

Tips and Tricks

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Copying Document Images

- You receive a document containing multiple images that you want to copy and save
- There are 3 ways to do this
 - Simple click and save/copy
 - Change document to zip doc
 - Save in html format

Simple Click And Save/Copy

- Right click image and select save as or copy image
- Select folder for image
- Click save

** This approach works on most images in most programs

Change Document** To Zip Doc

- Save document to folder of your choice
- Open File Manager to chosen folder
- Copy and paste saved document (“doc name”-copy)
- Right click and select rename
- Change file extension to zip
 - New folder created in current folder
- Click new folder to open and then select word > media to find image files

** This approach can be used on PowerPoint files

Save In Html Format

- Using Word, save document in HTML format
- Open file manage to selected folder
- Images will be saved in separate folder
- Click on “file name”_files