Chapter 1 : How to Collapse and Expand Parts of Your Document in Word

I've created a document in Word I've tried Save and Save As, but Word ignores these commands. When I close the doc and the dialogue box pops up asking me whether I want to say, I click Yes and Word ignores this, too.

My goal is to find solutions to undocumented or unsolved issues to help people out. See the screenshot below? My document contains a picture, it shows up as a small thumbnail, but I need the original high-resolution picture. There are several ways to retrieve or extract images from a Word document. I am going to be listing the top 3 ways to do so in this article. Feel free to use whichever way you want, but expect different results. Here is the article index here: Copying and pasting the image into a picture processing application Alright Saving the document as a web page and retreiving the generated images Nice! Well just open the document in Word and save it as. So here is my file: I am going to rename the file to "products. Now, double click your. In my case, Winrar does the job. If the document still opened with Word, you probably did not read carefully enough -- go back to the part where I say to follow this tutorial. Open the "word" folder as seen in the above screenshot. You should be seeing a "media" folder: These are the original images that were inserted in the documents, regardless of the size in which they appear when viewing your document. Unfortunately, the picture is copied in the same size as it appears in Word. This is obviously not the best way to go, but it can be easier and faster than the first option I described earlier. First, open your document in Word, then save it as a Web page: When offered to select the format, make sure to choose the "Web page" format The "Web page" option on the other hand exports the original images as well as thumbnails. Once the file is saved as a Web page, you will find that two new icons appear in your folder: Open the folder to reveal the images both in original and thumbnail sizes: You can now copy or save those files to other folders of your computer. In my opinion, we should be able to just right-click an image and see a "Save image as

Chapter 2 : How to Save a Microsoft Word Document (with Pictures) - wikiHow

You can save a Microsoft Word document by going into the File menu and clicking "Save". If you have specific publication or printing requirements, you can also use the "Save As" feature to save your document as a file type other than MS Word (e.g., PDF). Saving your work when you complete it is.

Word documents have a. While the program can hold various images within the file, you cannot directly save a Word file as a. Depending on exactly what you need to capture digitally as a JPEG, you may need to go through several steps to convert the. Paint is a user-friendly graphics and image-editing software program. Start by opening the Word file. Size the document so the entire document is visible on the screen using the zoom features in Word. You can convert only what is visible in the screen, so be certain to size it accordingly. Keep in mind that the other parts of your screen that are visible will also be captured, but you can remove the extra in the image editor. Press the "Print Screen" button on the keyboard to copy the visible section of the Word document. Go to the Start menu and open Microsoft Paint. In the Edit menu, select "Paste. Use the Crop tool to remove any unwanted sections of the document. Select "Save As" in the File menu and name the file. Under the file name, make sure the document extension is. Repeat this process for additional pages in the Word document. The standard PowerPoint file extension is. Open the Word document and a new blank PowerPoint presentation. Select a blank template in PowerPoint to prevent additional backgrounds from showing up in the final document. Once copied, go to the PowerPoint slide. Open a text box and paste the information from Word into that box. Delete any other text and image boxes if there are any on the slide template. Third-Party File Conversion Many third-party programs exist to convert files from one format to another. Zamzar or Neevia Technologies are two such programs you can use. Most of these tools require you to search and open the file in the third-party program. Once the file is chosen, you then choose the new file extension desired for the document. In this case, you would use a. The file is usually converted with an option to either download upon completion or to email yourself the file. Tip Using third-party software programs puts the user at risk of spam or computer viruses. Tip Replace text on your website with an image of the text to prevent visitors from copying it.

Chapter 3 : Endless save loop in Microsoft Word - Super User

I haven't change anything with in my MS Office settings, but for a week now I am unable to Save or Save As any word document including those already on my desk top.

