

ADDING PICTURES

Pictures can easily be added to a Notebook file. Notebook software supports several different types of picture file formats. To insert a picture into a Notebook file:

- ✦ Press **Insert** on the **Menu Bar**.
- ✦ Press **Picture/Template** from the list that appears.
- ✦ Press **From File** from the next list of items.
- ✦ The **Import Picture/Template** dialog box will appear.
- ✦ Press the **Look In** list arrow to choose the location where the picture is stored.
- ✦ Select the picture.
- ✦ Press the **Open** button in the **Picture/Template** dialog box.
- ✦ The picture will display in the upper left corner of the **Notebook** page.
 - ✦ To select more than one picture, hold down the **CTRL** key as each file name is pressed.
 - ✦ If more than one picture is inserted, the pictures will cascade on a single page.