

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

### Windows Version 10 - Layers

N.B. This follows on from *1. How to Create Images Using Picture Format in Microsoft Word Windows Version 10 – Basics*. If you are unsure of methodology here, please refer back to *Basics*.

#### Layering

- ✚ Open a blank document.
- ✚ Select your image.
- ✚ Paste onto blank page.
- ✚ Position the image.
- ✚ Correct the focus.

I am using a picture of a bowl of fruit on a table, and I want to put a different background to it. Here I thought that a close-up of a rose would make an interesting textured background.



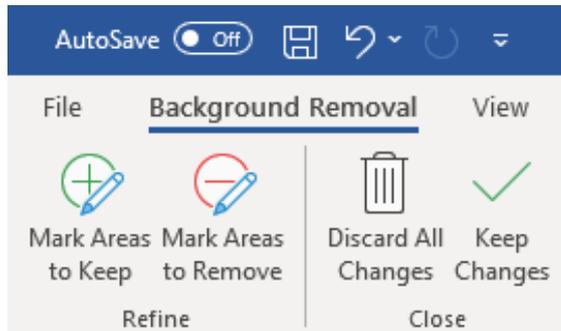
I want to remove the table background first and there are several ways of doing this using various applications with which you may already be familiar. However, you may not know that you can use 'Remove Background' that is found on the tool bar in Picture Format in Word for Windows Version 10. It is basic but does a reasonably good job and I use it in conjunction with Paint and Paint 3D (both free Microsoft apps) for fine tuning pixel by pixel if I so wish.



- ✚ Place the picture of the fruit bowl on a newly opened document page, position and correct focus.
- ✚ Click on Picture Format and go to 'Remove Background' and the picture will automatically remove some of the image which is indicated by the magenta colour.

(Sometimes this random selection appeals to me and I will use what occurs but this time, we want to be more specific.)

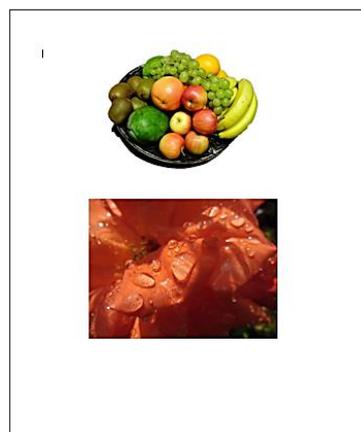
The drop down menu will give you four options to further manipulate the image and at this point, you should select 'Mark Areas to Keep'. Use the mouse as a pencil to select the parts on the picture you want to keep. You may have to toggle between keep and remove until you are satisfied.



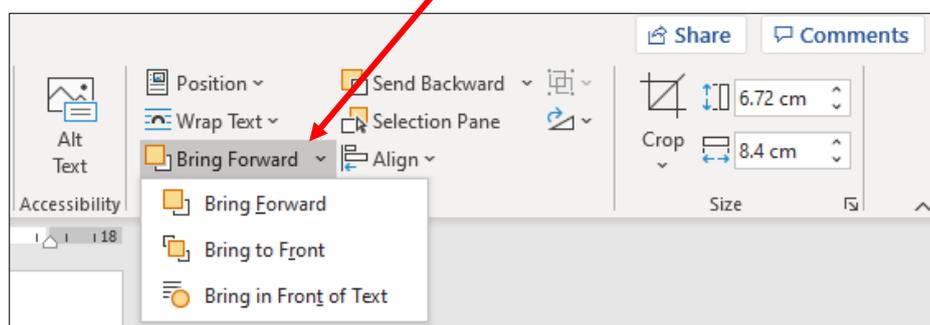
Fruit Bowl with background removed.

Remember to save the new image.

