

## Preparing Tiffs for use in Microsoft Word

Microsoft Word only uses three color format/bit depths natively.

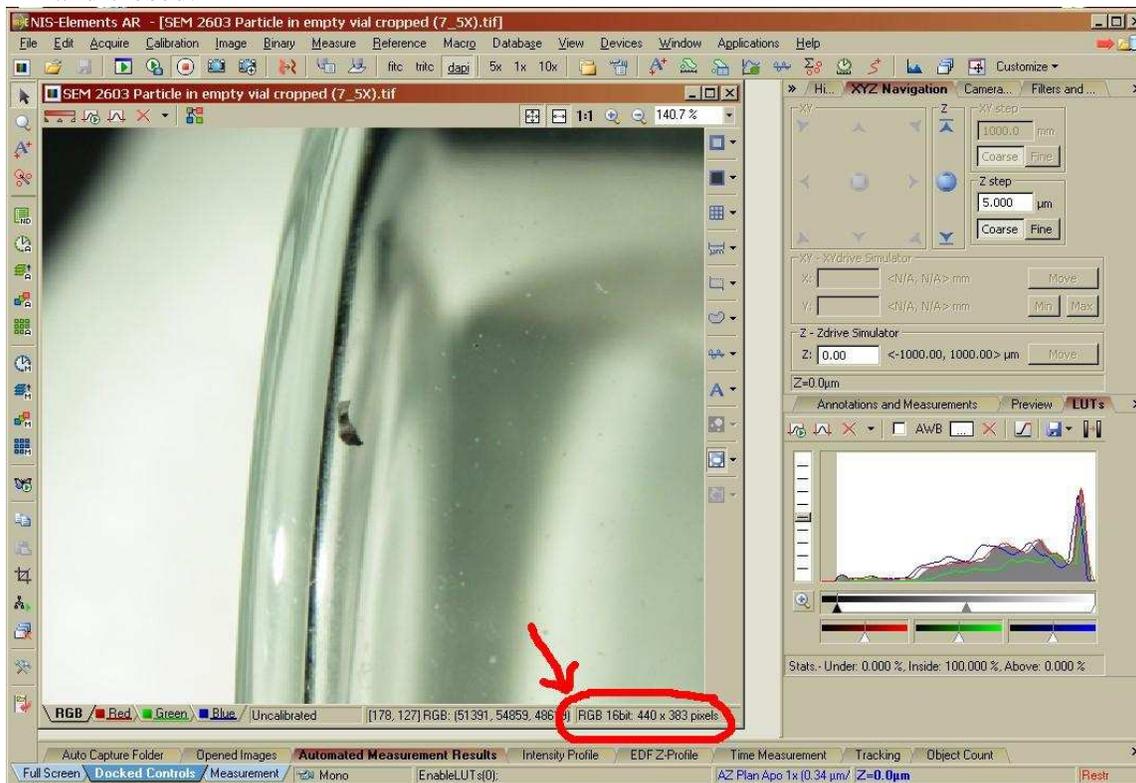
These formats are:

- 1-bit otherwise known as Black & White (B&W)
- 8-bit Grayscale
- 8-bit RGB also known as 24-bit Color

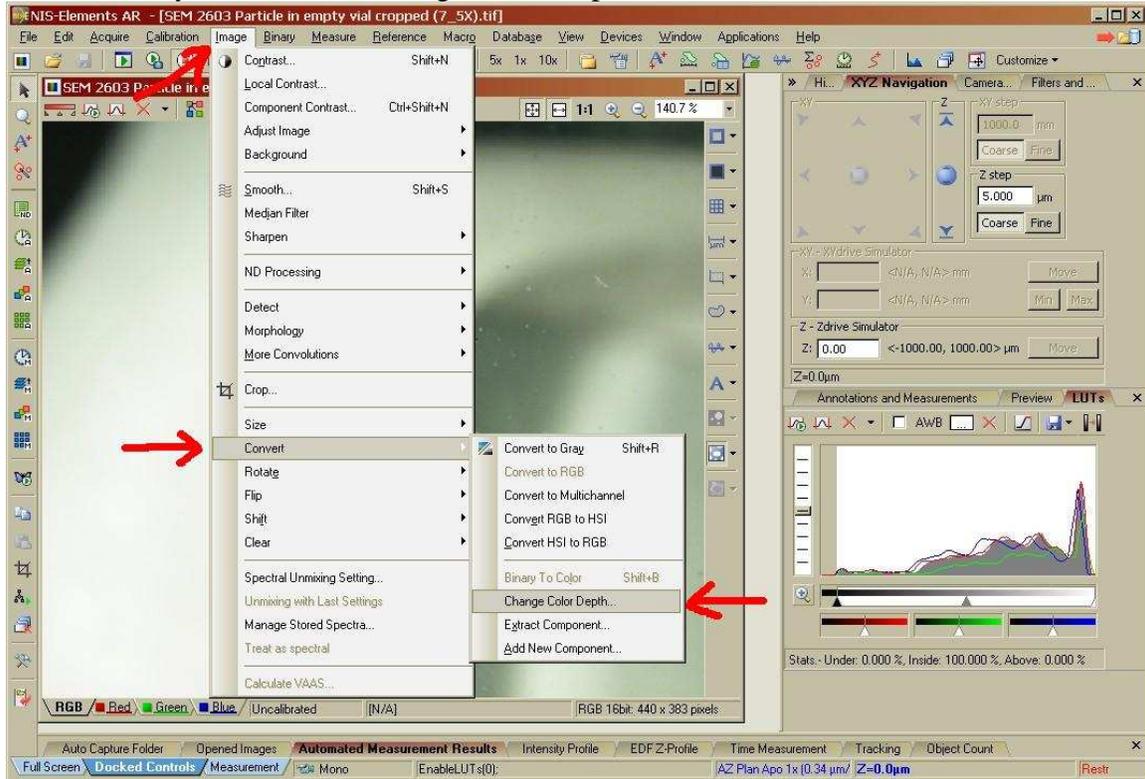
These bit depths are considered sufficient for publishing and text-based documentation. Professional grade Image Processing software and digital cameras however, often require higher bit depth images for full spectrum color rendition.

