

How to quickly save all pictures in Word file into a separate folder

How to quickly save all pictures in Word file into a separate folder. For some reason you want to quickly save all images in Word files into a separate folder to get the images used. So, please refer to the following article for ways to save her images

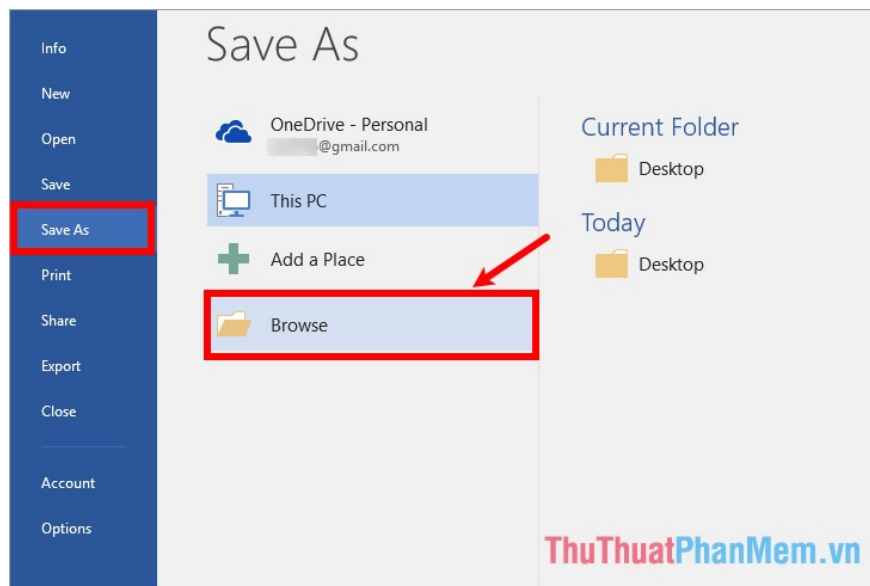
For some reason you want to quickly save all images in Word files into a separate folder to get the images used. So, please refer to the following article for quick ways to save images from Word files into a separate folder.



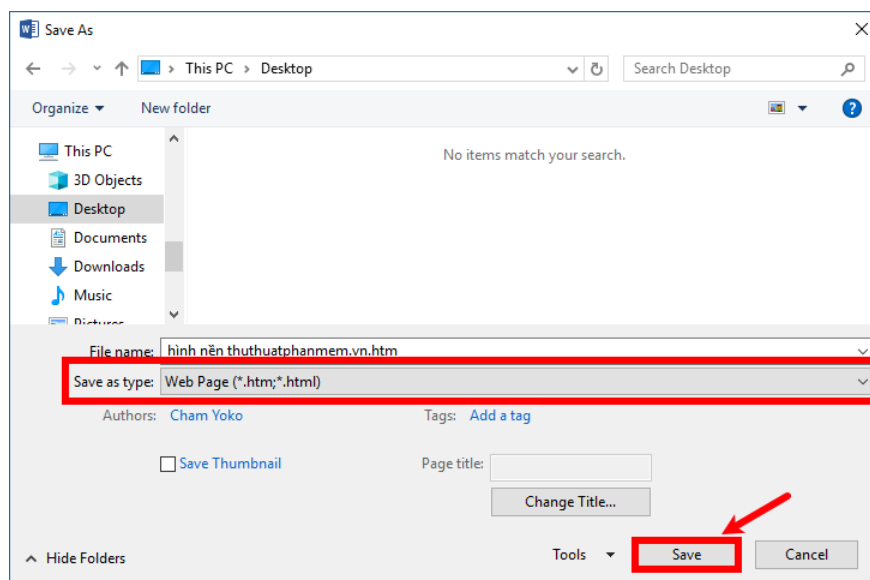
Here are ways to quickly save all pictures in Word files into a separate folder, please follow along.

