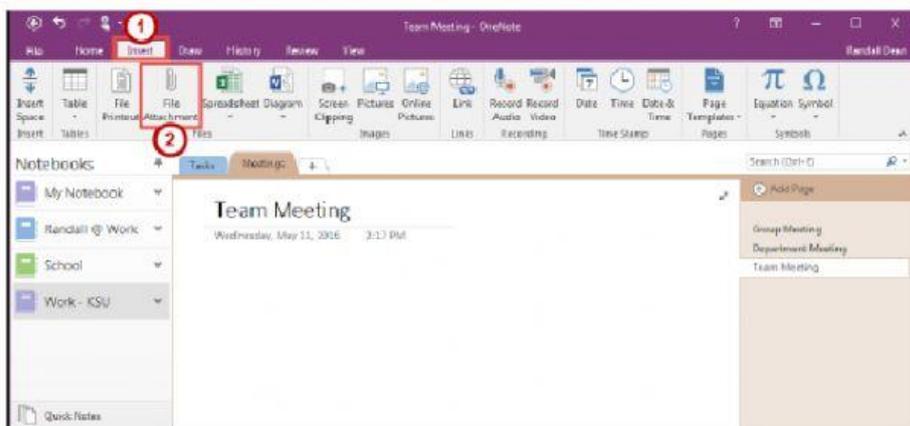# Lesson 5   File Attachments Screen Clipping
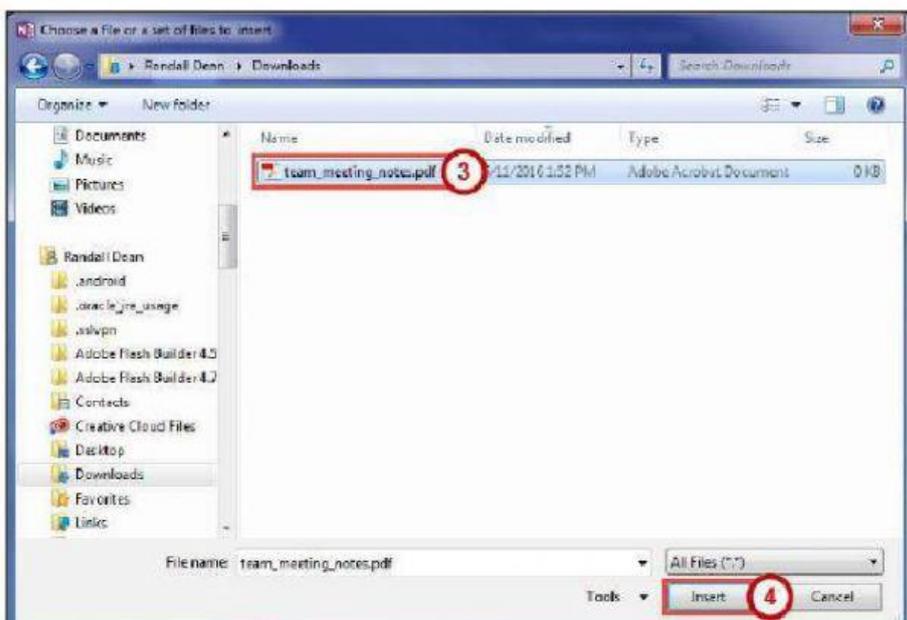
File Attachments

Add files directly into OneNote so you don't have to re-type information or link a document.

1. Click the **Insert** tab.**1**

2. Click the **File Attachment** button.**1**

1

3. From the *Choose **a file or a set of files to insert*** window, **navigate** to and select your **file.1**

4. Click the **Insert** button.**1**

2

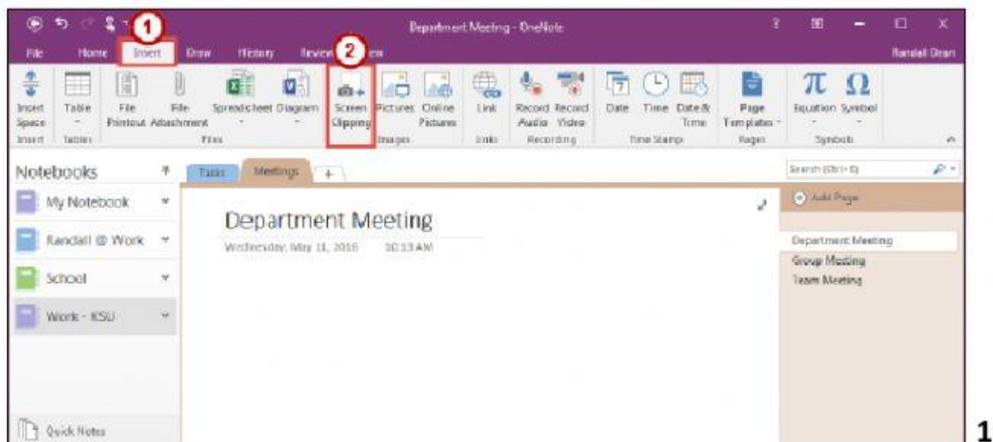5. From the *Insert File* window , click **Attach** File. 3

Images

Insert images from a screen clipping,pictures saved on your machine,online pictures,or a scanned image.

Screen Clipping

1. Click the **Insert** tab. **1**

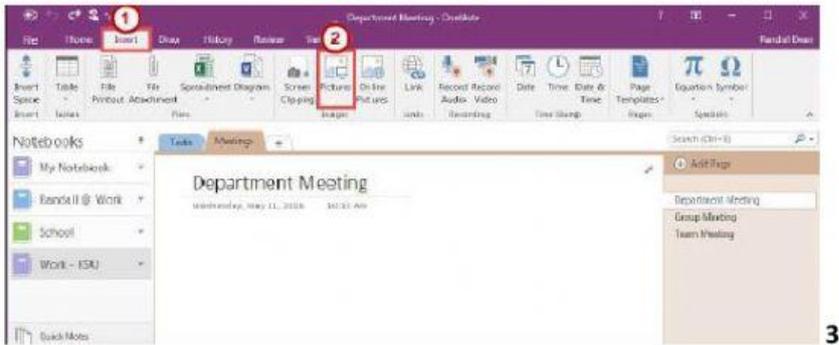2. Click the **Screen Clipping** button. **1**

3. Select what you want to *capture* on your **screen**.2

Pictures

1. Click the **Insert** tab.3

2. Click the *pictures* button. 3

3. From the **Insert Picture** windows, *navigate* to the picture.

   a. Click on the **File** to select it. 4

   b. Click the **Insert** button. 4

Questions

1. Give the steps for File Attachment.

2. Give the steps for Pictures and screen clipping.