

How to insert 3D models into Word

Office 2016 and Office 365 allow users to insert 3D models into Word, Excel and PowerPoint.

If you are using Office 2016 and Office 365 versions, you can immediately use the ability to insert 3D models into Word or PowerPoint file content. With this new feature, it helps the document content stand out more with moving 3D models. Users can insert 3D model file available in the computer, or download the model online. About how to insert 3D models into Word or PowerPoint is similar to inserting images into Word. The following article will guide you how to insert 3D models into Word.

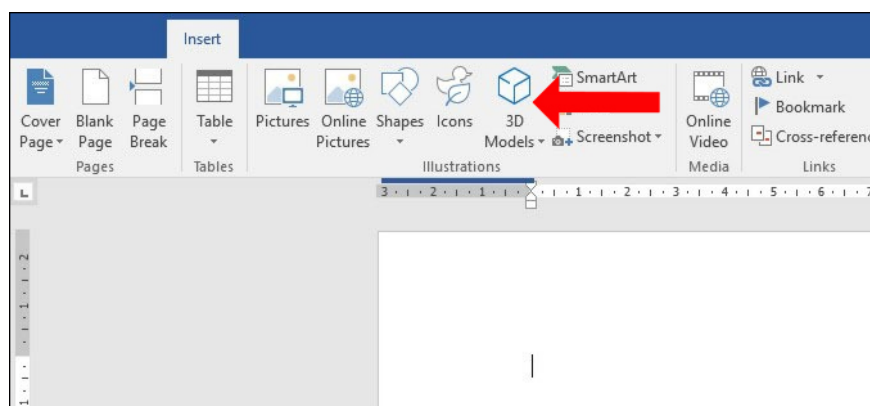
1. How to insert the date and time format in Word 2013?
2. Word 2016 Complete Guide (Part 17): Edit photos in Word 2016 more professionally
3. How to insert text into images on Word

Instructions for inserting 3D models into Word

Note to readers , this 3D model insertion feature only applies to Office 2016 and Office 365 versions. So if you want to use it, download the new version to your computer.

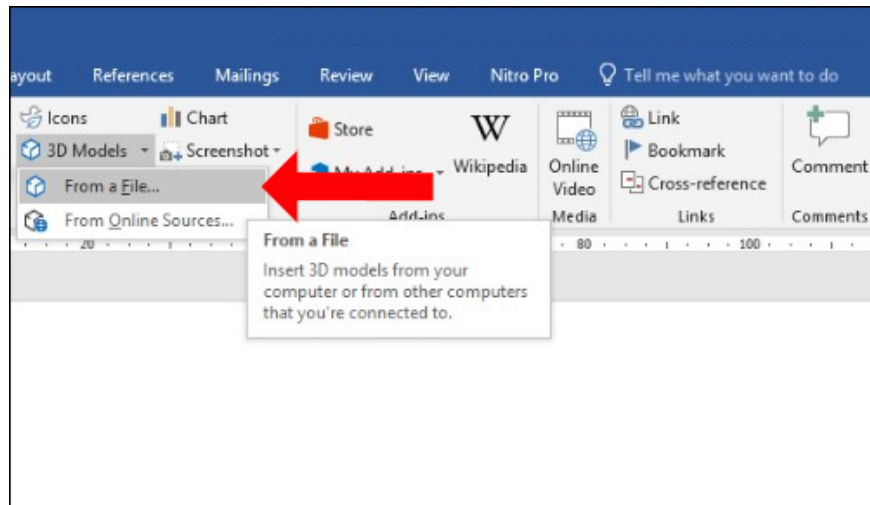
Step 1:

Opening a Word or PowerPoint file to insert content is a 3D model. Click the **Insert tab** on the ribbon and then click **the 3D Models button** to insert the image.

