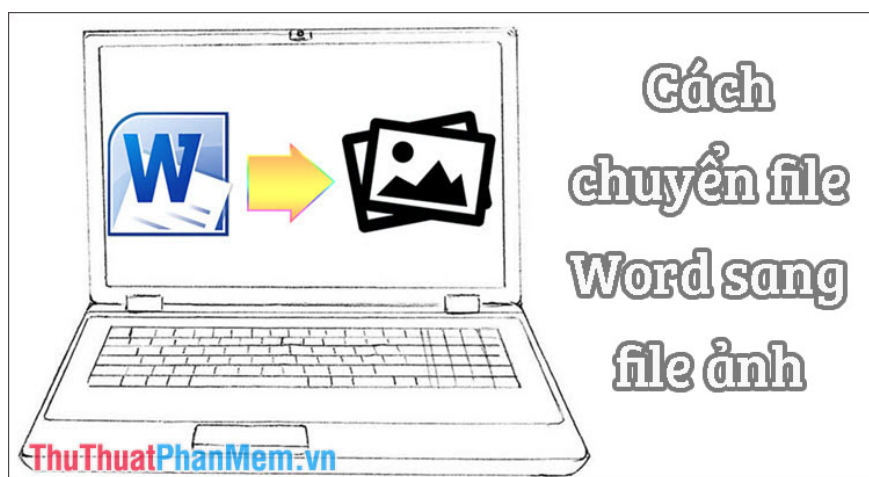


# How to convert a Word file to an image file - Save the Word file as an image

How to convert a Word file to an image file. Word files we often use in everyday office tasks. However, in a few cases where you are in a hurry to print the word file to send the presentation that you want to convert that word file into an image to convert into a PowerPoint presentation, you can do the following:



Word files we often use in everyday office tasks. However, in a few cases where you are in a hurry to print the word file to send the presentation that you want to convert that word file into an image to convert into a PowerPoint presentation, you can do the following:

## Method 1: Convert Word files to online image files

**Step 1:** Access the following websites: <https://convertio.co/vn/doc-jpg/>

And click **From Computer** to upload the file from the computer.



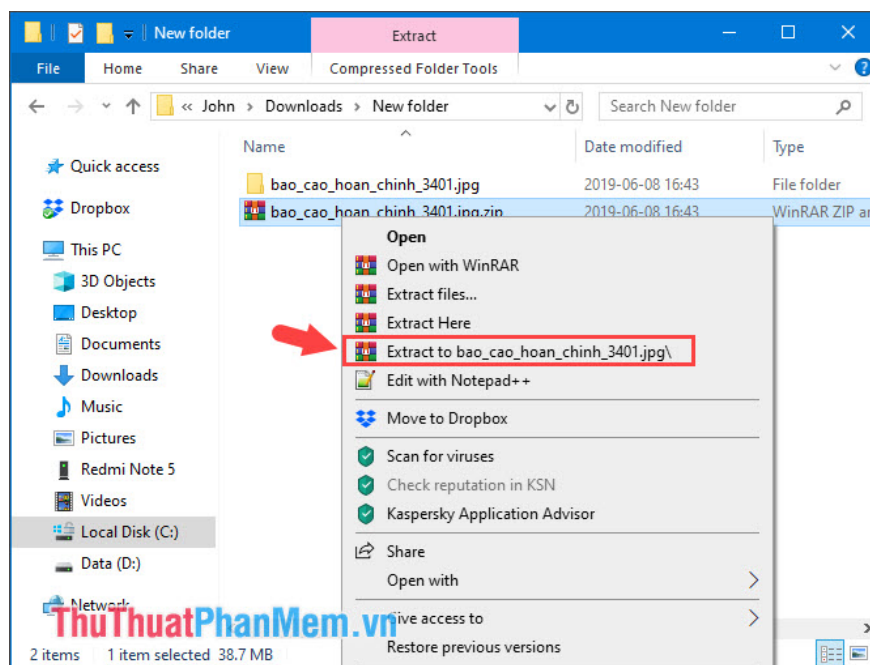
**Step 2:** Click **Convert** to convert Word to an image file.