Microsoft Word will, by default, truncate higher bit depth images down to 8 bit, often with unexpected and undesirable results. Preparation is needed to ensure expected and consistent results.

1. Open image in Elements and note the color format and bit depth. Note the image below is 16-bit RGB. MS Word will import and place this file, but it will also truncate the bit depth to 8-bit. While the document is open, the image is displayed on your PC monitor in the same bit depth supported by your graphics card. This could be up to 32 bit. The actual truncation does not take place until the document is saved and closed.



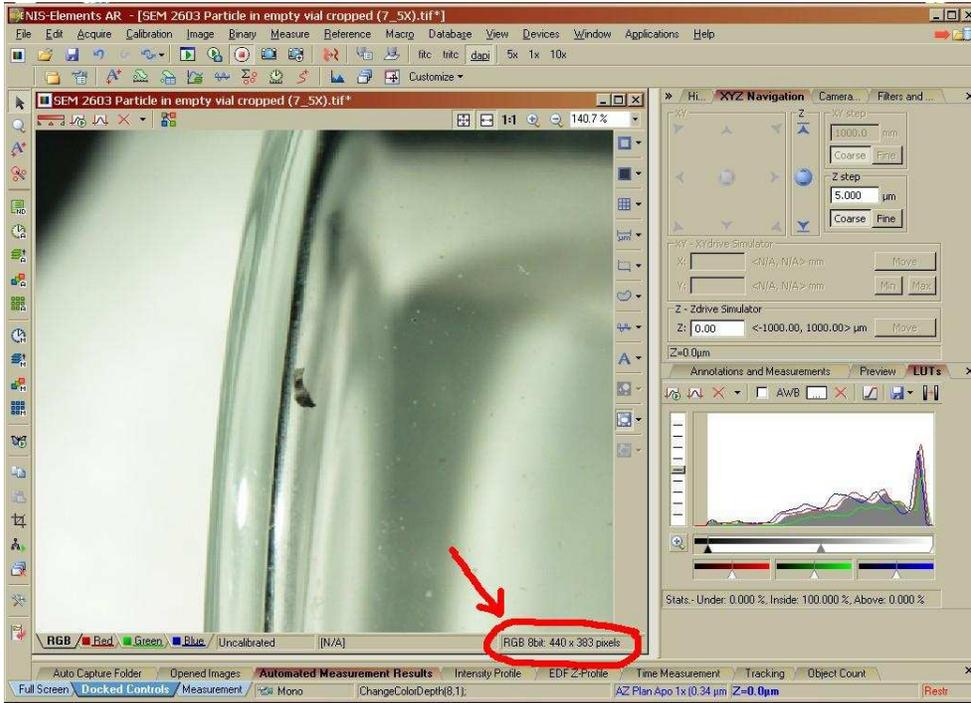
- To properly convert this file to 8-bit RGB, select the 'Image' menu, then 'Convert', and finally left click on 'Change Color Depth' item.



- In the 'Change Color Depth' dialog, be sure to check 'Rescale values' option. This will insure that the image will visually remain the same.



Image is now 8-bit RGB and still looks the same visually.



This is the result of not checking the 'Rescale values' option. MS Word truncates and does not automatically rescale bit depth when importing.

