

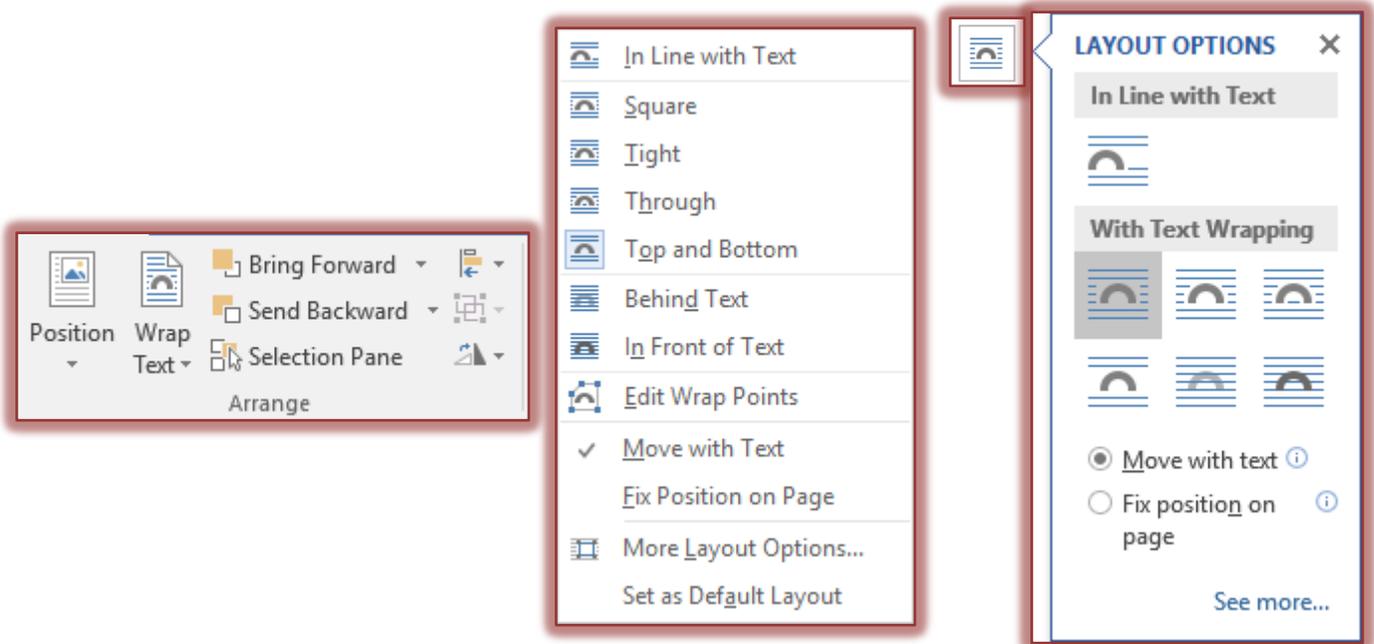
Format Images

Online pictures are copyright-free images of ClipArt, Photographs, Sounds, and Movie clips. These images may be used to enhance any Microsoft Office document. Clips may be inserted from Office.com, from a Bing Search, from a file stored on a local computer, or from other sources.

Apply Text Wrapping

Text wrapping is applied to images so that text can wrap around or above and below the image. It also makes it possible to move the image around within the document.

- ☞ Select the image that the **Text Wrapping** is to be applied to.
- ☞ Click the **Picture Tools Format Tab**. This tab will display when the picture is selected.
- ☞ Click the **Wrap Text** button in the **Arrange Group** (see illustration below).
- ☞ Choose the type of wrapping to apply to this image from the list of choices.



- ☞ Click the **More Layout Options** link to customize the Text Wrapping.

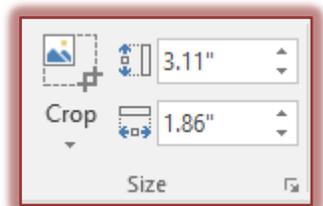
NOTE: It is also possible to apply **Text Wrapping** by clicking the **Wrapping** button that appears on the right side of the image when it is selected (see illustrations above right).

Change Image Size

An image can be resized using the Picture Tools Format Tab, the re-sizing handles that appear around the outside edge of the image, or with the Size Dialog Box. Selecting the corner handles will resize the image proportionately. Resizing the picture with the left-right or top-bottom handles will distort the image. It is also possible to change the image size in the Format Image dialog box.