**Step 3:** Click **Download** to proceed with the download.



**Step 4:** The website will compress an image folder to convert the pages in the Word file as Winrar, now we right-click on the Winrar file and choose **Extract to .** to extract. Then open up the image and check it out.

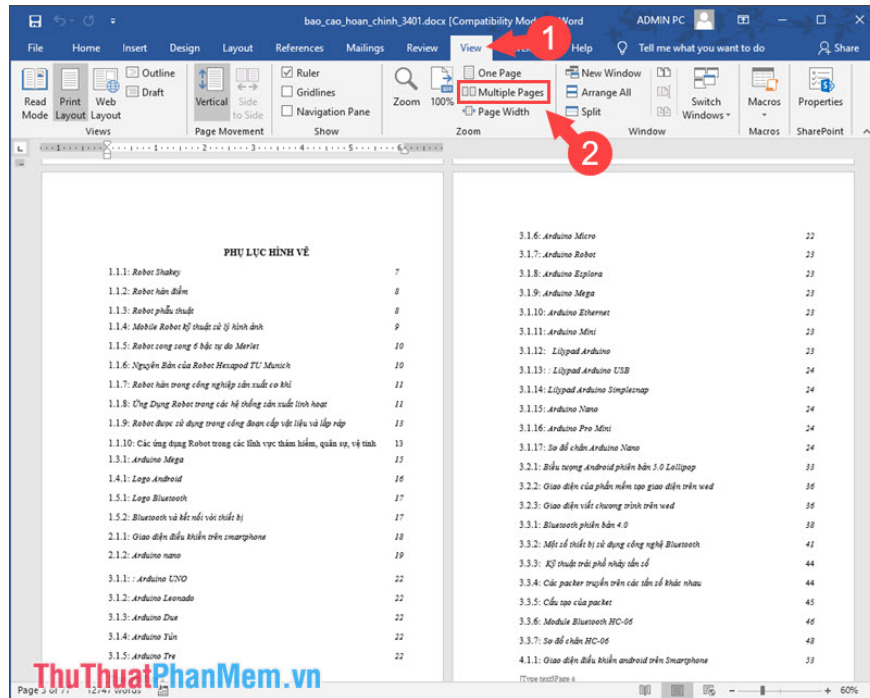


This is how to convert the entire Word file to an image file in the most complete and fast manner. However, if you want to just manually convert one or several Word files to an image file without the need for a third-party software, you can refer to the following two ways.

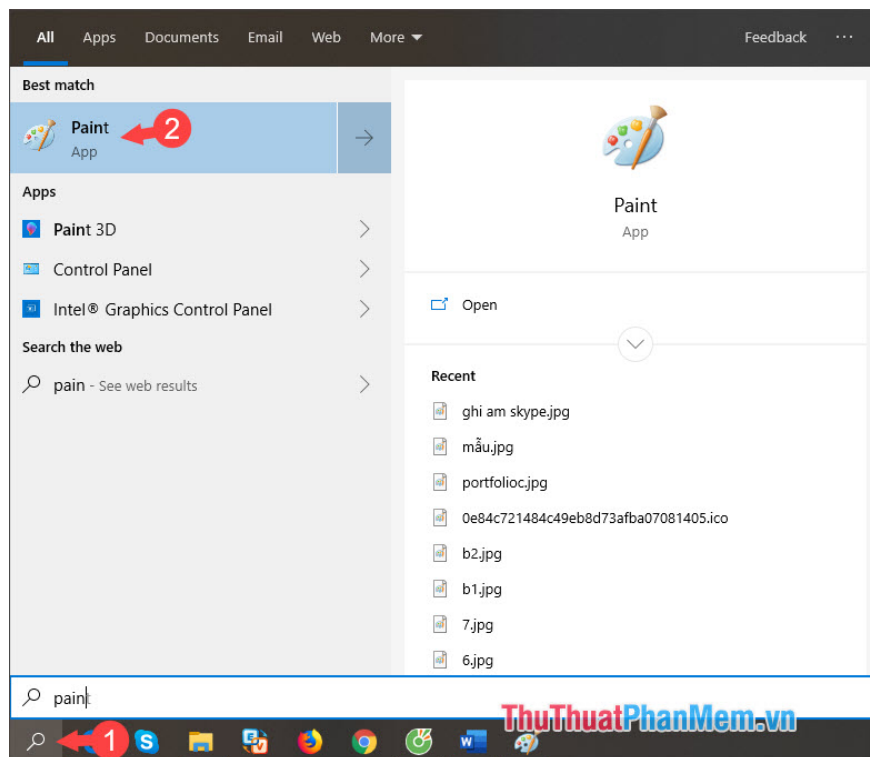
## Method 2: Convert Word to an image file by taking a screenshot

