Digital Portfolios
Importing Graphics
(Pictures)
"How To"

1.   Click Insert

2.   Click Graphics

3.   Click From File

4.   Select File you wish to import

5.   Click Insert

6.   Click on the Picture

7.   When the "Handles" appear you can move your picture where you want it on the page

8.   Repeat this process for all of the pictures on all of your pages