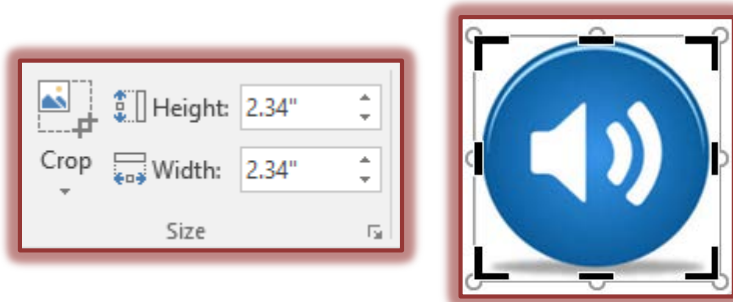


Modify ClipArt Images

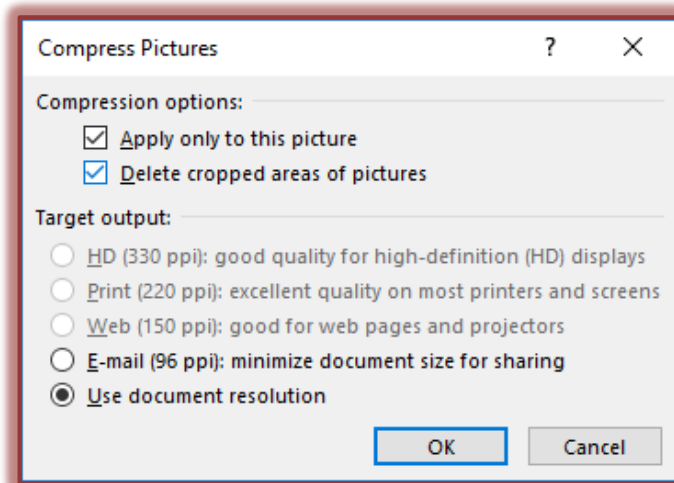
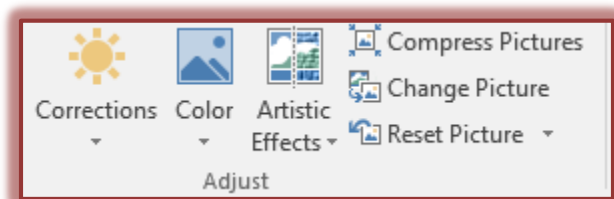
After an image or a picture has been inserted into a document, changes to the image or picture may be made. These changes include cropping (cutting out) a section of the image. In addition, it is possible to change the color of the image.

Crop a Picture

- ✦ Click the picture or image to select it.
- ✦ Click the **Picture Tools Format Tab**.
- ✦ In the **Size Group**, click the **Crop** button.
- ✦ Black sizing handles will appear around the picture.



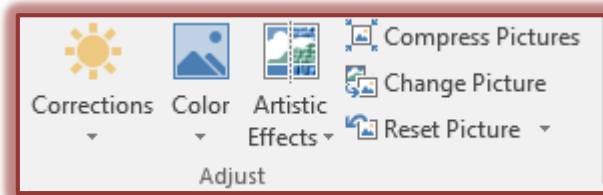
- ✦ Drag the sizing handles until the border surrounds the area to be cropped. The corner sizing handles or the ones on the sides and top and bottom of the picture may be used.
- ✦ Release the mouse button.
- ✦ Click away from the picture to deselect it.
- ✦ To permanently remove the cropped area from the picture:
 - ✦ Select the picture that cropping has been applied to.
 - ✦ Click the **Picture Tools Format Tab**.
 - ✦ Click the **Compress Pictures** button in the **Adjust Group**.



- ✦ The **Compress Pictures** dialog box will appear.
- ✦ Select any of the options in the dialog box.
- ✦ Click the **OK** button to accept the options and compress the picture(s).

Recolor a Picture

- ✦ Click the object that is to be recolored.
- ✦ Click the **Picture Tools Format Tab**.
- ✦ In the **Adjust Group** click the **Color** button.



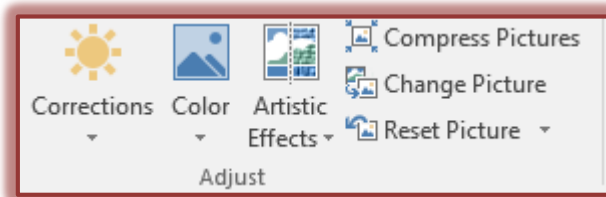
- ✦ A gallery of different categories and variations of the colors will be displayed.



