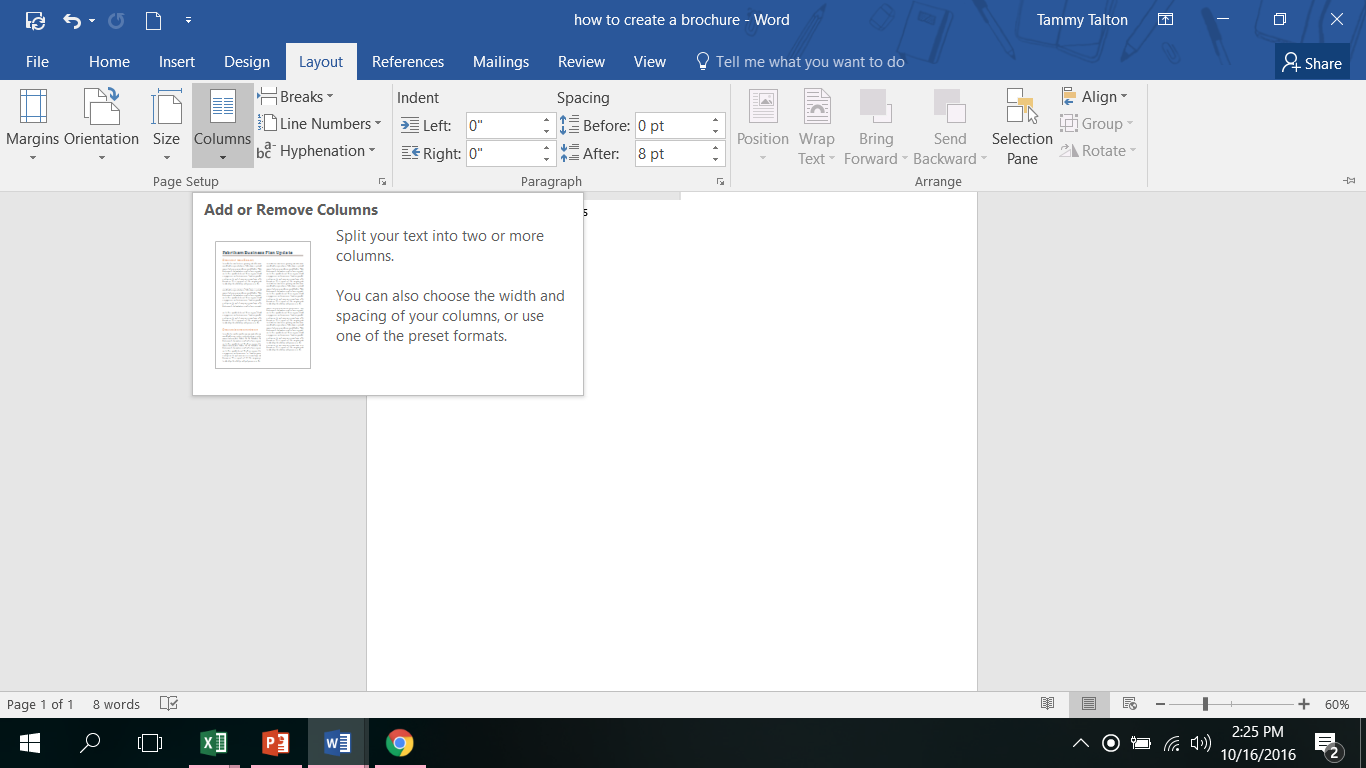
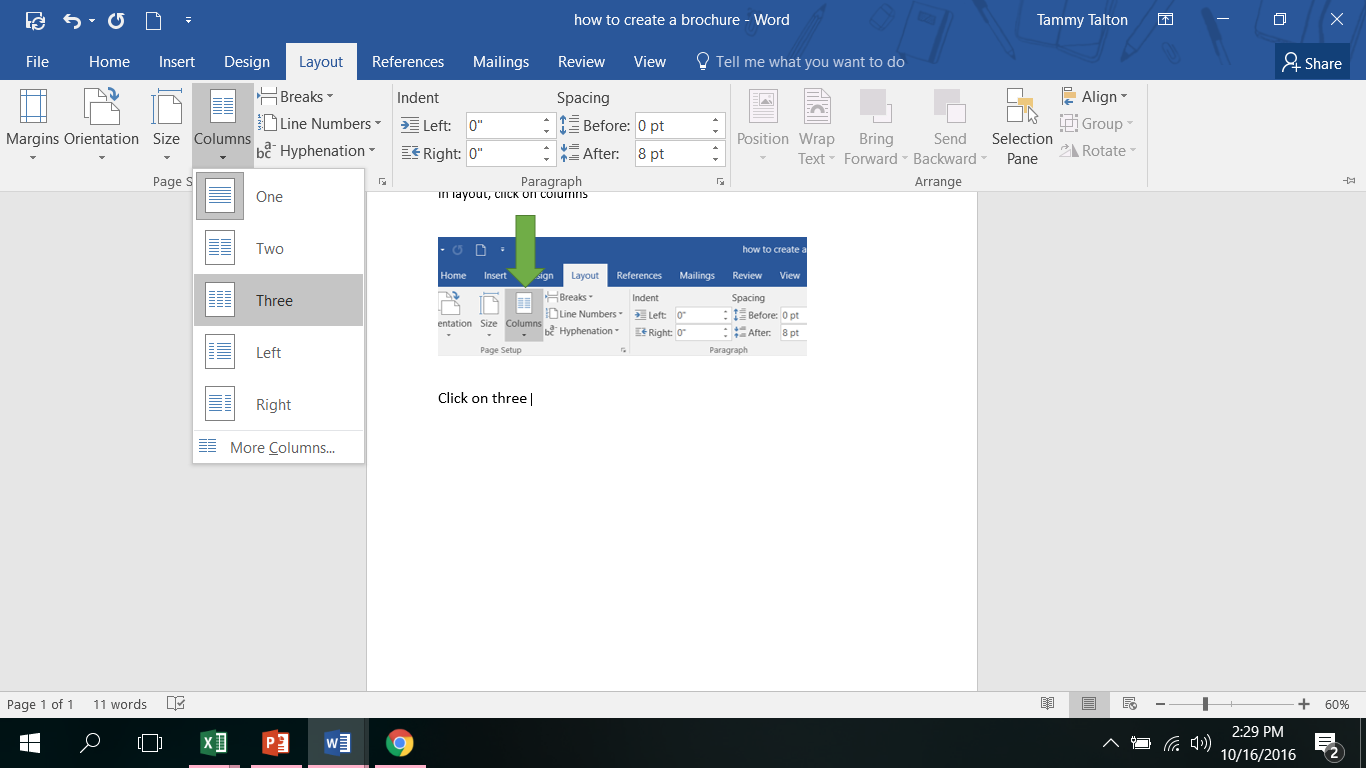
