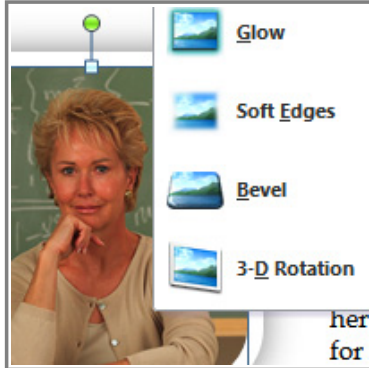


Introduction



Once you've added pictures to your documents, you can format them in various ways. The **picture tools** in Word 2010 make it easy to incorporate images into your documents and **modify those images** in interesting ways.

In this lesson, you will learn how to change the **picture style** and **shape**, add a **border**, **crop** and **compress** pictures, add **artistic effects**, and more.

Basic Image Formatting

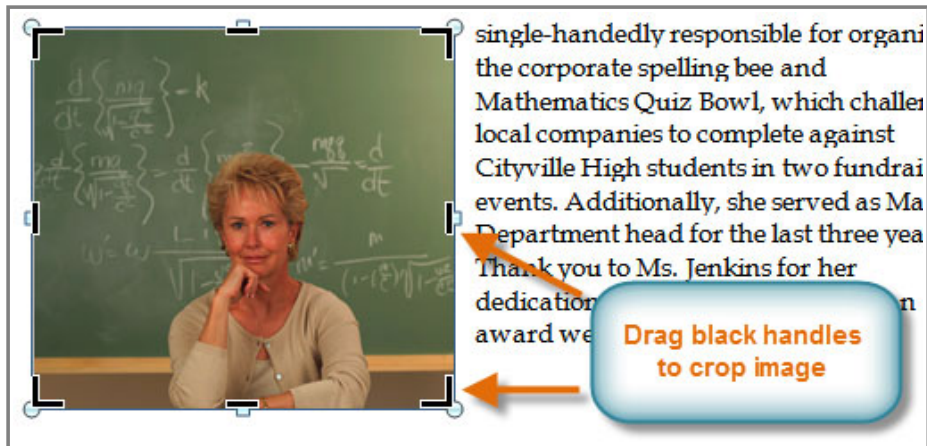
➤➤➤ Watch the video to learn about formatting and adjusting images.



Watch the video (3:47). [Need help?](#)

To Crop an Image:

1. Select an image. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **Crop** command. The black cropping handles appear.

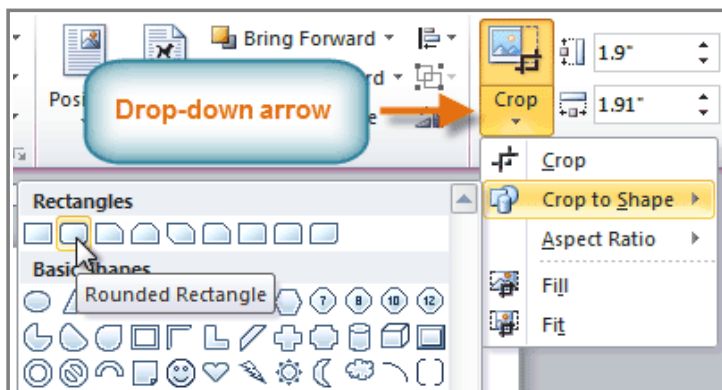


The black cropping handles

4. Click and drag a **handle** to crop an image.
 5. Click the **Crop** command to deselect the crop tool.
- Corner handles will allow you to simultaneously crop the image horizontally and vertically.

To Crop an Image to a Shape:

1. Select the image. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **Crop** drop-down arrow (below the Crop command). A drop-down menu will appear.



