

# Extract images from a Word file

## Option 1 : save as html (doc and docx)

1. Open the .doc or docx file in Word
2. In the File menu choose **save as**
3. Select the folder to save the file to and choose a name
4. For **save as file** type choose **htm/html**
5. You will find a subfolder \_files in the folder you saved the file to
6. This folder contains the images of the document

## Option 2 : unzip (only for docx)

1. Locate the .docx file on your harddrive
2. Rename the .docx file to .zip
3. Right click on the file and choose unzip / extract to folder
4. A folder with same name as your zip file will be created
5. Open this folder and look for a folder named **word**
6. In the **word** folder you will find a subfolder named **media**
7. This **media** folder contains the images from the .docx document