Method 1: Save as web page

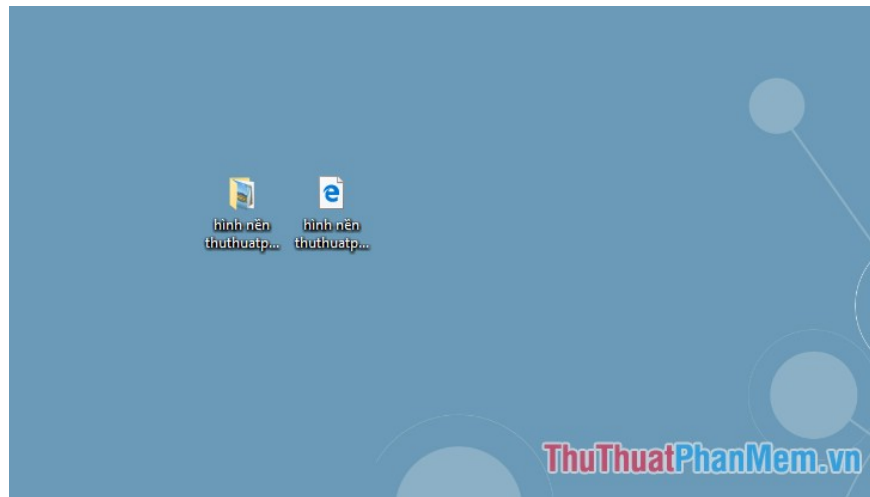
Step 1 : On the Word file you want to quickly save the entire image, select **File -> Save As -> Browse** (or press the **F12** key) to open the **Save As** window .



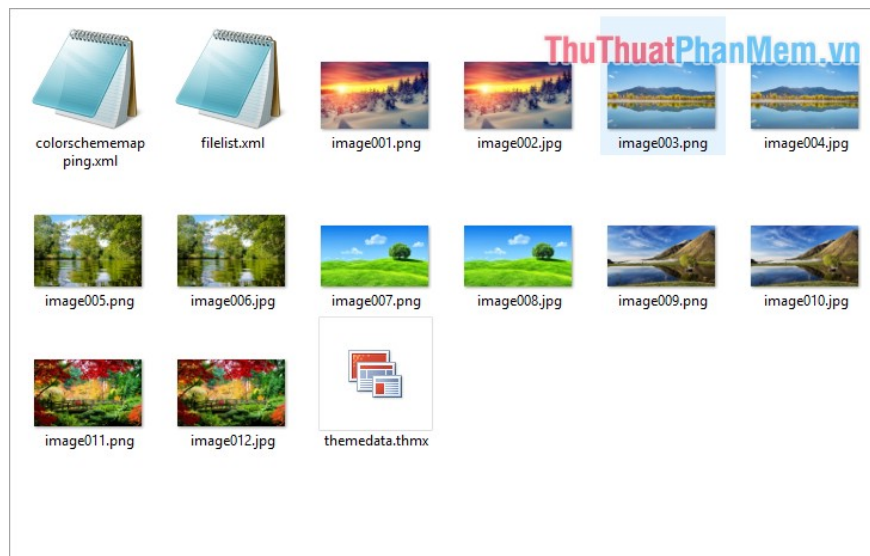
Step 2 : In the **Save As** window, select the path to the folder that will contain the images in the Word file, next in the **Save as type** section, select the **Web Page (*.htm; *.html)** and click **Save** .



So you open the folder or location that you have chosen to save the Word file image, you will see there is a .htm file and a folder as shown below.



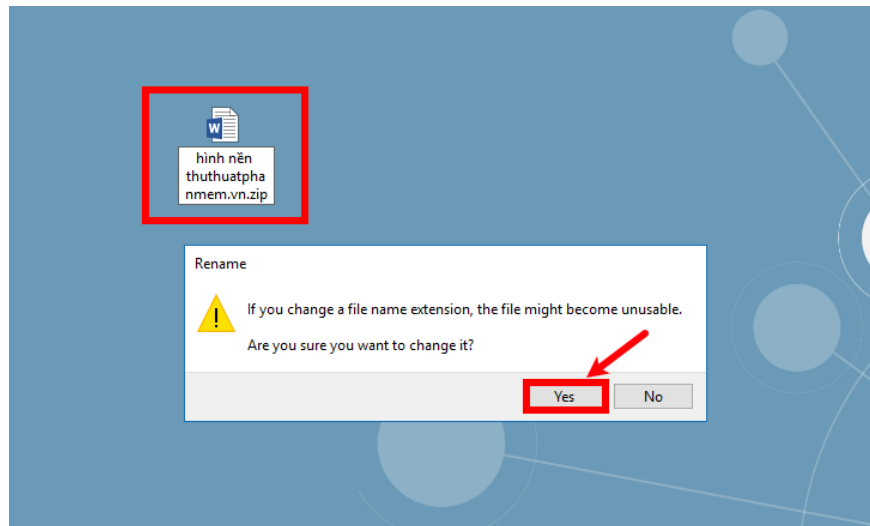
Open the folder, you will see all the images in the Word file. You can select the image you want to use. Many times you will see an image with different sizes, you just need to choose the largest image.



