

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

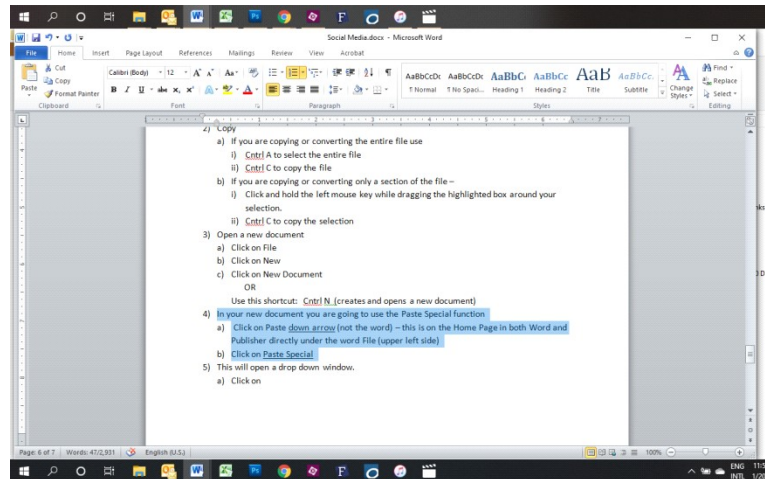
Kathy Roberts – January 25, 2020

- 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



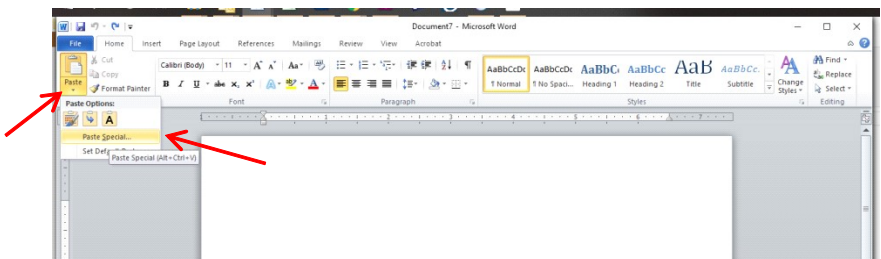
- 3) Open a new document

- 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

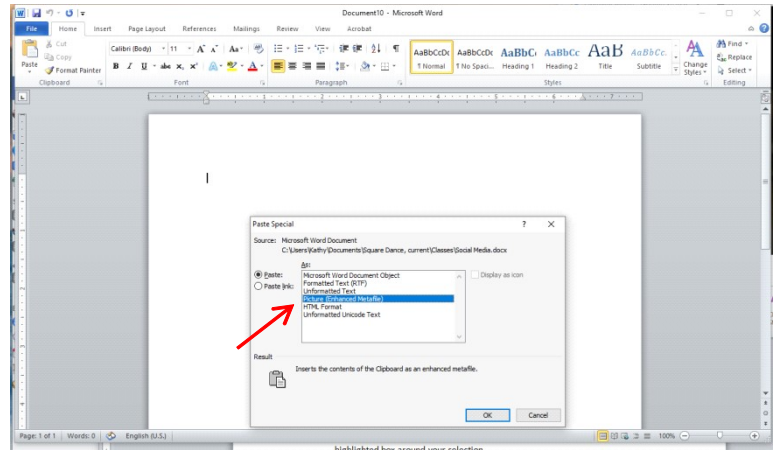
- a) Click on Paste down arrow (not the word) – this is on the Home Page in both Word and Publisher directly under the word File (upper left side)



- 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:

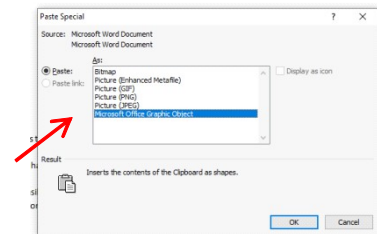
a) This is the window that opens when you have text only:



b) This is the drop down menu that opens when you artwork in your selection

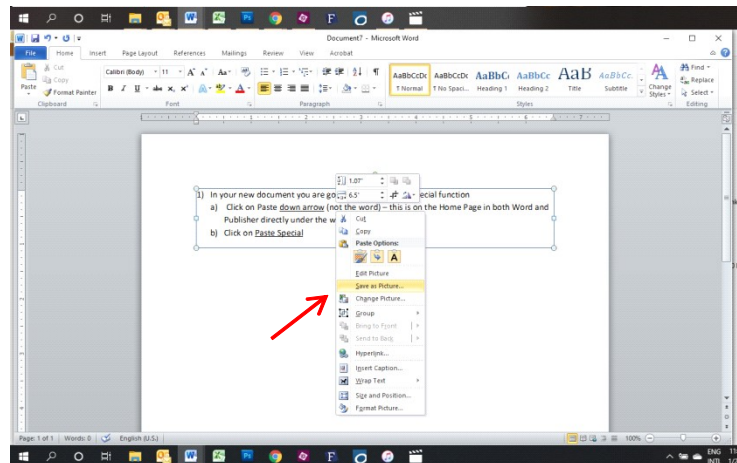
c) Select a picture format (.png or .jpg or Picture) .

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:

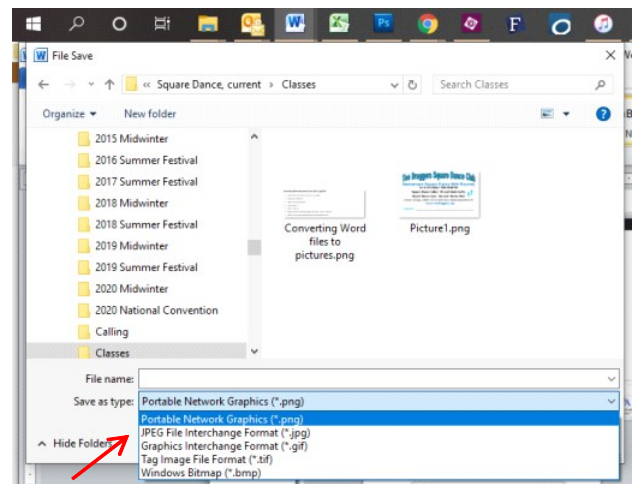
a) Select "Save as Picture"



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-Documents-into-Image-jpeg-png-gif-tiff>



