

MICROSOFT WORD

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Formatting Pictures

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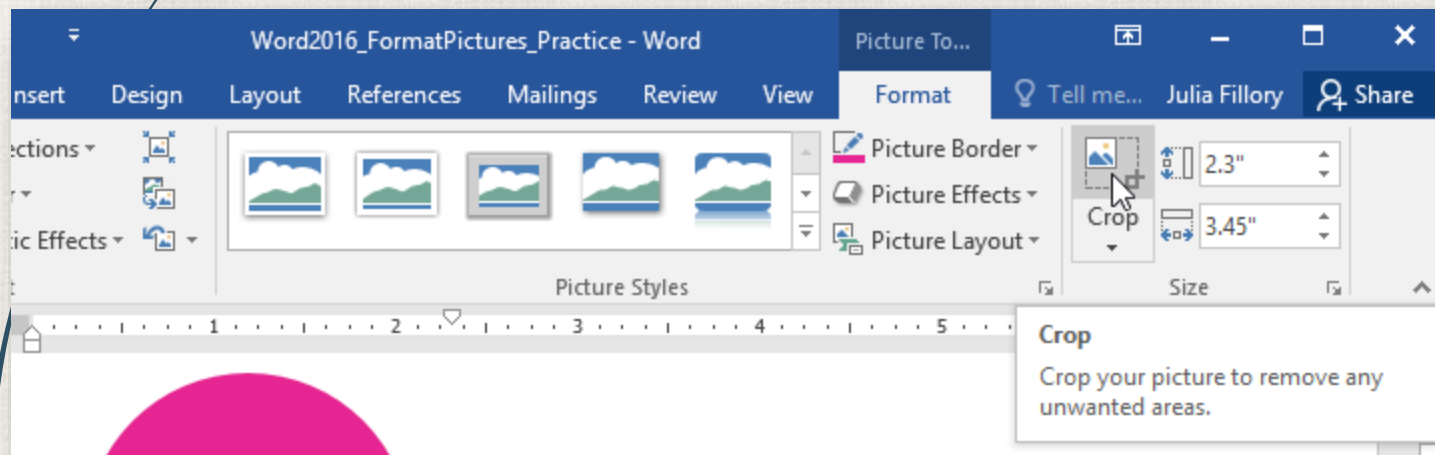
Introduction

- ▶ There are many ways to **format** pictures in Word. For instance, you can change the **size or shape** of an image to better suit your document. You can also enhance its **appearance** using Word's image adjustment tools.

Cropping an image

When you crop an image, part of the picture is **removed**. Cropping can be useful if you're working with an image that's too big and you want to focus on only **part** of it.

1. Select the image you want to crop. The **Format** tab will appear.
2. From the Format tab, click the **Crop** command.



Cropping an image

3. **Cropping handles** will appear on the sides and corners of the image. Click and drag **any handle** to crop the image. Because the cropping handles are near the resizing handles, be careful not to drag a resizing handle by mistake.



Cropping an image

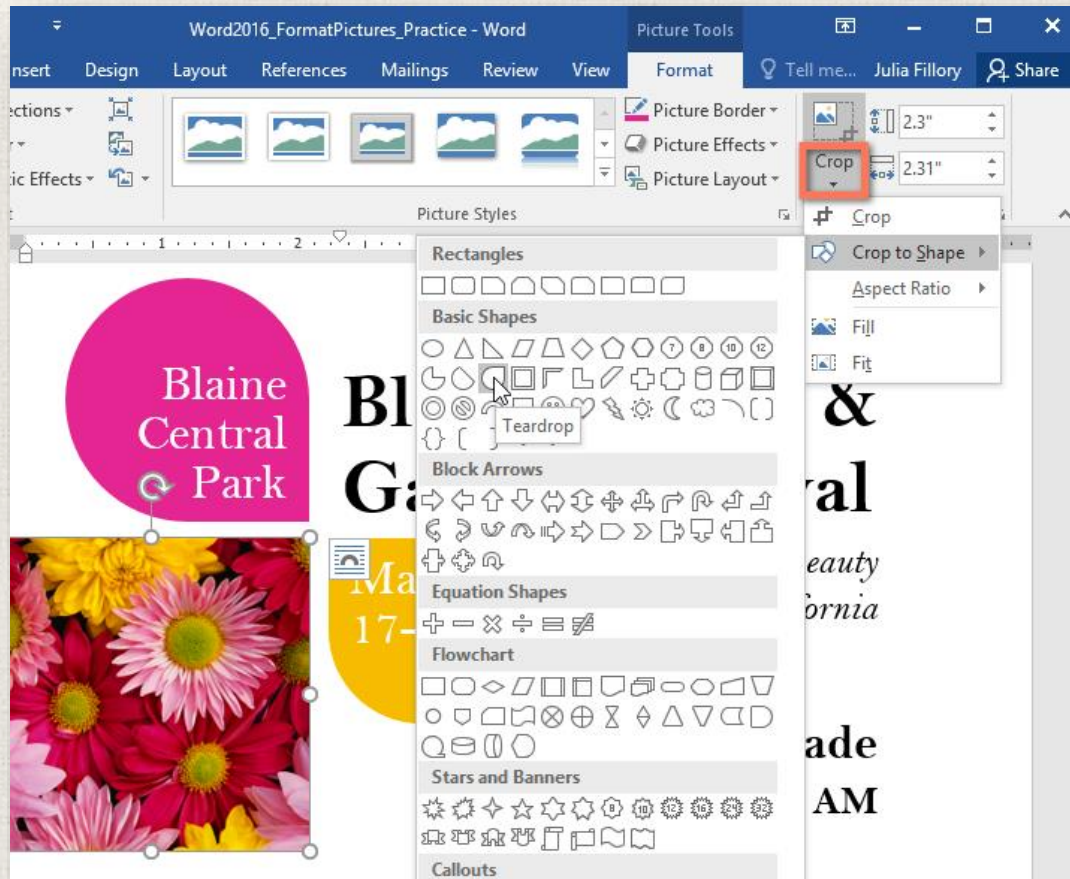
4. To confirm, click the **Crop** command again. The image will be cropped.



