

Formatting Pictures

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 these 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, and add **artistic effects**.

Basic image formatting

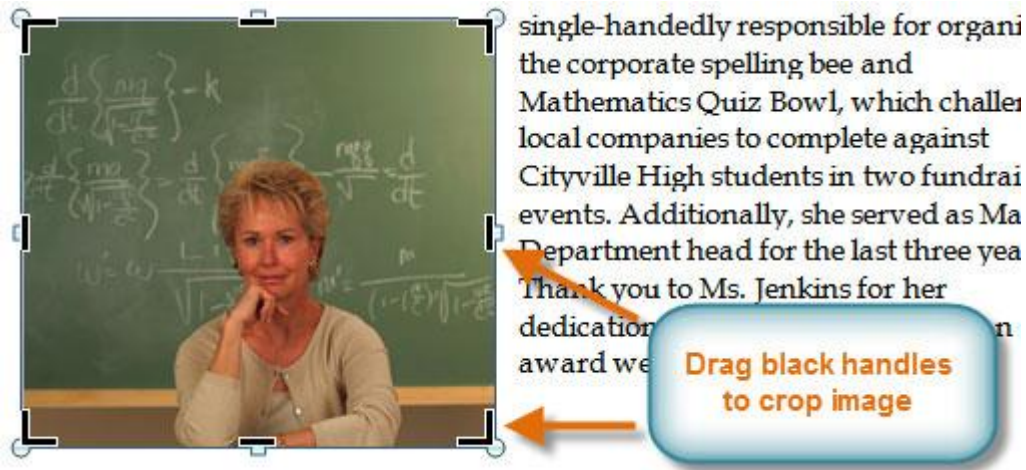
Video: Formatting Pictures in Word 2010



Have you inserted a picture into your document that you want to trim or make appear smaller on the page? Perhaps you'd like to add an artistic effect or a border to the image to make it stand out. You can use Word's **picture tools** to help you modify the picture **style** and **shape**, add a **border**, **crop**, add **artistic effects**, and even **compress** pictures.

To crop an image:

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

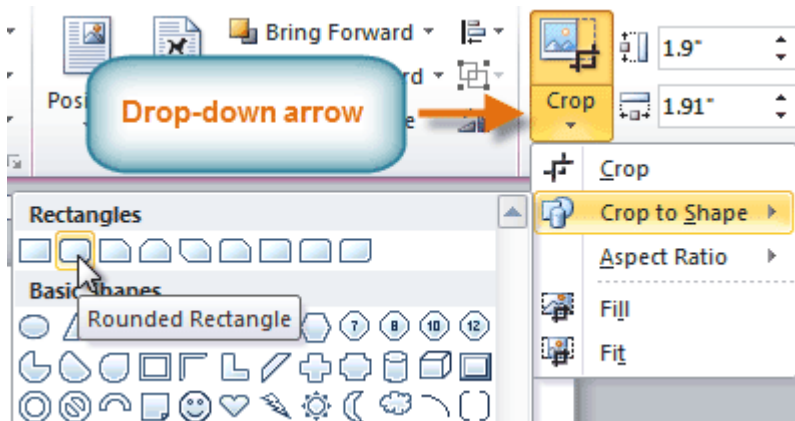


4. Click and drag a **handle** to crop an image.
5. Click the **Crop** command to deselect the crop tool.

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.



