

Formatting Pictures

Introduction



Once you've added pictures to your presentations, you can format them in various ways. The **picture tools** in PowerPoint 2010 make it easy to incorporate images into your presentations and **modify these images** to make them look even better.

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 PowerPoint 2010



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

Optional: You can download this [example](#) for extra practice.

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.

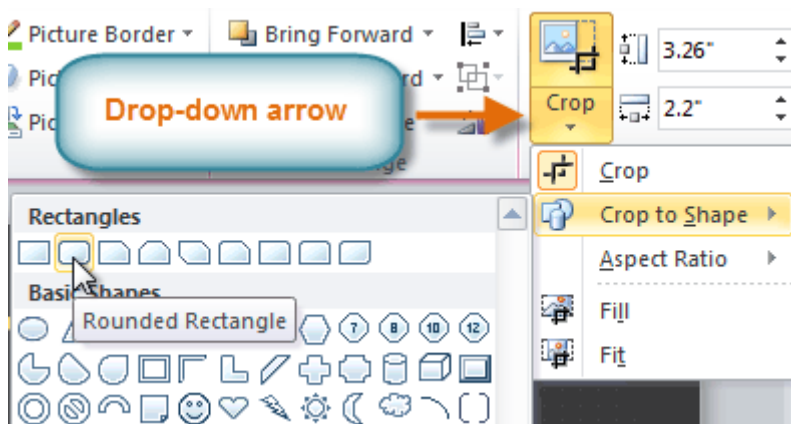


4. Click and drag a **handle** to crop an image.
5. Click the **Crop** command to deselect the crop tool.

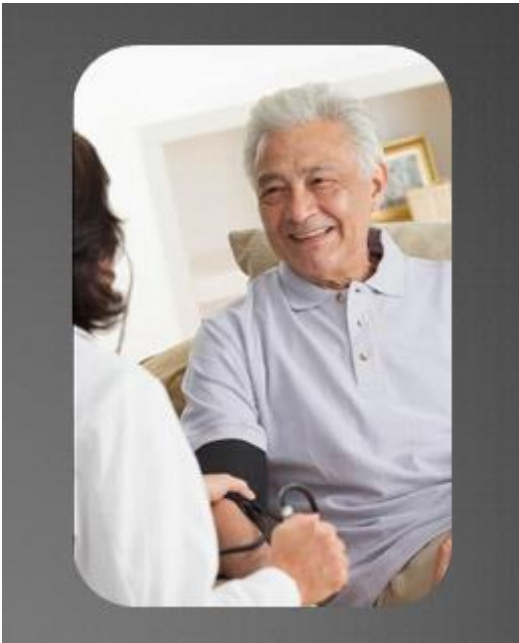
Corner handles will allow you to simultaneously crop the image horizontally and vertically.

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.



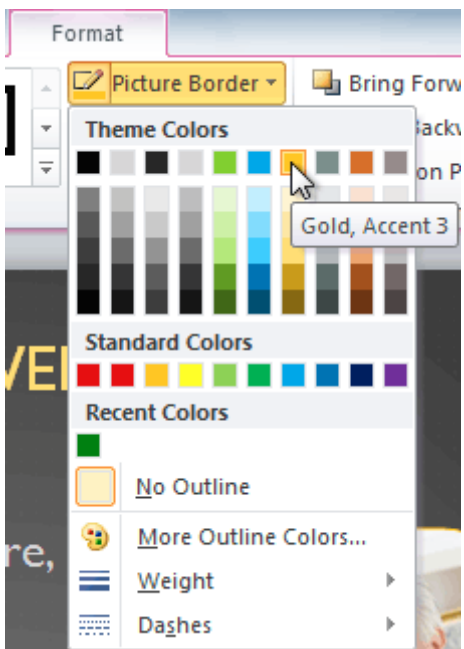
4. Select a shape from the drop-down menu.
5. The image will take the shape you have selected.



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.