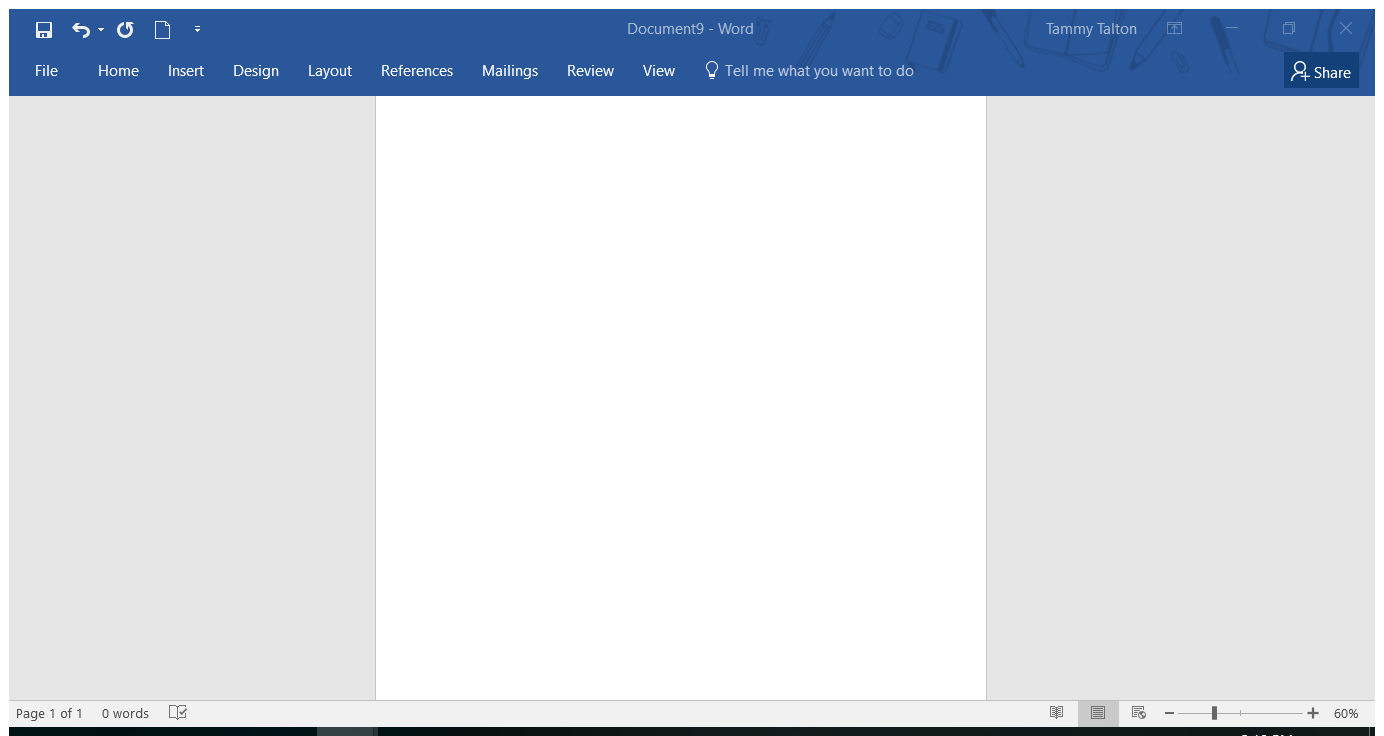
In layout, click on columns

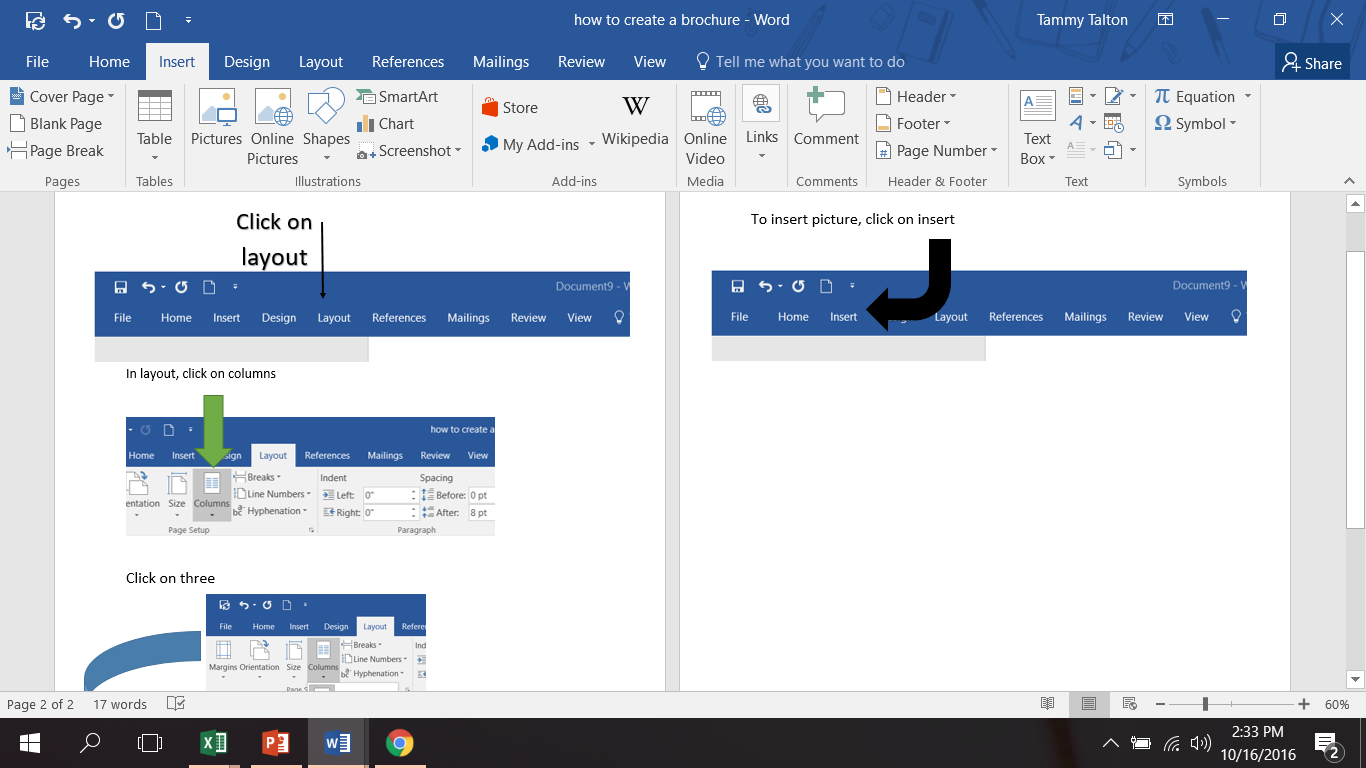
