

# 1. How to Create Images Using Picture Format in Microsoft Word

## Windows Version 10 - Basics

### The Basics

Word is quite a versatile app; however, few people utilize the Picture Format within the application, and I want to explain here how easy it is to have fun with your images and to alter them using layers and textures, cropping, and pasting.

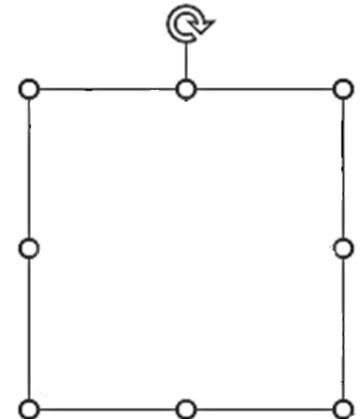
- ✚ Open Word and select the blank document option from selection offered at top of the screen page. This will give you a new page to work on for you to save or discard as you choose.

(If you are familiar with copy and paste, go to your picture file, select image for copying and then paste into the new document).

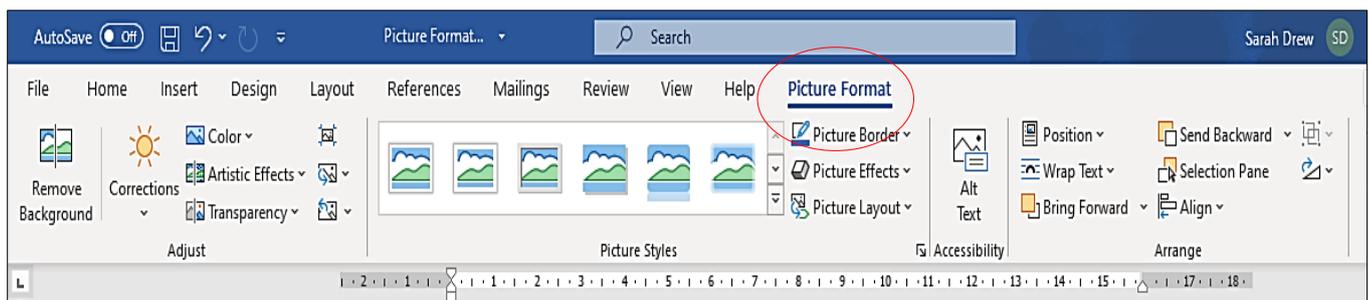
...OR

- ✚ 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. Click on the image then click insert box. The picture will drop onto the Word page.

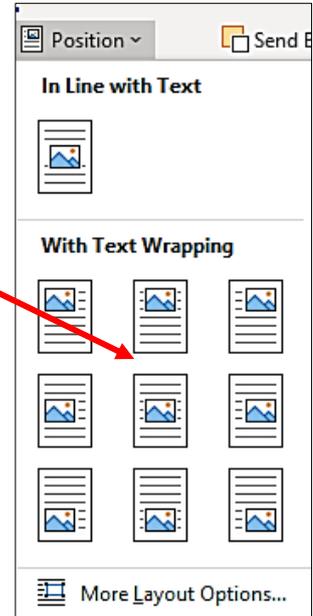
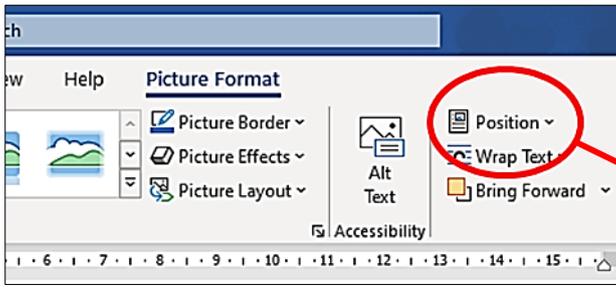
**Important:** In order to access the Picture Format functions, you need to click on the picture and a box will appear around it with little circles at each corner and an arrow shaped "handle" on the top. It is **important** to remember to always click on the picture for you to be able to use any other commands.



After clicking on the image, a new menu option called Picture Format appears in the tool bar at the top of the page. Click on this and you will see a whole range of menu options.



