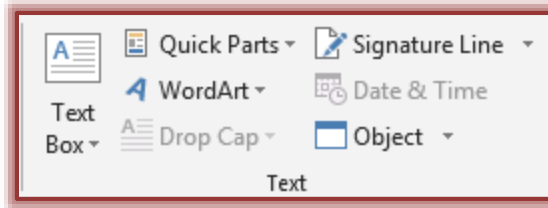


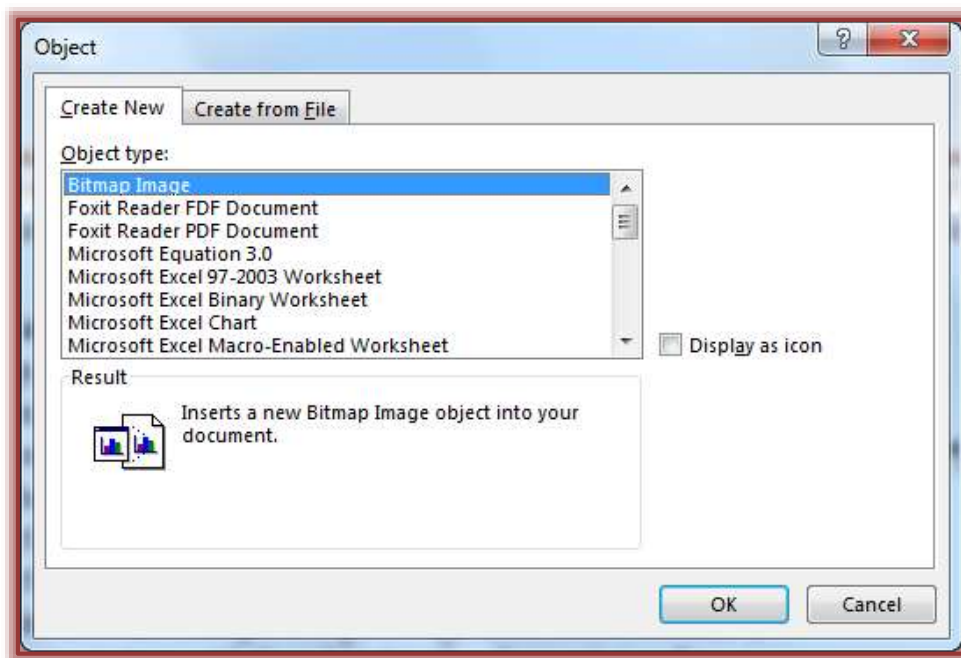
INSERT OBJECTS

Objects are drawn images that you create. An image can be one chosen from the AutoShapes or one drawn with rectangles, squares, etc. To insert an object follow the directions below.

- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Objects** list arrow (see illustration below).



- ✦ Select **Object** from the list.
- ✦ The **Object** window will display (see illustration below).



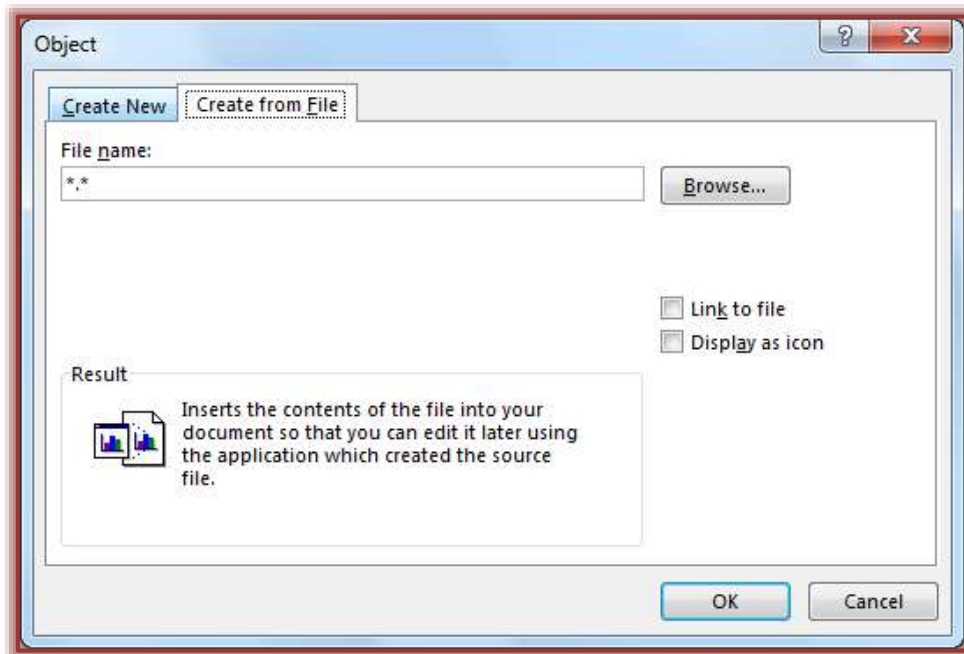
Create New Object

- ✦ Click the **Create New** tab, if necessary.
- ✦ Select an object to insert.
- ✦ Click the **Display as Icon** check box if the object is to be inserted as an icon.
- ✦ Click **OK** to insert the object.
- ✦ The selected object will appear in the **Word Document**.

Create from File

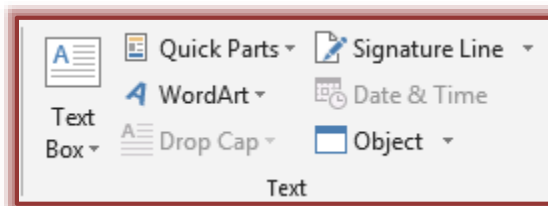
- ✦ Click the **Create from File** tab
- ✦ Click the **Browse** button.
- ✦ The **Browse** window will display.
- ✦ Select the **File** that is to be inserted.
- ✦ Click the **Insert** button.
- ✦ The **File Name** and **Path** will appear in the **File Name** box.
- ✦ Select any of the other options.
- ✦ Click the **OK** button.

- ✦ The **File** will appear in the **Word Document**.



Text from File

- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Object** list arrow.



- ✦ Select the **Text from File** option.
- ✦ The **Insert Text** window will display.
- ✦ Select the **File** that is to be inserted.
- ✦ Click the **Insert** button.
- ✦ The selected file will appear in the **Word Document**.