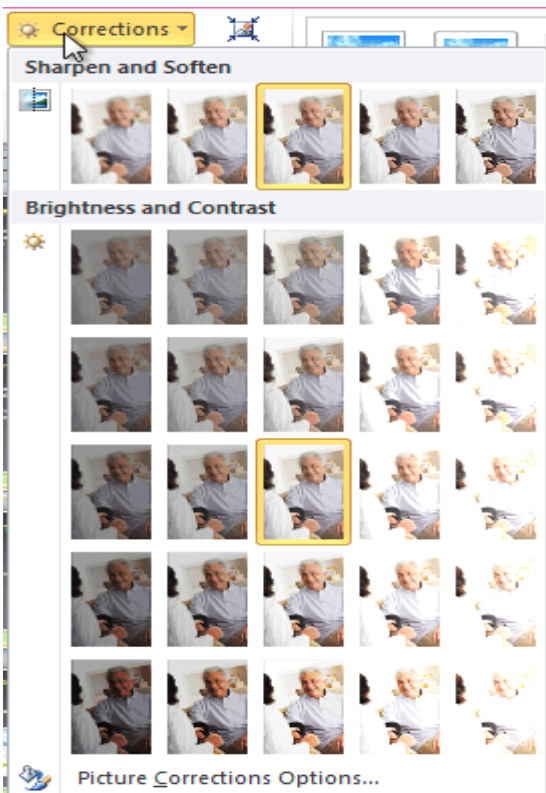
4. From the drop-down menu, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.



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.

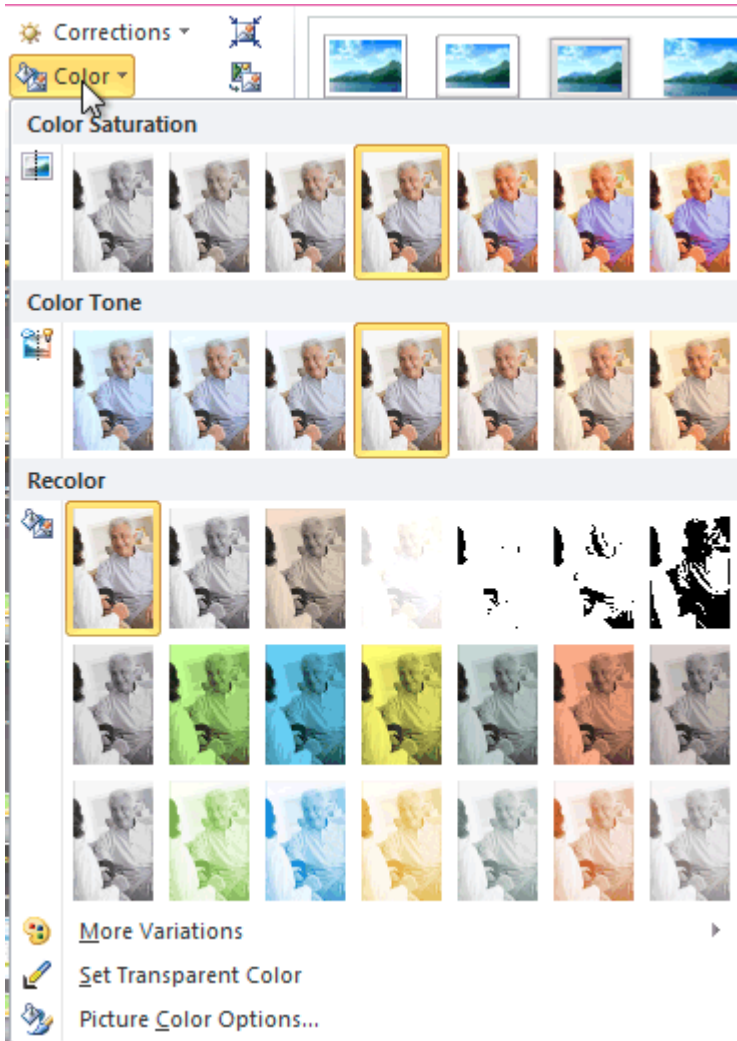


4. To sharpen or soften the image, hover over the **Sharpen** and **Soften** presets. You'll see a live preview of the presets in the slide.
5. Select the desired Sharpen and Soften preset.
6. Click the **Corrections** command again.
7. Hover over the **Brightness and Contrast** presets to see a live preview.
8. Select the desired Brightness and Contrast preset.