Click on layout



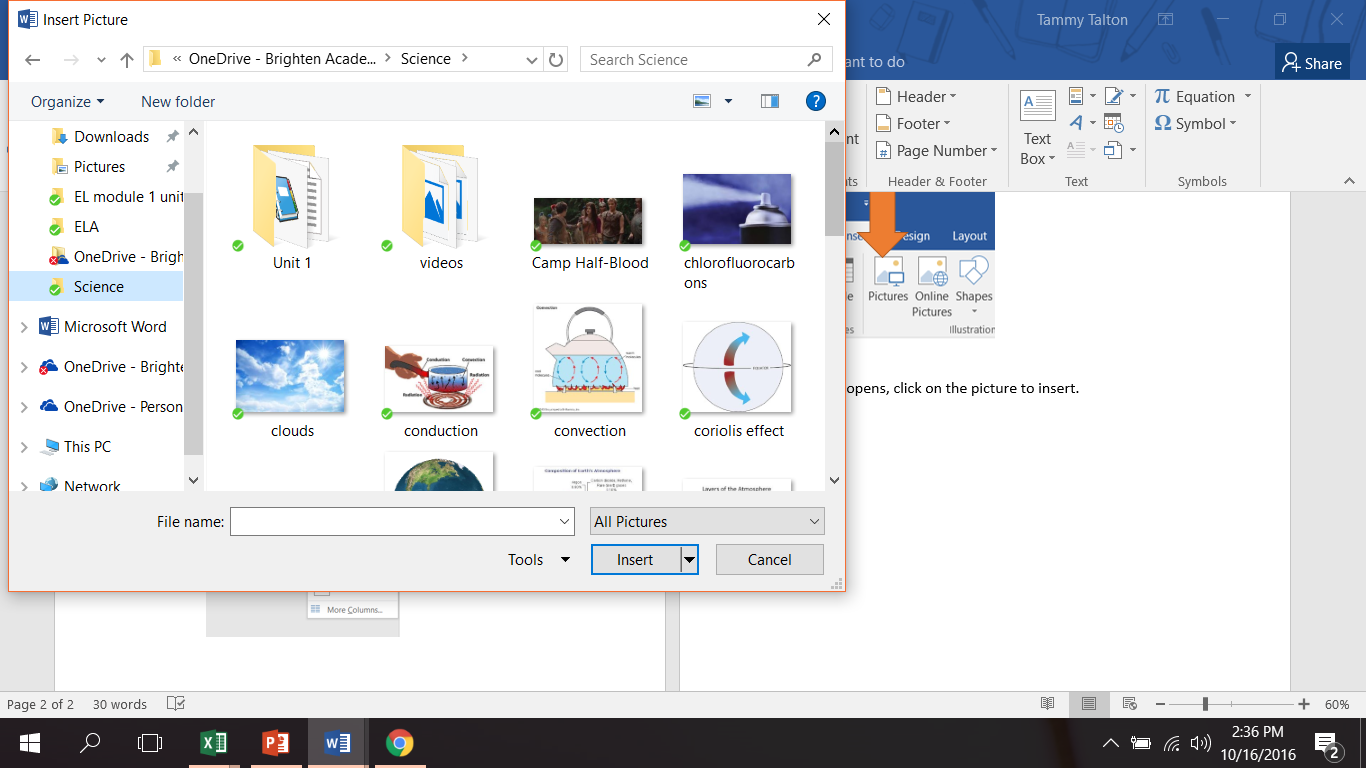
Click on three

To insert picture, click on insert



Click on Pictures

When the box opens, click on the picture to insert.

Click insert.