**Step 1:** Open the word file you need to convert to an image file. Go to **View** menu (1) => **Multiple Pages** (2) to split the screen of Word file so you can capture more information. Then press the **Prt Scr (Print Screen)** key on

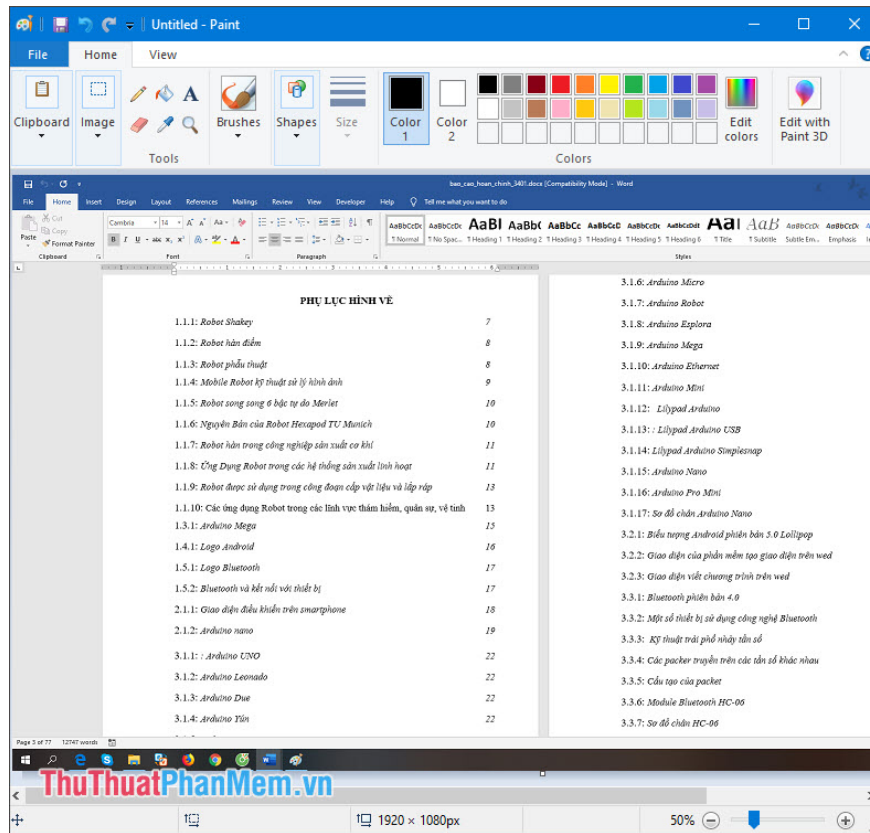
the screen.



