4. How to Create Images Using Picture Format in Microsoft Word

Windows Version 10 – Making a Collage

> N.B. This follows on from *1. How to Create Images Using Picture Format – Basics, 2. How to Create Images Using Picture Format – Layers* and *3. How to Create Images Using Picture Format in Microsoft Word Windows Version 10 – Making a Triptych.*
>
> It does not repeat basic techniques but if you are unsure of any methodology used here, please refer back to *1. Basics & 2. Layers.*

Make a Collage by Layering

- Prepare and select your images ready for making into the collage.
- Open a Word document and call it, say Collage 1.
- If you are familiar with copy and paste, go to your picture file, select image for copying and then paste into the new document
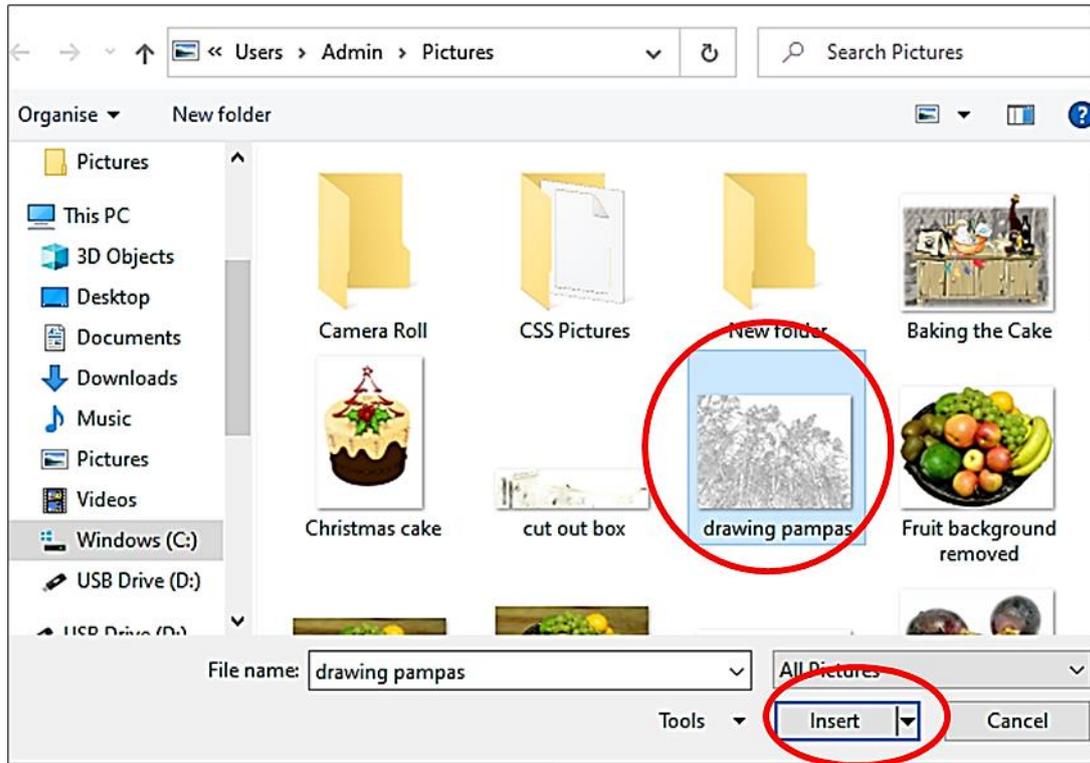
<div align="center">…OR</div>

