



Add or Replace a Picture

Do any of the following:

Add a picture from the Photo Browser

The Photo Browser helps you browse through existing photo sets on your computer, such as photos that you have in iPhoto or Photo Booth.



1. On the **Standard** toolbar, click **Show or hide the Media Browser** .
2. Click the **Photos** tab , and then drag the picture that you want into your document.

Add a picture from other locations

1. On the **Insert** menu, point to **Photo**, and then click **Picture from File**.
2. Locate the picture that you want, and then click **Insert**.

Add clip art

TIP Previously you could download clip art from the Office.com Clip Art site and insert it to your documents. You can still download clip art to your Mac, however, now those images come from Bing.com. When using pictures or clip art from Bing, you're responsible for respecting copyright, and the license filter in Bing can help you choose which images to use

1. On the **Standard** toolbar, click **Show or hide the Media Browser** .
2. Click the **Clip Art** tab , and then drag the picture that you want into your document.

Replace a picture

1. Hold down **CONTROL** and click the picture, and then click **Change Picture**.
2. Locate a new picture, and then click **Insert**.