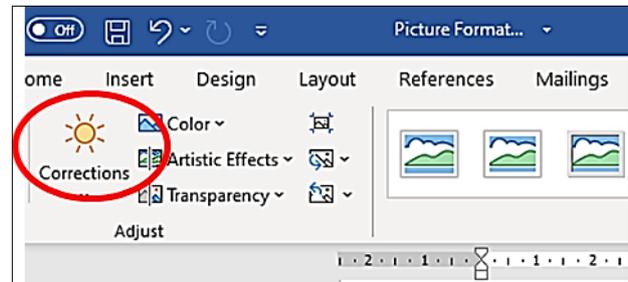
The very first thing you need to do is to **position** your image on the page. (When I am working on a picture, I usually select top middle just because it is easy to see). Select Position then choose from the options available to put the image onto the page wherever you like. Ignore the text wrapping for the time being.



NOTE: If you do not position the image, it will not move to where you want it to go. Once placed in any position from the options, you can move it around on the page anywhere you choose.

Once you have done that, you can also send the image backwards and forwards (Send Backward, Bring Forward commands on the tool bar) for layering so get into the habit of positioning your image as soon as you have pasted or inserted it onto the document page. You can also bring in other images and position them elsewhere on the page so they are ready to use but not in the way of working on the main picture.

I strongly advise that the next thing you do is to select 'Corrections' and select sharpen from the drop-down menu of 25%. This is because the image loses some slight focus in being transferred and 25% will restore it to its original clarity.

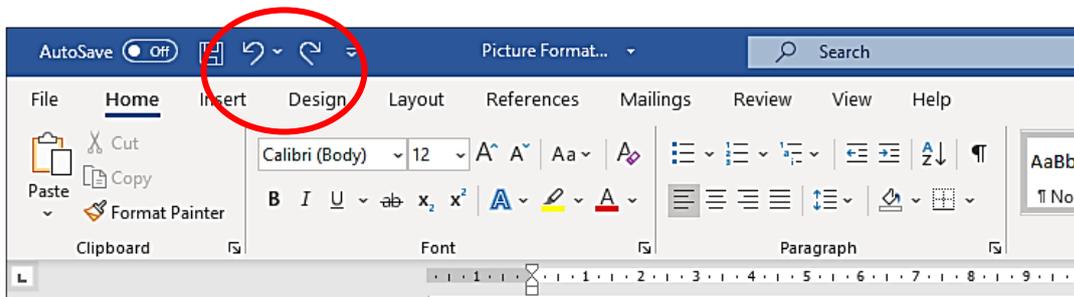


NB. Going to 'sharpen 50%' will over sharpen and put white lines around the objects in the picture.

You should really make the two actions of positioning and correcting your image as soon as it lands on the page a habit. It will save a lot of hair-pulling later on!

You can, however, play around as much as you like with the options available to you but if you make it a habit to sharpen your image straight away, you will not need to go back to editing to improve the clarity. You can make a number of image choices from this selection so it is a handy tool to have with the added advantage of being able to see, work with or discard your selections all on the same page at the same time.

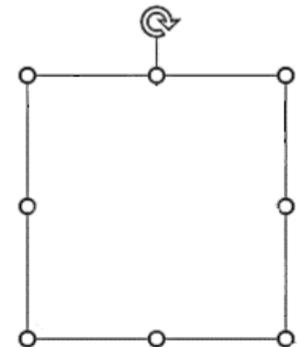
- ✚ One last tip – you can always undo your last action by going to the left arrow at the very top of your screen or re-do it by the same method using the right arrow.



### *Now for the Fun...*

And so back to that box...this will allow you to resize the picture by putting the cursor on one of the corners and dragging it to either increase or decrease the size of the picture.

- ✚ Placing the cursor on one of the top, bottom or side circles will stretch the image.
- ✚ Placing the cursor on the semi-circular arrowhead will tilt the image.
- ✚ Placing the cursor squarely on the picture will show a  and lets you move the image at will.



You can choose a different look by selecting 'Artistic Effects'...



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. OK, so it's not Photoshop but I think it gives equally good results if you are prepared to play about.

In short, by selecting Picture Format, you can be as creative as you like very easily.

