

Using Copilot Create

What is Copilot Create?

Copilot Create is a browser-based workspace in Microsoft 365 where you can generate and refine a range of visual content – including images, banners, videos, designs, surveys, and documents. It lets you start from a short description or a template and develop materials step by step, without needing specialist design or video-editing tools.

What's the difference between using Chat and Create for images?

- Use **Chat** when you need to explore ideas or draft text conversationally, ask questions, analyse information, or work iteratively with Copilot. You can create images here, but you can't edit them.
- Use **Copilot Create** when you want to produce a finished asset using templates or a short description. You can edit your assets and make changes to things you generate within **Create**.



Because Copilot is updated frequently, some features or interface details described here may not always match the current version.

Key things you can do in Create

- Generate and edit visual content – including images, posters, infographics, banners, and other design assets.
- Start projects from templates or from a short text description to quickly produce content such as images, banners, and videos.
- Create and refine videos from a prompt or a PowerPoint deck, with options to adjust narration, style, and music.
- Build surveys by describing the question you're trying to answer. Create drafts, evaluate, and improve the survey.
- Produce documents and other structured outputs, using templates and guided prompts.
- Extract and transform content from images – such as whiteboards or charts – and convert them into editable diagrams or tables.



University Branding

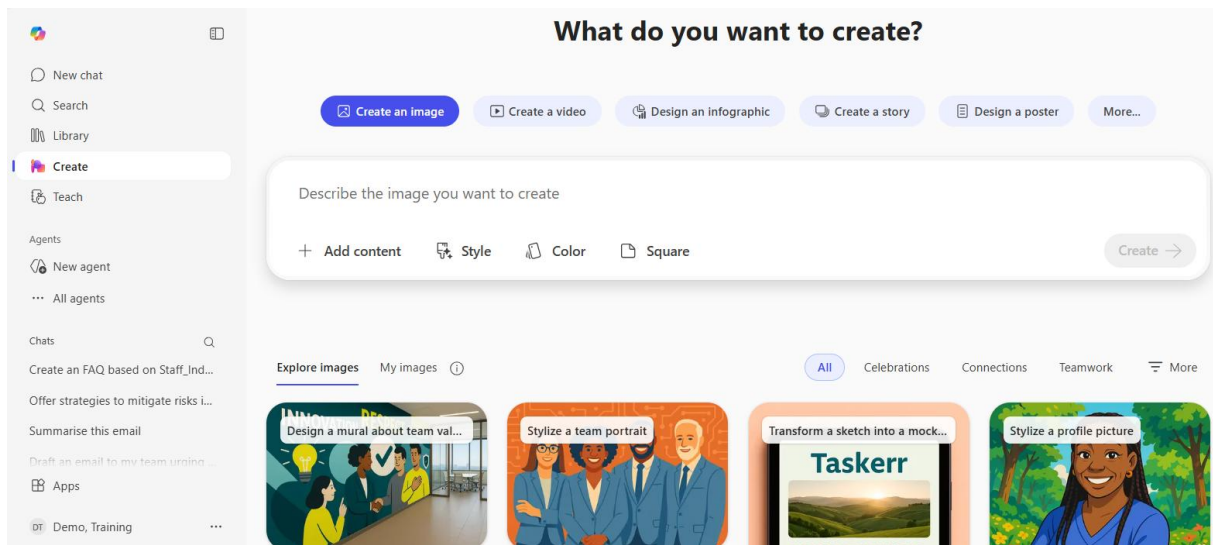
The University has strict [brand guidelines](#) in place which mean that Copilot must not be used to produce materials for any marketing purposes. If you require official materials such as videos, posters, booklets, pull-up banners or website assets for a University project, external relations or events please contact the [University's Design Team](#). The team provide a complete design service for print and digital media to the University community across campuses.

Accessibility

The University also must adhere to Accessibility legislation about visual materials. To find out more about how to make documents, posters and videos accessible, visit the [Accessibility for Authors & Creators resource on Toolkit](#).

Where to find Create

1. Open Copilot Chat in your browser at <https://m365.cloud.microsoft/chat>
2. In the left navigation pane, click **Create**.

