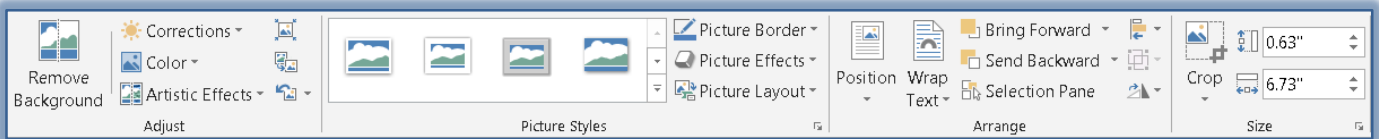


Picture Tools Format Ribbon

This tab is used to apply different formatting to an image. The table below provides a description of each of the items on this tab.



Group/Button	Description
Adjust Group	
Remove Background	This option is used to automatically remove unwanted portions of a picture. Areas to remove or keep can be marked in the picture.
Corrections	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.
Color	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.
Artistic Effects	This option can be used to add artistic effects to a picture to make it look more like a sketch or painting.
Compress Pictures	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.
Change Picture	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.
Reset Picture	This button is used to discard all the formatting changes made to the picture and restore it to the original format.
Picture Styles Group	
Picture Styles Gallery	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.
Picture Border	To change the color, width, or line style of the border around the outside of the image, click this button.
Picture Effects	Click this button to add visual effects to the picture such as shadows, 3-D effects, and glows.
Picture Layout	To change the pictures to a SmartArt Graphic to make it easier to caption, arrange, and resize the pictures, click this button.
Format Shape Task Pane Launcher	This button is located in the lower right corner of the Picture Styles Group. It is used to launch the Format Picture Task Pane.

Group/Button	Description
Arrange Group	
Position	This button is used to change the position of the image on the page. A gallery of different locations will be displayed. It is also possible to click the More Layout Options link to display additional position options.
Wrap Text	This feature is used to apply wrapping to an image. When wrapping is applied, text can be typed around the image. It also makes it easier to move the image from one location to another in the document.
Bring Forward	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, Bring to Front, or Bring in Front of Text.
Send Backward	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, Send to Back, or Send to Back of Text.
Selection Pane	
Align	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.
Group	This option is used to combine a group of images so they can be formatted as one image.
Rotate	Click this button to rotate the image to a different orientation. It is possible to specify the degree of rotation.
Size Group	
	To display a list of all the objects in a document, click this button. This makes it easier to select an object, change the order of the object, or to change the visibility of the object.
Crop	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.
Height	To change the height of the image, put a size in the box or click the spinner arrows to change the height.
Width	To change the width of the image, put a size in the box or click the spinner arrows to change the width.
Advanced Layout: Size Dialog Box Launcher	This button is located in the lower right corner of the Size Group. It is used to launch the Size dialog box.