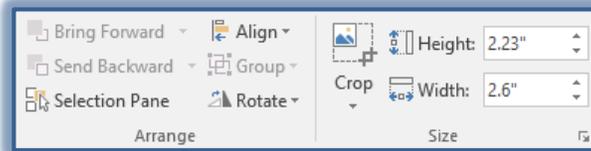
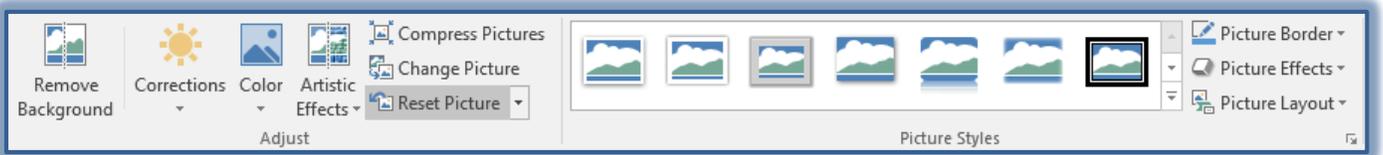


## Picture Tools Format Ribbon

This tab is used to apply different formatting to an image such as adding different styles to the image or aligning the image in the worksheet. The table below provides a description of each of the items on this tab.



Group/Button	Description
<b>Adjust Group</b>	
<b>Remove Background</b>	This option is used to automatically remove unwanted portions of a picture. Areas to remove or keep can be marked in the picture.
<b>Corrections</b>	To change the brightness, contrast, or sharpness of a picture this option can be used. A gallery of different corrections will appear when the button is clicked.
<b>Color</b>	Use this option to change the color of a picture to improve quality or match the document. A gallery of different options will display when the button is clicked.
<b>Artistic Effects</b>	This option can be used to add artistic effects to a picture to make it look more like a sketch or painting.
<b>Compress Pictures</b>	To reduce the size of the document, pictures can be reduced in storage size. Just click this button to accomplish this. A dialog box will appear that allows changes to be made to the compression mode.
<b>Change Picture</b>	When this button is clicked, the Insert Picture dialog box will display. It is possible to select a new picture which will replace the selected picture.
<b>Reset Picture</b>	This button is used to discard all the formatting changes made to the picture and restore it to the original format.
<b>Picture Styles Group</b>	
<b>Picture Styles Gallery</b>	This area provides a list of different formats that may be applied to a picture. To see what each will do, just move the mouse pointer over each of the items.
<b>Picture Border</b>	To change the color, width, or line style of the border around the outside of the image, click this button.
<b>Picture Effects</b>	Click this button to add visual effects to the picture such as shadows, 3-D effects, and glows.

<b>Group/Button</b>	<b>Description</b>
<b>Picture Layout</b>	To change the pictures to a SmartArt Graphic to make it easier to caption, arrange, and resize the pictures, click this button.
<b>Format Shape Task Pane Launcher</b>	This button is located in the lower right corner of the Picture Styles Group. It is used to launch the Format Picture Task Pane.
<b>Arrange Group</b>	
<b>Bring Forward</b>	Use this button when an image is behind another image and needs to be brought to the front. Click the list arrow to the right of the button to select from Bring Forward or Bring to Front.
<b>Send Backward</b>	When an image appears on top of another image and needs to be sent to the back of the image, click this button. Click the list arrow to select from Send Backward or Send to Back.
<b>Selection Pane</b>	Click this button to open the Selection Pane. This pane will help with selecting options and changing the order of objects.
<b>Align Objects</b>	In order to align a group of images at the top, bottom, right, or left, click this option. If only one image is selected, the image will be arranged to the specified location on the page.
<b>Group Objects</b>	This option is used to combine a group of images so they can be moved as one image. Individual formatting can still be applied to each image.
<b>Rotate Objects</b>	Click this button to rotate the image to a different orientation. It is possible to specify the degree of rotation.
<b>Size Group</b>	
<b>Crop</b>	To remove part of an image, click this button. Black handles will appear around the outside of the image. When that happens, move the mouse pointer to the area that is to be removed and drag the handles to the right, left, up, or down.
<b>Shape Height</b>	To change the height of the image, put a size in the box or click the spinner arrows to change the height.
<b>Shape Width</b>	To change the width of the image, put a size in the box or click the spinner arrows to change the width.
<b>Size and Properties Task Pane Launcher</b>	This button is located in the lower right corner of the Size Group. It is used to launch the Format Picture Task Pane with the Size option selected.