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

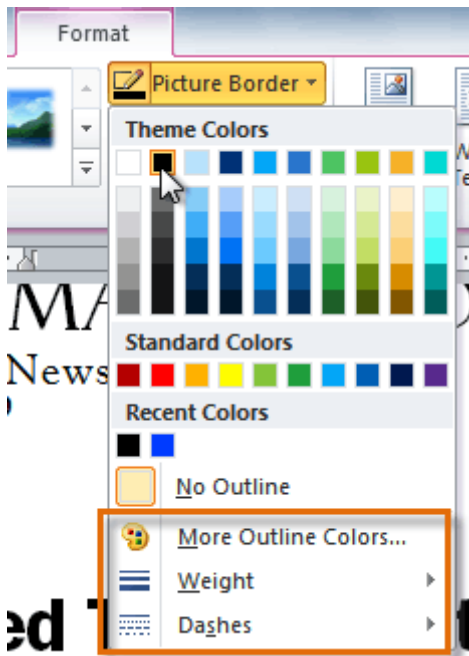


organizing the corporate spelling bee and Mathematics Quiz Bowl, which challenges local companies to compete against Cityville High students in two fundraising events. Additionally, she served as Math Department head for the last three years. Thank you to Ms. Jenkins for her dedication and congratulations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

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

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.



4. From the drop-down menu, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.



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.

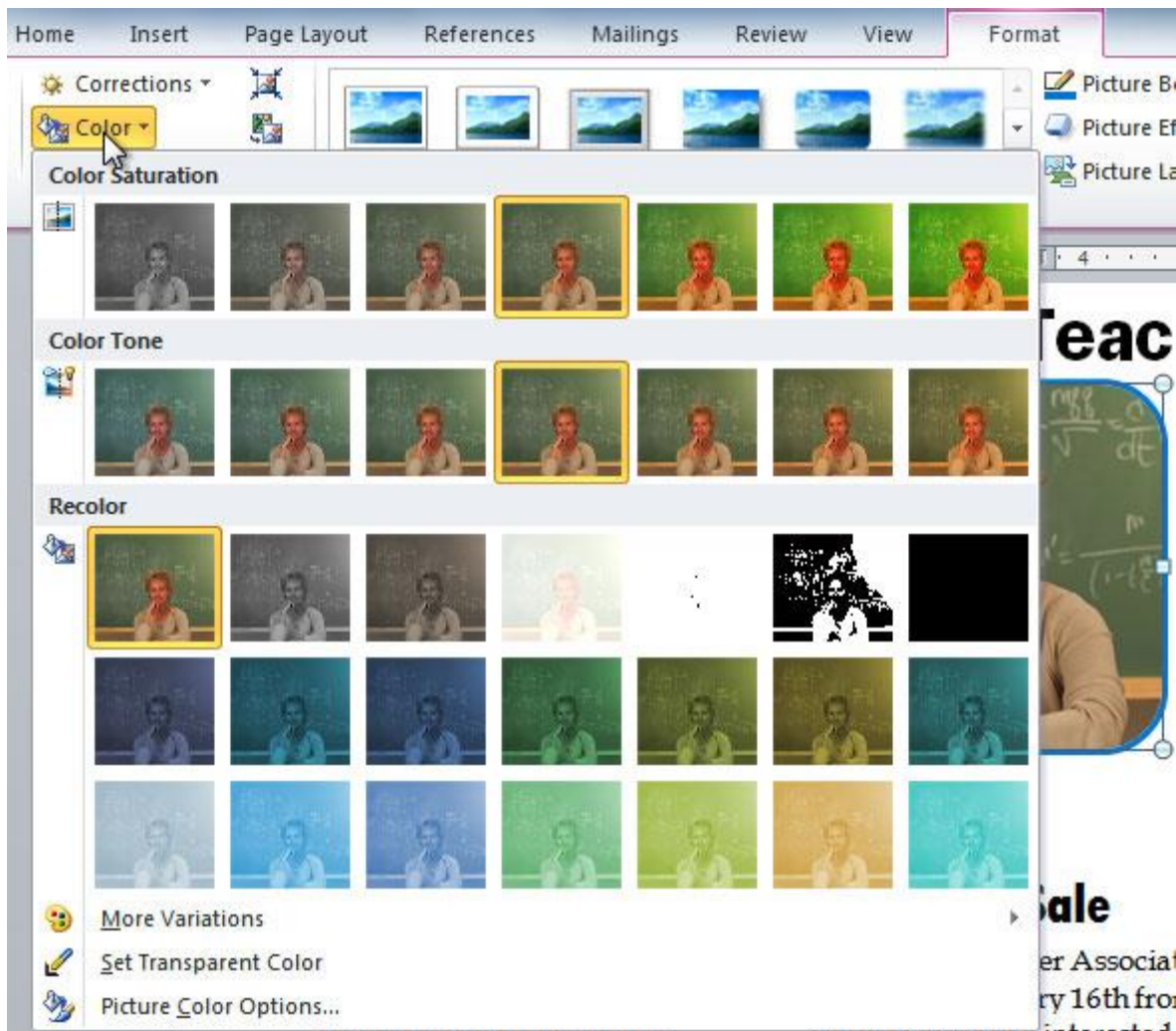
A screenshot of the Microsoft Word ribbon, specifically the **Format** tab. The **Corrections** button is highlighted with a mouse cursor. Below it, the **Sharpen and Soften** and **Brightness and Contrast** sections are visible, each containing a grid of image thumbnails. The **Brightness and Contrast** grid has a yellow border around the thumbnail in the third row, second column. To the right, a portion of a document is visible, showing the text "Named Teach" and "PTA Bake Sale" above a picture of the same woman from the first image. The document text is partially obscured by the ribbon and the image adjustment panel.