The Crop drop-down arrow and menu

4. Select a shape from the drop-down menu.
5. The image will take the shape that you have selected.

Mary Jenkins Named Teacher of the Year

We are pleased to announce that the 2010 Cityville High teacher of the year is Ms. Mary Jenkins. Ms. Jenkins has worked as a high school math teacher for 16 years and has been with Cityville High for 12 years. In that time she has shown immense dedication to her students and the school. She is single-handedly responsible for



organizing the corporate spelling bee and Mathematics Quiz Bowl, which challenges local companies to complete against Cityville High students in two fundraising events. Additionally, she served as Math Department head for the last three years. Thank you to Ms. Jenkins for her dedication and congratulations for an award well earned!

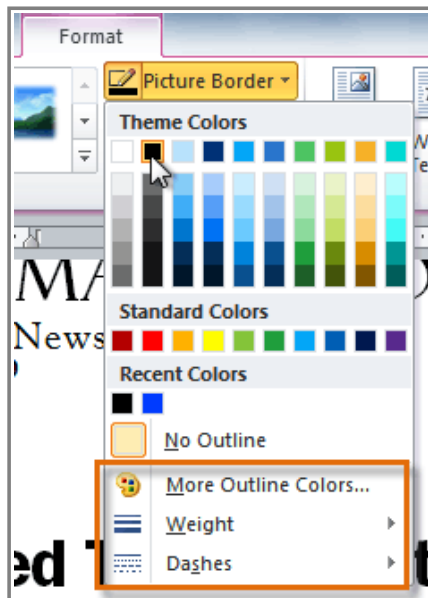
After cropping to shape

You may want to crop the image to the desired size before cropping it to a shape.

Page 3

To Add a Border to a Picture:

1. Select the picture.
2. Select the **Format** tab.
3. Click the **Picture Border** command. A drop-down menu will appear.



Changing the Picture Border

4. From the drop-down menu, you can select a **color**, **weight** (thickness), and whether or not the line is **dashed**.

