

Tip Sheet for Electronic Portfolios (IBM)

Adding a picture or graphic

To add clipart simple click **Insert** from the menu bar and select **Picture...**
Then Click on **Clip Art...** to choose from the clipart library.

If you prefer to use a picture or graphic *from a file* select **From File...** instead of *Clipart*.
Select where the graphic is located, click on the graphic file, and then click insert.