One of the things he suggested to make online writing groups run smoothly was to use Dropbox to prevent the headaches of emailing and keeping track of different versions of a file commented on by the group members. Is this the best way to keep a common copy of a document with multiple commenters? This week Evan and I set out to test out what would happen if we used Word and Dropbox with both of us commenting on the same document, as well as us both commenting on a shared document in Google Drive. Here is what my test shared Dropbox folder looks like. This means that with a shared folder, all members of that folder have all the same, synced files in that folder. So if someone else makes a change to that file and saves it, those changes will be updated on that file on my computer. For more information on Dropbox, see my previous post. MS Word and Dropbox This worked well enough. This means that if you want to have multiple people commenting on a shared draft in Dropbox it will work. However, it might cause problems if more than one person edits the document at the exact same time. Using Dropbox to do this only sort-of worked. The good news is that the comment he made was still labeled with his name and the time, and highlighted the proper text. The big downside to this method â€" and the reason I am not enthusiastic about it â€" is that two people cannot work on the shared document at the same time. Google Drive is on the right and the Word version of those comments is on the left. You can create several different types of files, including text documents, spreadsheets, forms, and presentations. You can also import documents that are in Word format. You can easily share any document that you are working on, so if you have a writing group, you could share a version with the members of your group and they will each get an email letting them know. The commenting feature on Google Drive is great â€" you can comment on stuff and reply to the comments easily. When I downloaded the commented-on file back to my hard drive as a Word document , I found that the comments were in there, as well as the identifying information and reply information, i. One of features that I really liked about using Google Drive was that after Evan and I made comments on my document, I was surprised to get an automated email letting me know that he had made changes to my document, and the email also contained a summary of the changes. If I were using it for a writing group, it would let me know that someone had made comments, so I could go and check them out. The comments were preserved, but the identifying information about them was lost. Curious, I exported that document back into Word. Using Scrivener would work in a pinch, but I would recommend that you ask people to sign their comments if you do it this way. If I were in a writing group, I would definitely use Google Drive. I also appreciate that with Google Drive, the important information about comments i.

Chapter 4 : Save a document - Word

In my case it was 'track changes' that was effecting saving my document. I had four documents that i need to put into one - all with numerous track changes on them. Removed the track changes on each document, pasted them into one document and I was able to save after this.

What Did I Change? Has this ever happened to you? Your idea is to send a Microsoft Word file back and forth and you will each make changes. How will you maintain control of the project and keep track of your changes vs. How can you keep track without any extra effort and free yourself to focus on your writing? Is there a way to see the differences between them without spending hours comparing every word or sentence? You send your Word document to someone else for review. Instead of sending you their notes separately, they make their changes to the document and send their edited version back to you. What exactly did they change? You write your notes and suggestions in a separate document or email. On the one hand this leaves the original untouched, on the other hand every note has to specify the location or piece of text in the main document it is referring to, and will become harder to understand the more the document evolves. You type your notes into the document itself. In order to distinguish your notes from the original text, you might surround them with square brackets [ ] , or use special formatting like ALL CAPITALS, a different font, bold or italic, or using a vibrant text color like red or purple. This puts your notes in context, but it also makes the document longer, changes the way the document looks and prints , and makes it harder to read. Also, all of these approaches require you to document your changes or ideas, which is time-consuming, error-prone, and probably also distracting from the writing process. Higher-tech approaches - A little more elegant It turns out that Microsoft Word has some relatively simple high-tech features that can help in situations like this: Just as you can make some of your text bold or red, you can also format text as "Hidden," making it useful for notes. Word has a built-in function that lets you insert Comments into your document. A Comment has two parts: When you turn this on, every change you make or someone else makes to your document is "tracked," including: Text added, Text deleted, and Formatting changes font, size, bold, color, etc. Activating Track Changes in one document does not affect any other documents. In some versions of Word it will probably also turn on the Reviewing toolbar. Text you add will be underlined and in color. Text you delete will either become " strikethrough " or be displayed as "deleted" in a "balloon" in the right margin. Formatting changes you make e. Vertical "change bars" will also appear in the left margin next to any changed lines. You can also control whether Word uses "balloons" in the right margin or in-line marks. Reviewing The Tracked Changes At any point you can "review" the changes in your document. For each tracked change, you can: Inserted text and formatting changes "settle in," and deleted text disappears. Inserted text and formatting changes disappear, and deleted text returns. This leaves the tracked change as is. You can act on any tracked change individually and in any order, or you can visit each tracked change in order going forward or backwards through the document. Remember that they may have a different version of Word than you. You should also work out some other issues: How will you send the document back and forth? I also recommend that you carefully name your document based on where you are in the collaborative process, and expect to create a series of documents during the project. For example, if "Joe" is your collaborator, instead of "Smith project. The other person may not do this maliciously, they may simply not understand how to hide the visually distracting change-tracking that will appear on-screen and when they print except by turning off Track Changes. The good news is that Word has a Protect Document function that lets you among other things prevent Tracked Changes from being turned off unless the correct password which you can set is entered. This also prevents anyone from accepting or rejecting any of the tracked changes. Also, protecting a document does not encrypt it, so anyone who gets a copy of the document has complete access to its contents. When you get the protected document back, if you want to Accept or Reject any of the changes or turn off Track Changes , you will need to "Unprotect" it first and enter the password. Open "B," the newer document that was modified by the other person. If you see the "Compare and Merge Documents Locate and choose "A," the older, original document. You can also use this method to compare two of your own documents to see how they differ. Other things you should know Tracked