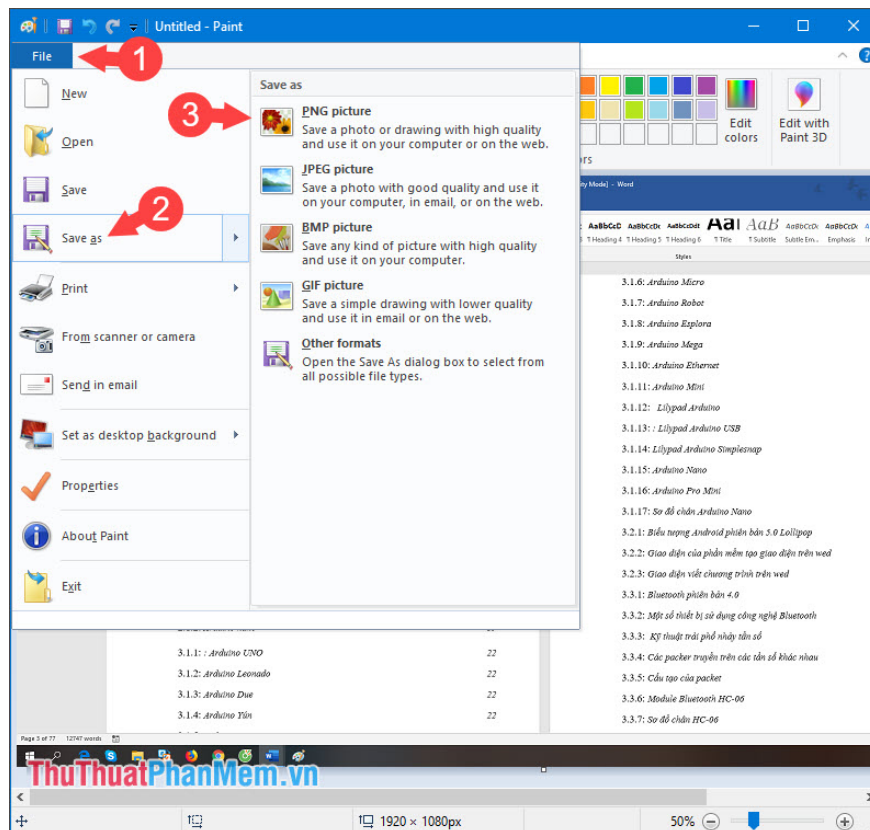
**Step 2:** Go to the search box, find the **Paint** application and open it.



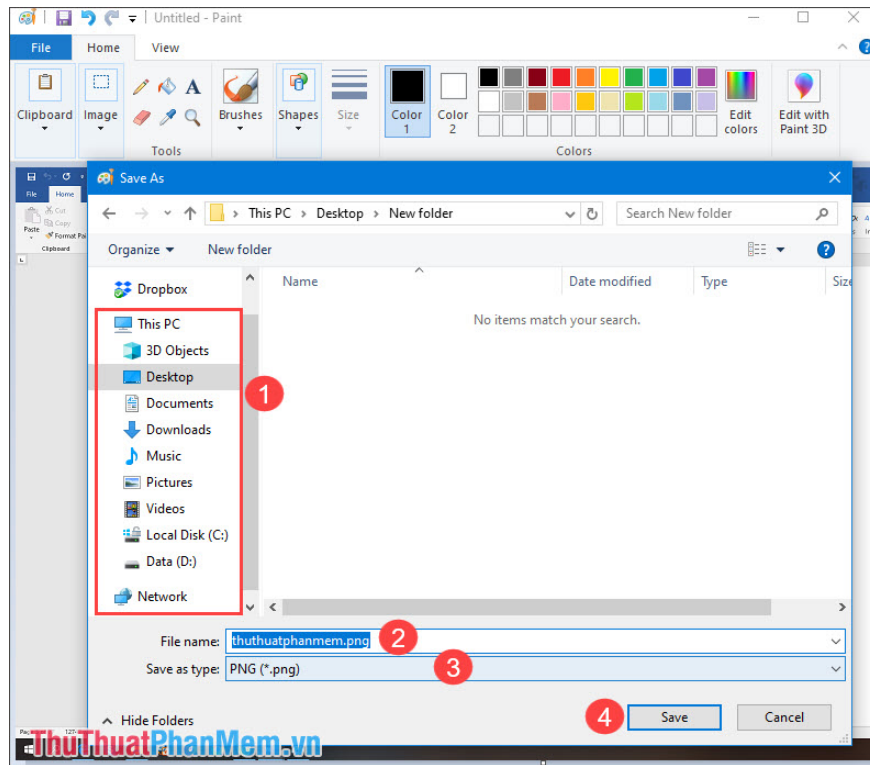
**Step 3:** After opening the application, you press **Ctrl + V** to paste the screenshot and as a result, we get the entire screenshot as shown below.



