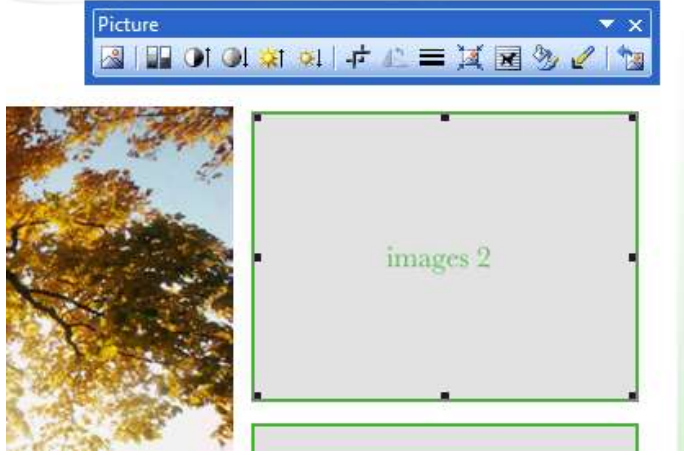

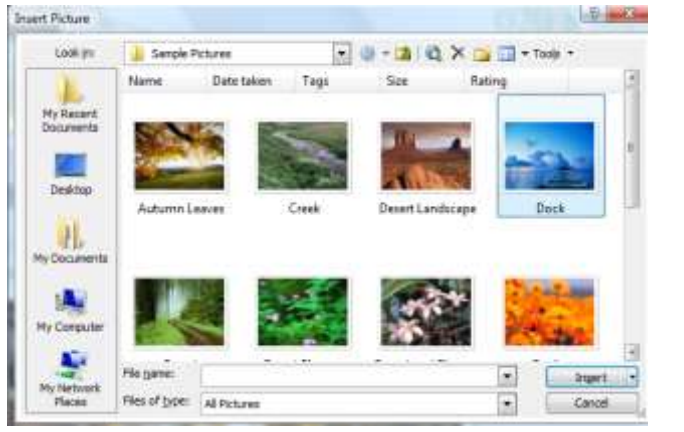


Replace a picture in a Placeholder Word 2003

Hints and Tips

<p>1. Click on the picture</p> <p>The Picture Toolbar will appear</p>	 A screenshot showing the 'Picture' toolbar at the top of a window. Below the toolbar, there is a placeholder box with a green border and the text 'images 2' in the center. To the left of the placeholder is a small image of autumn leaves.
<p>2. Click on the Insert Picture Icon</p>	 A small icon representing the 'Insert Picture' function, showing a picture of a landscape.
<p>3. Choose the picture you wish to replace</p>	 A screenshot of the 'Insert Picture' dialog box. The 'Look in' dropdown is set to 'Sample Pictures'. The main area shows a grid of image thumbnails with names: 'Autumn Leaves', 'Creek', 'Desert Landscape', 'Dock', 'Forest Path', 'Flowers', 'Garden', and 'Sunflowers'. The 'File name' field is empty, and the 'Files of type' dropdown is set to 'All Pictures'.
<p>4. Click Insert</p> <p>Your picture will resize to fit the placeholder.</p>	