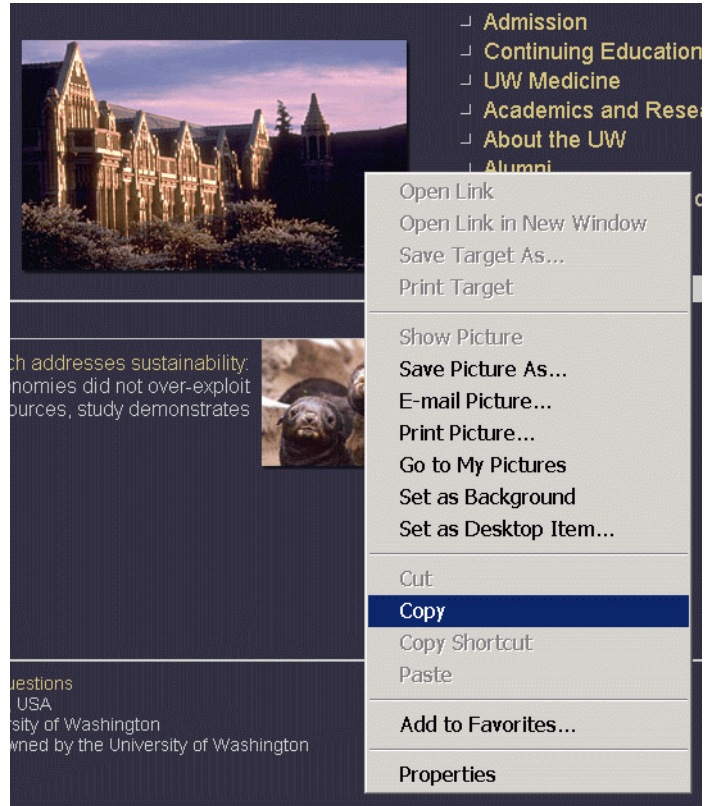


Copying Graphics into Word and other Windows Applications¹

It is possible to copy graphics into Word and many other Windows applications. There are a variety of ways to do this, and the method that will work best will depend on the kind of graphic you want to copy. I will describe several methods in this document.

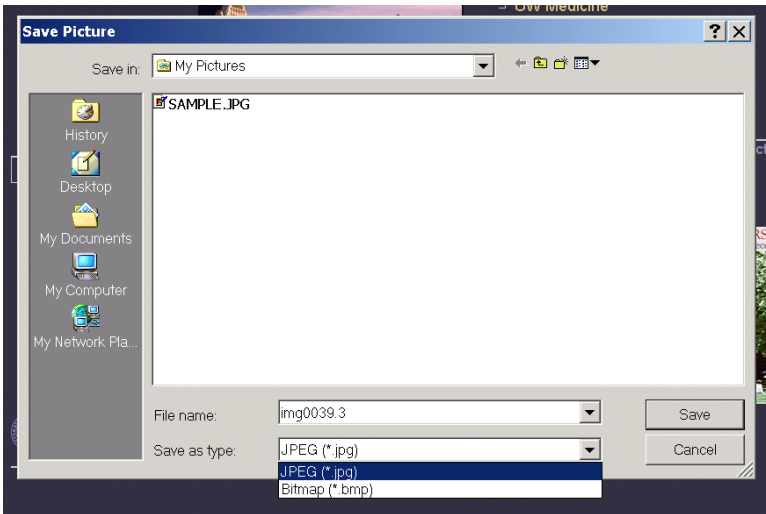
Copying To/From Windows Clipboard

In some cases, it is possible to right-click on a graphic and paste it into the Windows Clipboard. For example, I right-clicked on a graphic on the UW home page, and was offered the menu that you see on the right. If I click on Copy, I can then go to a Windows application such as Word, and paste the item, as I have done below.



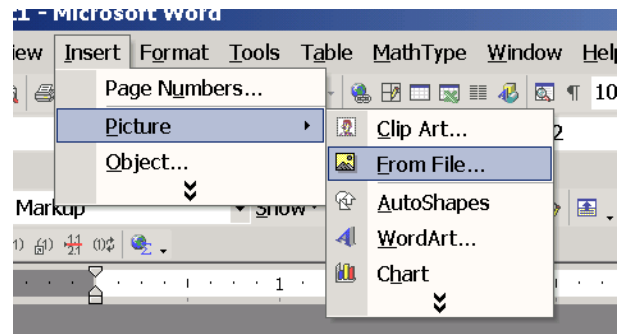
Saving a file to insert into Word

As you can see, another option offered is “Save Picture As”. If you choose this option, you will be offered the option of saving the file as a .jpg file, .bmp file, or other typ of graphics file. In most cases, you would want to choose a .jpg file.