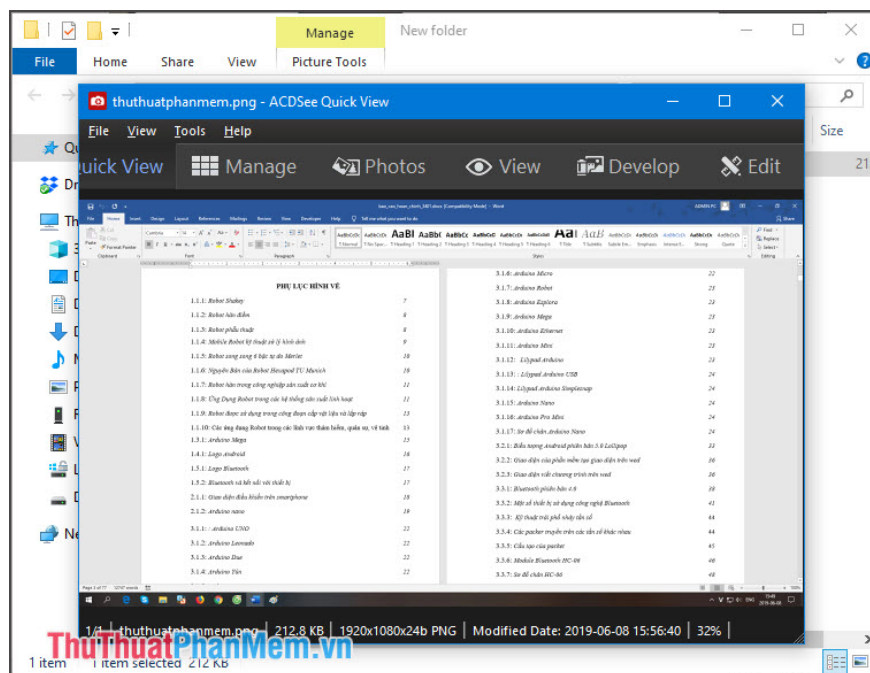
**Step 4: Go to File menu > Save as => we can choose any image format but PNG image format has the best quality.**



**Step 5:** We choose where to save the file (1) , name the image (2) in the **File name** section , select the image format in **Save as type** (3) and click **Save** (4) .



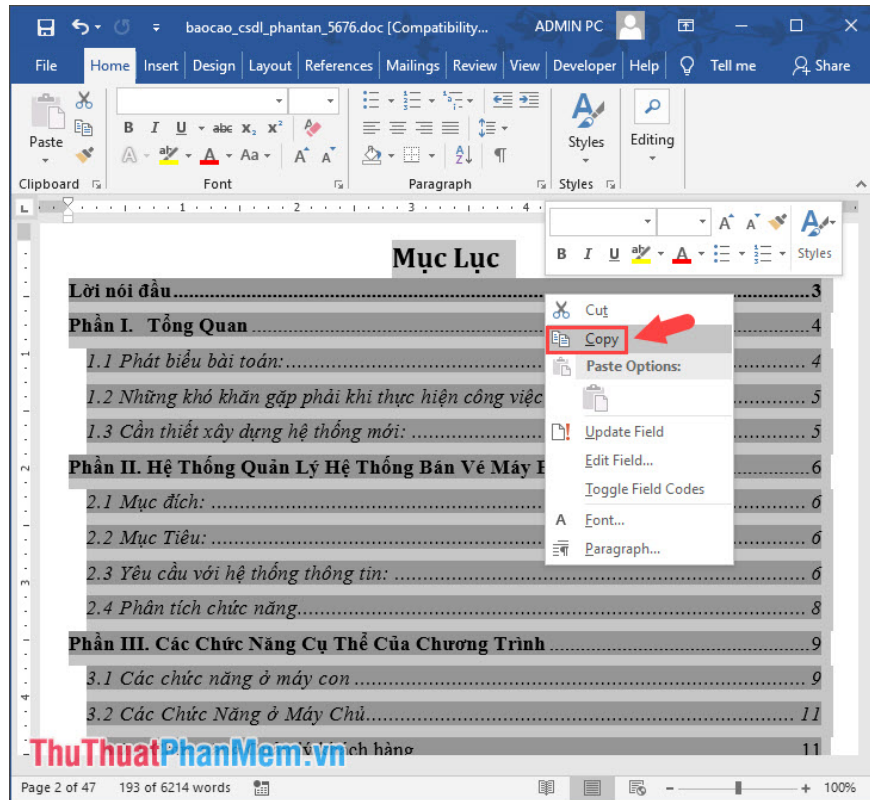
**Step 6:** After saving the file, open the image file and check.



