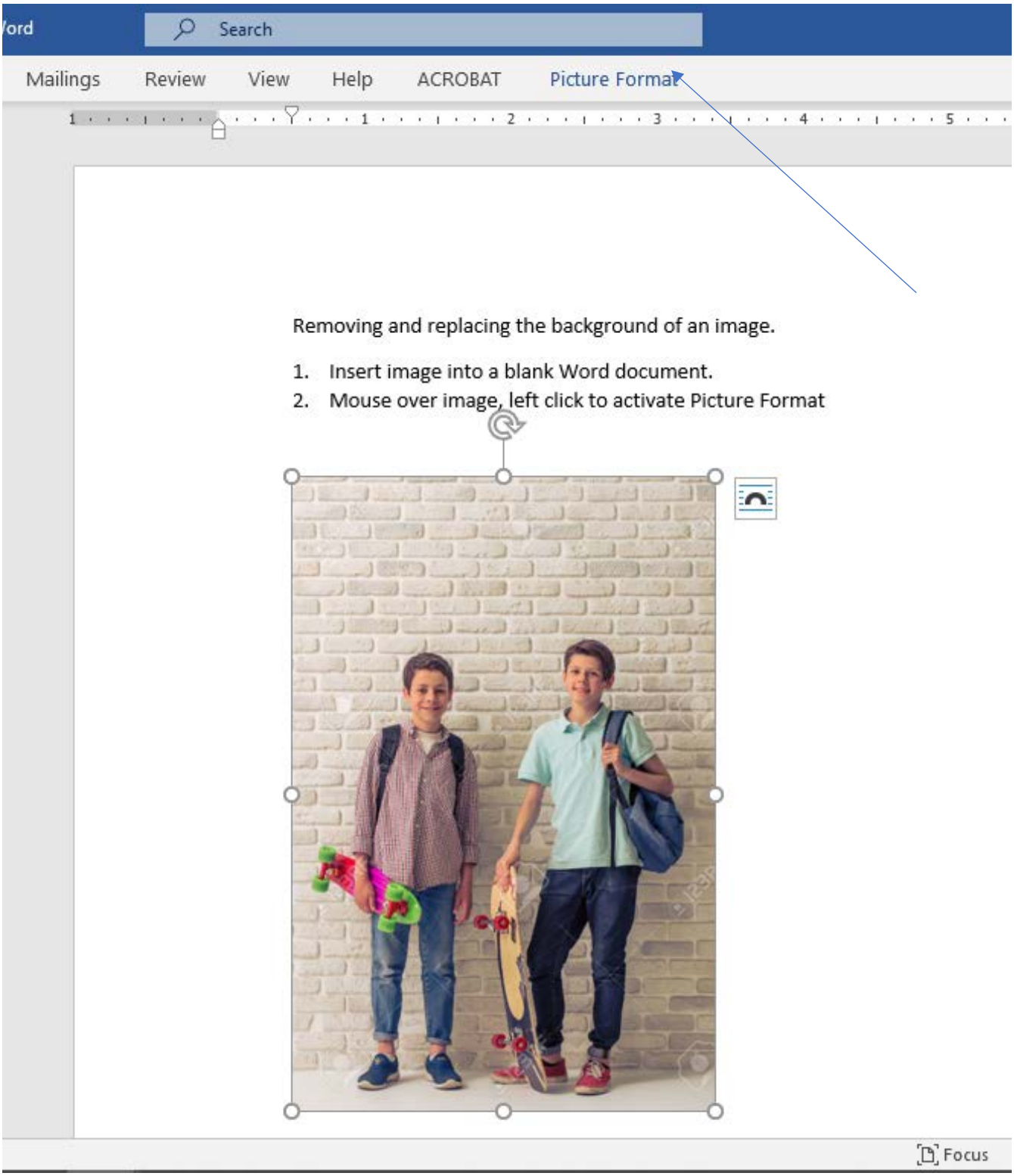
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Picture Format
Removing and replacing the background of an image.
1. Insert image into a blank Word document.
2. Mouse over image, left click to activate Picture Format
Focus