- Go to 'Insert' on the menu at the top of the document page, select 'Pictures' and click on arrow to open sub-menu.
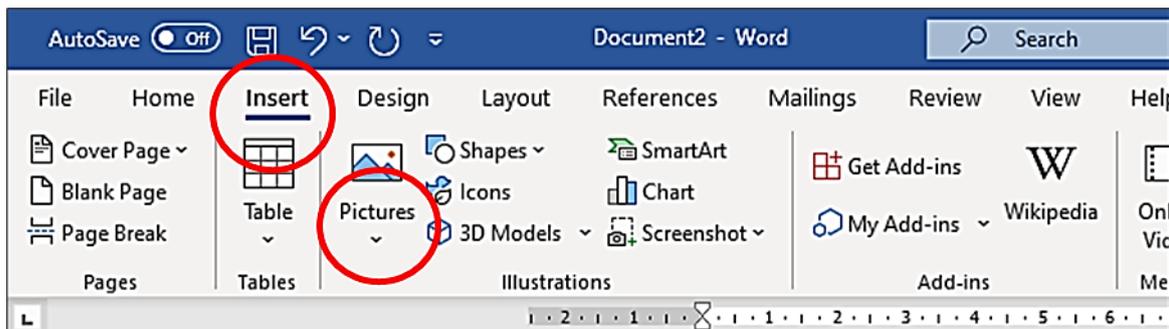
- Click on 'This Device' then select your image from your chosen file.
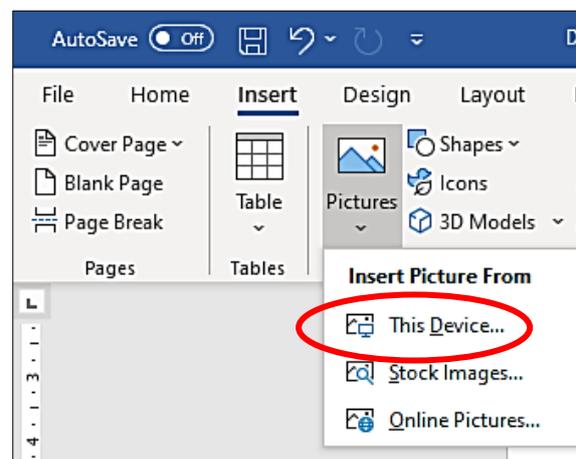
Open the file, click on the image then click insert box. The picture will drop onto the Word page. Here I clicked on drawing pampas and this is what we have.


Drawing pampas

Do not forget to position and focus the image (see *1. Basics* if in doubt). Remember that you need to position images in order to move them around.

Repeat the cut and paste or insert method of placing as many pictures as you wish onto the blank page of Collage 1. Do not forget to position the image each time, and to correct the focus. You are now ready to have some fun!

I have placed four pictures on the page ready to arrange.
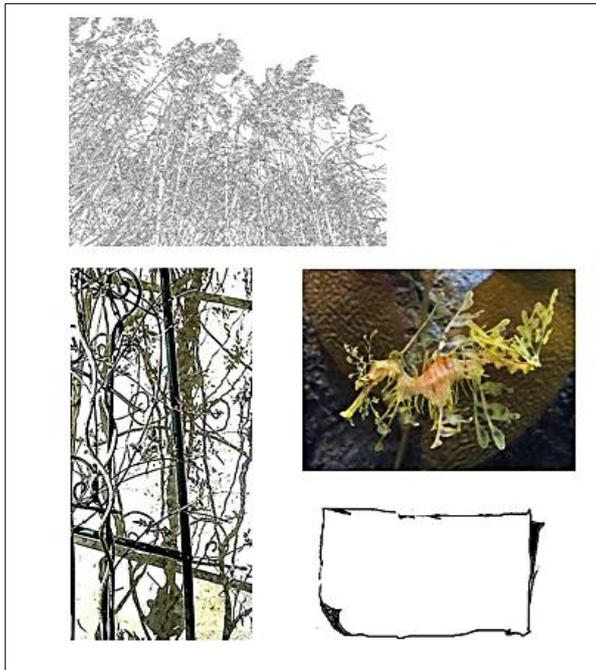
My four original images on the page

By using the Picture Option formats, you can crop to shape, put in a border, put in soft edges or shadows, change the colour or transparency of the image. You can also add text if you wish.