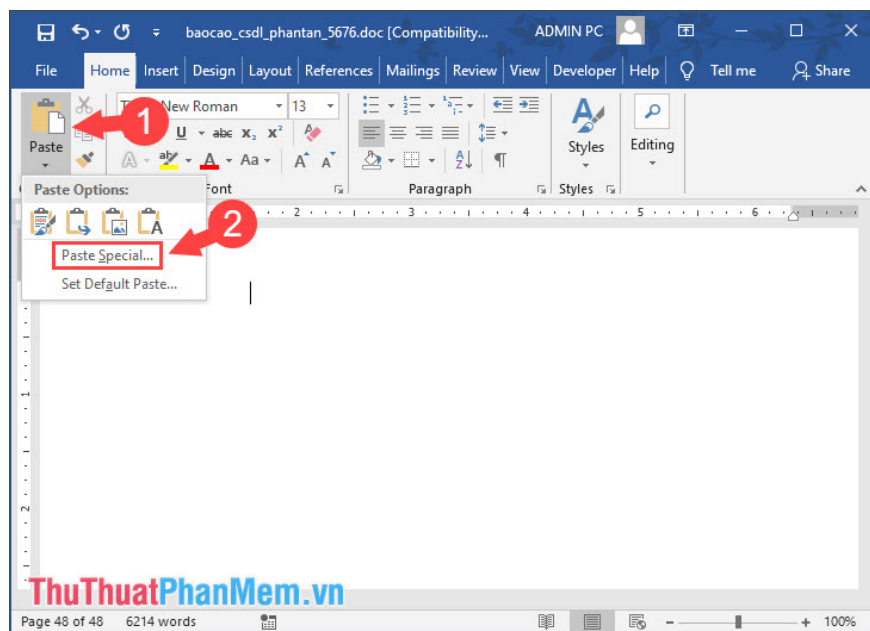
**Note:** This is a manual way to turn a page in a Word file into an image. There is also a great way to convert Word files to image files without using software. Invite you to track 3 of the following.

## Method 3: Convert Word to an image file with Microsoft Word.

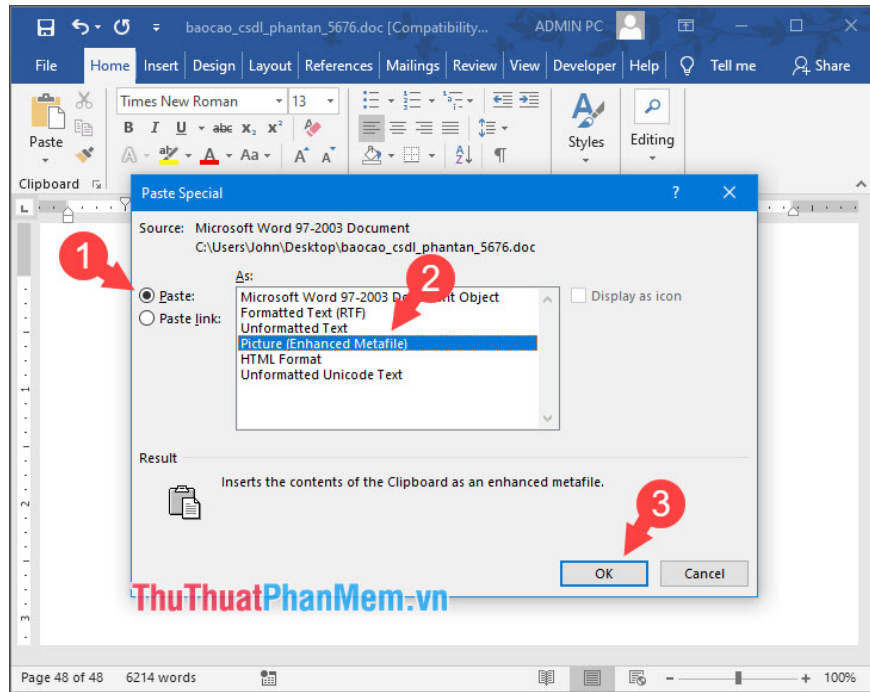
**Step 1:** Highlight the text you need to convert to the image file, right-click and select **Copy** .