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 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**, **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.

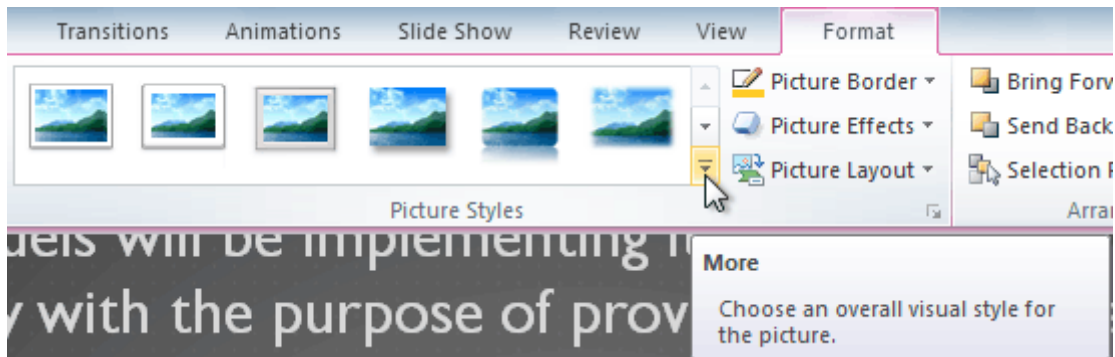


4. Hover over the different presets to see a live preview of each one.
5. When you've found a preset you like, click it to select it.
6. To adjust the settings for the effect, click **Artistic Effects** again and select **Artistic Effect Options**.

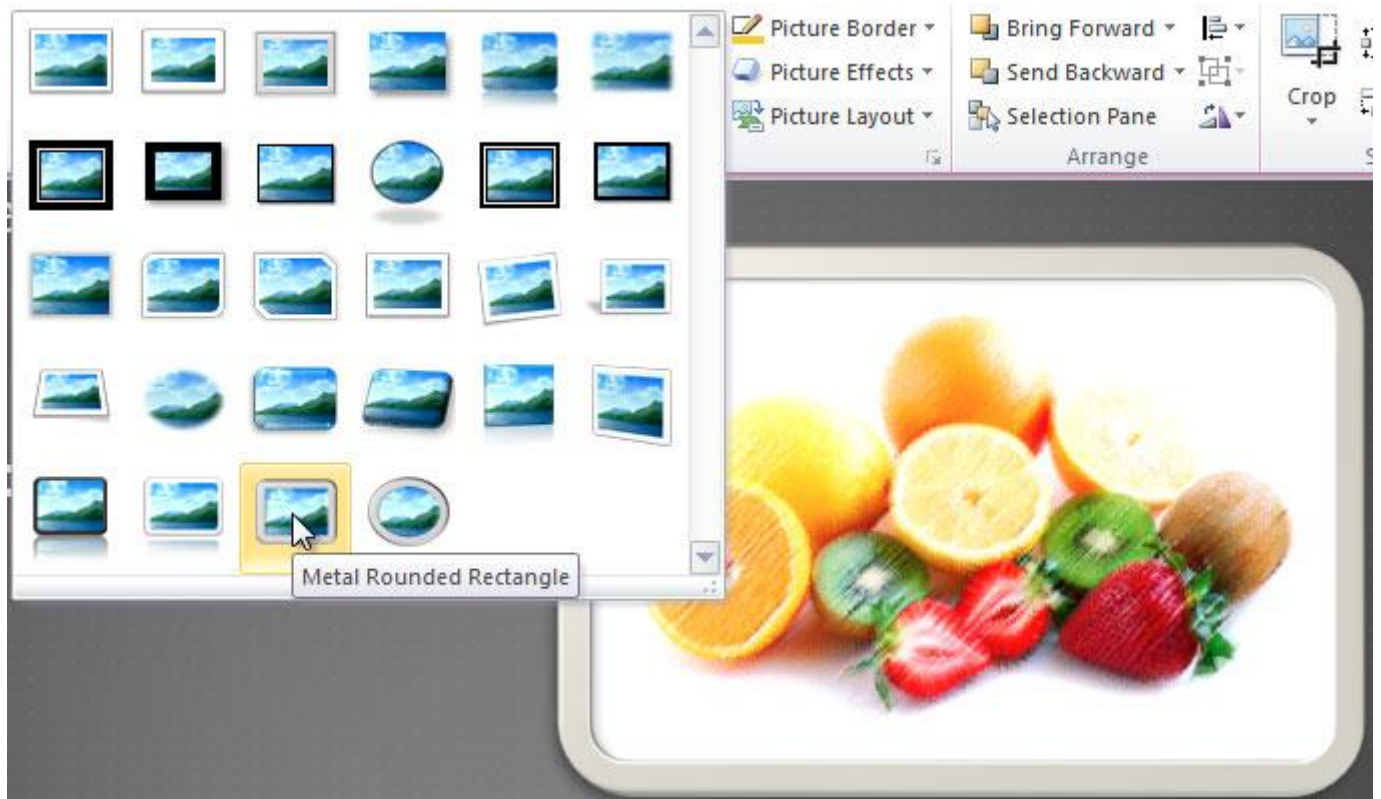
Many **clip art** images do not allow you apply artistic effects. Generally speaking, the ones that look hand-drawn or painted do not work, while photographs do.