Picture Tools Size Format Tab

- ☞ Select the image for which the size is being changed.
- ☞ Click the **Picture Tools Format Tab**.
- ☞ In the **Size Group**, click either the **Height** or the **Width** spinner arrows to change the size.
- ☞ When the size has been specified in one of the boxes, press the **Enter** key to size the image proportionately.

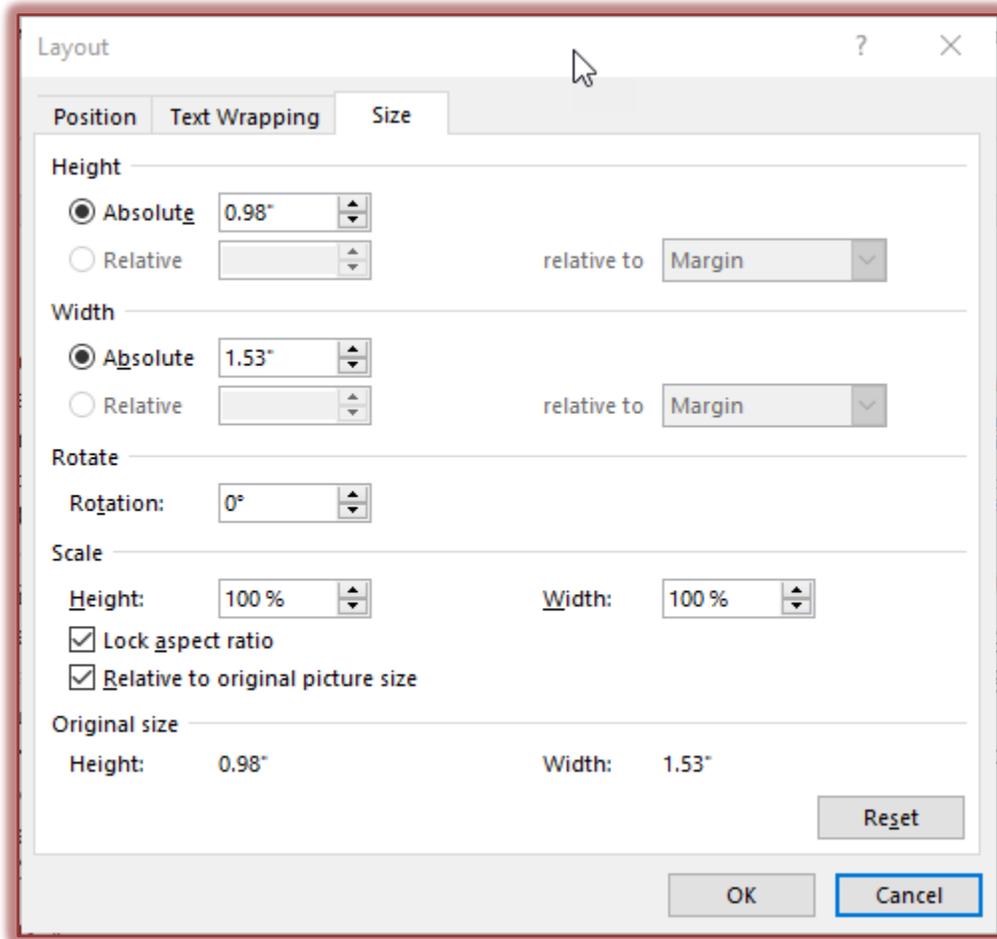
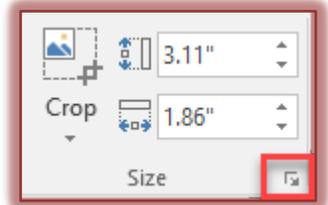


- To change only the Height or the Width, specify the size and then click away from the image.

Size Dialog Box

For a more precise sizing of the image it is best to use this dialog box.

- Select the image for which the size is to be changed.
- Click the **Picture Tools Format Tab**.
- Click the **Dialog Box Launcher** button in the **Size Group**. This button is in the bottom right corner of the **Size Group** box.
- The **Size** dialog box will display (see illustration below).



