**Editorial Graphics and Publishing Services**
How To Add an Image to a Word File

In response to questions we have received lately about adding a logo, PDF, or other image file to your Word document, we would like to share this reminder with you on how to add an image in six easy steps.

1. If you received the image as an e-mail attachment, open Microsoft Outlook and save the attached image file to your computer. You may select "My Pictures" or another convenient location.
   If you already have the image on your computer, go to Step 2.

2. In Microsoft Word, open a document. Position the cursor where you want add the image.

3. Go the "Insert" menu, and select "Insert/Picture/From File…"
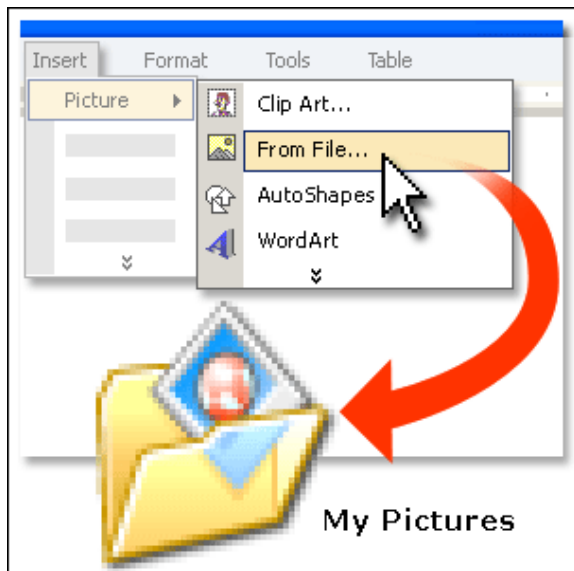
4. Locate the graphic, and insert it directly from there.

5. Remember to hold down the "Shift" key when you resize the image so that you will not distort the proportions.

6. Learn more about working with images in Microsoft Word [http://support.microsoft.com/kb/312799]

For those who have Word 2007

In Word 2007, you would click on the "Insert" tab, followed by the "Picture" button. A dialogue box will open with your picture files. You would then select and insert the picture you need.

Tip from Janice Mitchell (*Thanks Janice!*)