Original images altered ready for positioning into a collage.

Now you can move the separate images about by clicking on each one and positioning it to your liking. You can further manipulate the position of the images by sending to the back or front by accessing the option on the tool bar. Once again, remember to click on the image to allow you to take action.

Although I have only used four images here for ease of tuition, any number of images can be used. I would advise saving and grouping them in batches for ease of editing.

Edited images in position

Saving your images as one combined picture

In order to be able do any editing to the image as a whole (and not its component parts) such as cropping, you do need to save it as a grouped picture. Once you are happy with the composition, this is what you do:

Hold down Shift key on the keyboard and click on the images which will display the box outline as shown. (They will stay like that until you perform another command.)

- Move to the tool bar and click on 'Layout' then click on 'Group'. This will allow you to group the images together into one single frame or to later 'Ungroup' should you wish to remove, alter or re-size any one of the images.
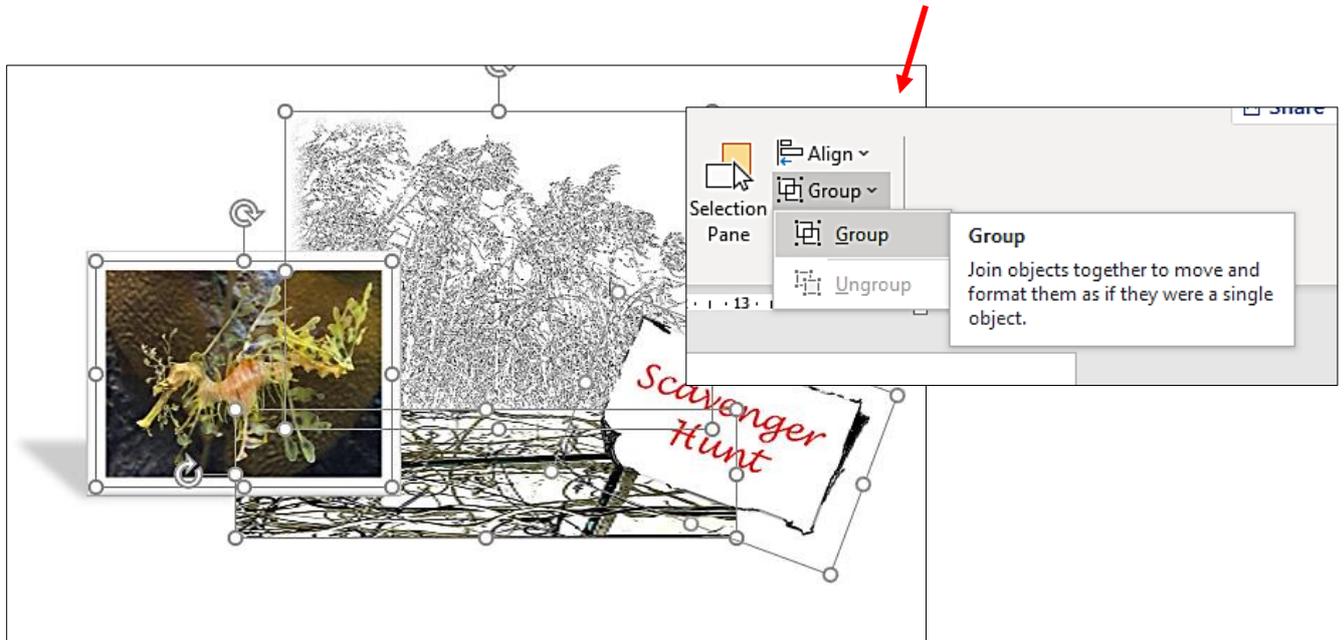
This action will link all the images together and then the picture can be moved around the page as you wish.

Note: You can group multiple images together, but it may be wiser to do them in blocks in case you want to remove or change one later. You can still make changes to the individual images whilst linked together, but you will not be able to do so once they are saved as a whole picture.

