**How to add icons from the icon sheet to your report.**

1. **Open Both Documents**:
   * Open the Word document that contains the image you want to copy.
   * Open the Word document where you want to paste the image. You can do this by opening Word and selecting the document from your recent files, or by using “File” > “Open” to locate and open it.
2. **Locate the Image**:
   * In the source document (the one with the image), scroll to find the image you want to copy.
3. **Select the Image**:
   * Click on the image to select it. You’ll know it’s selected when you see a border or handles around it.
4. **Copy the Image**:
   * Right-click on the selected image and choose “Copy” from the context menu.
   * Alternatively, you can press Ctrl + C on your keyboard to copy the image.
5. **Switch to the Target Document**:
   * Click on the window or tab where the target document is open to make it active.
6. **Place the Cursor**:
   * Click on the location within the target document where you want to paste the image. This could be at the beginning, in the middle of the text, or at the end of the document.
7. **Paste the Image**:
   * Right-click where you want to paste the image and select “Paste” from the context menu.
   * Alternatively, press Ctrl + V on your keyboard to paste the image.
8. **Adjust the Image (if needed)**:
   * After pasting, you may want to adjust the size or position of the image. Click on the image to select it, then use the handles to resize it or drag it to reposition.
9. **Save the Target Document**:
   * Save your changes to the target document by clicking “File” > “Save” or pressing Ctrl + S.