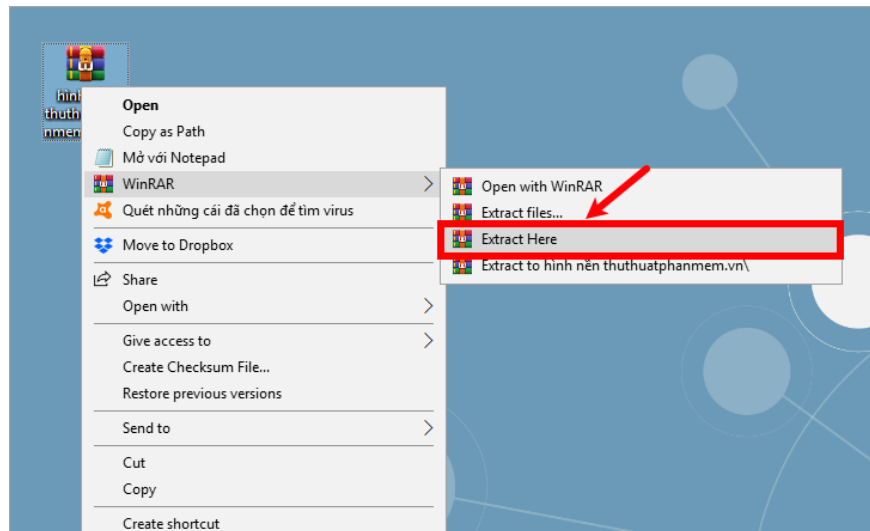
Method 2: Convert the Word file into a zip file

Note: if you want to use this way, the word format must be .docx if the .doc format, then you need to save as .docx format. Then perform the steps below.

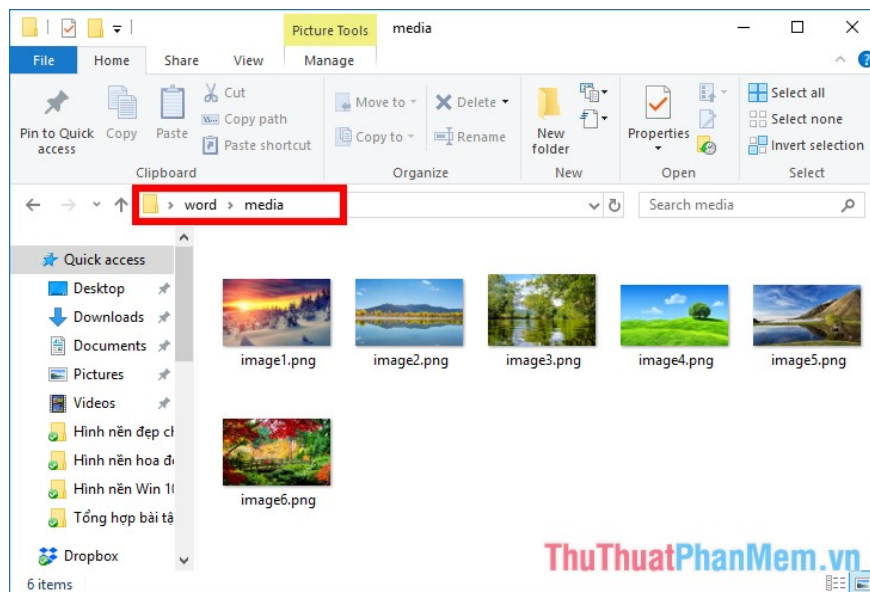
Step 1: Open the folder containing the Word file, click the Word file to save the image and press **F2** to rename, then change the .docx format to .zip. **Rename** dialog box appears, select **Yes** to confirm renaming.



