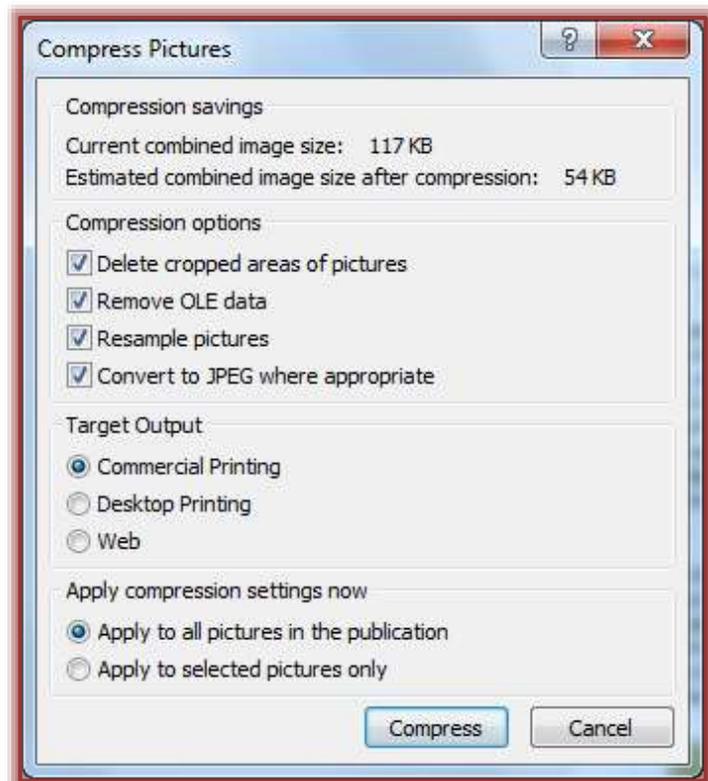


## Publisher-Modify Images

After a clip art image or a picture has been inserted into a publication, changes to the image 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 image that is to be cropped to select it.
- ✦ Click the **Picture Tools Format Tab**.
- ✦ In the **Crop Group**, click the **Crop** button (see illustration at right).
- ✦ 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** (see illustration below)
  - ☆ The **Compress Pictures** dialog box will appear (see illustration below).



- ☆ Select any of the options and then click **OK**.

### 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 (see illustration below).



- ☆ 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 button 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 Rotation**, a **Glow**, a **Bevel**, or a **Reflection** to the image click this button.
- ☆ A list of different types of effects will display.
- ☆ Move the mouse pointer over each option to see a gallery of effects.
- ☆ Move the mouse pointer over the effect to see a **Live Preview**.
- ☆ Click the desired effect to apply it to the image.

### Reset Picture

When this button is clicked all the formatting applied to the picture will be removed.

- ✦ Select the picture to which the effects are to be removed.
- ✦ Click the **Picture Tools Format Tab**.
- ✦ In the **Adjust Group**, click the **Reset Picture** button (see illustration below).



- ✦ The picture will return to the original size and shape.

### Picture Tools Format Tab

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
<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.

Group/Button	Description
<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.
<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> .

Group/Button	Description
<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.
<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.