find your name and double click.
8. Find the picture you want and click insert.