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 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 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.



4. From the drop-down menu, you can choose a preset from each of the following three categories:
 - **Color Saturation:** This controls how vivid the colors are in the image.
 - **Color Tone:** This controls the temperature of the color, from **cool** to **warm**.

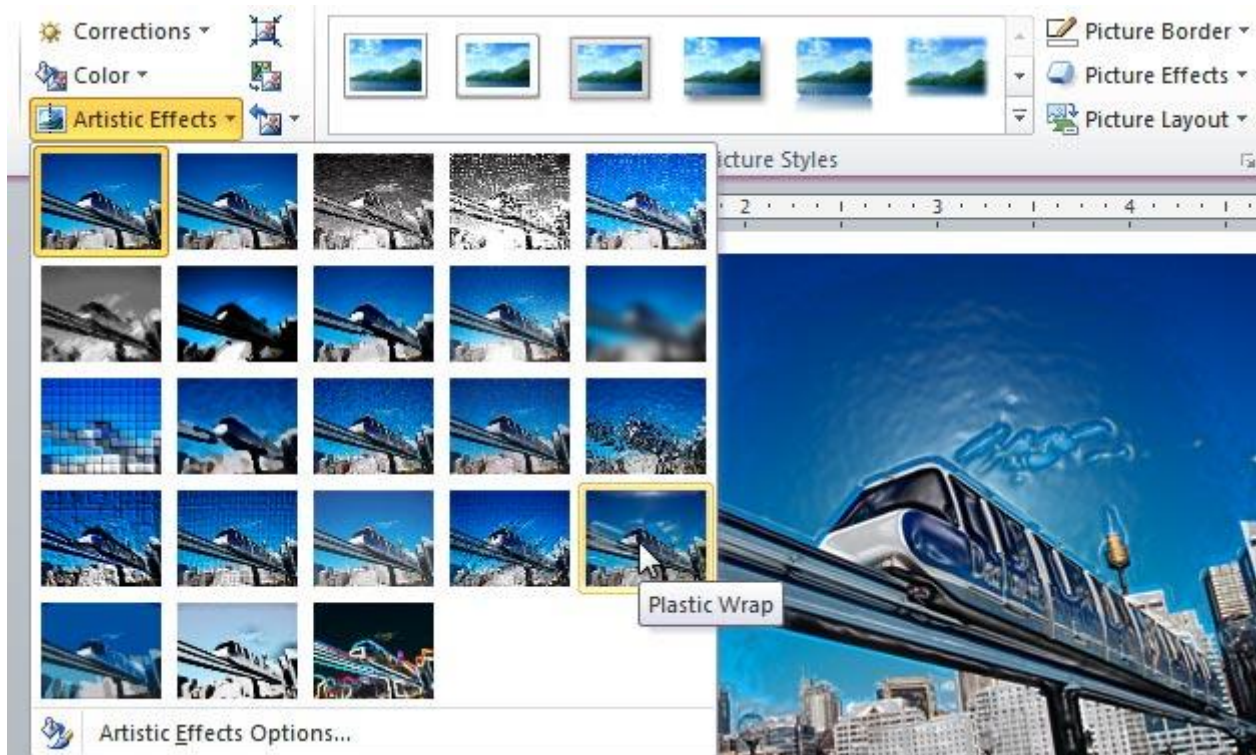
- **Recolor:** This controls the overall color of the image. Use this option to make the image **black and white** or **grayscale**, or to **colorize** it with a different color.