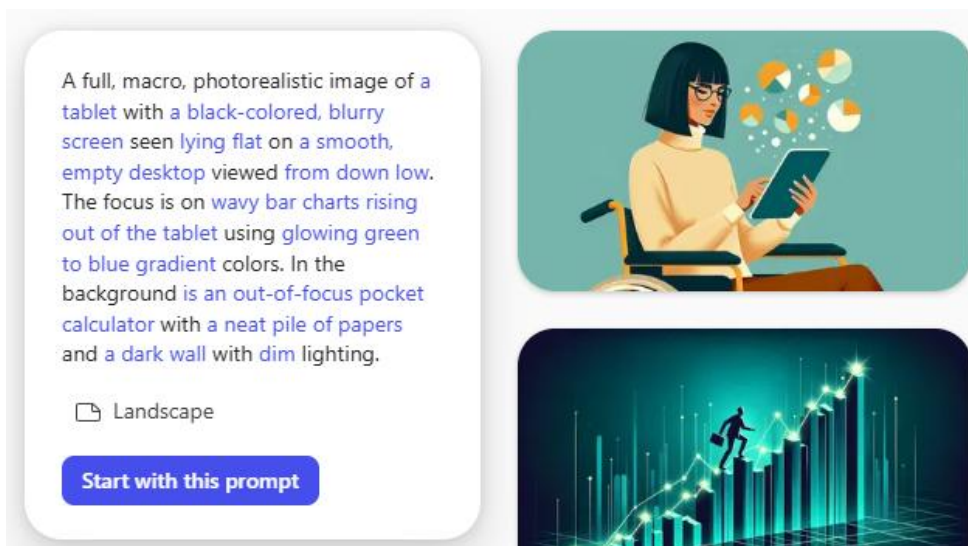


Browse suggested images

Scroll down the page to see examples of artifacts made using Create. You can filter these by type – click **More** at the right-side of the page to see more categories.



Hover over a tile to view the prompt used to generate the artifact. **Click Start with this prompt** if you want to customise the prompt and use it to create your own similar image.



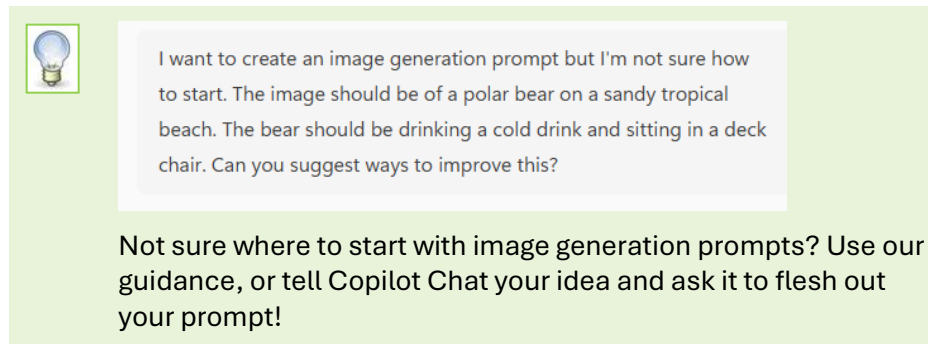
The **compose box** at the top of the page will now contain this prompt. You can add or remove text and make other customisations there.

View your previous images

You can view all your images in Create - select **My images** at the top of the image browser. This shows images and graphics you've already created using Create.

Starting your own project

1. Select the type of artifact you want to create from the options at the top of the screen – options include **creating an image, video, infographic, social media story, and poster**. Click **More** to see a dropdown menu with the full list of options.
2. Enter a text prompt into the **compose box** at the top of the page.