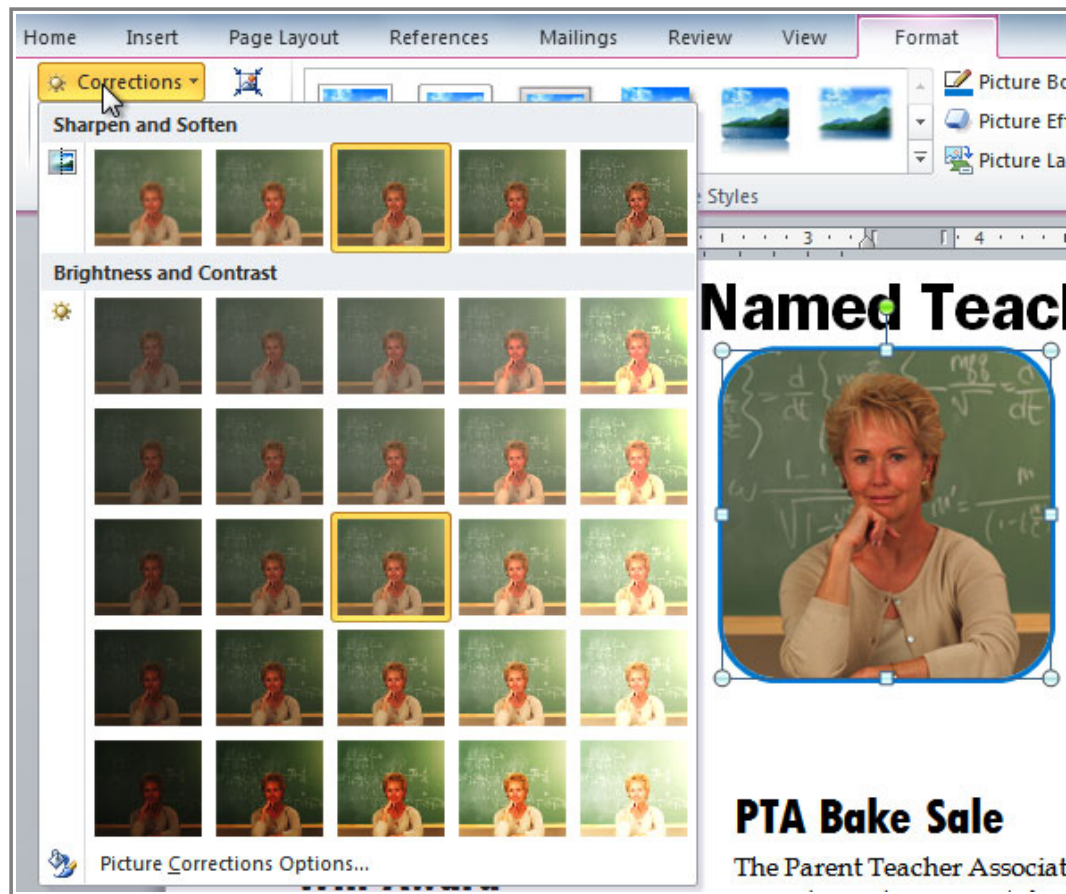


A picture with a blue border

Image Adjustments

To Make Image Corrections:

1. Select the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Corrections** command. A drop-down menu will appear.



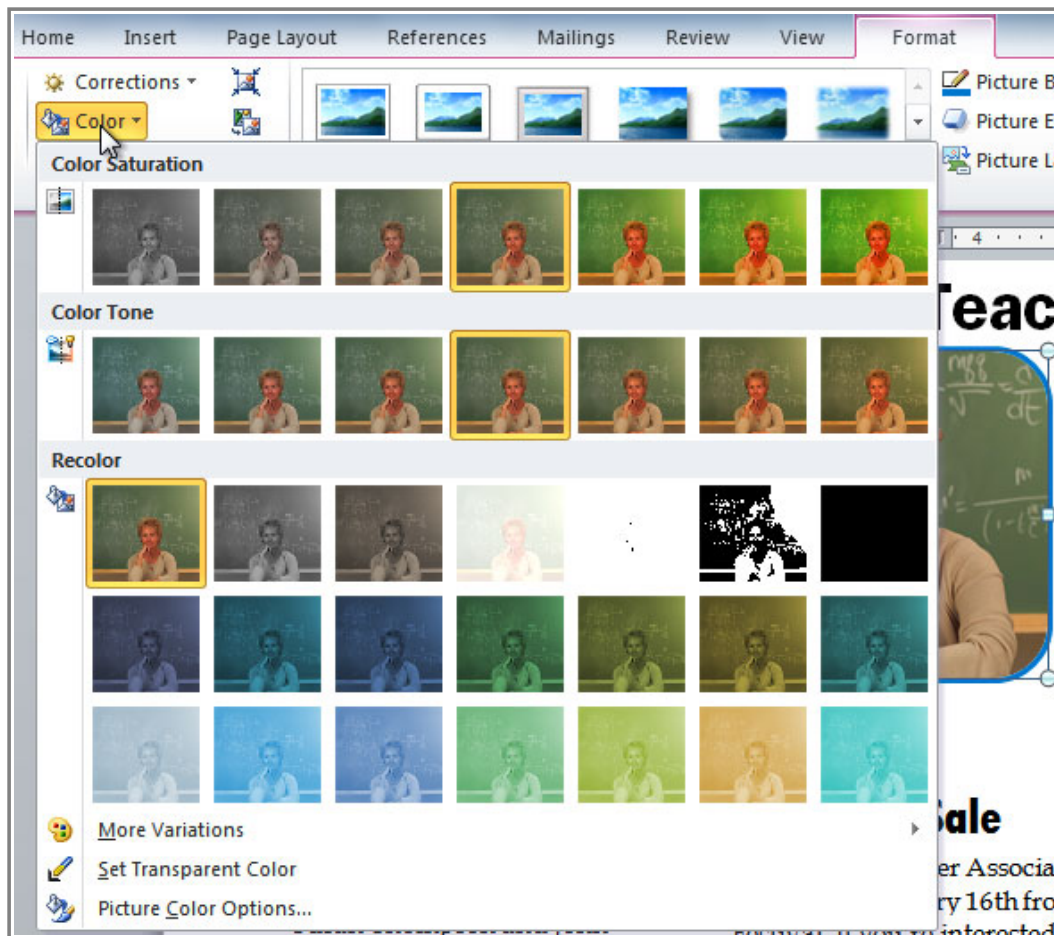
The Picture Corrections menu

4. To sharpen or soften the image, hover over the **Sharpen and Soften** presets. You'll see a live preview of the preset in the document.
5. When you've found a preset you like, click on it to select it.
6. Click the **Corrections** command again.
7. Hover over the **Brightness and Contrast** presets to see a live preview.
8. When you've found one you like, click on it to select it.

You can also select **Picture Corrections Options** from the drop-down menu to refine the settings.

To Adjust the Color in an Image:

1. Select the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Color** command. A drop-down menu will appear.



The Picture Color menu

4. From the drop-down menu, you can choose a preset from each of the three categories:
 - **Color Saturation:** Controls how vivid the colors are in the image.
 - **Color Tone:** Controls the "temperature" of the color, from **cool** to **warm**.
 - **Recolor:** Controls the overall color of the image. Use this option to make the image **black and white**, **grayscale**, or to **colorize** it with a different color.

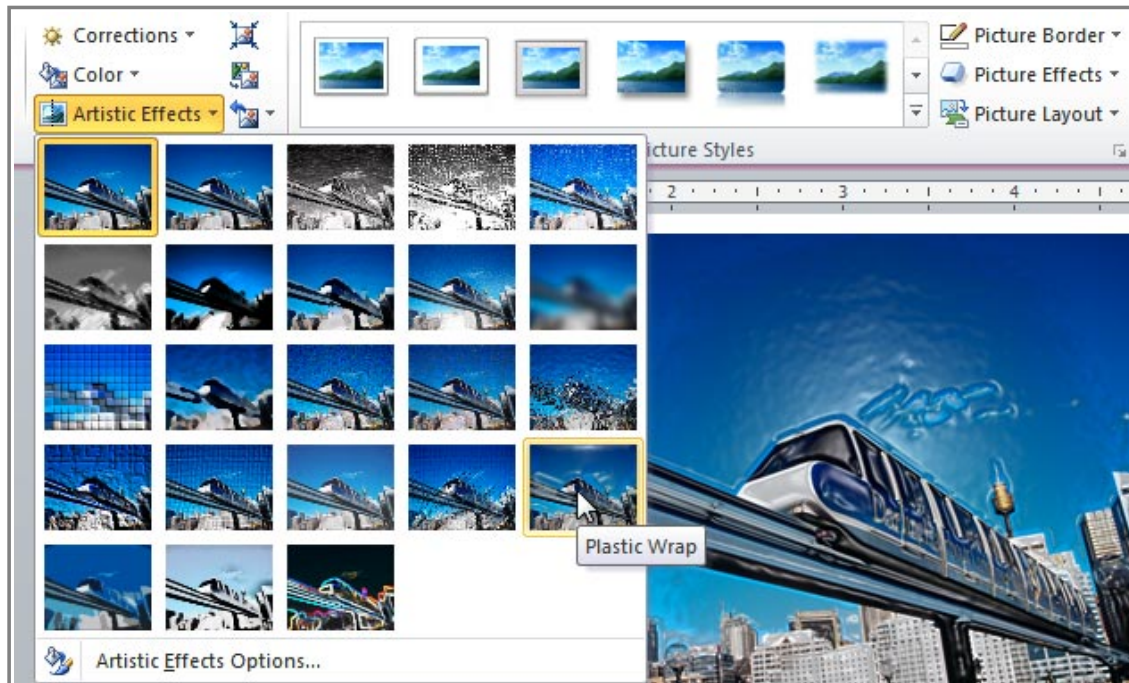
You can also select **Picture Color Options** from the drop-down menu to refine the settings.