This is why it might be a good idea to save the picture as a Word document as well as in a picture file so you can go back to it and alter the layout if you are undecided about the final composition – saves a lot of work sometimes!

Finally, one last step: In order to be able to edit the composition as a whole, you need to save it as such. The following steps are important and will ensure success.

Saving the Image

- Open a new blank document. If you have Word pinned to your computer main task bar, you can switch between the two documents by toggling between them and do not necessarily have to name the file. You can always cut and paste on the same page as you are working on if you feel confident.

- Click on the now grouped image.

- Go to 'Home' on the tool bar.

- Click on 'Copy'.

- Go to new blank document.

- Go to Paste on the tool bar in the new document and click on the arrow underneath the word Paste.
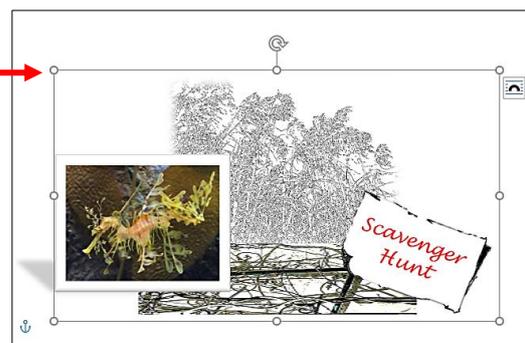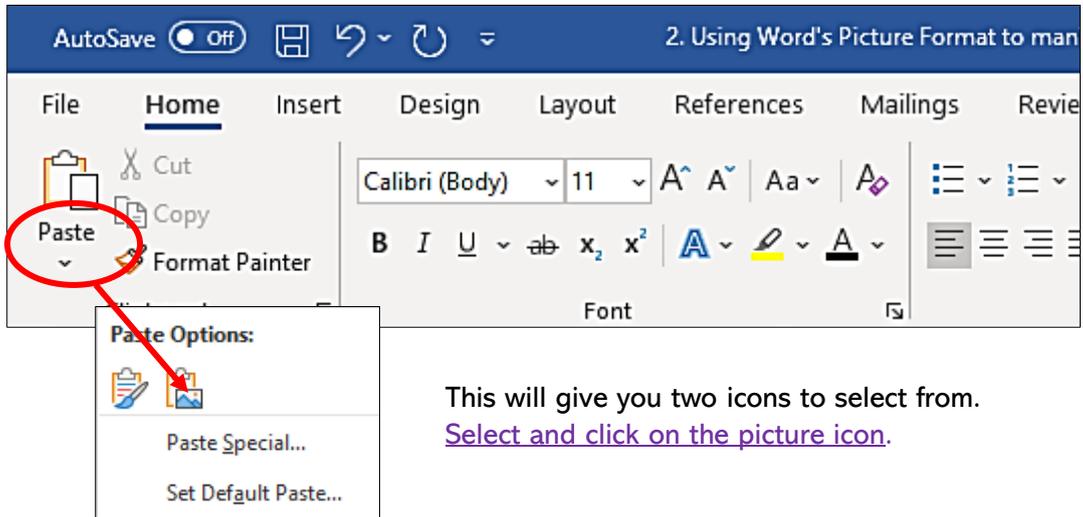
This will give you two icons to select from.
Select and click on the picture icon.

🗡 This pastes the picture as a complete picture. Once pasted, do not forget to position, and correct focus. The image can now be moved around, cut and pasted again, saved, etc. as if it was a single picture. You can now delete the original picture or continue to experiment with it knowing that you have a saved image.

🗡 You can save the grouped image as a new picture in your photo file. Right click on the image and select 'Save as Picture' then follow the prompts.

🗡 You can also save the image as a Word document. Word will not close a document without asking if you want to save your changes.

🗡 Your collage is now ready for you to crop and otherwise play around with.