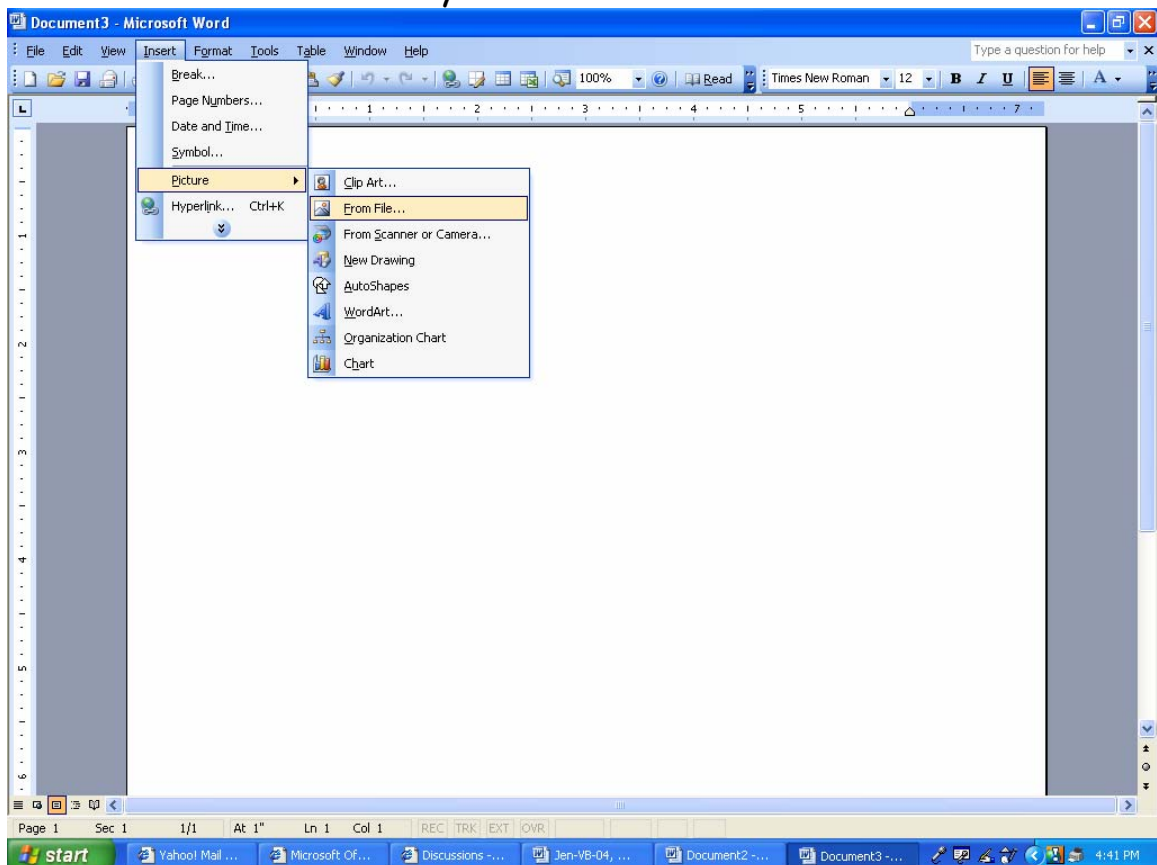


How to insert a photograph into your document.

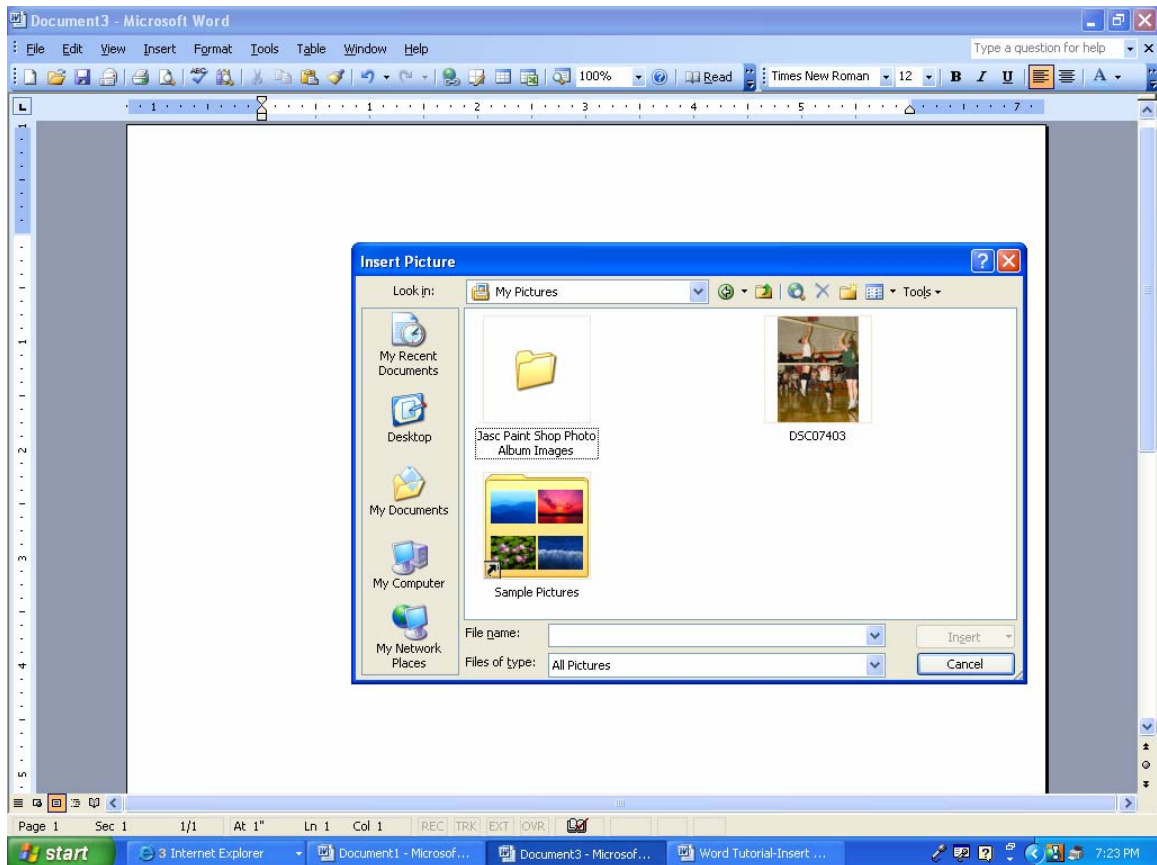
You can insert photos into the text portions of the PDD, in addition to including them as examples in the resource sections of Strands A and B and appendices of Strand C. By appearing in context, the intent of the photos will be further clarified.

