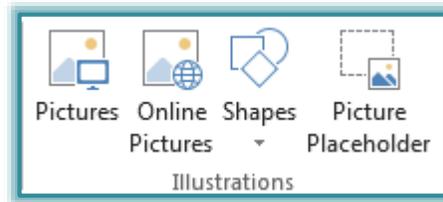
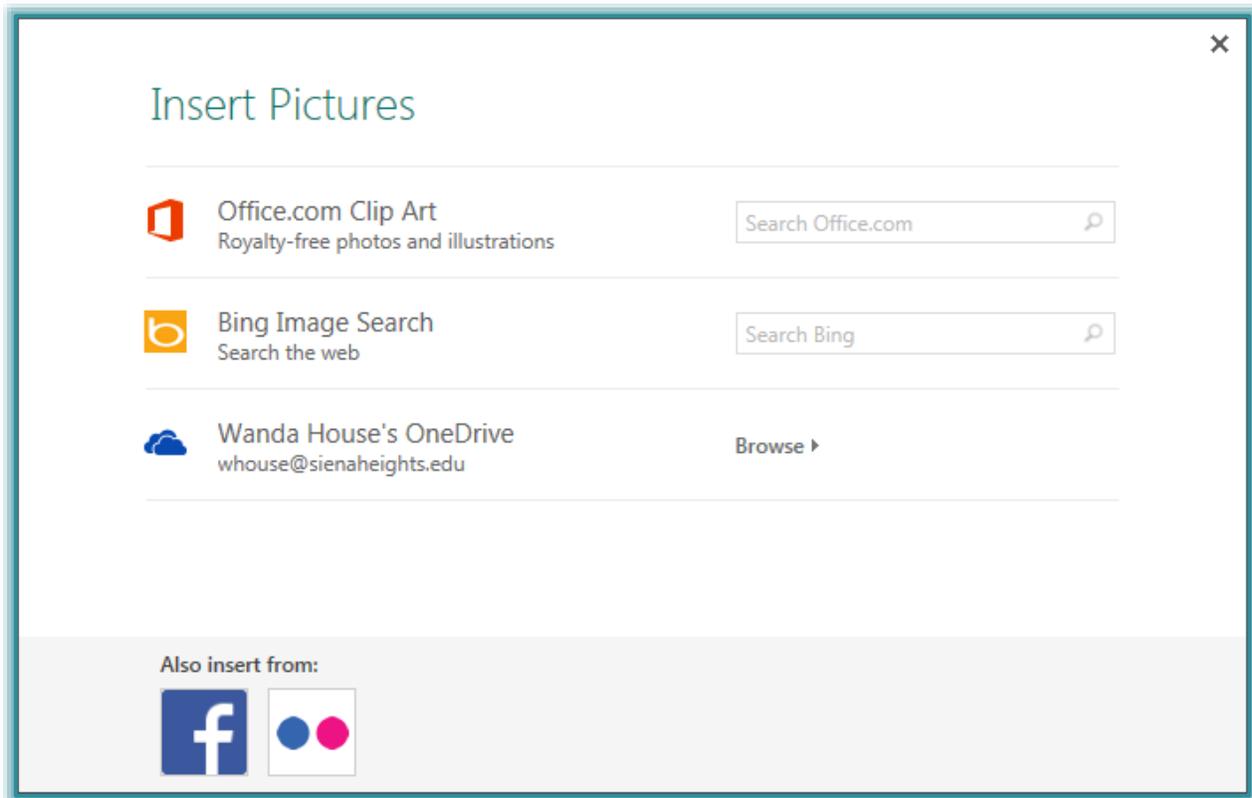


## INSERT ONLINE PICTURE

- † Online pictures can be used to enhance a presentation. It can be used to illustrate a point or just to show an image of some concept.
- † Click the **Insert Tab**.
- † In the **Images Group**, click the **Online Picture** button (see illustration below).