The corner handles are useful for simultaneously cropping the image **horizontally** and **vertically**.

Cropping an image to a shape

1. Select the image you want to crop, then click the **Format** tab.
2. Click the **Crop** drop-down arrow. Hover over **Crop to Shape**, then select the desired **shape** from the drop-down menu.



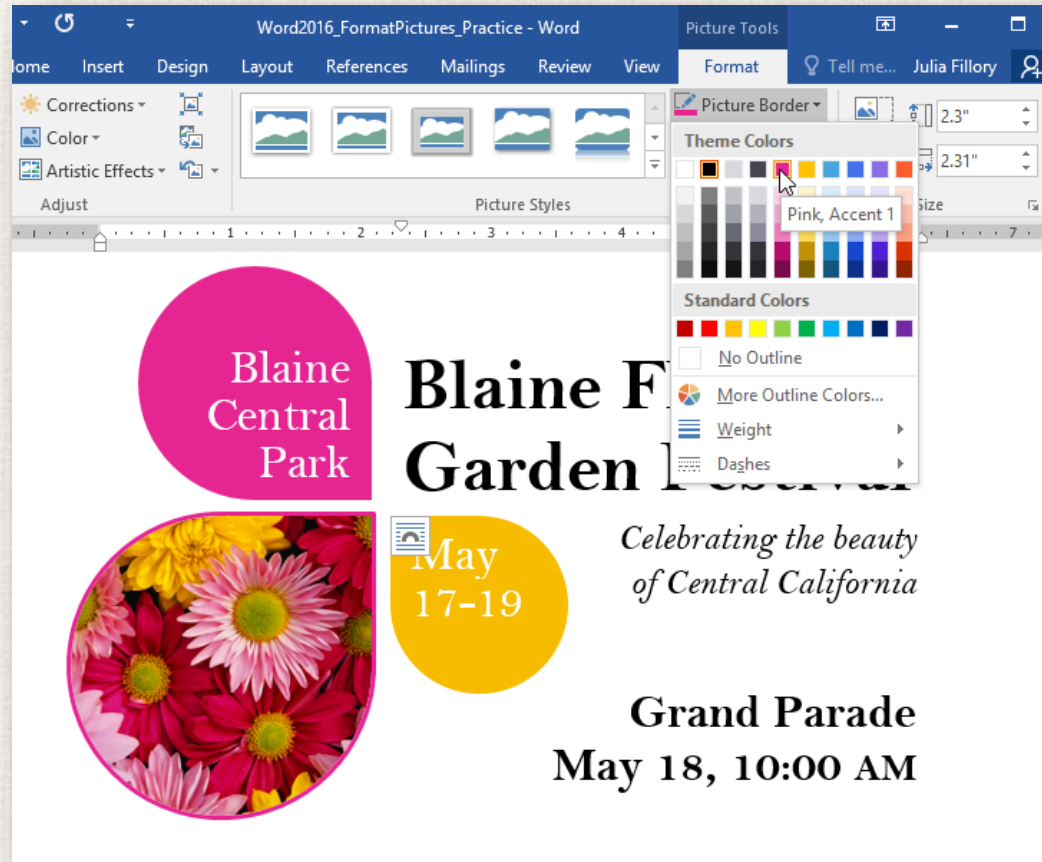
Cropping an image to a shape

3. The image will be cropped to the chosen shape.



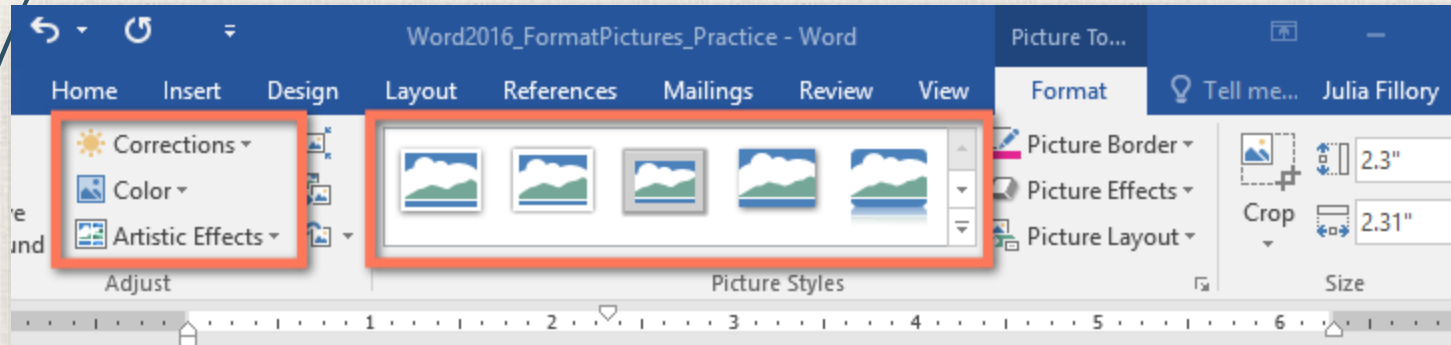
Adding a border to a picture

1. Select the picture you want to add a border to, then click the **Format** tab.
