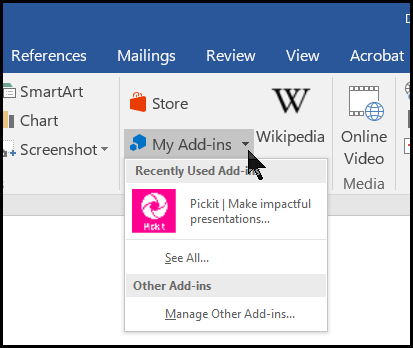
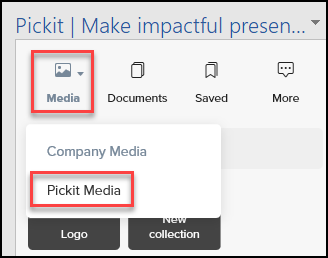
Once you have installed Pickit, ([Adding Pickit to Microsoft Office](http://oakleaf3.brazosport.edu/bcdl/BC%20Pickit%20Add-on%20Manual.docx)) you can begin searching and inserting images.

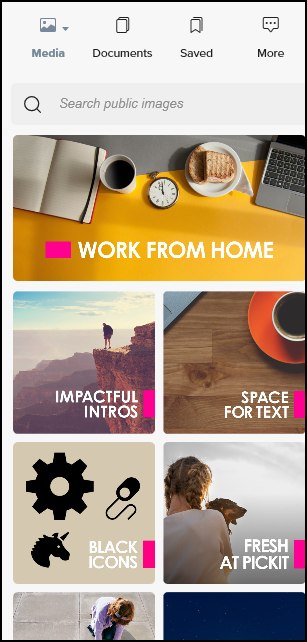
1. **Open** Pickit.



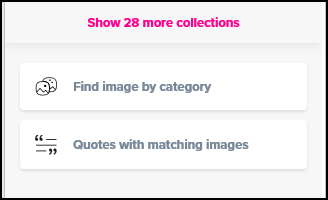
1. **Click** on the Media dropdown, then **click** Pickit Media.



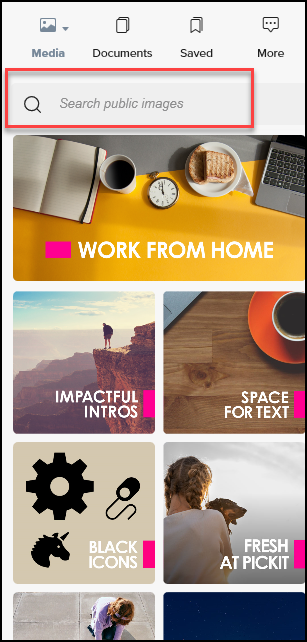
1. Available collections will appear:



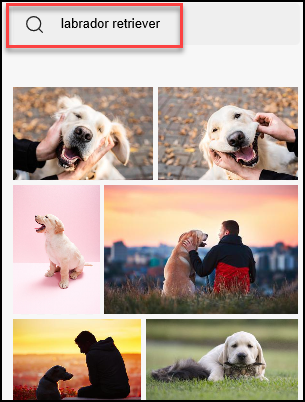
1. **Scroll** down for more options:



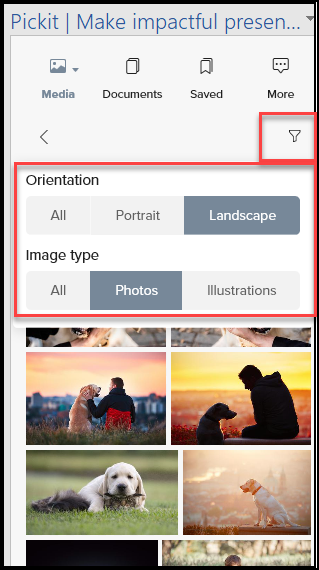
1. **Click** inside the Search bar to search for specific things:



1. **Click** a category to search within that. Here is a search for Labrador Retrievers:

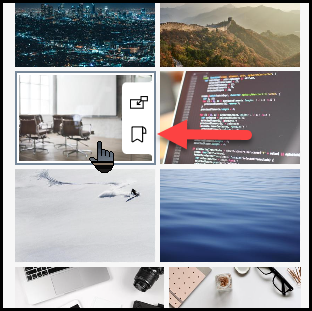


1. **Click** the Filter button to narrow down search options:

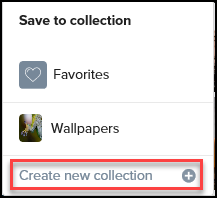


1. If you find a picture you want to work with, **click** either Save to Collection, or Insert Image.

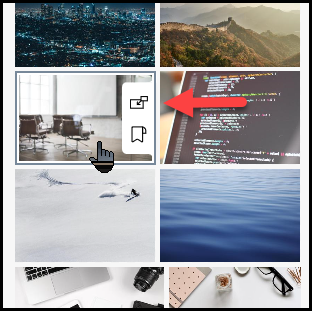
Save to collection:



The pop-up opens, choose to add to an existing collection, or create a new collection:



Insert Image:



**Clicking** Insert Image will add the image to your current document.



For more information about using Pickit visit [Pickit User Guide](https://go.pickit.com/en-us/userguide?hs_preview=FzrSPjgk-30298562815)