

# INSERT GRAPHICS FROM FILE

© Darry D Eggleston, 813.677.2871, [DarryD@darryd.com](mailto:DarryD@darryd.com)

Click on the blue, underlined text to go to its linked reference.



In any WordPerfect document, you can insert a graphic file. The format can be *Windows bitmap (BMP)*, *joint photographic experts group (JPEG/JPG)*, *Windows metafile (WMF)*, or *WordPerfect graphic (WPG)*.

1. Select **Insert** ► **Graphics** ► **From File**, from the ToolBar (Figure 1).
2. Double-click on a subordinate folder if the file is in one.
3. Double-click on the Graphic File you want.

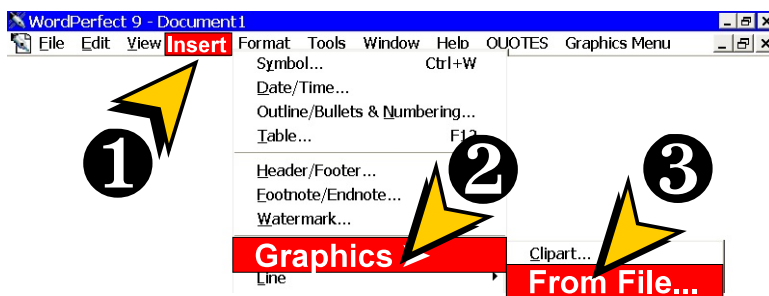


Figure 1

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