1. First, you will need to have digital photos available on your computer. If you have received them through e-mail, save them in "My Photographs" or "My Documents". If they are on a disk, you may insert them directly from the disk.
2. Go to the task bar on your screen and click on "Insert".



3. Hold the mouse over the word "Picture", then click on "From File".

3. You will now see a screen similar to the one below.



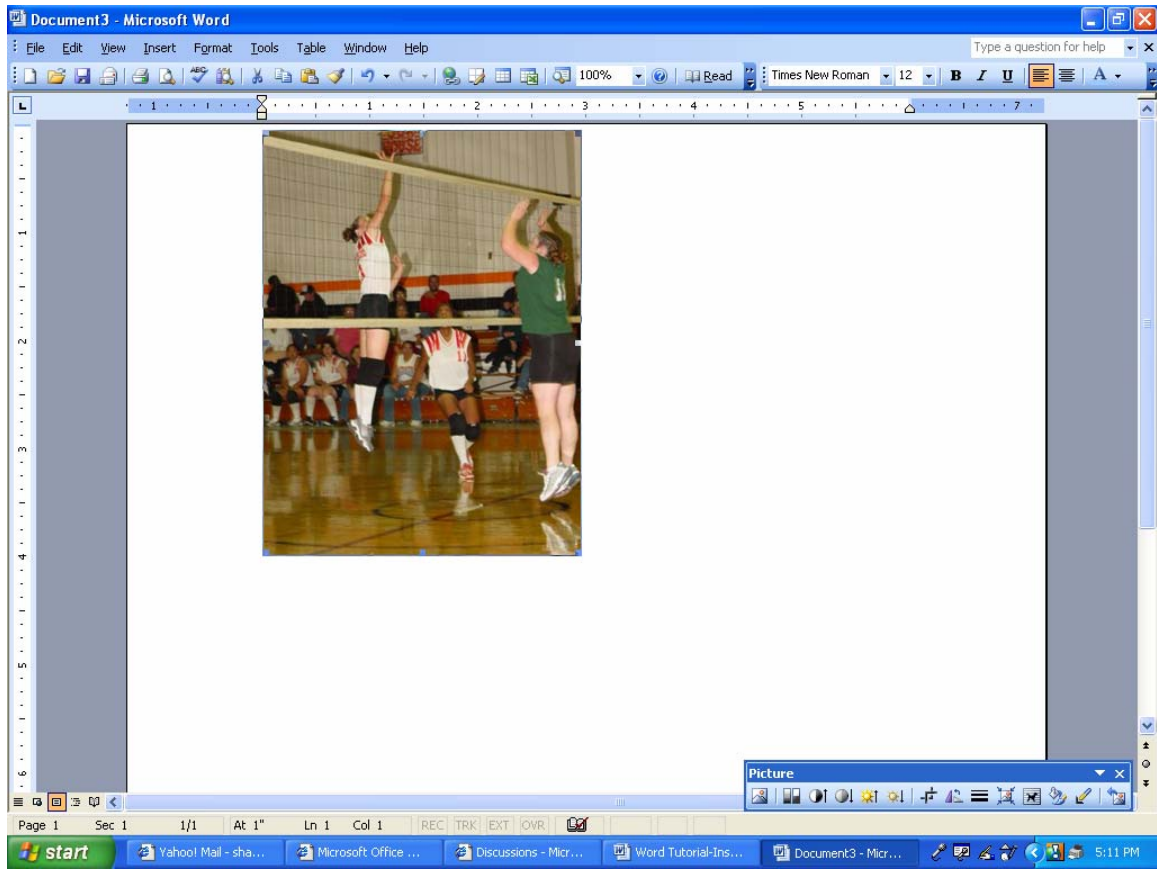
4. Double-click on the photo you would like and it will be inserted into your text. Then you may resize the photo by clicking in the center of the picture. You will notice small blue squares that will serve as handles appear.



5. Hold your mouse over the lower right corner of the photo until you see a diagonal arrow, then press down the left mouse button and pull the mouse up to shrink the size of the photo without distortion. The dotted lines will show the size of the photo when you release the button.



6. The above frame illustrates before the mouse button is released. The frame below shows the photo after the button is released.



7. Notice that the small blue "handles" are still visible, signifying that you may still adjust the position or size of the photo. The tool bar at the bottom of the page will allow you to modify the photo. By holding your mouse over each symbol, you can learn the function of each.
8. When you are satisfied with your results, click away from the picture, and the blue "handles" will disappear.