

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

#### *Windows Version 10 – Making a Triptych*

N.B. This follows on from *1. How to Create Images Using Picture Format – Basics* and *2. How to Create Images Using Picture Format – Layers*. 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 Triptych by Cropping*

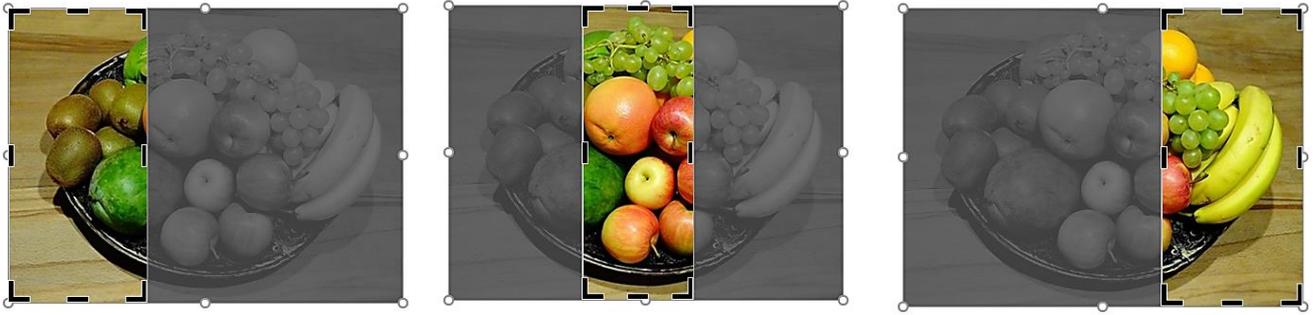
- ✚ Open a blank document.
- ✚ Select your image.
- ✚ Paste onto blank page.
- ✚ Position the image.
- ✚ Correct the focus.

I am using a picture of a bowl of fruit which I want to make into a simple triptych by dividing the original image into three. Once you are familiar with the technique, you can, of course, create many different images with either one picture or different ones.

Once you have placed it on the page, open up another blank document. You will need this for the cutting and pasting of parts of the image when building the triptych.



- ✚ Crop the picture by a third using the page ruler to guide you. You can always re-size the picture at this stage to help you if you wish to make it easier to mark the thirds.



- ✚ Copy the first third and paste it onto your blank document. Return to the main image and click on the undo arrow. This will restore the whole image.
- ✚ Repeat the cropping twice more until you have three separate sections of the picture of the fruit bowl on your other document page.



The three sections of the fruit bowl.

Name this picture in order to save and work on it. If unsure how to, please refer back to *1. Basics* or *2. Layers* in this series.

Remember that working on the images in Word means you can make multiple changes that can be saved at each stage if you so wish.

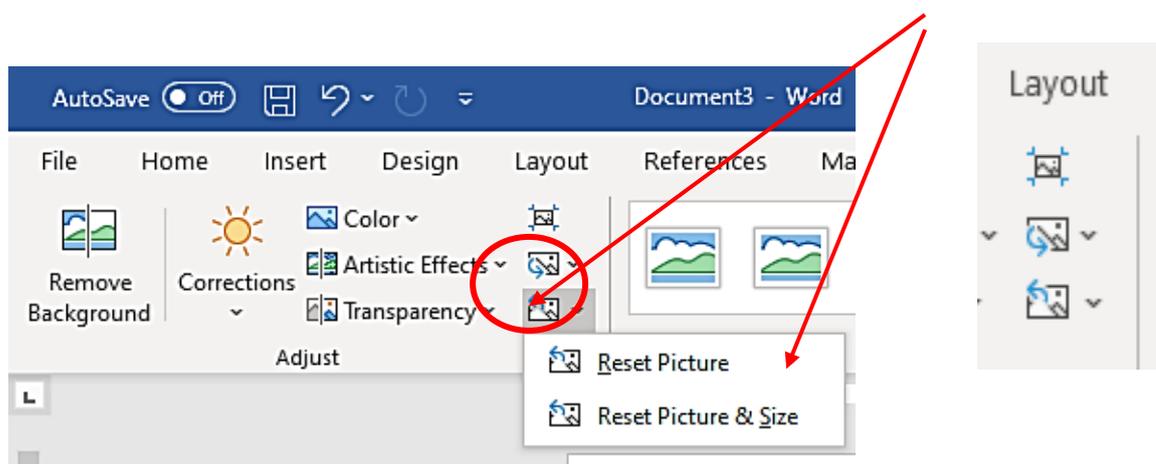
Now you can play! You can leave it as it is or change one or more of the sections by re-colouring; applying an artistic effect; layering with backgrounds, angling, cropping etc.



To alter any section of the image, simply click on it. Even when the images are grouped, you can still manipulate each part. However, remember that in order to be able to do any editing to the image as a whole (and not its component parts), 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 images then 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. (See 2. *Layers* in this series for a more detailed explanation.)

When arranging your images, you may want to go back to your original without using the undo button multiple times. A couple of useful tools to remember are the Reset Picture and Reset Picture & Size icons on the Picture Format tool bar. Click on the arrow next to the bottom icon under layout...



...and Reset Picture and Reset Picture & Size will appear on the drop-down menu.

- ✚ Reset Picture will discard all formatting on any one selected section and take you back to the original cropped part.
- ✚ Reset Picture & Size will take the selected image back to the absolute original image.

Either of these actions can be undone by using the undo arrow on the quick access toolbar at the very top of the screen.

In conclusion, I find using Picture Format in Word a highly satisfying and easy method of creating original images with my photographs. From creating triptychs to layering images, Word should not be overlooked as a useful editing tool.