- † The **Insert Picture** window will display (see illustration).



- † In one of the **Search** boxes, input the type of image to search for.
  - † **Office.com Clip Art** - The Microsoft Office.com clip art gallery will appear.
  - † **Bing Image Search** - This option is used to search the Bing site for the specified image type.
  - † **Facebook** - This option can be used to search a Facebook page for images that have been stored there. A connect window will display when this option is selected.
  - † **Flickr** - If a Flickr account has been setup, this option can be used to download images.
- † Click the **Search** button.
- † A gallery of **Images** matching the search criteria will appear.
- † Select one or more of the images.
- † Click the **Insert** button.
- † The **Image** will appear in the publication.

- ✦ The **Picture Tools, Format Ribbon** will appear.
  - ✦ This ribbon is used to make formatting changes to the image.
  - ✦ The table below describes the groups and buttons on this ribbon.

### PICTURE TOOLS FORMAT RIBBON

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



Group/Button	Description
<b>Insert Group</b>	
<b>Insert Pictures</b>	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.
<b>Adjust Group</b>	
<b>Corrections</b>	To improve the brightness and contrast of an image, click this button. A gallery of different options will appear. Click the <b>Picture Corrections Options</b> link to open the <b>Format Picture</b> dialog box where additional changes can be made.
<b>Recolor</b>	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 <b>More Variations</b> link.
<b>Compress Pictures</b>	To reduce the size of the publication, pictures can be reduced in storage size. When this button is clicked, the <b>Compress Picture</b> dialog will appear. This dialog box allows changes to be made to the compression mode.
<b>Change Picture</b>	When this button is clicked, the <b>Insert Picture</b> window will display. This dialog box is used 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>Swap Group</b>	
<b>Swap</b>	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.
<b>Picture Styles Group</b>	
<b>Picture Styles Gallery</b>	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.
<b>Picture Border</b>	To change the color, width, or line style of the border around the outside of the image, click this button.

Group/Button	Description
<b>Picture Effects</b>	This button is used to apply a visual effect to an image such as shadow, glow, reflection, or 3-D rotation.
<b>Caption</b>	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.
<b>Format Shape</b>	This button is located in the lower right corner of the Picture Styles Group. It is used to launch the <b>Format Picture Task Page</b> . This Task Pane is used to make fine-tuned adjustments to the image.
<b>Arrange Group</b>	
<b>Arrange Thumbnails</b>	Use this button to send all the selected pictures to the scratch area tiled as thumbnails.
<b>Wrap Text</b>	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.
<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 <b>Bring Forward</b> or <b>Bring to Front</b> .
<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 <b>Send Backward</b> or <b>Send to Back</b> .
<b>Align</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</b>	This option is used to combine a group of images so they can be formatted as one image.
<b>Ungroup</b>	This button is used to break a set of grouped objects back into individual shapes.
<b>Rotate</b>	To rotate or flip the selected shape, click this button. A list of possible options will display. For additional rotation options, click <b>More Rotation Options</b> .
<b>Crop Group</b>	
<b>Crop</b>	To remove or cut away portions of a picture or ClipArt object, click this button. Two options will appear: <b>Crop</b> - Black handles will appear around the image. Click and drag with the mouse to remove portions of the picture. <b>Crop to Shape</b> - A gallery of different shapes will display. Click one of the shapes. The image will be cropped to the selected shape.
<b>Fit</b>	Use this button to resize the picture so that the entire picture displays within the picture area while maintaining the original aspect ratio.
<b>Fill</b>	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.

Group/Button	Description
<b>Clear Crop</b>	This button is used to remove all cropping from the picture. The size of the picture will resize to include the previously cropped areas.
<b>Size Group</b>	
<b>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>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>Format Auto Shape: Size</b>	This button is located in the lower right corner of the Size Group. It is used to launch the <b>Format Auto Shape Task Pane</b> . This Task Pane provides additional options for changing the size of the image.