

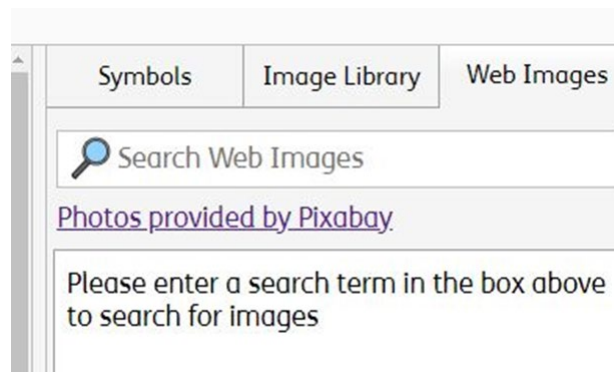


## How to Access Pixabay Images

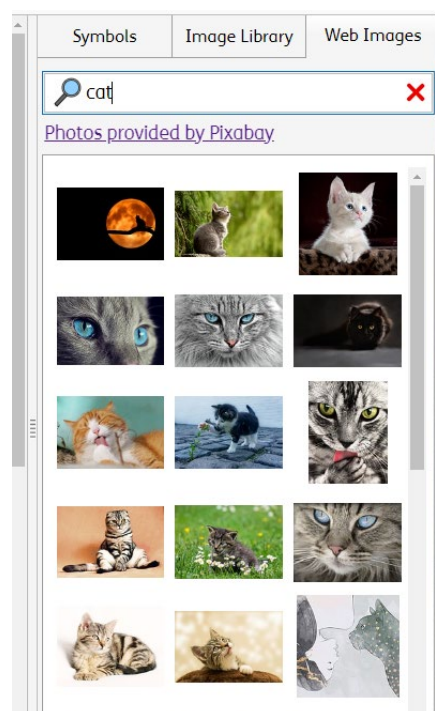
In addition to uploading your own photos, we are able to offer a collection of safe internet images provided by Pixabay. Pixabay uses contributor images on its image database. These are all vetted on submission and are royalty-free.

### To Find and Use Pixabay Images

1. Click on the Web Images tab.



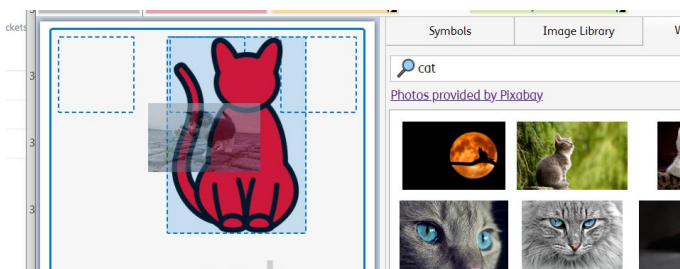
2. Type your search term.



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3. You can add to the document or use it to replace a symbol within a template.



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4. Click and drag to drop into the document.



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5. Your chosen image is now in the document.



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