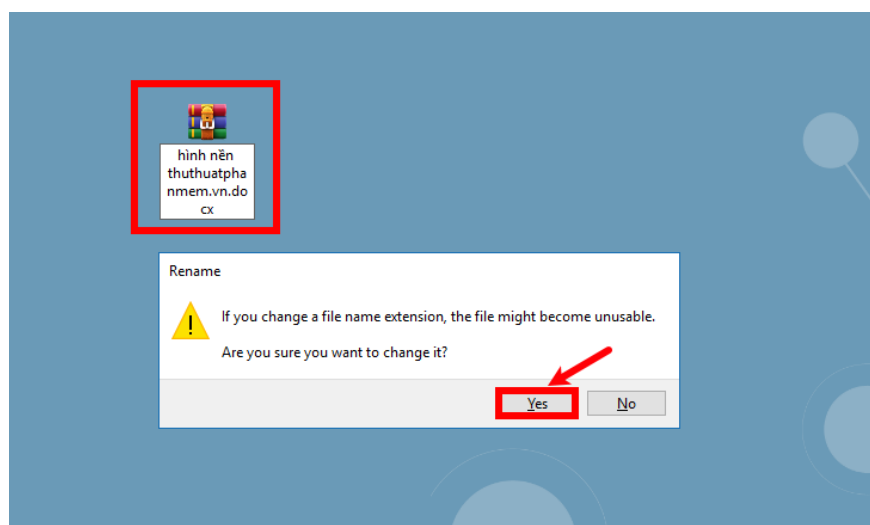
Step 2: Right-click on the .zip file you just changed and extract it with Winrar or Winzip on your computer.



Step 3: In the folders that you extracted, you choose **Word -> media** , all images will be saved in this media folder.



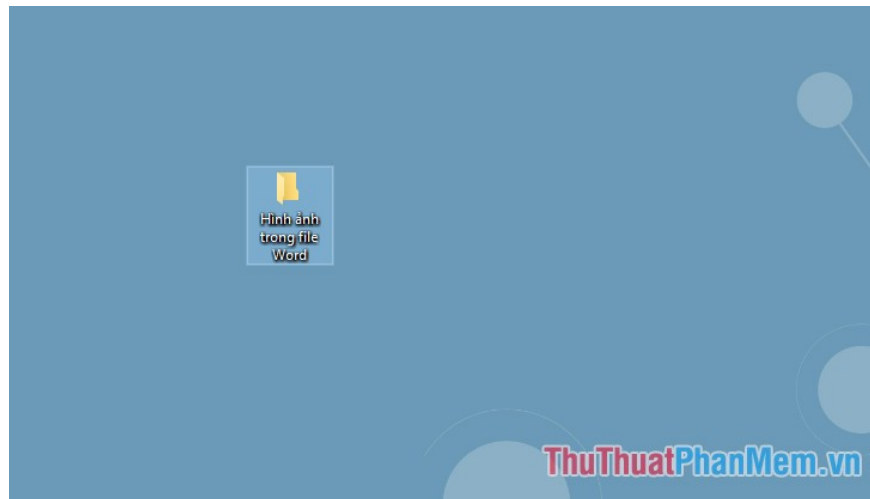
If you still want to use the Word file, then you need to change the .zip format to .docx format and confirm the name change is complete.



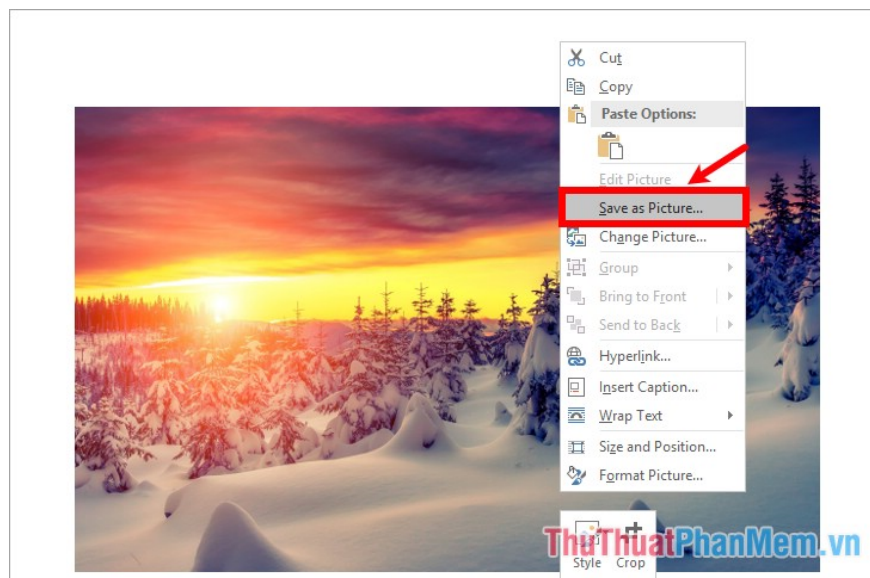
Method 3: Save images manually

Saving images this way will take more time with Word files that have lots of pictures, but for files with fewer images, this method is also quite effective. You can do as follows:

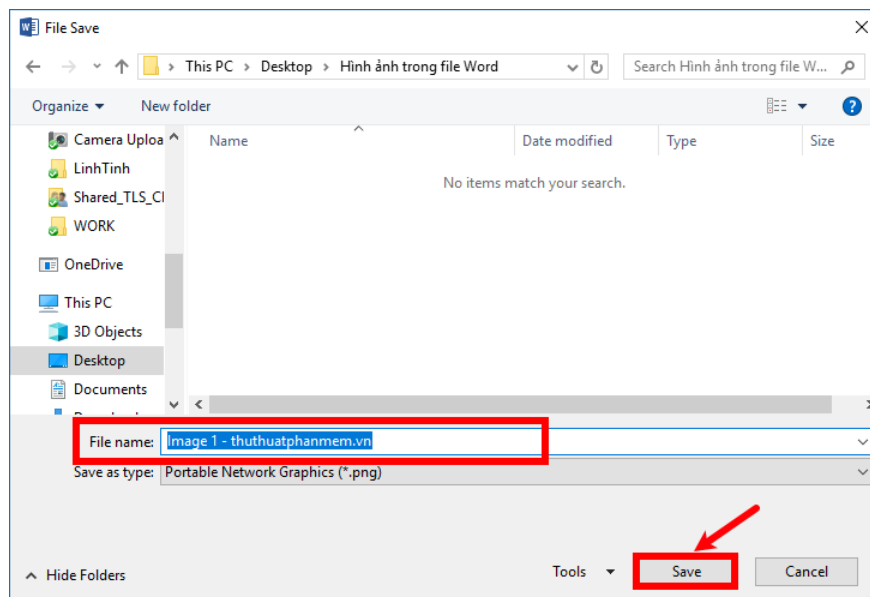
Step 1 : Create a folder to save the image.



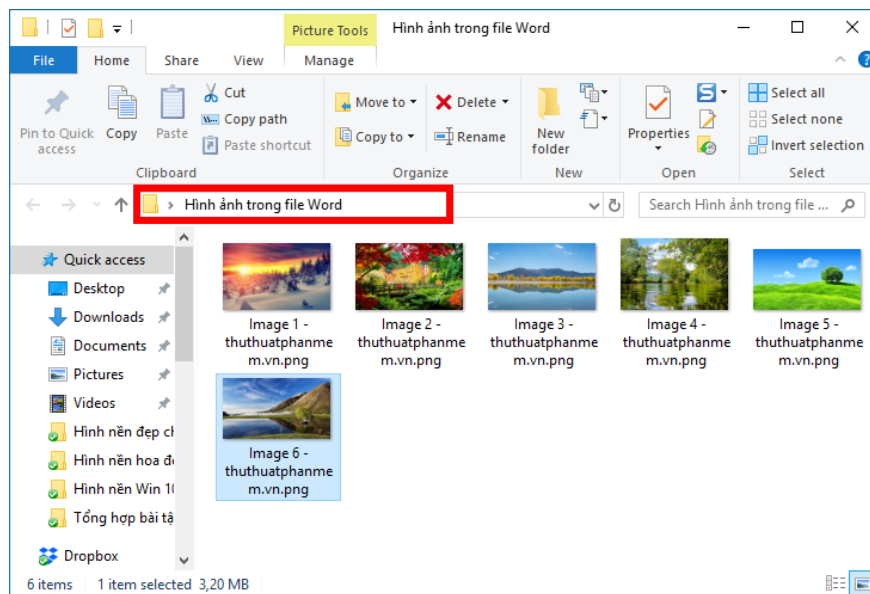
Step 2: In the Word file, right-click the image and select **Save as Picture**.



Step 3: Open the **File Save** window , select the path to the created folder and name the image in the **File name** box and select **Save** .



You do the same with the other images.



Above are ways to quickly save all pictures in Word files into a separate folder, hopefully through this article you will choose a way that you think is the fastest to remember and use when necessary.

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