Create with Copilot

Form

Banner

Draft

Document

Presentation

Workbook

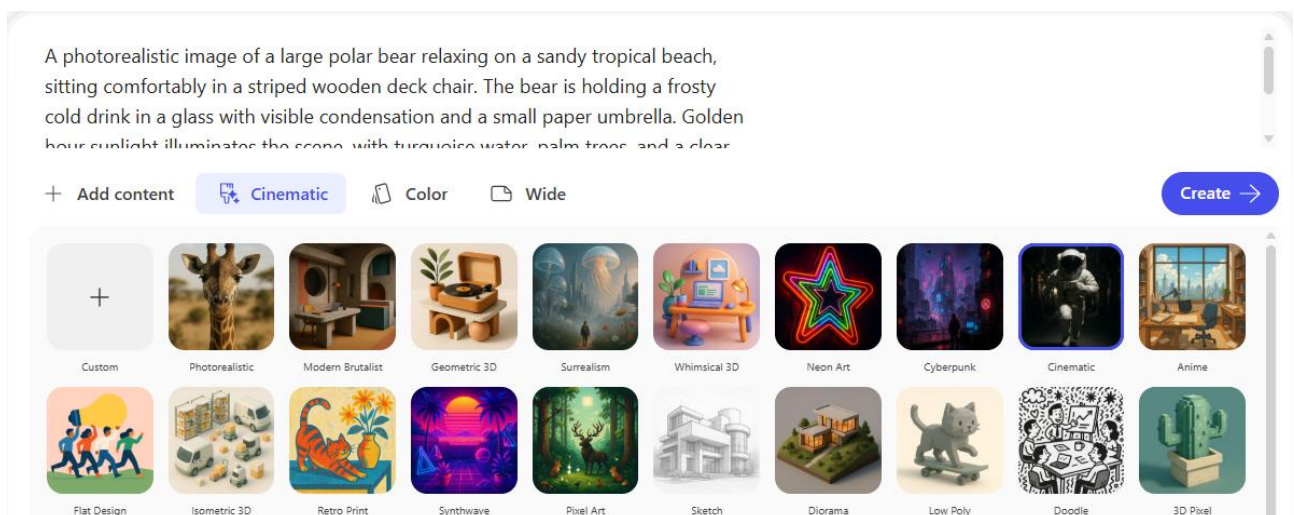
Start from a template

Brand templates

All templates

About Create

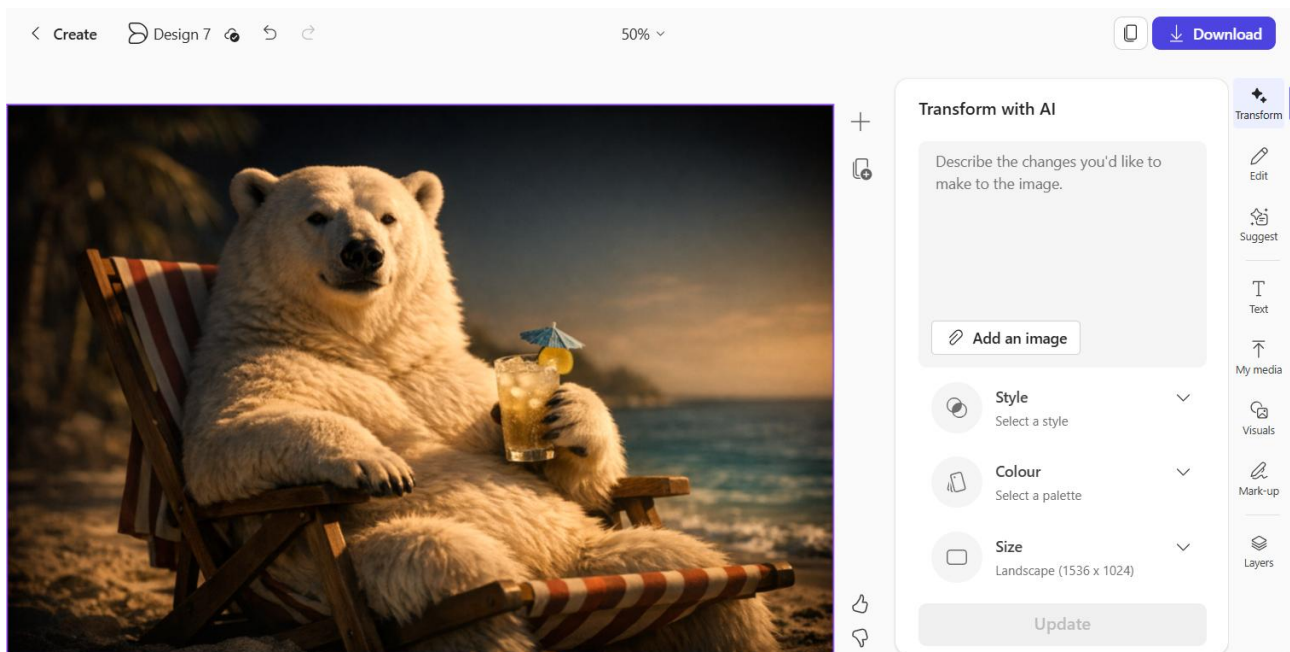
3. Explore the editing controls below the prompt box – **Add content, Style, Colour, Dimensions** – to refine and adjust the output.



