**Inserting Photo into IHP**

**MAC Users:**

Click on the text box on first page that says Insert Photo.

At the top of Word, click on **Insert**, scroll down to **Photo**, choose *Picture from file*. Find your picture by name on desktop, pictures or files, etc.

Click on the ***Name of the Picture***, choose **Insert**. A message may come up that says “*This is not a valid selection”* but click **OK** and the picture will be inserted.