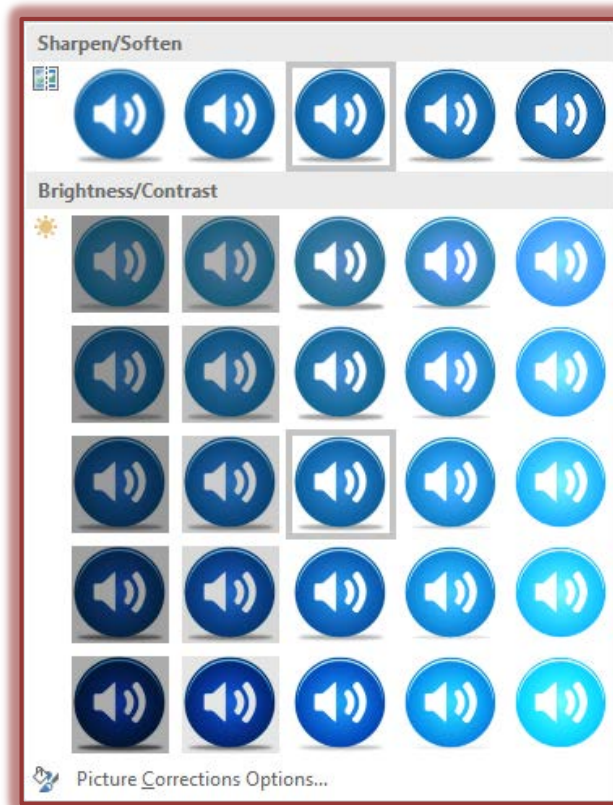
- ✦ Move the mouse pointer over each of the options to see a **Live Preview**.
- ✦ Click on any of the options to apply it to the picture.
- ✦ Click the **More Variations** link to display the **Themes Color** gallery.
 - ★ Move the mouse pointer over the items until a desired effect is located.
 - ★ Click the item to apply it to the picture.
- ✦ To change the background of the picture to match the background of a document, click the **Set Transparent Color** link.
 - ★ With the option selected, click anywhere within the background of the picture.
 - ★ The color should change to match the background.

Change Brightness and Contrast

- ✦ Click the object that is to be changed.
- ✦ Click the **Picture Tools Format Tab**.
- ✦ In the **Adjust Group** click the **Corrections** button.



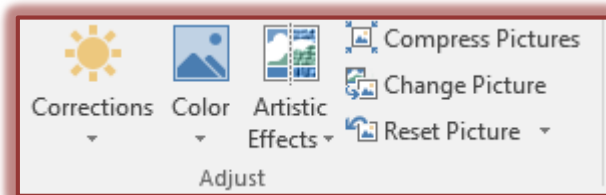
- ✦ A gallery of different adjustments will display.



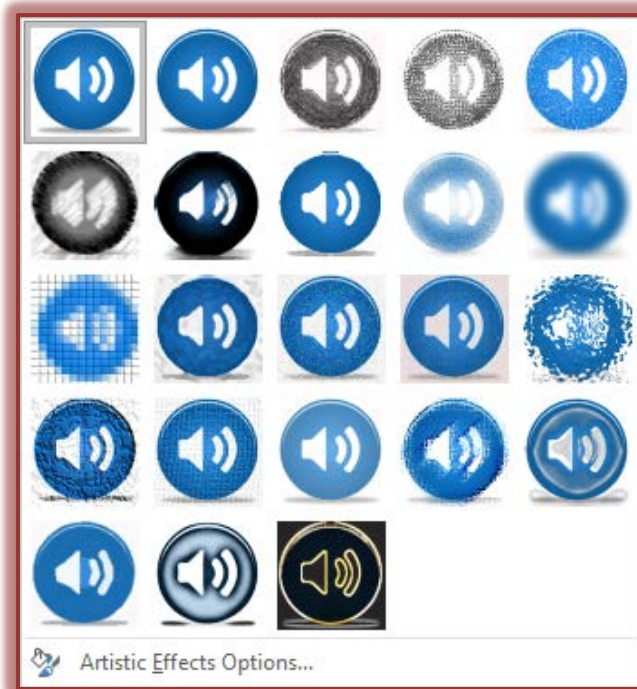
- ✦ Move the mouse pointer over each of the objects to see a **Live Preview**.
- ✦ To apply additional corrections to the object, click the **Picture Corrections Options** link to open the **Format Picture Task Pane**.

Add Artistic Effects

- ✦ Click the object that is to be changed.
- ✦ Click the **Picture Tools Format Tab**.
- ✦ In the **Adjust Group** click the **Artistic Effects** button.



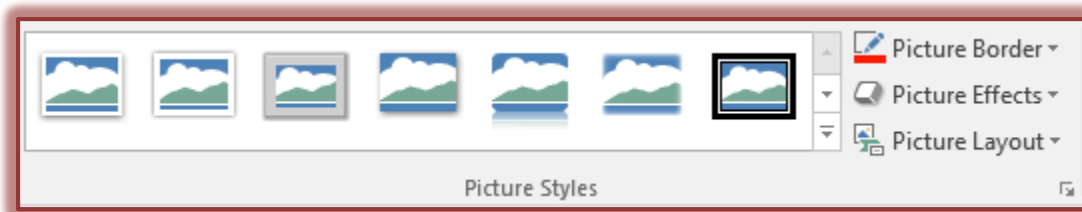
- ✦ A gallery of different adjustments will display.