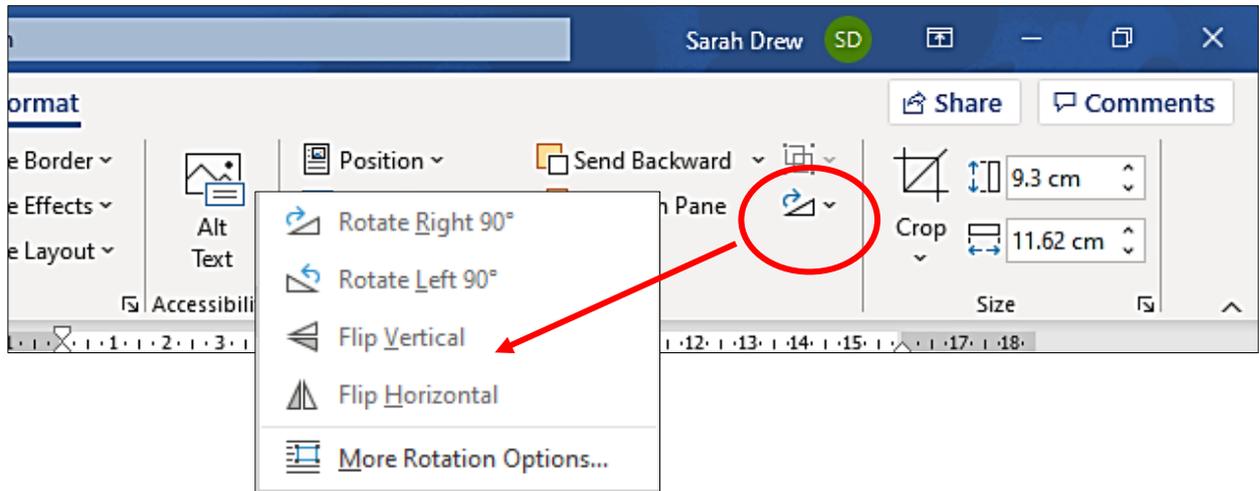
Now you can think about putting in the new background so select the picture of the rose, insert it on the page and place it below the fruit bowl. Do not to forget to position the images!



Use the mouse to slide the fruit bowl over the rose petals. If the fruit bowl goes behind the rose petals, or vice versa, click on the options to Bring Forward/Send Backward on the tool bar.



- ✚ Play around with positioning the bowl on the rose. Try turning the rose around by going to the tool bar, selecting the circled icon. This will give you a drop-down menu for you to choose from. Try reducing or increasing the size of one or the other images.



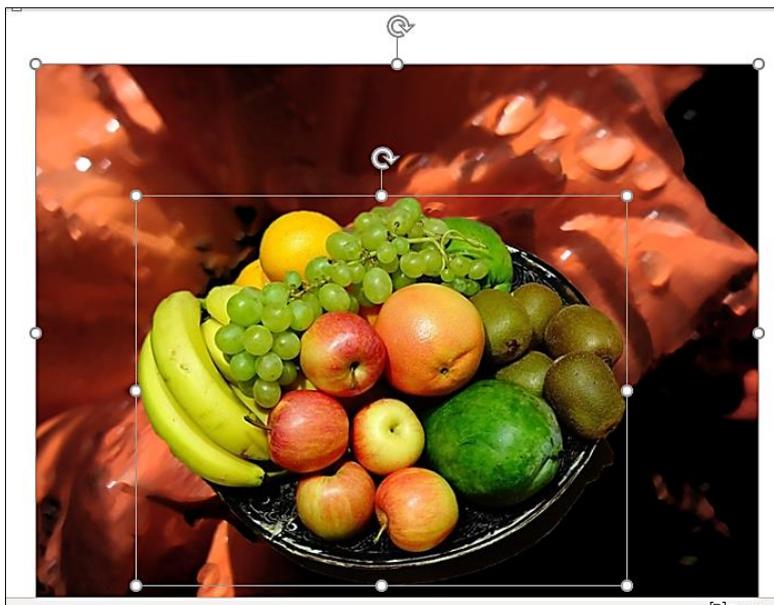
**Note:** You can manipulate each image at any time by clicking on either to move around or change.

You could, of course, flip the fruit bowl around. You could even rotate the background manually to get the effect you are after. In other words, have some fun and be creative! Change the background to something else altogether if you wish. I decided to alter the rose in 'Artistic Effects' using Paint Strokes to give more interest.