Artistic Effects and Styles

To Apply an Artistic Effect:

1. Select the picture. The **Format** tab will appear.

2. Click the **Format** tab.
3. Click the **Artistic Effects** command. A drop-down menu will appear.



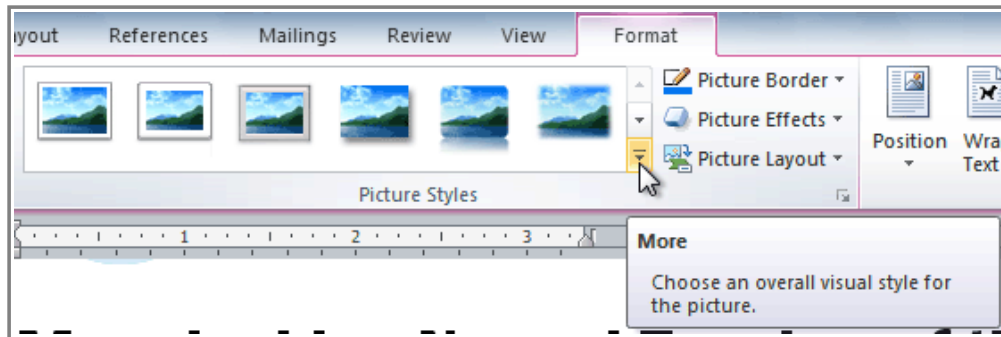
The Artistic Effects menu

4. Hover over the different presets to see a Live Preview of each one.
5. When you've found a preset you like, click on it to select it.
6. To adjust the settings for the effect, click **Artistic Effects** again and select **Artistic Effect Options**.

Many **Clip Art** images do not allow you apply artistic effects. Generally speaking, the ones that look hand-drawn or painted do not work, while photographs do.

To Apply a Picture Style:

1. Select the picture. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **More** drop-down arrow to display all the picture styles.



Viewing the Picture Styles

4. Hover over a picture style to display a live preview of the style in the document.
5. Select the desired style.



After adding a Picture Style

6. To refine the picture style, click the **Picture Effects** command to see the **Effects** drop-down menu. You may remember that we talked about the Effects menu in the [Working with Shapes](#) lesson; you can review that lesson if you'd like more information.



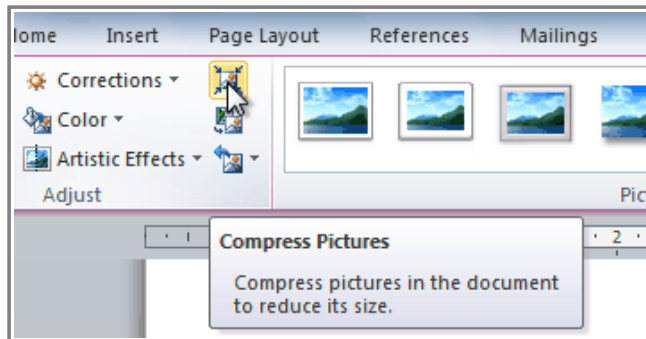
The Picture Effects menu

Compressing Pictures

You'll need to monitor the **file size** of your documents that include pictures, especially if you send them via email. Large, high-resolution pictures can quickly cause your document to become too large, which may make it difficult or impossible to attach to an email. In addition, **cropped areas** of pictures are saved with the document by default, which can add to the file size. Word can reduce the file size by **compressing** pictures, lowering their **resolution**, and **deleting cropped areas**.