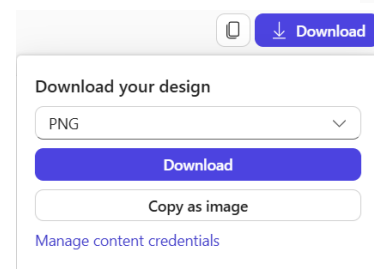
4. Click **Create** once you've added your details. Images can take a few minutes to generate, but you'll see them onscreen once they're finished.

Editor layout

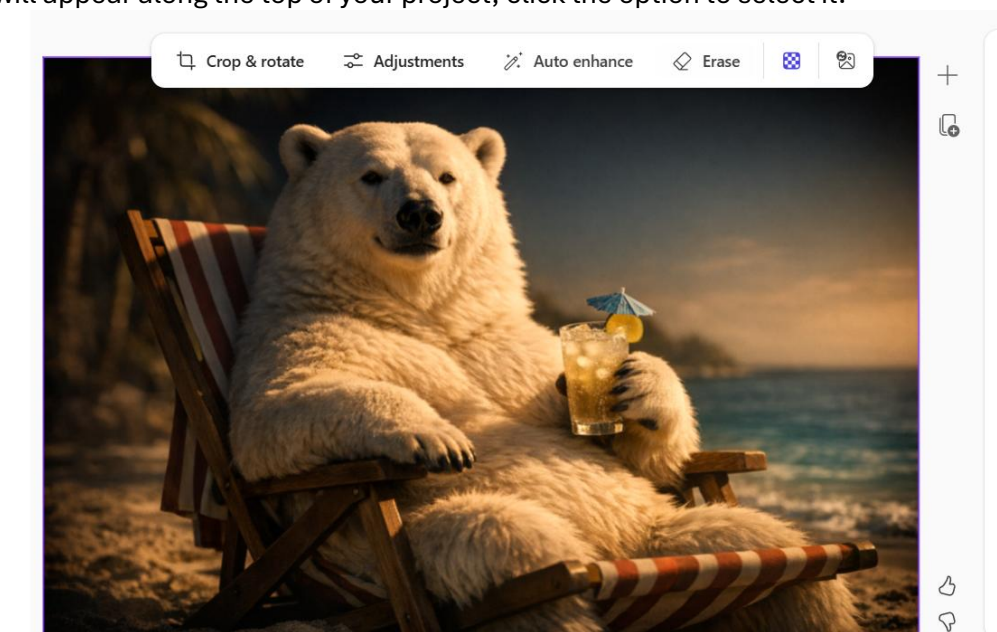
Once your project has generated, you'll see the editor layout.



- Zoom in or out by clicking the percentage in the top-middle of the screen 50% ▾
- Rename your project by clicking the writing at the top-left of the screen Design 7
- Your changes are saved when you see the cloud icon ☁
- Undo or redo changes by clicking the arrows ↶ ↷
- Add a new page or duplicate this page by clicking the plus symbols to the right of your project +
- Copy your project to your computer's clipboard by clicking the icon at the top right of the screen 📋
- Download a copy of your project by clicking the Download button at the top right.



You can also make manual changes, such as cropping or adjusting the colour balance. Click anywhere in the blank space around on your project – a menu bar will appear along the top of your project, click the option to select it.