Changes is supported in. DOCX files, but not. Tracked Changes works with any number of collaborators. Their changes will be tagged with the date and time they were made, and as long as each person makes their changes using their own separate computer , their name. Word has another, more primitive function called Versions, which lets you store multiple, complete versions of an entire document within the same file. If you want to keep careful track of every change that you or someone else will make to your Word documents, try Track Changes. You can Protect the tracking with a password if you need extra control. Where to go from here Take Track Changes for a test drive: Create a new document and type in "This is my original document. Look in the Help system for your version of Word for more detailed information on using these functions.

Chapter 5 : Word document changes after saving as pdf - Super User

Open the drop-down menu next to Save as type to see a few additional options, such as Word XML Document, Strict Open XML document, and Web Page, Filtered. Choose the format you want and click Save.

For example, the document may be lost if an error forces Word to close, if you experience a power interruption while you are editing, or if you close the document without saving changes. This article discusses six methods that you can use to try to recover the lost document. Unfortunately, some documents might not be recoverable. For example, if you have not saved the document at all, the whole document might be lost. If you have saved your document, you might lose only the changes that you made since the last time that you saved it. However, do not worry. Many documents can be partly or completely recovered. Because there are several versions of Microsoft Windows, the following steps may be different on your computer. If they are, see your product documentation to complete these steps. Also, because some of these methods include steps that require you to restart your computer. You may find it easier to follow the steps if you print this article first. More Information Use these methods in the order in which they are presented to recover the lost document. If one of these methods is successful and you recover the lost document, you are finished and you do not have to follow any more steps. Search for the original document The original document might not have been removed from the computer. Follow these steps to see whether you can find the document: Click Start, and then click Search. In the lower-left corner of the Windows Desktop Search pane, click Click here to use Search Companion, if that option is listed. In the All or part of the file name box, type the name of the document that you want to find. In the Look in box, click My Computer, and then click Search. If the search details pane does not contain the document that you are looking for, you might have typed the file name incorrectly or the document might have a different name. Follow these steps to search for all Word documents: In the Search Companion pane, click Start a new search. Click All files and folders, and then copy and paste or type the following text into the All or part of the file name: To view the Recycle Bin and restore the document if it is there, follow these steps: On the desktop, double-click Recycle Bin. On the View menu, click Details. Scroll through the files. If you find the document that you are looking for, right-click the document, and then click Restore to return the document to its original location. Note Microsoft currently does not provide any utilities to recover documents that have been deleted, or emptied from the Recycle Bin. However, some third-party utilities to recover deleted documents may be available on the Internet. Search for Word backup files If the previous method did not work for you, the main document might be gone. But there might be a backup copy of the document available. The Always create backup copy setting in Word creates backup copies of every document that you create. First, follow one of these steps to see whether the Always create backup copy setting is enabled: If you use Microsoft Office Word Scroll through the headings until you find the Save section, which is close to the end of the list. If the Always create backup copy setting, located in the Save section, is selected, Word created a backup copy of the document. On the Tools menu, click Options. The Always create backup copy setting is located on the Save tab. If the Always create backup copy setting is selected, Word created a backup copy of the document. Then, if the Always create backup copy setting is not selected, go to method 3: Locate the folder in which you last saved the missing document. Look for files that have the. If there are no files that have the. In the All or part of the file name: If you find any files that are named "Backup of" followed by the name of the missing document, follow these steps to open the backup copy: Perform one of the following actions: If you use Word Force Word to try to recover a file If Word did not create a backup copy of the document, you might be able to use the AutoRecover feature to recover the lost document. Note The AutoRecover feature in Word performs an emergency backup of open documents when an error occurs. Some errors can interfere with creating an AutoRecover file. The AutoRecover feature is not a substitute for saving the document. If the Save AutoRecover information every [] minutes option is selected, Word creates a temporary AutoRecover file that includes the latest changes in the document. Every time that Word starts, it searches for AutoRecover files. If Word finds any AutoRecover files, it displays the files that it finds in the Document Recovery task pane. First, to see whether the Save AutoRecover information