- ✦ Move the mouse pointer over each of the objects to see a **Live Preview**.
- ✦ To apply additional corrections to the object, click the **Artistic Effects Options** link to open the **Format Picture Task Pane**.

Picture Styles

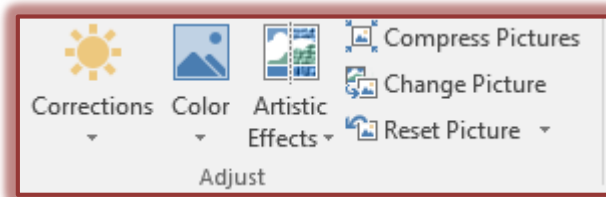
- ✦ Click the object that is to be changed.
- ✦ Click the **Picture Tools Format Tab**.
- ✦ In the **Picture Styles Group**, click one of the three arrows at the end of the gallery.
 - ★ The top arrow is used to move up one level in the gallery.
 - ★ The middle arrow is used to move down one level in the gallery.
 - ★ The bottom arrow is used to open the **gallery of Picture Styles**.



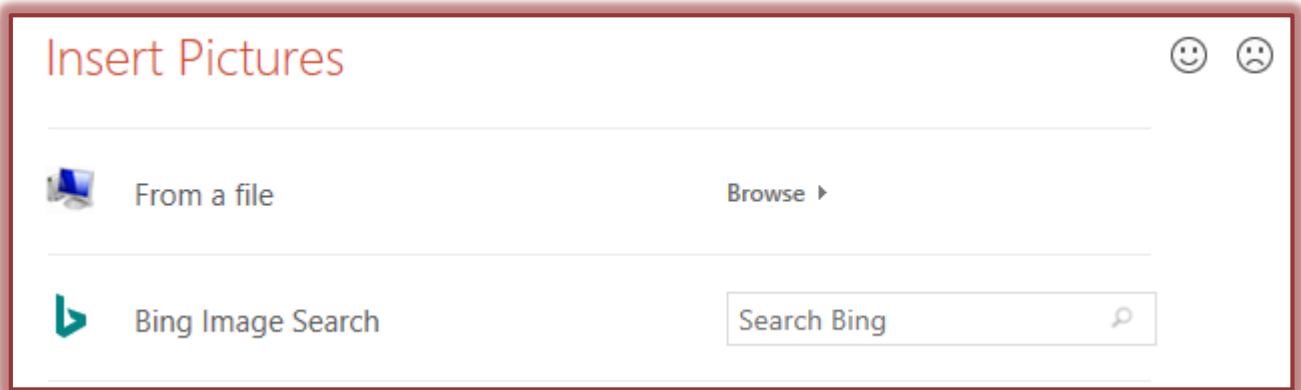
- ✦ To change the color and weight of the border, click the **Picture Border** link.
 - ★ Click a color within the gallery that appears.
 - ★ Click the **Picture Border** link again to change the weight or other options for the border.
- ✦ To add a **Shadow**, **3-D effect**, a **glow**, or a **reflection** to the image, click the **Picture Effects** link.
 - ★ A list of categories for the effects will display.
 - ★ Move the mouse pointer over the categories to display the effects for that category.
 - ★ Move the mouse pointer over the effect to see a **Live Preview**.
 - ★ Click the desired effect to apply it to the image.

Change Picture

- ✦ Click the **Change Picture** button in the **Adjust Group**.



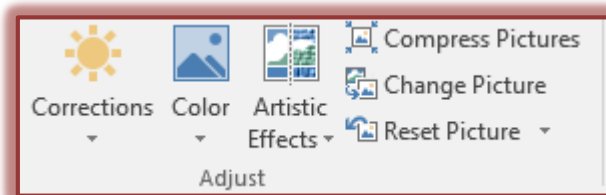
- ✦ The **Insert Picture** dialog box will open.



- ✦ Select one of the options in this window.
 - ★ **From a File** - Search for the picture that is to be inserted and click the **Open** button.
 - ★ **Bing Image Search** - Input a topic for the search and click the Search button. Select a picture and then click Insert.

Reset a Picture

- ✦ Click the **Reset Picture** button.



- ✦ The picture will be reset to its original format.
- ✦ Click the arrow next to the picture to select from two options.
 - ★ **Reset Picture** - This option will set the picture back to the original formatting, but not the original size.
 - ★ **Reset Picture & Size** - This option will reset the picture and size to the original format.