To apply a picture style:

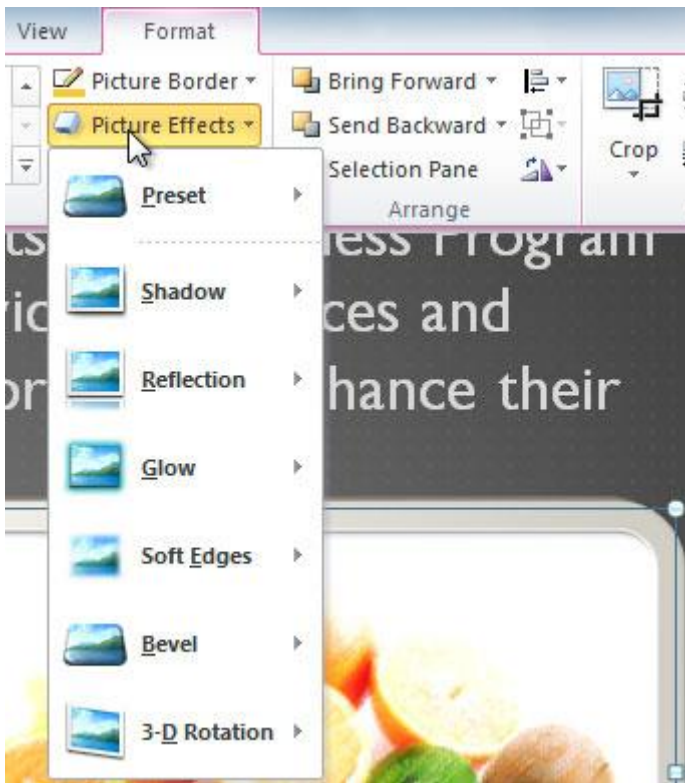
1. Select the picture. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **More** drop-down arrow to display all picture styles.