Editing your project

Once an image is generated, you can refine it using the editing tools on the **right-hand side** of the Create editor. These controls are for targeted adjustments, allowing you to change an image without having to start again.

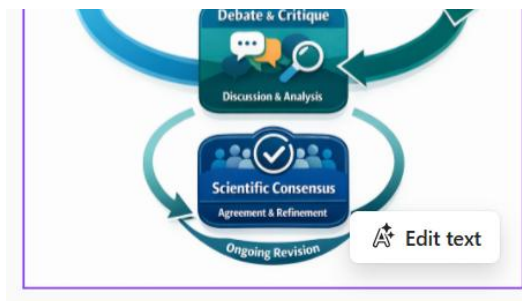
Use the **editing panel** at the right-hand side to make changes. There are 8 main options here:

- Transform
- Edit
- Suggest
- Text
- My media
- Visuals
- Mark-up
- Layout



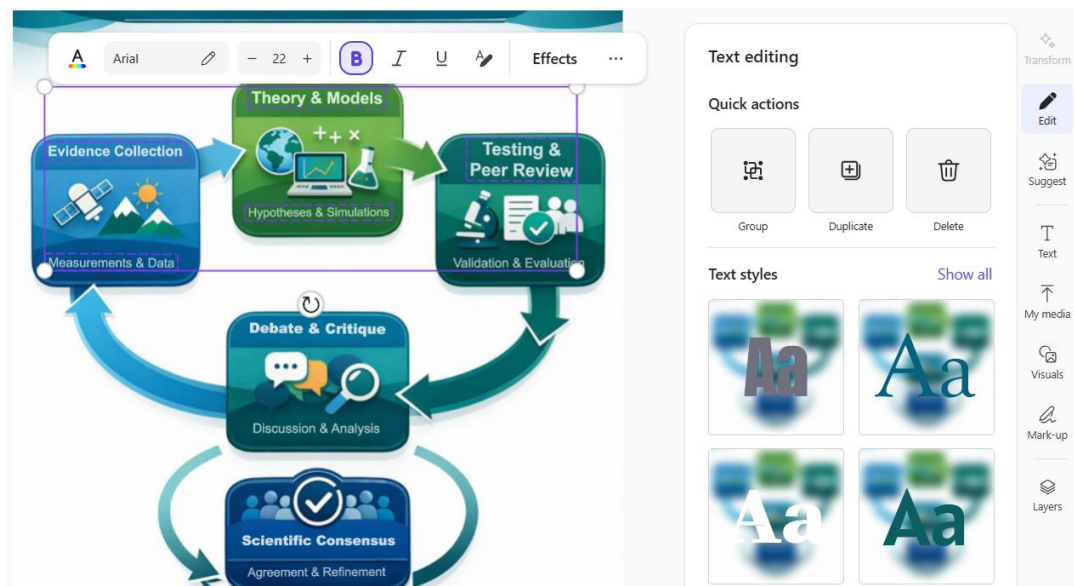
Changing text

To edit any text in your project, hover over the graphic and click Edit text, which usually appears at the bottom of the image.



Copilot will recognise the text and allow you to edit it – click any text box to select it. To select multiple text boxes, hold down the **Shift** key on your keyboard and click the textboxes.

