# INSERT PICTURES FROM FILE

Publisher provides a lot of flexibility in the types of objects that can be added to publication pages. It is possible to add clip art, pictures, and word art. Pictures come in a variety of file types and they can consist of files that are on a disk, files that are provided by Microsoft, items that are copied from the World Wide Web, or pictures that are created using a scanner or digital camera. Publisher supports a wide variety of picture file formats that can be inserted into a publication. The table below lists some of the most common picture file types.

Publisher Supported File Formats

File Type	Extension
Windows Bitmap (Windows Paint)	.bmp
CorelDRAW!	.cdr
Encapsulated Post Script (Quark Express)	.eps
Graphics Interchange Format (CompuServe Format)	.gif
Joint Photographic Experts Group (commonly used on the Web)	.jpeg or .jpg
Kodak Photo CD and Pro Photo CD	.pcd
PC Paintbrush	.pcx
Tiff, Tagged Image File Format (PhotoDraw)	.tif
Windows Metafile (Microsoft Word Clip Art)	.wmf
WordPerfect Graphics	.wpg

INSERT A PICTURE
✦ Click the **Insert Tab**.
✦ In the **Illustrations Group**, click the **Picture** button (see illustration).
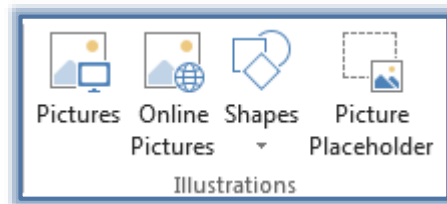
✦ The **Insert Picture** dialog box will appear.
✦ Select the picture that is to be inserted from the folder where it is stored.
✦ Click the **Insert** button.
✦ The picture is placed in the **Picture** frame on the publication page.

PICTURE TOOLS FORMAT RIBBON
This tab is used to apply formatting images in a publication. The table below describes the groups and buttons that are available on this tab.

Group/Button	Description
Insert Group	
Insert Pictures	This button is used to insert pictures into a publication. When the button is clicked, the Insert Picture window will display. Pictures can be inserted from a file on the computer, from Office.com, Bing Image Search, Facebook, and Flickr.
Adjust Group	
Corrections	To improve the brightness and contrast of an image, click this button. A gallery of different options will appear. Click the **Picture Corrections Options** link to open the **Format Picture** dialog box where additional changes can be made.
Recolor	Use this option to change the color of an image to give it a stylized effect. It is also possible to select additional variations by clicking the **More Variations** link.
Compress Pictures	To reduce the size of the publication, pictures can be reduced in storage size. When this button is clicked, the **Compress Picture** dialog will appear. This dialog box allows changes to be made to the compression mode.
Change Picture	When this button is clicked, the **Insert Picture** window will display. This dialog box is used 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.
Swap Group	
Swap	To exchange the pictures or picture formatting of two objects, click this button. When picture is selected, the two objects will be moved to the opposite place in the publication.
Picture Styles Group	
Picture Styles Gallery	This area provides a gallery 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	This button is used to apply a visual effect to an image such as shadow, glow, reflection, or 3-D rotation.
Caption	Use this button to add a caption to the picture. A gallery of different caption formats will appear. Click one of the options to select it and apply it to the picture.
Format Shape	This button is located in the lower right corner of the Picture Styles Group. It is used to launch the **Format Picture Task Page**. This Task Pane is used to make fine-tuned adjustments to the image.
Arrange Group	
Arrange Thumbnails	Use this button to send all the selected pictures to the scratch area tiled as thumbnails.

Group/Button	Description
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 text box.
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** or **Bring to Front**.
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** or **Send to Back**.
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.
Ungroup	This button is used to break a set of grouped objects back into individual shapes.
Rotate	To rotate or flip the selected shape, click this button. A list of possible options will display. For additional rotation options, click **More Rotation Options**.
Crop Group	

Crop	To remove or cut away portions of a picture or ClipArt object, click this button. Two options will appear:
	    Crop - Black handles will appear around the image. Click and drag with the mouse to remove portions of the picture.
	    Crop to Shape – A gallery of different shapes will display. Click one of the shapes. The image will be cropped to the selected shape.

Fit	Use this button to resize the picture so that the entire picture displays within the picture area while maintaining the original aspect ratio.
Fill	To resize the picture so that the entire picture area is filled, while maintaining the original aspect ratio, click this button. Any part of the picture that is outside the picture area will be cropped.
Clear Crop	This button is used to remove all cropping from the picture. The size of the picture will resize to include the previously cropped areas.
Size Group	
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.
Format Auto Shape: Size	This button is located in the lower right corner of the Size Group. It is used to launch the **Format Auto Shape Task Pane**. This Task Pane provides additional options for changing the size of the image.