every [] minutes option is selected, use one of the following steps: The Save AutoRecover information every [] minutes option is in the Save documents section. Click Options on the Tools menu. The Save AutoRecover information every [] minutes option is located on the Save tab. Then, if the Save AutoRecover information every [] minutes option is selected, try closing Word and reopening it. If the AutoRecover task pane appears on the left side of the screen, click the lost document to restore it. If the Save AutoRecover information every [] minutes option is not selected, you can try to force Word to recover the document. Use one of the following steps to force Word to recover the document: Click the Microsoft Office Button, click Open, select the Word document, click the down arrow on the Open button in the lower-right corner of the Open screen, and then click Open and Repair. Click Open on the File menu, select the Word document, click the down arrow on the Open button in the lower-right corner of the Open screen, and then click Open and Repair. Manually recover AutoRecover files If Word could not open the AutoRecover file automatically or through the Open and Repair option, the AutoRecover file might be saved in a nondefault location. You might have to look for the AutoRecover file manually. Follow these steps to search for AutoRecover files manually: If a file that is named DocumentName. Follow one of these steps: Click the Microsoft Office Button, and then click Open. Click Open on the File menu. Locate and select the. If this occurs, perform one of the following actions: In Word , double-click the file in the Document Recovery task pane, click the Microsoft Office Button, click Save As, and then save the document as a. In Word , double-click the file in the Document Recovery task pane, click Save As on the File menu, and then save the document as a. Note If an AutoRecover file in the Recovery pane does not open correctly, go to the "How to troubleshoot damaged documents" section for more information about how to open damaged files. Search for temporary files If you could not find an AutoRecover file or a backup of the lost document, you might be able to recover the document from your temporary files. To search for the lost document in your temporary files, follow these steps: Click the two chevrons next to When was it modified?. Click Specify dates, and then type the from and to dates to include the time period since you last opened the file. On the View menu, click Arrange Icons by, and then click Modified. Scroll through the files, searching for files that match the last dates and times that you edited the document. If you find the document that you are looking for, go to the "How to troubleshoot damaged documents" section for more information about how to recover information from the document. These files might not appear in the list of temporary files that you found in method 5: How to troubleshoot damaged documents Word automatically tries to recover a damaged document if it detects a problem with the document. You can also force Word to try to recover a document when you open it. Follow these steps to force Word to recover the document: Follow one of these steps, depending on the version of Word that you use: In the Open dialog box, select the document. Click the down arrow on the Open button in the lower-right corner of the Open screen, and then click Open and Repair. Search technical support information and self-help tools for Microsoft products. View product-specific frequently asked questions and support highlights. If you continue to have problems after you use these resources, you might want to contact Support:

When i save my word-document as pdf, the word document changes. The changes which happen are: insertion of an extra table, and change in margin on that same page.