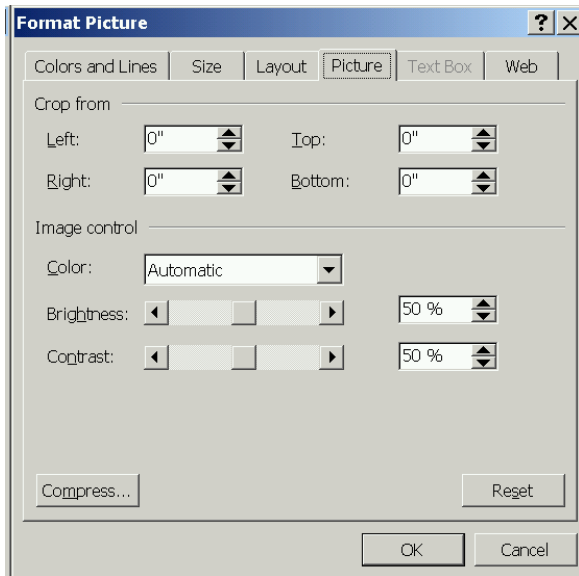
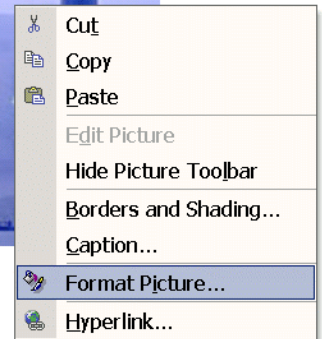
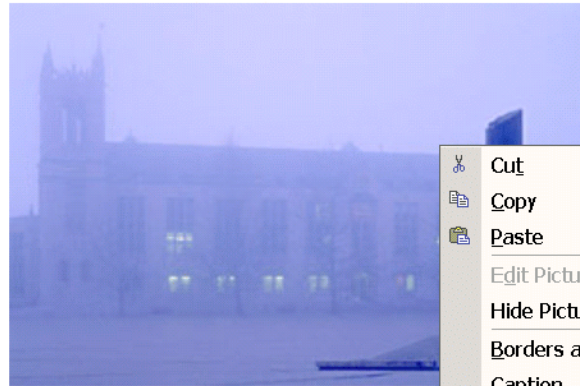
Inserting Graphics File into Word

Once I have saved the picture file, I can get into Word, and click on Insert, Picture, From File. I can then navigate to the place where I have saved the file, double click on it, and insert it into the document.

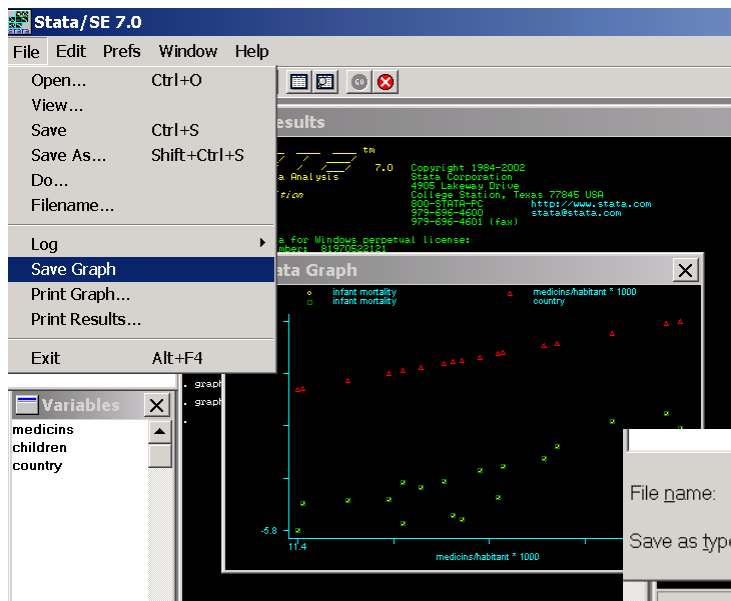


¹Prepared by Patty Glynn and Meredith W., University of Washington, revised 2/24/04.

Once you have a graphic inserted into Word, you can right-click on it to get the menu shown at the right. If you choose the Format Picture option, you will be offered the following menu, which you may use to modify the size, along with other aspects of the graphic.

