

How to Create Images Using Picture Format in Microsoft Word

Introduction

The following tutorials are for people who are familiar with using documents in Word, and the habitual use of a mouse. They are written using Word 10 but can also be used by those with only Office Basics or Word in Windows Version 7 although the functions will be more limited. You may have to use other applications to achieve some of the effects described here. The tool bars will also look different if you are using another version but the basic commands will be the same even if in a different place.

The tutorials are written in sequence and should be read as such. They are not stand-alone units so basic information is not necessarily repeated. Do not get frustrated by not understanding the techniques due to leapfrogging sections!

Word is not simply a word processing program; it has the requisite tools for doing some pretty serious page layouts including Picture Format. The Picture Format function also enables photo editing to quite a high degree when used in conjunction with Microsoft Paint and Paint 3D. These are simple raster graphics (also called bitmap graphics) editors that have been included with all versions of Microsoft Windows.

Better still, these are all WYSIWYG (What You See is What You Get) applications and the programs open and save files in Windows bitmap (BMP), JPEG, GIF, PNG, and single-page TIFF formats.

Picture Format might not be as sophisticated as say, Photoshop, but if you know what is in the toolbox, you can produce some very professional looking results.

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. Being able to see at all times your image making progress is another plus point.

For those looking to read more on the subject, howtogeek.com is an excellent source of more information on using Picture in Word. [Word Formatting: Working with Pictures, Shapes, and ...](#)

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