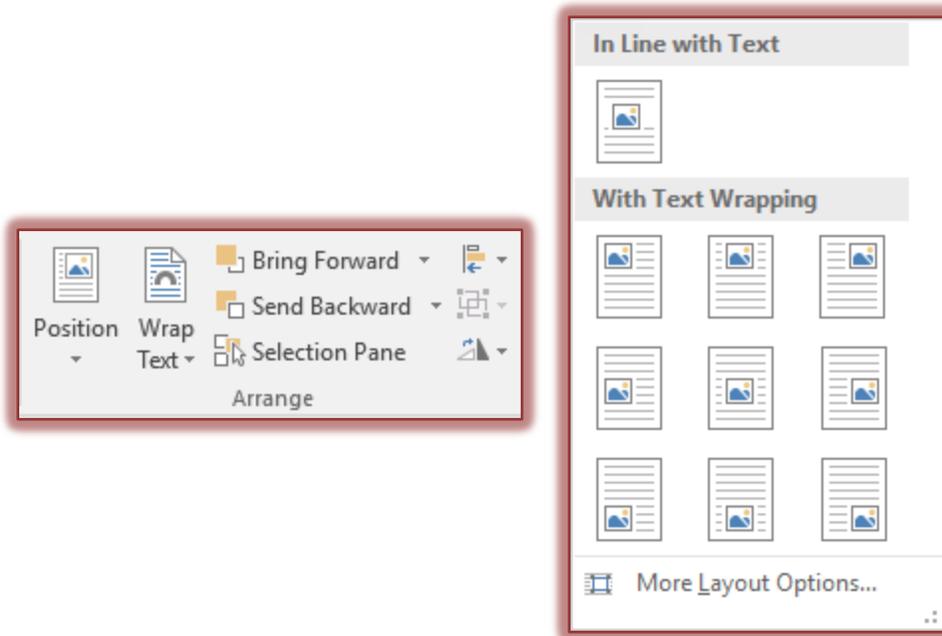
- To keep the correct proportion for the image, place a check mark in the **Lock Aspect Ratio** box.
- Insert the size into either the **Height** or **Width** box to specify the size for the image. The opposite measurement will change as the other one is changed.
- To change the percent of the original size for the image, change the percent in either the **Height** or **Width** box.
- To reset the image back to the original size, click the **Reset** button.
- Click the **Close** button when all the changes have been made.

Align an Image

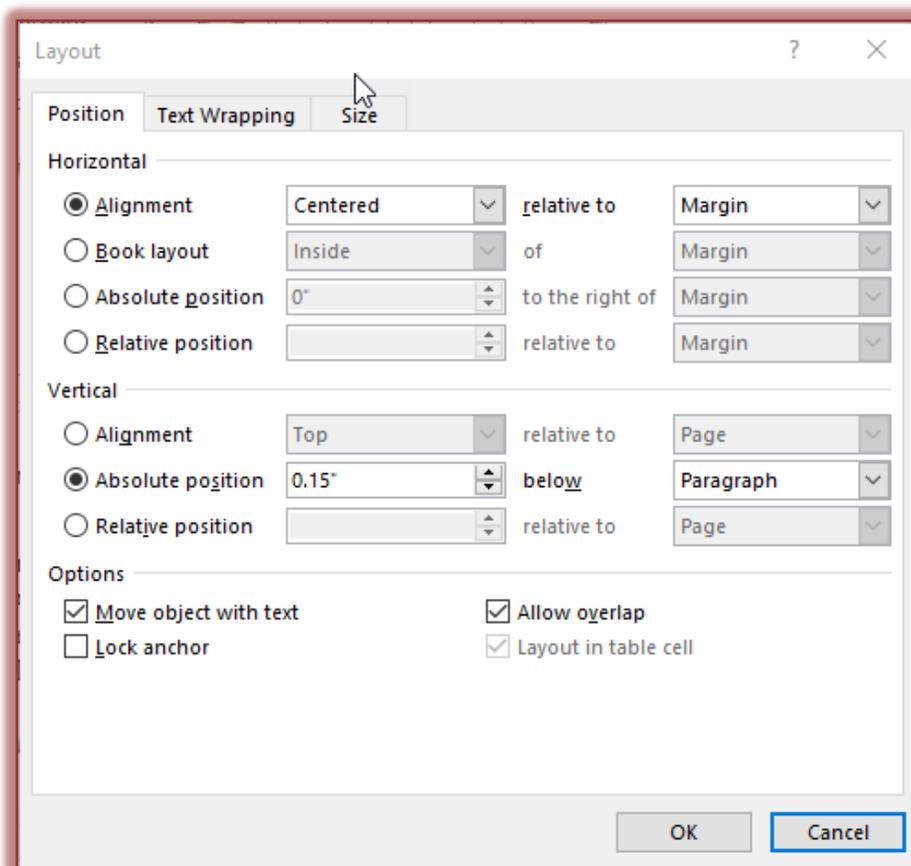
There are several options available for aligning an image on a page. This option is used to make sure the image aligns evenly at the specified location.

Position Button

- 🖱️ Select the image to which the alignment is being applied.
- 🖱️ Click the **Picture Tools Format Tab**.
- 🖱️ Click the **Position** button in the **Arrange Group** (see illustration below).