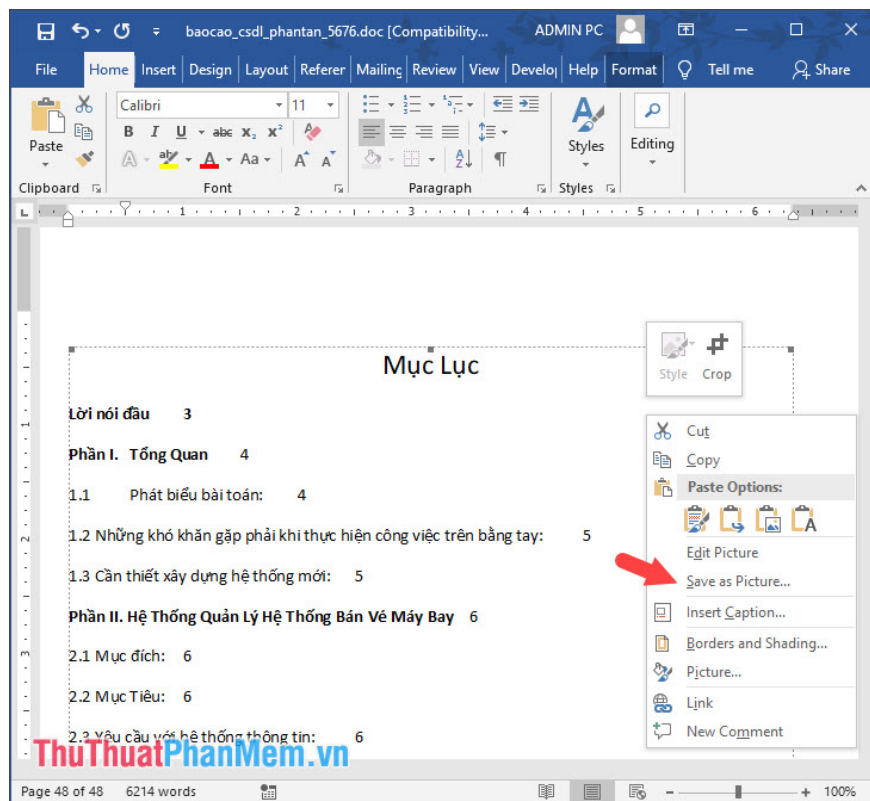
**Step 2:** Put the cursor to the position to insert the image and select **Paste (1) => Paste Special . (2)** .