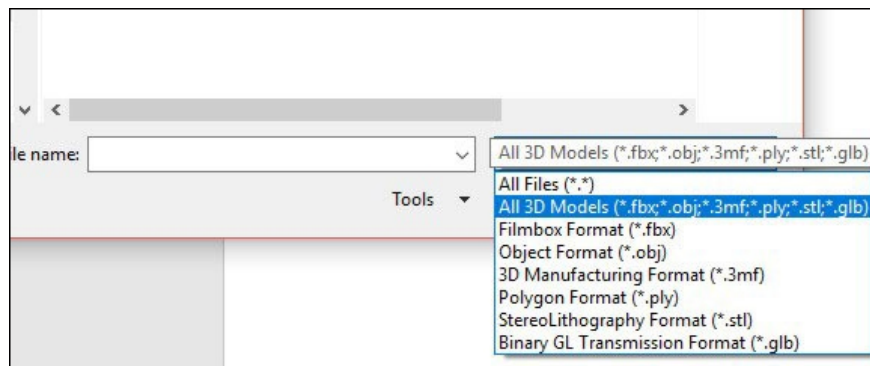


Step 2:

Next, the user will choose to download the 3D images available from the From a File computer or the online source From Online Sources. Supported 3D formats include .fbx, .obj, .3mf, .ply, .stl and .glb.

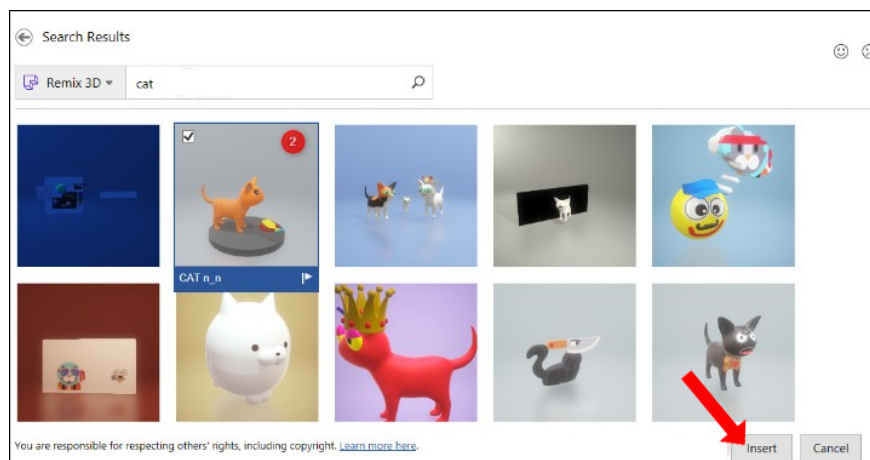


Click on the file you want to insert into Word content.



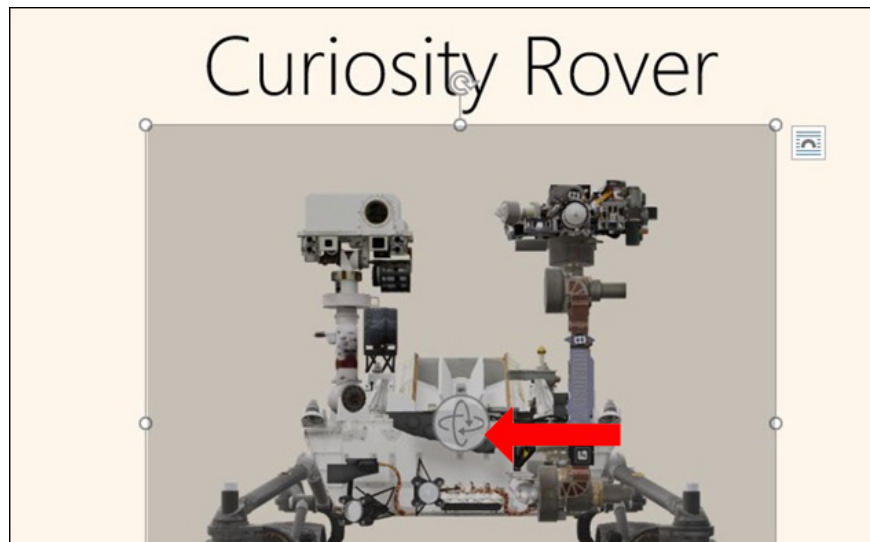
In case you want to use 3D model in external source, select From Online Sources. The system will require users to log into Microsoft account.