- 🖱️ A gallery of different image positions will appear (see illustration above).
- 🖱️ Move the mouse pointer over each of the options to display the position in **Live Preview**.
- 🖱️ Once the desired position is determined, click that option.

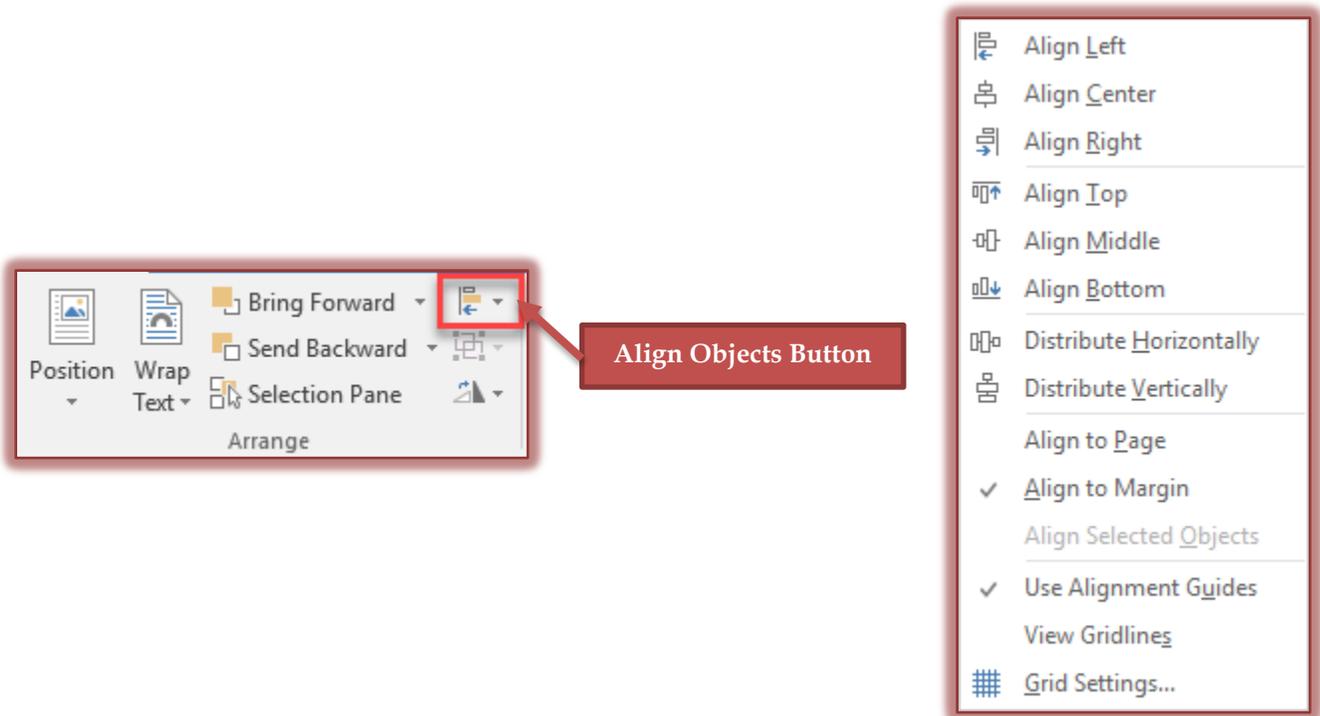


Layout Options

- ☐ Select the image to which the alignment is being applied.
- ☐ Click the **Picture Tools Format Tab**.
- ☐ Click the **Position** button in the **Arrange Group**.
- ☐ Click the **More Layout Options** link.
- ☐ The **Layout** dialog box will display (see illustration on previous page).
- ☐ Click the **Position** tab to specify the Vertical and Horizontal Alignment of the image on the page.
- ☐ Click the **Text Wrapping** tab to specify additional wrapping options.
- ☐ Click **OK** to exit the dialog box and apply the changes.

Alignment Button

- ☐ Select the image to which the alignment is being applied.
- ☐ Click the **Picture Tools Format Tab**.
- ☐ Click the **Text Wrapping** button in the **Arrange Group**.
- ☐ Select a **Text Wrapping** option from the list.
- ☐ Click the **Align Objects** button in the **Arrange Group**.
- ☐ Select an **Alignment Option** from the list (see illustration above right).



- ☐ More than one **Alignment Option** may be applied to an image such as **Align Top** and **Alignment Left**.
- ☐ The **Distribute Horizontally** and **Distribute Vertically** options are used to align more than one object with even spacing between the objects.