Converting Word and Publisher documents into a Photo Format (.jpg or .png)

Kathy Roberts – January 25, 2020

1) Create your flyer or document in Word or Publisher. If you are going to post it on Facebook, it needs to be in a photo format (.jpg or .png)

2) Copy

   a) If you are copying or converting the entire file use

      i) Cntrl A to select the entire file

      ii) Cntrl C to copy the file

   b) If you are copying or converting only a section of the file –

      i) Click and hold the left mouse key while dragging the highlighted box around your selection.

      ii) Cntrl C to copy the selection
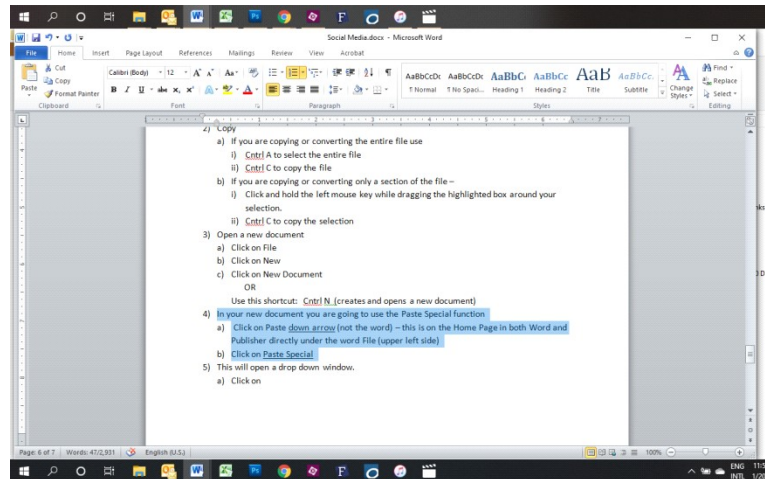
3) Open a new document

   a) Click on File

   b) Click on New

   c) Click on New Document

      OR

      Use this shortcut: Cntrl N (creates and opens a new document)

4) In your new document you are going to use the Paste Special function

   a) Click on Paste down arrow (not the word) – this is on the Home Page in both Word and Publisher directly under the word File (upper left side)
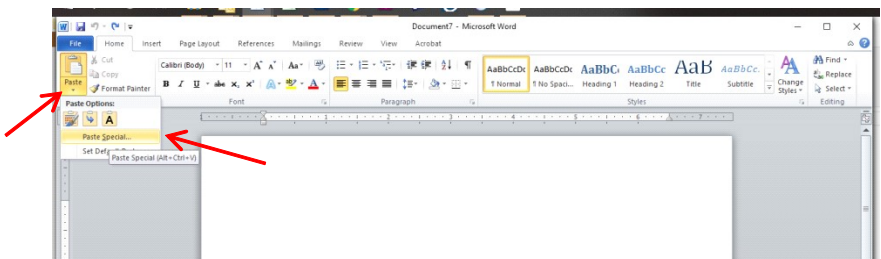
   b) Click on Paste Special

1) This will open a drop down window. Depending on whether your selection has artwork or a photo embedded in or it is just text:
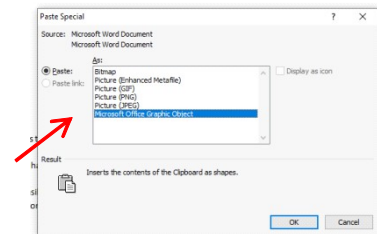
   a) This is the window that opens when you have text only:

2) Right Click anywhere on your new document. This will open a new drop down window:
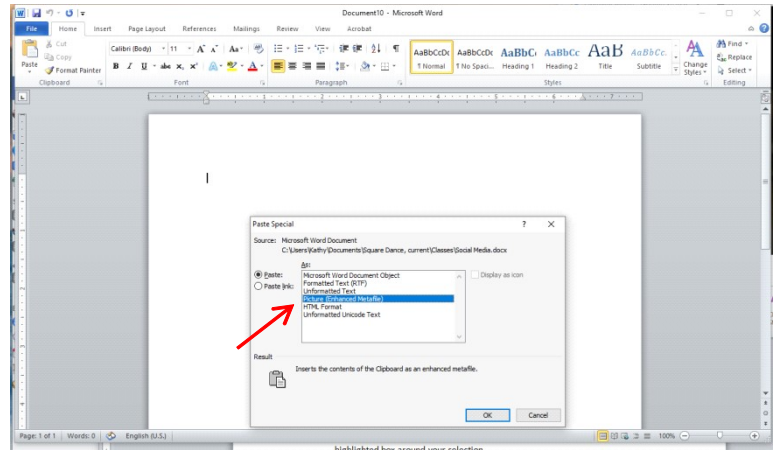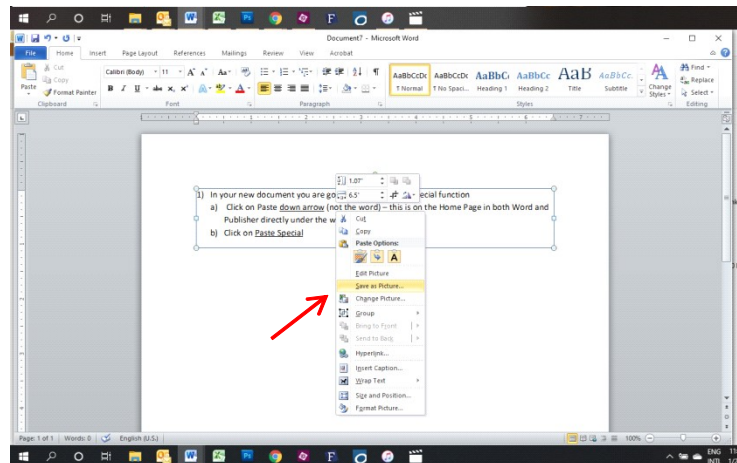
   b) This is the drop down menu that opens when you artwork in your selection

   c) Select a picture format (.png or .jpg or Picture). This will copy your selection onto your blank document.

2) Right Click anywhere on your new document. This will open a new drop down window:

   a) Select "Save as Picture"

3) Select where you'd like to save your new picture & it's format from the File Save Menu