Share on Facebook If your power goes out, or you accidentally forget to save your work before you exit Microsoft Word, chances are you feel a sense of panic, especially if the document is important. You may think that the file is gone, and you have to start over, hoping you can come up with something just as good as your first draft. However, you may still be able to find the work that you lost by searching specific areas of your computer. If you forget to save your work, all is not necessarily lost. Step Open Microsoft Word to determine if the program auto-recovered your document. If your software is set to auto-save your document every couple of minutes, when the program is restarted, any document that was not saved prior to closing, may appear in the auto-recover window on the left side of the screen. Click on your document, and the last-saved file will open. Step Search the auto-recover files manually if the auto-recover pane did not appear when you opened MS Word. Click the Start menu at the bottom of your computer screen, and click "Search. If you find the file, open Word, and click "Open" in the menu. Search through all files, and locate the file that ended in. Click "Open" to view your file. If you are using Word or , you need to restart your computer after clicking "Open. Video of the Day Step Check your backup files. If you have the "Always create backup copy" option selected in Word, you may be able to find a backup copy of your document. Find the location where you last saved the document. Check for the extension. Open your file by clicking "Open" in Word, and search all files for the. Once you locate the file, click "Open. Complete a search for files that end in the extension. Narrow the search down to specific dates of when you were working on the document. Some temporary files are in this format instead. If your document is now in your temporary files, you will need to recover the damaged document. Search for it within Word. Click "Open and Repair" when you find it.

Chapter 7 : Are Pages documents compatible with Word? | MacRumors Forums

I now find I cannot get this pdf software now, so I used my Word software to do www.nxgvision.com SAVE AS to PDF. When I passed this new pdf file though the on-demand filter, it would many pictures that did not meet its standard.

In Word , double-click Computer. Click your template, and click Open. Make the changes you want, then save and close the template. Add content controls to a template Make your templates flexible by adding and configuring content controls, such as rich text controls, pictures, drop-down lists, or date pickers. For example, you might create a template that includes a drop-down list. If you allow editing to the drop-down list, other people can change the list options to meet their needs. If content controls are not available, you may have opened a document or a template that was created in an earlier version of Word. After you convert the document or template, save it. Before you can add content controls, you need to show the Developer tab. Under Customize the Ribbon, select Main Tabs. In the list, select the Developer check box, and then click OK. Add content controls On the Developer tab, in the Controls group, click Design Mode, and then insert the controls that you want. Insert a text control where users can enter text In a rich text content control, users can format text as bold or italic, and they can type multiple paragraphs. If you want to limit what users add, insert the plain text content control. In the document, click where you want to insert the control. Click where you want to insert the control. On the Developer tab, in the Controls group, click Picture Control. Insert a combo box or a drop-down list In a combo box, users can select from a list of choices that you provide or they can type in their own information. In a drop-down list, users can only select from the list of choices. Select the content control, and then on the Developer tab, in the Controls group, click Properties. Repeat this step until all of the choices are in the drop-down list. Fill in any other properties that you want. Insert a date picker Click where you want to insert the date picker control. Click where you want to insert the check box control. Insert a building block gallery control You can use building block controls when you want people to choose a specific block of text. You can create rich text content controls for each version of the boilerplate text, and then you can use a building block gallery control as the container for the rich text content controls. You can also use a building block control in a form. Click the content control to select it. On the Developer tab, in the Controls group, click Properties. Click the Gallery and the Category for the building blocks that you want to make available in the building block control. Set or change the properties for content controls Select the content control, and click Properties in the Controls group. In the Content Control Properties dialog box, choose whether the content control can be deleted or edited when someone uses your template. To keep several content controls or even a few paragraphs of text together, select the controls or the text, and then click Group in the Controls group. For example, perhaps you have a three-paragraph disclaimer. If you use the Group command to group the three paragraphs, the three-paragraph disclaimer cannot be edited and can be deleted only as a group. Add instructional text to a template Instructional text can enhance the usability of the template that you create. You can change the default instructional text in content controls. To customize the default instructional text for your template users, do the following: On the Developer tab, in the Controls group, click Design Mode. Click the content control where you want to revise the placeholder instructional text. Edit the placeholder text and format it any way you want. On the Developer tab, in the Controls group, click Design Mode to turn off the design feature and save the instructional text. Add protection to a template You can add protection to individual content controls in a template to help prevent someone from deleting or editing a particular content control or group of controls, or you can help protect all of the template content with a password. Add protection to parts of a template Open the template that you want to add protection to. Select the content controls to which you want to restrict changes. Select multiple controls by holding down the CTRL key while you click the controls. On the Developer tab, in the Controls group, click Group, and then click Group again. In the Content Control Properties dialog box, under Locking, do any of the following: Select the Content control cannot be deleted check box, which allows the content of the control to be edited but the control itself cannot be deleted from the template or a document that is based on the template. Select the Contents cannot be edited check box, which allows you to delete the control but does not allow you to edit