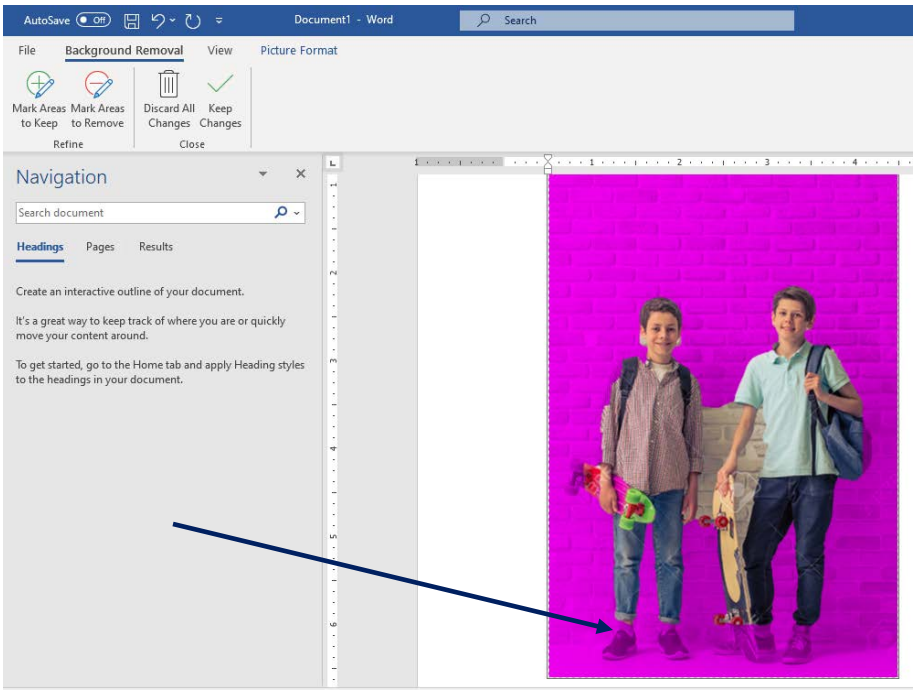
3. With the Picture Format activated select Remove Background, far left. You will see two choices, to select remove background or to leave foreground or portion of the original you wish to retain.

4. You should crop as much of the image you p;an to discard anyway. This will save you time.

5. To remove background, work back and forth between the two wands (remove or leave). It is not a perfect tool and because the tool works on color spectrums, it will remove colors indiscriminately.

6. You do not color the image with “save” or “delete”. Move the wand across an area. You will see that fields in the original are “grey” if they are removed. You can continue to work between the two tools to remove fields or replace fields on the save portion of the picture.

This image is my first “Remove Background”. This image was generated automatically by Word. Notice much of the background is “blue” or to be removed. Some portions of the image were also selected by the Word program.



7. Use the “Mark Areas to keep” retaining portions of the image to retain. You will work between remove and retain. If you press “Enter” you will see where you stand. Highlight image, select Format Picture, Select “Remove Background” and continue cleaning the image.

8. When you are finish cleaning the image, Save your work. Small details are not all that important as your new background obscures them.

9. Here is the clean image. Now we are ready to select a new background. I like background that are colorful.

I selected a winter scene. Your new background needs to allow positioning of the original so that it looks natural. Notice that the boys’ feet are on the same line and my new background has a flat surface on the bottom. We can easily resize to make this work.

10. Background placed, highlight the image, select Picture Format, then Wrap Text, then “Behind Text”. You now move the new background in place. Resize both images until the scale is visually satisfying.

11. Now because my snow scene is a little dark, under Picture Format, then Corrections, I selected to lighten the contrast. I now moved the new background in place and resized both images such that the scale was more natural and pleasing.

12. If you want to “freeze” this image (background & foreground are locked in place”, print your new image as a PDF.

13. You need to convert this PDF to an image. If you have Adobe PDF software, you can crop the PDF and SaveAs a .jpeg or .png. If you do not have Adobe software, load your PDF to https://pdftoimage.com/ (Upload PDF; Download file – a ZIP file which you can open. Don't install anything. MS 10 opens Zip files.

14. You now have a single image with new background. Let's take this one step further for a more artist look. I like https://deepdreamgenerator.com/. Create an account, select "Generate", upload your image, select the filter (try several), and once it finishes the conversion you can download the new image.

This is the Van Gogh filter.