Reference
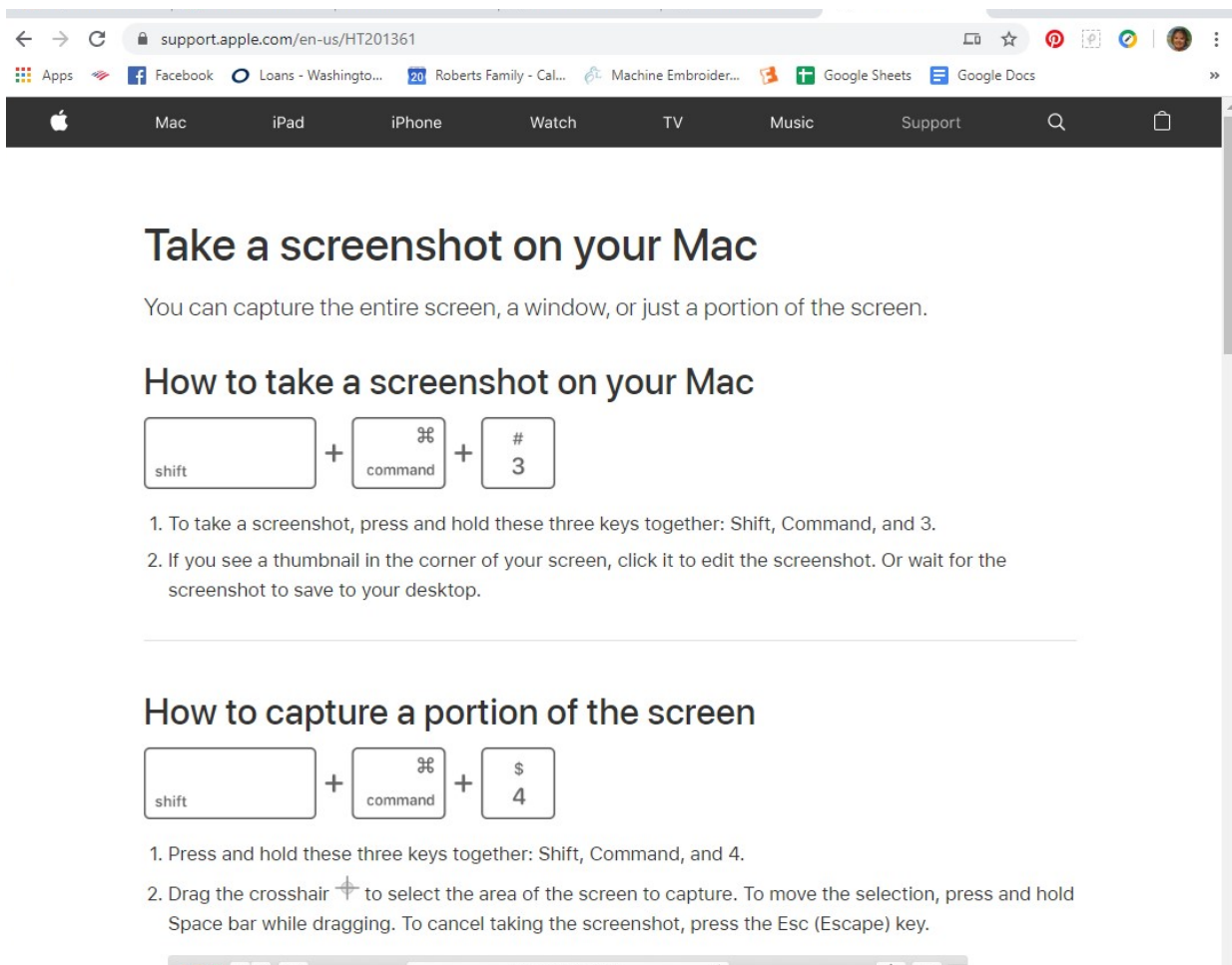https://turbofuture.com/computers/How-to-Convert-Word-Document-into-Image-jpeg-png-gif-tiff
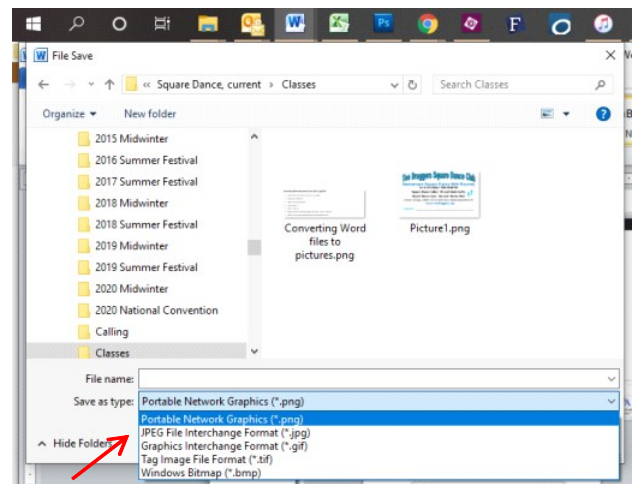
Difference between Print Screen and a Screen Shot

Windows uses Print Screen. There will be a keyboard function to help you with this. You may use a Function key, or the keyboard may have something called Print Screen. When you use this, Windows will copy a picture of your screen onto your clipboard. In order to use this copy, you have to paste the image somewhere—it is not a photo by itself.

Apples uses Screenshot which creates a photo of your screen and places it in your photos with a .jpg extension.

For mobile devices, you hold the power button and click the Home button — this creates the picture which is ready for posting.

For Apple Computers, according to Apple Support https://support.apple.com/en-us/HT201361