the content in the control. Use this setting when you want to protect text if it is included. Assign a password to a template To assign a password to the document so that only reviewers who know the password can remove the protection, do the following: Open the template that you want to assign a password to. On the Review tab, in the Protect group, click Restrict Editing. Type a password in the Enter new password optional box, and then confirm the password. If you choose not to use a password, anyone can change your editing restrictions. Use strong passwords that combine uppercase and lowercase letters, numbers, and symbols. Passwords should be at least 8 characters long. In general, longer a password is, the more secure it is. It is critical that you remember your password. If you forget your password, Microsoft cannot retrieve it. Store the passwords that you write down in a secure place away from the information that they help protect. Learn about templates A template is a document type that creates a copy of itself when you open it. For example, a business plan is a common document that is written in Word. Instead of creating the structure of the business plan from scratch, you can use a template with predefined page layout, fonts, margins, and styles. All you have to do is open a template and fill in the text and the information that is specific to your document. When you save the document as a. In a template, you can provide recommended sections or required text for others to use, as well as content controls such as a predefined drop-down list or a special logo. You can add protection to a section of a template, or you can apply a password to the template to help protect the contents of the template from changes. You can find Word templates for most kinds of documents on Office. If you have an Internet connection, click the File tab, click New, and then click the template category that you want. You can also you can create your own templates. You can start with a blank document and save it as a template, or you can create a template that is based on an existing document or template. Start with a blank template Click the File tab, and then click New. Click Blank document, and then click Create. Make the changes that you want to the margin settings, page size and orientation, styles, and other formats. You can also add content controls such as a date picker, instructional text, and graphics that you want to appear in all new documents that you base on the template. Click the File tab, and then click Save As. Give the new template a file name, select Word Template in the Save as type list, and then click Save. You can also save the template as a Word Macro-Enabled Template. Click the File tab, and then click New. Under Available templates, click New from existing. Click a template or a document that is similar to the one that you want to create, and then click Create New. Make the changes you want to the margin settings, page size and orientation, styles, and other formats. You can also add content controls such as a date picker, instructional text, and graphics you want to appear in all new documents that you base on the template. Add building blocks to a template Building blocks are reusable pieces of content or other document parts that are stored in galleries to be accessed and reused at any time. You can also save building blocks and distribute them with templates. For example, you may create a report template that provides your template users with two cover letter types to choose from when they create their own report based on your template. Save and close the template that you have designed just the way you want it and to which you want to add building blocks for template users to choose from. Keep open the template to which you want to add building block options for template users. Create the building blocks that you want to provide to your template users. When you fill out the information in the Create New Building Block dialog box, in the Save in box make sure to click the template name. When you send or make the template available to others, the building blocks you saved with the template will be available in the galleries you specified. Add content controls to a template You can offer flexibility to anyone who may use your template by adding and configuring content controls, such as rich text controls, pictures, drop-down lists, or date pickers. Because you allowed editing to the drop-down list when you added the content control to the template, your colleague can quickly and easily change the template to meet his needs. To use content controls, you must convert the document to the Word file format by clicking the File tab, clicking Info, clicking Convert, and then clicking OK. To add content controls, you need to show the Developer tab. Show the Developer tab.

Chapter 8 : Clement Nedelcu's Development Journal: Top 3 ways to extract images from .docx/.doc Word

Step. Open Microsoft Word to determine if the program auto-recovered your document. If your software is set to auto-save your document every couple of minutes, when the program is restarted, any document that was not saved prior to closing, may appear in the auto-recover window on the left side of the screen.

Chapter 9 : MS Word document saved, but turned into weird symbols? | Yahoo Answers

My friend was writing on microsoft word. She saved the document and closed out, then left. When she came back the next morning and opened the file, the ENTIRE thing was strange symbols.