### *Saving your image as one combined picture*

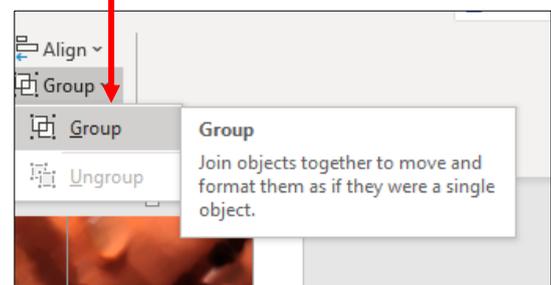
In order to be able to do any editing to the image as a whole (and not its component parts) such as cropping, you do need to save it as a grouped picture. Once you are happy with the composition, this is what you do:

Hold down Shift key on the keyboard and click on the fruit bowl, then on the background. Both images 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 as a whole can be moved around the page as desired.



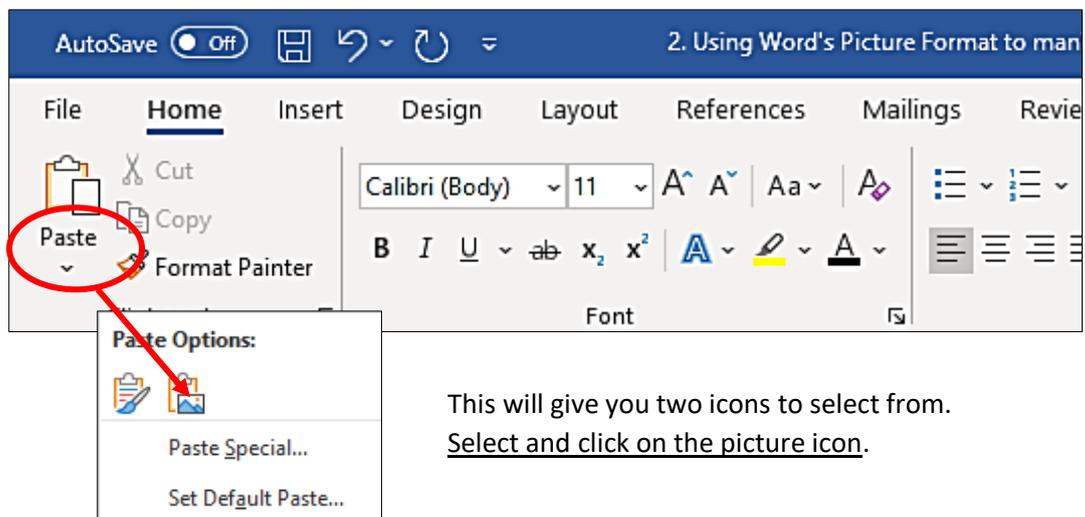
**Note:** You can group multiple images together, but it may be wiser to do them in blocks in case you want to remove or change one later. You can still make changes to the individual images whilst linked together, but you will not be able to do so once they are saved as a whole.

This is why it might be a good idea to save the picture in a Word document 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. Call it (say) Pinboard. 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 grouped image.
- ✚ Go to 'Home' on the tool bar.
- ✚ Click on 'Copy'.
- ✚ Go to Pinboard document.
- ✚ Go to Paste on the tool bar in Pinboard and [click on the arrow underneath the word Paste.](#)



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 now save the grouped image as a new picture in your photo file. Right click on the image and select 'Save as Picture' as described in the Basics Tutorial.

Your picture is now ready for you to crop and otherwise play around with. When you become more familiar with the process, you can do as I do and cut the image before pasting it on to the new (Pinboard) doc. If you ever worry that you will lose it, you can always use the undo arrow to undo your cut and choose to copy instead. Another fail-safe is that Word will not close a document without asking if you want to save your changes.

- ✚ Select 'Crop' from the tool bar to trim your image as required. You can also crop to shape if you wish. Remember that you always undo your last actions if you are not happy with the results, no need to repeat any processes.



Picture ready to crop



Cropped picture

Finally, you can keep adding layers to the picture as already described or maybe give it a frame from the selection in Picture Styles on the tool bar– it's up to you. Have fun!