Now the Online 3D Models dialog box will appear. In this interface enter keywords to find the 3D model you want to use. Click on the image you want to use and click the Insert button to use.



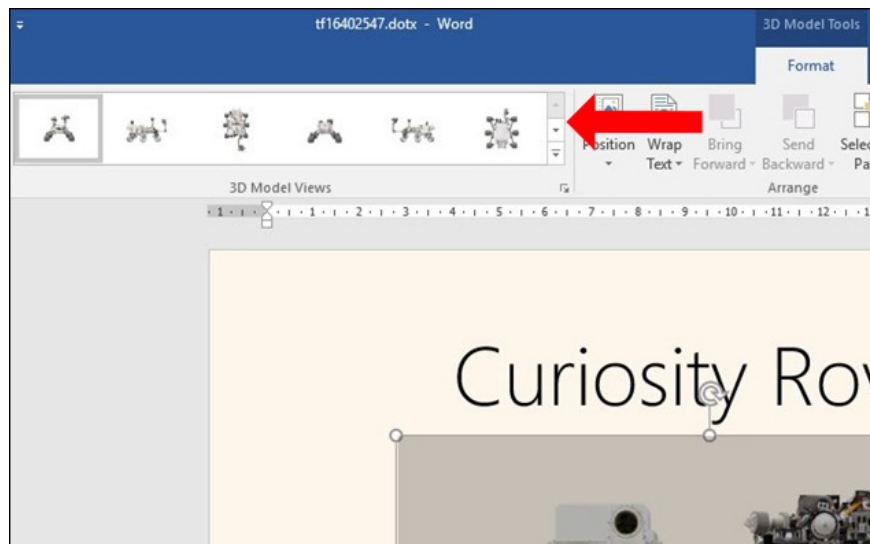
Step 3:

When the 3D image appears in the interface, it will be surrounded by a frame with resize and change angle buttons with the center dial.



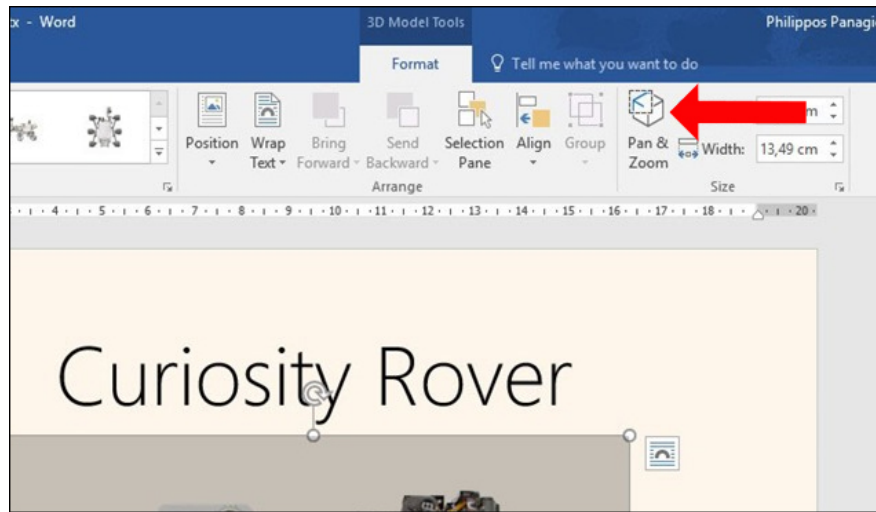
Step 4:

In addition, users can format 3D models with available settings, click the **Format tab** and then select the type of setting you want. We can change the display styles for 3D models.



Step 5:

To zoom out, enlarge the 3D model and click on **Pan & Zoom** in the Format tab. The magnifying glass will appear with a plus sign in the middle to zoom in or out.



The operation of inserting 3D models on Excel or PowerPoint will do the same as when inserting in Word, with the operations in the above article. 3D models can rotate according to different angles that users want.

See more:

1. How to insert text into images in Excel
2. How to insert text into images in PowerPoint
3. How to insert images below the word on PowerPoint

I wish you all success!

You finished reading the article "**How to insert 3D models into Word**" 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.