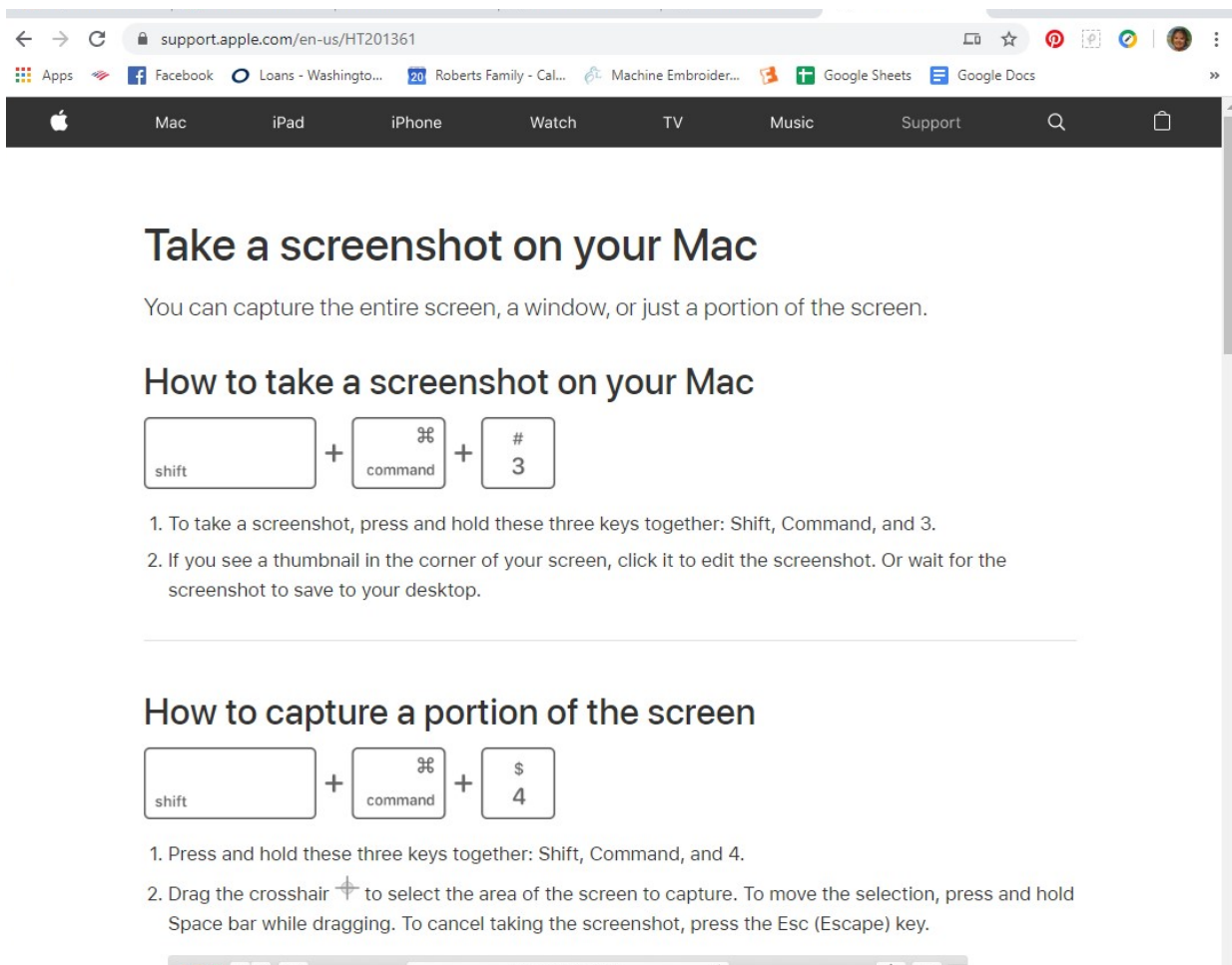
Difference between Print Screen and a Screen Shot

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>



The image is a screenshot of a web browser displaying the Apple Support page titled "Take a screenshot on your Mac". The browser's address bar shows the URL "support.apple.com/en-us/HT201361". The page has a dark navigation bar with links for Mac, iPad, iPhone, Watch, TV, Music, and Support. The main content area has a large heading "Take a screenshot on your Mac" followed by the text "You can capture the entire screen, a window, or just a portion of the screen." Below this is a sub-heading "How to take a screenshot on your Mac". A diagram shows the key combination: Shift + Command + 3. Below the diagram are two numbered steps: 1. To take a screenshot, press and hold these three keys together: Shift, Command, and 3. 2. If you see a thumbnail in the corner of your screen, click it to edit the screenshot. Or wait for the screenshot to save to your desktop. Below this is another sub-heading "How to capture a portion of the screen". A diagram shows the key combination: Shift + Command + 4. Below the diagram are two numbered steps: 1. Press and hold these three keys together: Shift, Command, and 4. 2. Drag the crosshair to select the area of the screen to capture. To move the selection, press and hold Space bar while dragging. To cancel taking the screenshot, press the Esc (Escape) key. At the bottom of the page, there is a small image of a Mac screen showing a screenshot of a document.

Take a screenshot on your Mac

You can capture the entire screen, a window, or just a portion of the screen.

How to take a screenshot on your Mac

shift + command + 3

1. To take a screenshot, press and hold these three keys together: Shift, Command, and 3.
2. If you see a thumbnail in the corner of your screen, click it to edit the screenshot. Or wait for the screenshot to save to your desktop.

How to capture a portion of the screen

shift + command + 4

1. Press and hold these three keys together: Shift, Command, and 4.
2. Drag the crosshair to select the area of the screen to capture. To move the selection, press and hold Space bar while dragging. To cancel taking the screenshot, press the Esc (Escape) key.