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**Creating a Newsletter with Word 2007**

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## Inserting a Picture

If you are familiar with earlier versions of Word, you may be surprised at Word 2007's capabilities with pictures. In Word, pictures have their own set of controls, and you can modify them in new ways.

You will be working with a **digital picture**, so it is important to note that, if you save your document in an earlier file format, the picture may not convert properly. To learn more about file formats, review [saving your project](#) in lesson 1.

### To insert a picture

- Click the space between **sonjac@scc.mail** and **SCC Award Ceremony to Honor Local Centenarian**. Press **ENTER**.
- On the **Insert** tab, in the **Illustrations** group, click **Picture**. The **Insert Picture** box will appear.
- In the **Folders** list, click **(D:)**. In the **File Name:** box, type **veteran.JPG**. Then, click **Insert**. Your picture will look like this:



sonjac@scc.mail.

SCC Award Ceremony to Honor Local Centenarian

Since you have inserted your picture, you can [position and resize your picture](#).