

Electronic Portfolio Tip Sheet (MAC)

Adding pictures and Clip Art

To insert clipart:

Go to **Insert** on the menu bar and highlight **Picture**.

Then select **Clip Art...** to choose from Microsoft's clip art gallery.

To insert a picture from a disk:

Go to **Insert** on the menu bar and highlight **Picture**.

Then select **From File**.

From here, all you have to do is select where the picture is located.