NB. You may not have the transparency, or some of the other options in an older or more basic version of Word.



### *Saving Your Work...*

Every time I create an image I like, I then save it back to the photo folder with a descriptive title so that I can re-locate it again. I just then undo the last actions to take me back to the point where I want to experiment some more, and this saves me much time in re-making images especially if they only have slight variations.

I can then compare each picture at leisure and discard or keep as I wish. For example, I might make the picture of bindweed soft focus with a dark border, save it, then undo last action to restore the original image then see how it looks with a white bevelled frame, and so on.

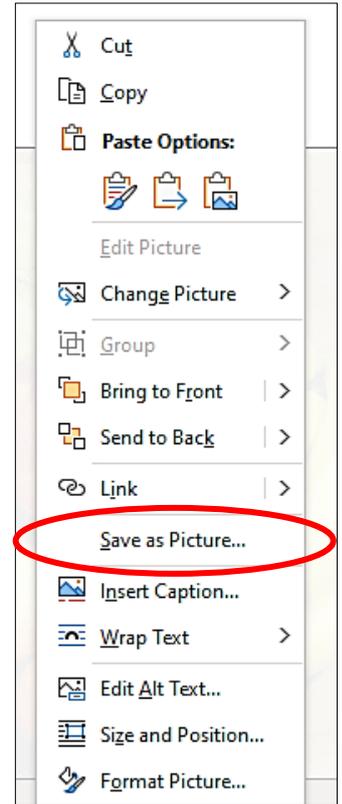
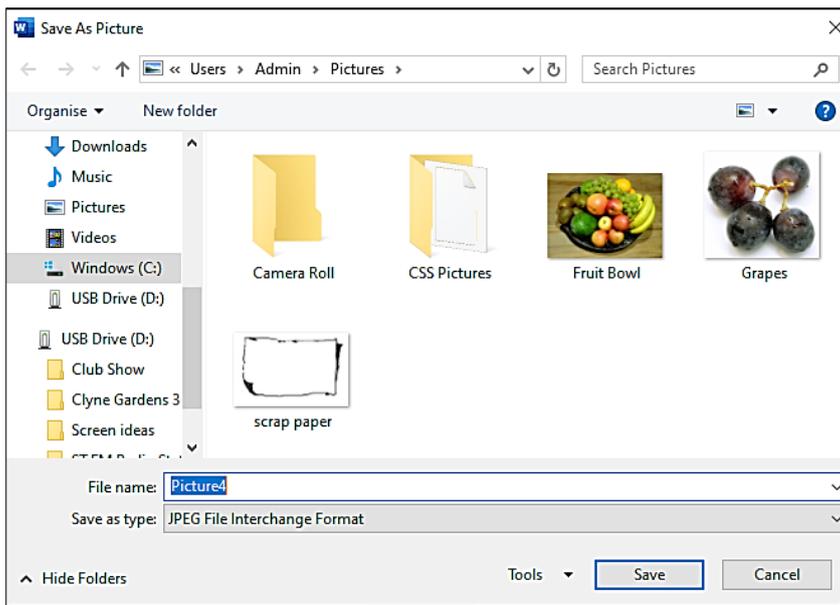
You can build up a really good contact page in this way for studying all the images together for continued saving or discarding. The added bonus is being able to save your pictures in Word thus enabling you to go back and edit the component parts before saving as a picture file in the usual way. This can save hours of work should you need to alter some small part without having to reconstruct the whole image again.

It is really important to follow these simple rules for saving your work:

- ✚ Ensure your work is corrected to the 25% sharpness as already described.
- ✚ You can choose to save your image in a Word document for you to work on later which means you can still access any layers that you have created. Go to 'File' on the tool bar and follow the prompts if you are not already familiar with how to do this.

OR...

- ✚ Save to your photo file. Make sure you have clicked on the picture you want to save. **Right click** on the image and look for 'Save as Picture' and click on the option.
- ✚ Doing this will take you straight to your picture folder options including where and how you want to save your file (JPEG, etc).



This concludes the basic set up. The next tutorial – 2. Layers - explains how to start layering images and also gives an alternative method to saving your pictures but understanding the steps outlined here is important to know. However, experimentation is also key so have a go!