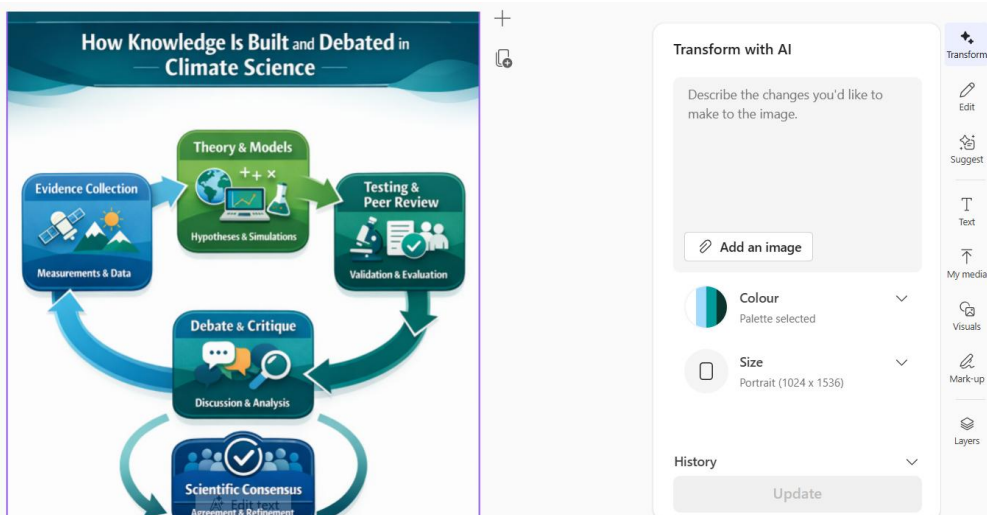
You could change the font and text size, add effects, and edit the content, as well as changing the position of the text boxes.



Transform with AI

The **Transform with AI** options let you make changes to your project. Type a further text prompt and use the preset options to adjust things like style, colour, or layout, or to generate alternative versions.

Click **Update** to regenerate.



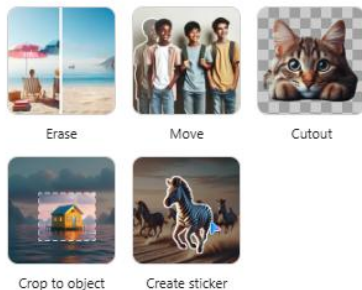
Changes made using **Transform with AI** can be unpredictable – they might alter your project in ways you don't expect! This is just the nature of Generative AI. Always review the result carefully before using or sharing it.

Image editing

Background



Object transform



Enhancements



Image editing

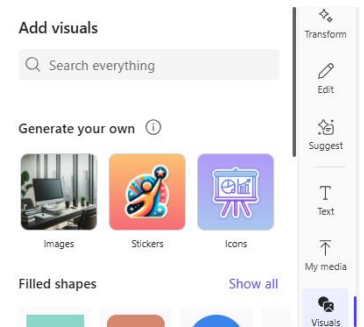
The **Edit** options contain different actions for customising your image – you can change the background and layout, transform objects, enhance or filter your image, or apply different effects.

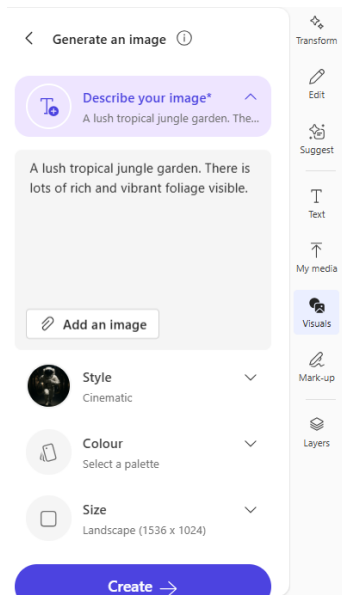
Click any tile to try it out.

Layers and changing your background

If you choose to remove the background of an image in **Edit**, you can create a new background using the **Visuals** option.

1. Under **Edit**, select **Remove Background** and wait for the image to load.
2. Click **Visuals** on the editing panel. Under **Generate your own**, select **Images**.





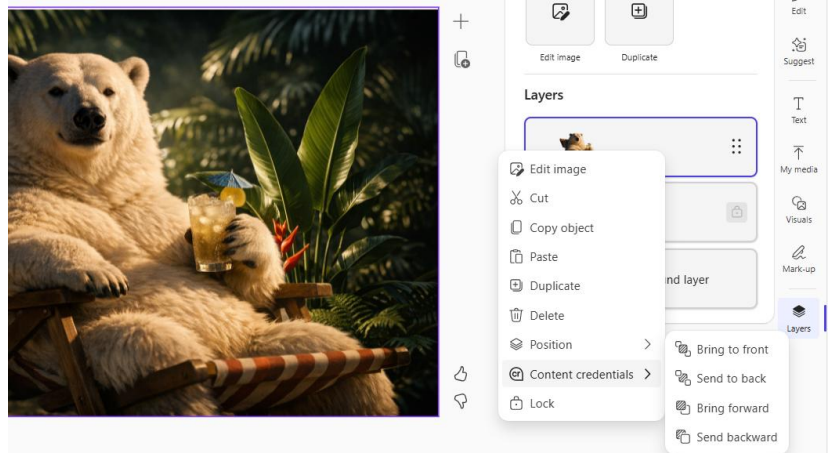
3. Type a new prompt into the compose box, selecting **Style**, **Colour** and **Size**.