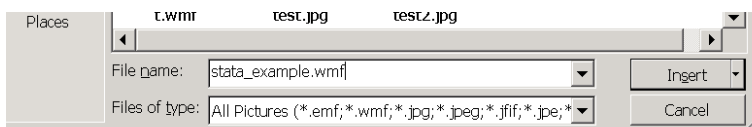
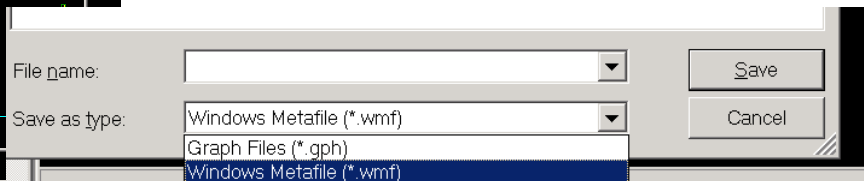


You may also want to put a graphic from a program such as Stata into Word. To demonstrate this, I created a simple graph. I then clicked on File and was offered the option "Save Graph".

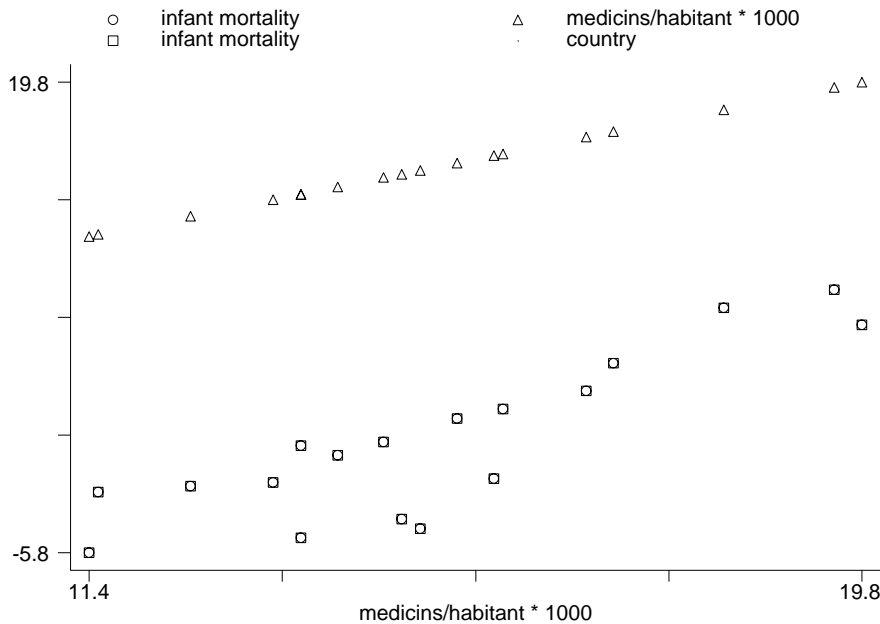


I was offered the options of saving the file as a Windows Metafile (.wmf) or a Graph File (.gph). I have found that the .wmf file is more readable by Windows Applications, so I chose it.

Other packages may offer other options, such as .jpg, .emf, .gif, .tif. You may need to experiment to see which works best for your needs.