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.



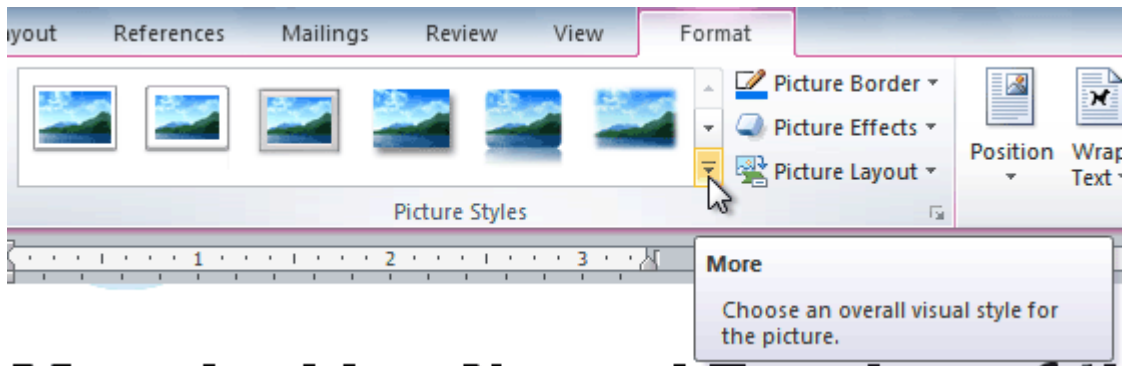
4. Hover over the different presets to see a live preview of each one.
5. When you've found a preset you like, click it to select it.
6. To adjust the settings for the effect, click **Artistic Effects** again, then select **Artistic Effect Options**.

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 of 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.



6. To refine the picture style, click the **Picture Effects** command to see the **Effects** drop-down menu. You may remember that the Effects menu was covered in our [Working with Shapes](#) lesson, which you can review for more information.

