**How to Insert Your ID and Insurance Card Photos into This Document:**

1. **Take clear photos** of the front and back of your driver's license and insurance card (if you have one).
	* Make sure the photos are not dark or blurry.
2. **Save the photos** to your computer (desktop or downloads folder is easiest).
3. In this Word document, **click where you want to place the photo.**
4. Go to the top menu and click **Insert > Pictures > This Device**.
5. **Select the photo** you saved, then click **Insert**.
6. **Repeat** for each side of your ID and insurance card.
7. **Save the document** with your name (example: *JaneDoe\_IDCards.docx*).
8. **Email the completed file** to: **KW@KenfieldWalters.com**