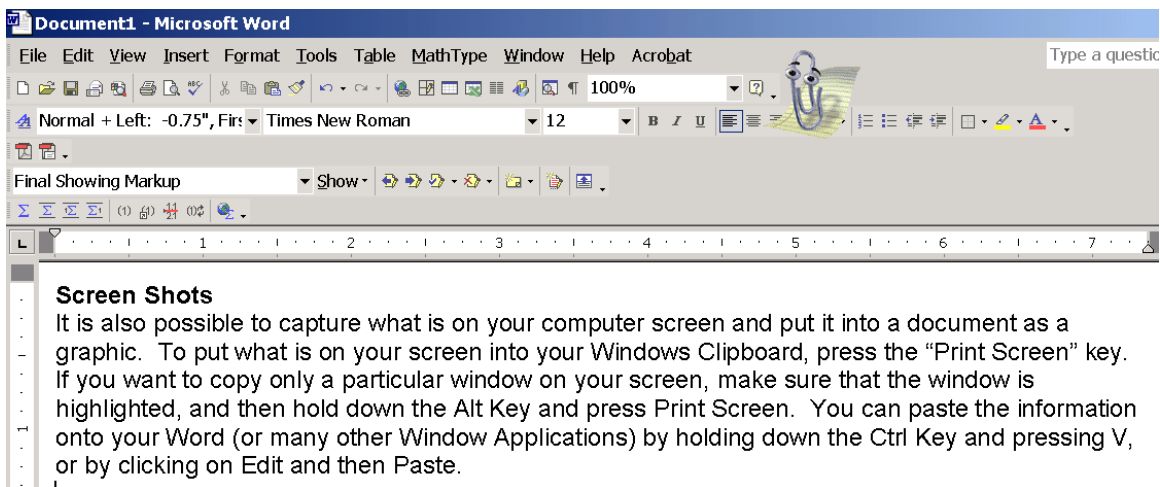


I can insert this graphics file into Word in the same way as described above. (Within Word, click on Insert, Picture, From File.)

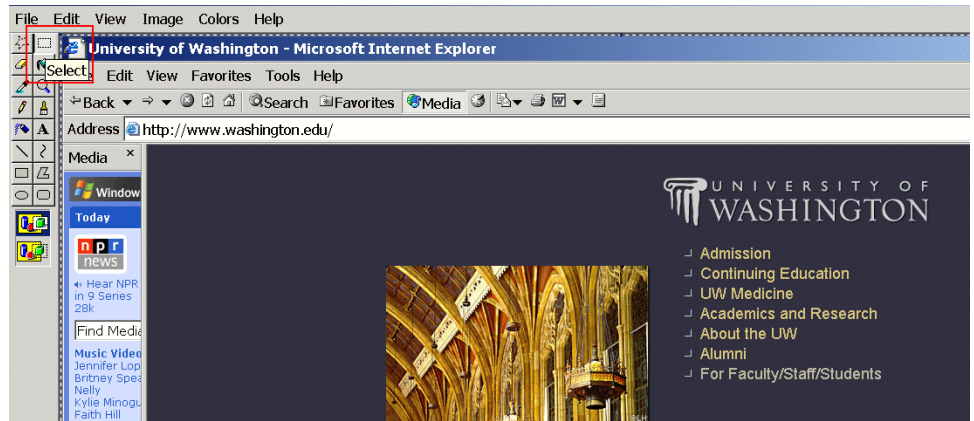


Screen Shots

It is also possible to capture what is on your computer screen and put it into a document as a graphic. To put what is on your screen into your Windows Clipboard, press the "Print Screen" key. If you want to copy only a particular window on your screen, make sure that the window is highlighted, and then hold down the Alt Key and press Print Screen. You can paste the information onto your Word (or many other Window Applications) by holding down the Ctrl Key and pressing V, or by clicking on Edit and then Paste.



In some cases, you may want to capture only a part of what is on the screen or in a Window. You may crop graphics pasting them into Paint (found in Start menu, Accessories, Paint), selecting part and copying the part into the Windows Clipboard, and then pasting the part into the Word Document.



I used the Print Screen key to put the UW's web page in my clip board. But, I only wanted to use some of it, so I pasted the graphic into Microsoft Paint. I chose the Select tool, and used it to draw a box around the part of the picture that I wanted to capture. I then put this part of the picture in my Windows Clipboard by holding down the Ctrl Key and pressing C.

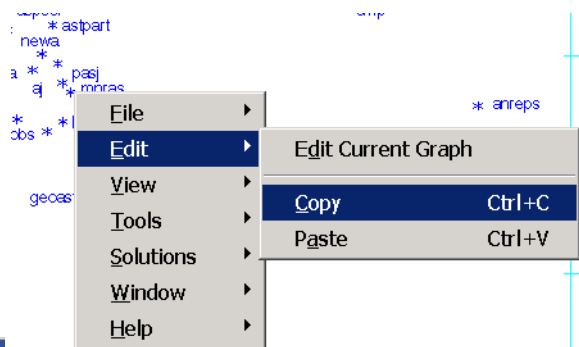
I can then go to the Windows Application where I want to paste it, and hold down the Ctrl Key and press V (paste).



Graphs created in SAS

There are several ways to put graphs created in SAS into other documents.

One option is to right-click on the graph, then click on Edit, and the Copy. This puts the graph into your Windows Clipboard. You can then move to your word-processor, or other Windows application, and paste the contents of your clipboard.



Another option is to export the graph, and then insert it into your word-processor, or other Windows application.

From the graphics window, click on File then Export as Image. You will be given several alternative file types. The JPEG option usually works well.