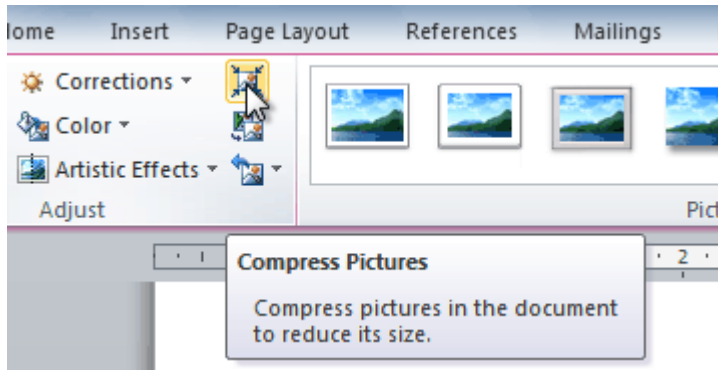


Compressing pictures

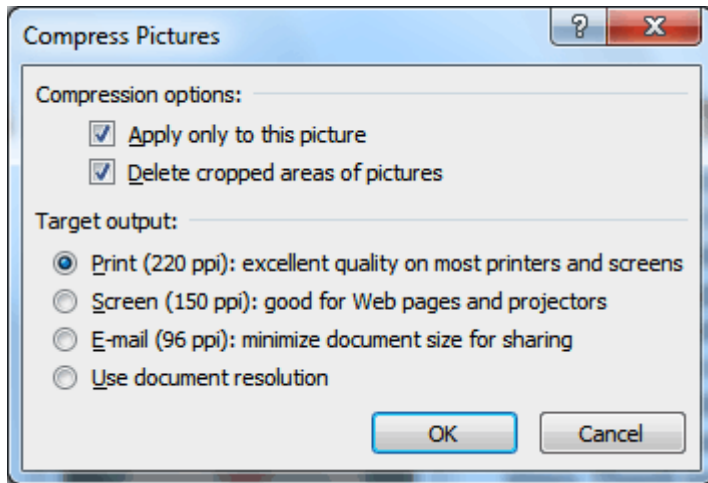
You'll need to monitor the **file size** of your documents that include pictures, especially if you send them via email. Large high-resolution pictures can quickly cause your document to become too large, which may make it difficult or impossible to attach to an email. In addition, **cropped areas** 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.



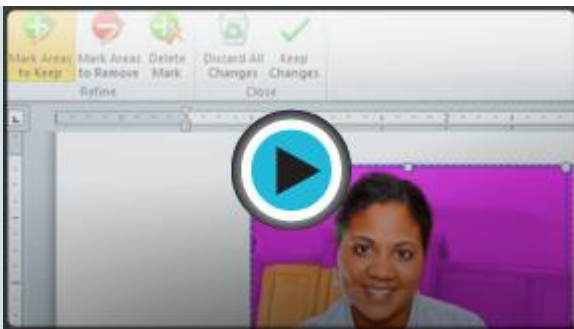
4. Place a check mark next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the document.
5. Choose a **Target output**. If you are emailing your document, you may want to select **Email**, which produces the smallest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



6. Click **OK**.

Removing the background from an image

Video: Background Removal in Word 2010



Removing the background from an image can give your images a cleaner appearance. If you're printing your document, it can also save ink.

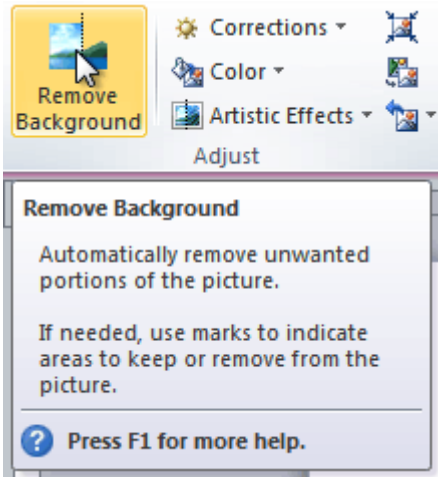
About Background Removal

With **Background Removal**, Word uses special algorithms to determine which parts of the image are the background and then removes these areas from the image.



To remove the background from an image:

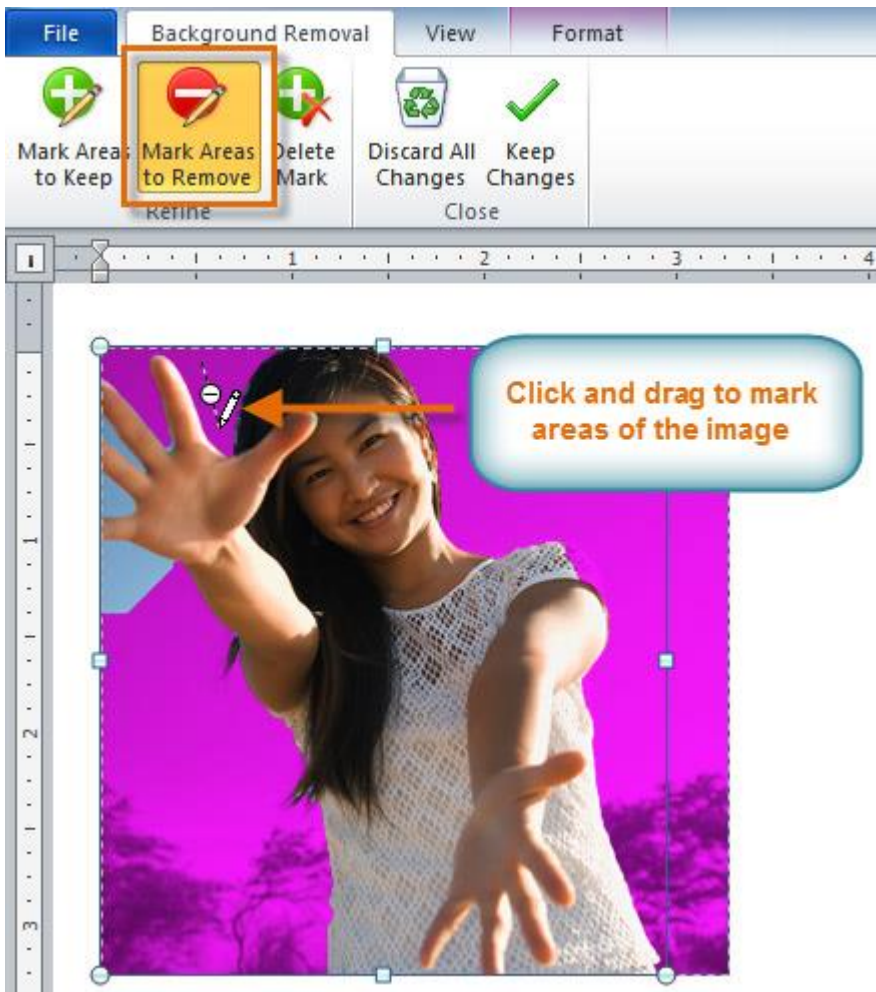
1. Click the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Remove Background** command.



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



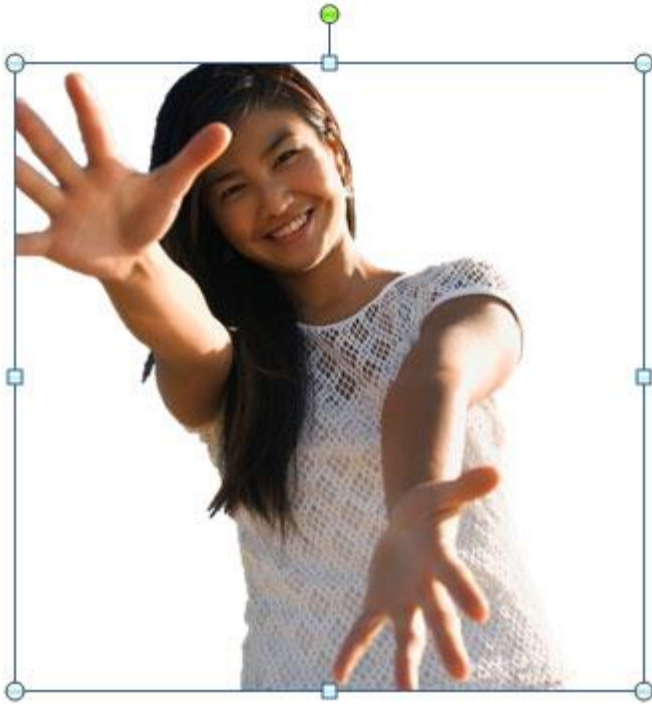
5. Drag the selection handles until all of the foreground is inside the box. After you do this, Word may readjust the background.
6. At this point, you may need to help Word decide which parts of the image are **foreground** and which parts are **background**. You can do this by using the **Mark Areas 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.



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



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