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



6. To refine the picture style, click the **Picture Effects** command to see the **Effects** drop-down menu.

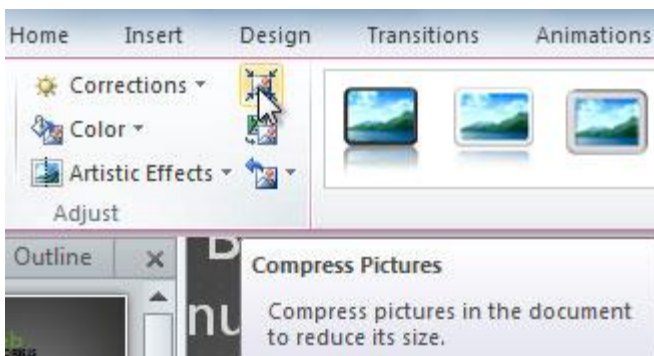


Compressing pictures

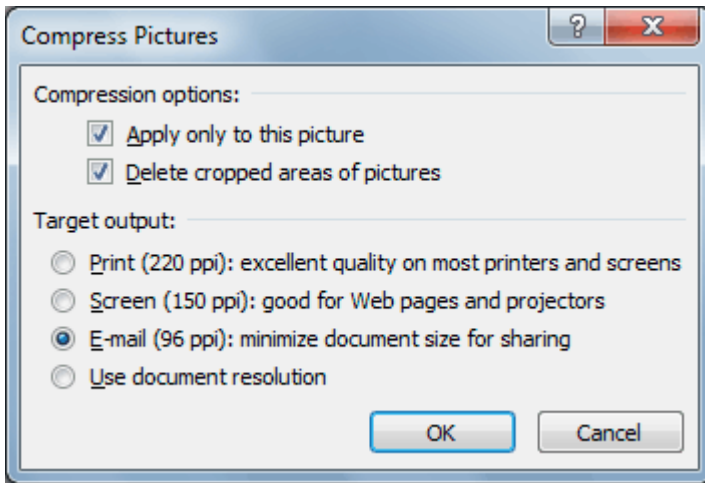
You'll need to monitor the **file size** of your presentations that include pictures, especially if you send them via email. Large high-resolution pictures can quickly cause your presentation to become too large, which may make it difficult or impossible to attach to an email. In addition, **cropped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



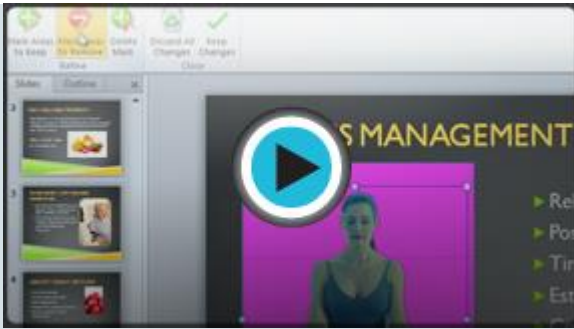
4. Place a check mark next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the presentation.
5. Choose a **Target output**. If you are emailing your presentation, you may want to select **Email**, which produces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



6. Click **OK**.

Removing the background from an image

Video: Background Removal in PowerPoint 2010



Removing the background from an image can give the image a cleaner appearance and will allow the slide background—or other objects—to show through. If you're printing your presentation, it can also save ink.

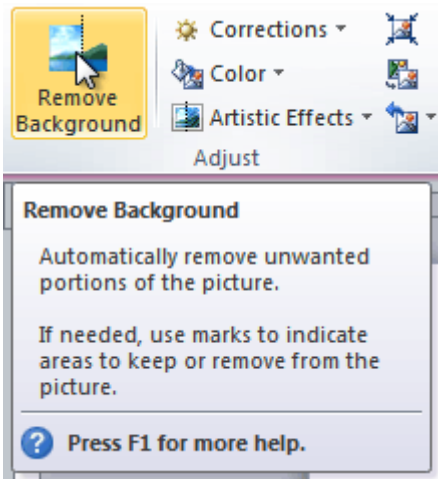
About Background Removal

With **Background Removal**, PowerPoint 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.



- PowerPoint 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.



- Drag the selection handles until all of the foreground is inside the box. After you do this, PowerPoint may readjust the background.
- At this point, you may need to help PowerPoint 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 PowerPoint 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, PowerPoint 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. Open an **existing PowerPoint presentation**. If you want, you can use this [example](#).
2. **Resize** an image. If you are using the example, use the image on slide 6.
3. **Remove the background** from the image.
4. **Crop** an image. If you are using the example, use the image on slide 4.
5. Experiment with different **image corrections** and **color settings**.
6. Add an **artistic effect** to the image.
7. **Compress** the image.
8. **Save** the presentation.