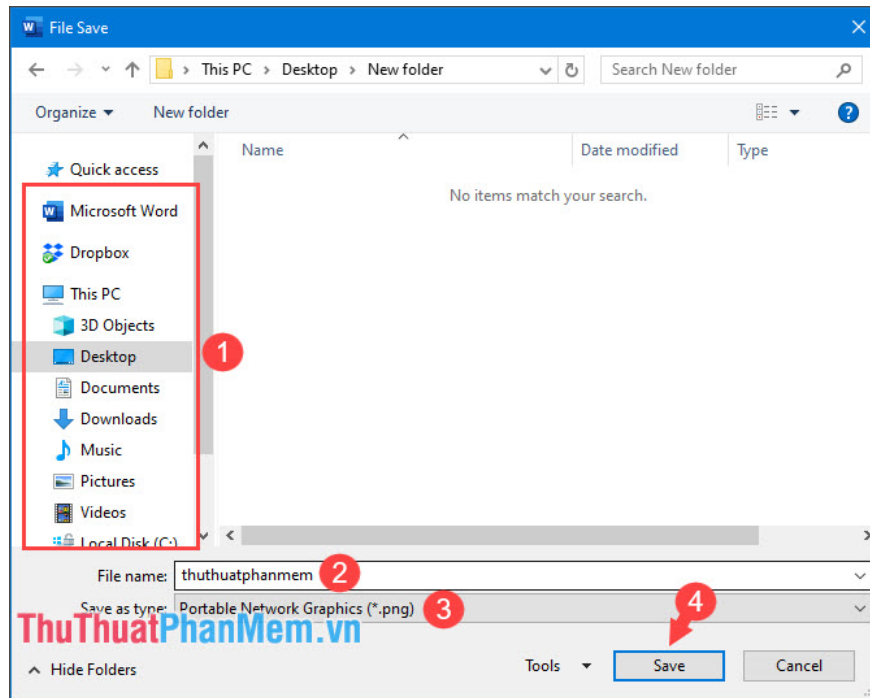
**Step 3:** Choose **Paste => Picture => OK** .



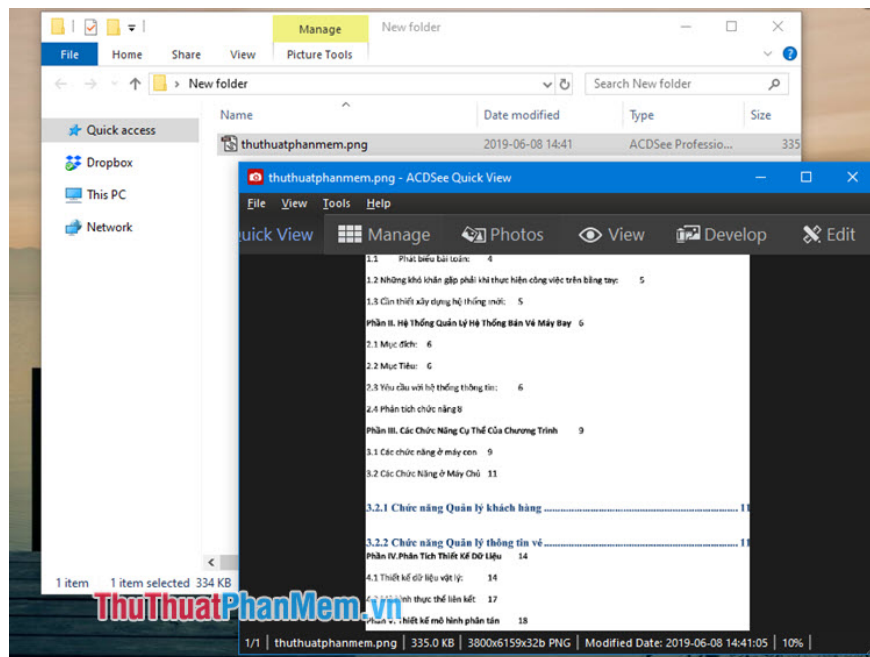
**Step 4:** To save the image out, right-click on the image in the word file and select **Save as Picture** .



**Step 5:** You choose where to save the file (1) , name the image in **File name** (2) . **Save as type** (3) we should format PNG or JPG images for easy reading on computer and sharing. Then click **Save** (4) to save.



**Step 6:** After saving the image, please open and check the details of the photo if no problem is successful.



So instructions for converting Word files to image files will pause here. Hopefully the article will help you solve the difficulties and questions when converting Word files into image files. Good luck!

You finished reading the article "**How to convert a Word file to an image file - Save the Word file as an image**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.