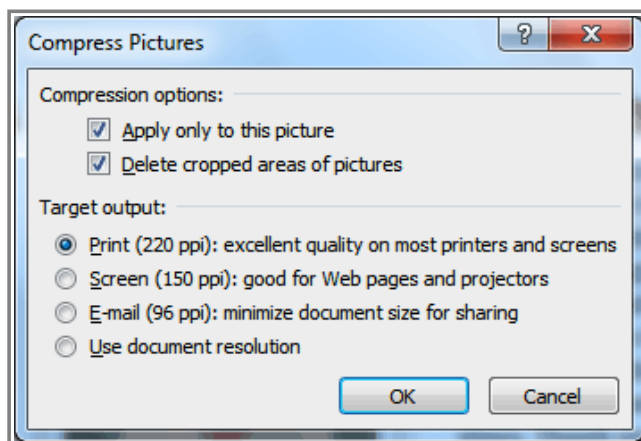
To Compress a Picture:

1. Select the picture. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **Compress Pictures** command in the Adjust group. A dialog box appears.



The Compress Pictures command

4. Place a checkmark next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the document.
5. Choose a **Target output**. If you are emailing your document, you may want to select **Email**, which produces the smallest file size.

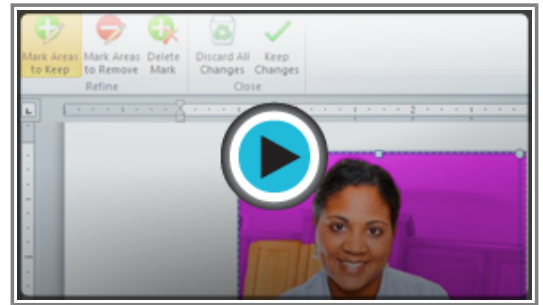


The Compress Pictures dialog box

6. Click **OK**.

Removing the Background From an Image

➤➤➤ Watch the video to learn about Background Removal.



Watch the video (2:31). [Need help?](#)

About Background Removal

With **Background Removal**, Word uses special algorithms to determine which parts of the image are the background and then removes those areas from the image. This can give your images a cleaner appearance, and if you're printing your document, it can also save ink.



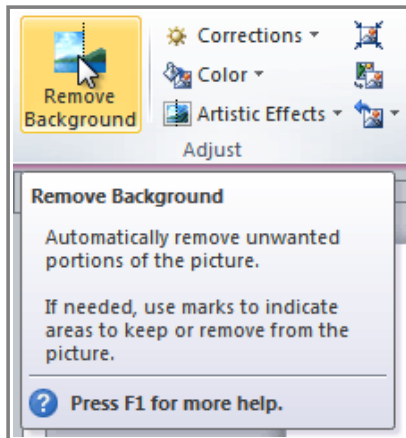
Before



After

To Remove the Background From an Image:

1. Click on the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Remove Background** command.



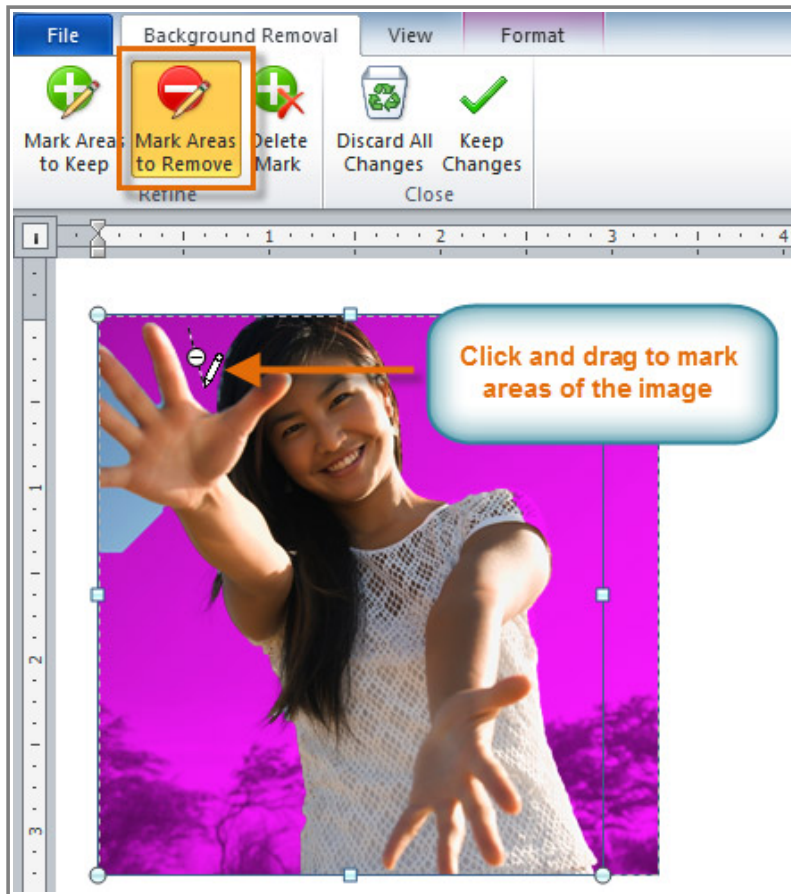
The Remove Background command

4. Word will try to guess which part of the image is the background, and it will mark that area with a **magenta** fill. It will also place a box around the image with selection handles.



Background areas are marked with magenta

5. Drag the selection handles until all of the foreground is inside the box. After you do this, Word may re-adjust the background.
6. At this point, you may need to help Word decide which parts of the image are **foreground** and which parts are **background**. You can do this by using the **Mark Areas to Keep** and **Mark Areas to Remove** commands:
 - If Word has marked part of the foreground magenta, click **Mark Areas to Keep** and draw a line in that region of the image.
 - If part of the background has not been marked with magenta, click **Mark Areas to Remove** and draw a line in that region of the image.



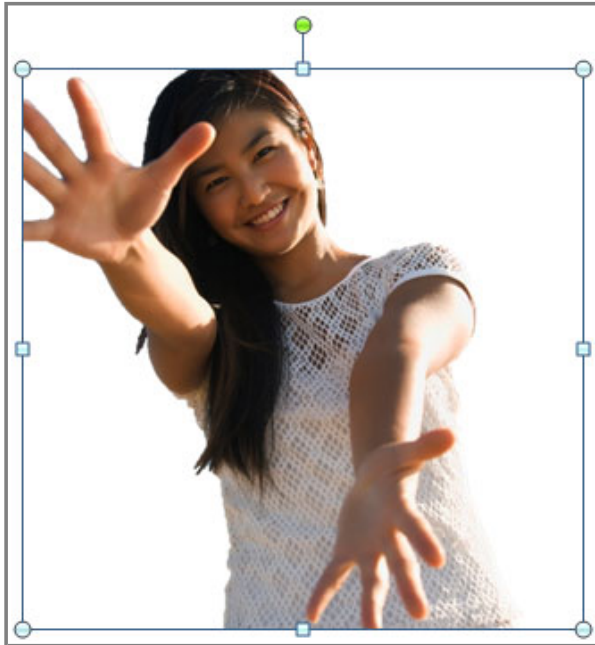
Marking areas to remove

7. After you add your marks, Word will readjust the image.



After adding markings

8. When you're satisfied with the image, click **Keep Changes**. All of the magenta areas will be removed from the image.



The finished image

9. You can adjust the image at any time by clicking the **Remove Background** command again. As with **artistic effects**, Background Removal will not work with some **Clip Art** images.

Challenge!



1. Create a **new** document.
2. Insert an **image from a file**.
3. **Resize** the image.
4. **Crop** the image.
5. **Remove the background** from the image.
6. Experiment with different **image corrections** and **color settings**.
7. Add an **Artistic Effect** to the image.
8. **Compress** the image.
9. **Save** the document.