4. Click **Create** and wait for the new image to generate.

5. Your new image will appear underneath the **Create** button. Click the new image to insert it into your existing project.

6. Centre the new image by **clicking and dragging** it in your canvas. Resize the new image by **dragging the corners** until it fits.

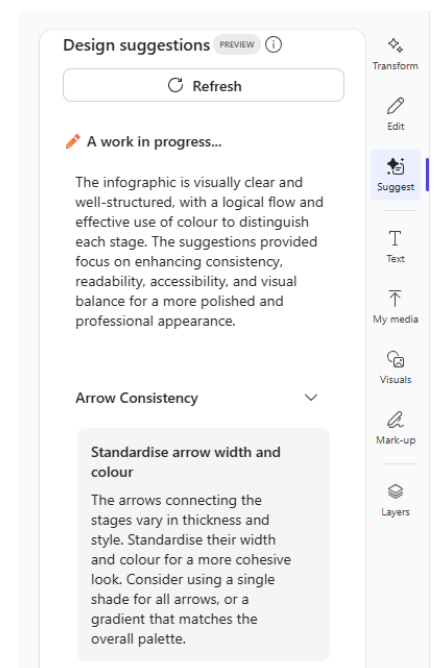
7. Your new image might appear in front of your original image. To change the layers, click **Layers** from the navigation options. **Right-click** your original image and select **Position > Bring to front**.

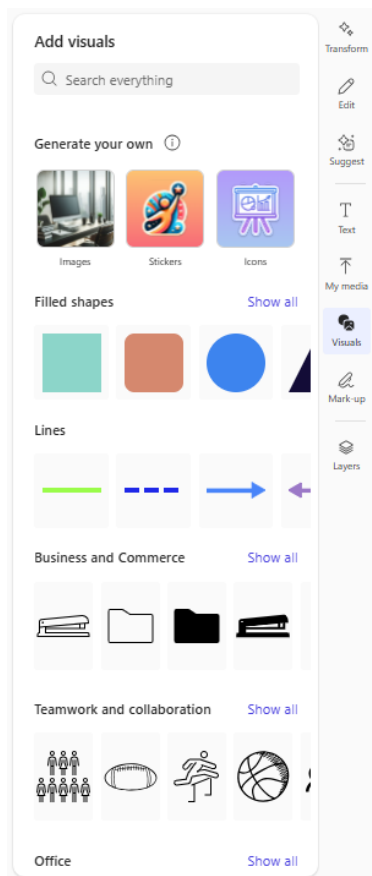


Design suggestions

Copilot can suggest specific things that might improve your image – click the **Suggest** tab to view them.

You can't apply these tips automatically. To make suggested changes, type text into the compose box under **Transform with AI**.





Adding new elements

You can add new elements to your project using the **My Media**, **Visuals**, and **Markup** options.

- **My Media** lets you insert your own image files to add to your project – for example, you might want to add logos or specific diagrams.
- **Visuals** allows you to add new visual elements – like images, stickers, shapes, and icons – generated or suggested by Copilot.
- **Markup** tools let you annotate the output directly, for example by highlighting areas, adding emphasis, or drawing on top of the content.

Further information and help

- This resource was created by the AI Learning Lab, part of the university's Digital Skills Team. Find more information and upcoming training on [our SharePoint site](#).
- Check out our other guides on [Toolkit](#).
- Use MyIT to log a call with the IT Service Desk: myit.abdn.ac.uk/
- If you want to learn in more detail you can use Microsoft's [Copilot Chat help & learning](#) for tutorials, videos and helpful hints.