2. Click the **Picture Border** command. A drop-down menu will appear.
3. From here, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.
4. The border will appear around the image.



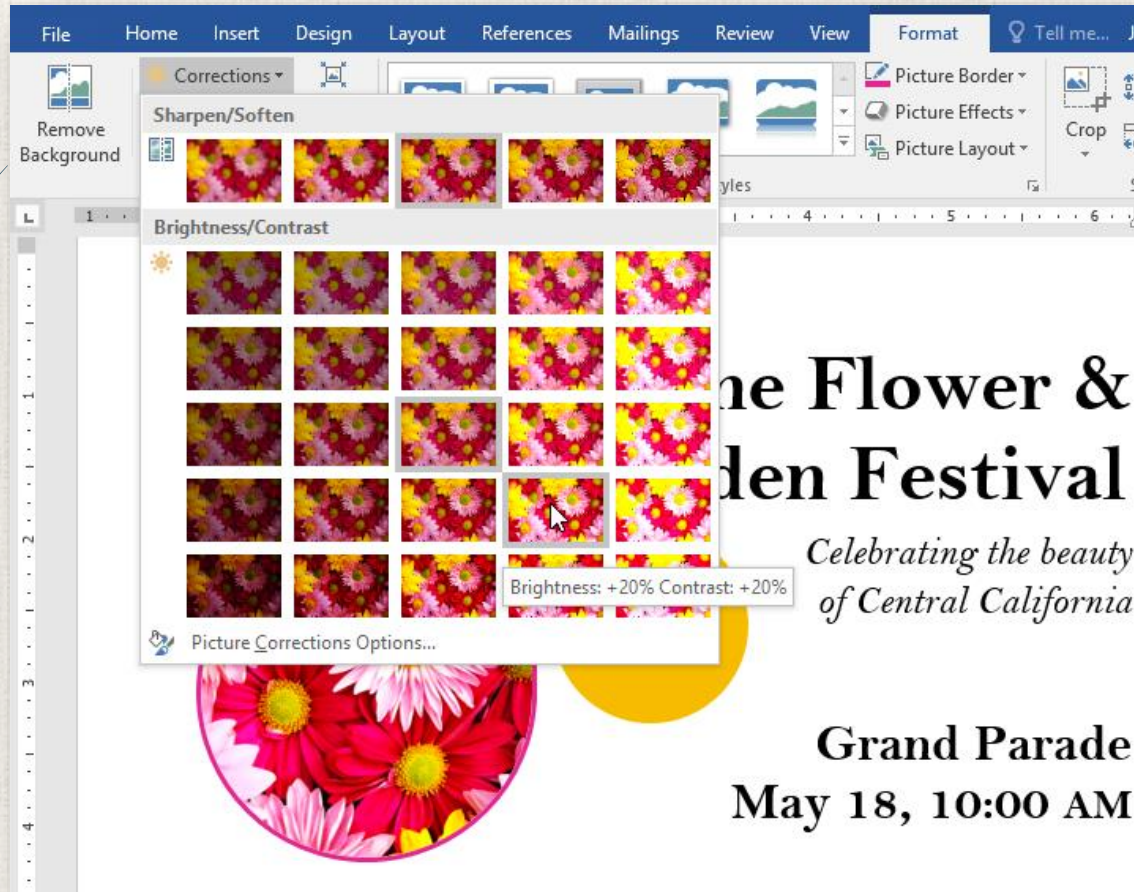
Making image adjustments

- With Word's **image adjustment tools**, you can easily fine tune properties like color, contrast, saturation, and tone. Word also offers built-in **picture styles**, which can be used to add a frame, drop shadow, and other predefined effects.
- When you're ready to adjust an image, simply select it. Then use the options below, which can be found on the **Format** tab.



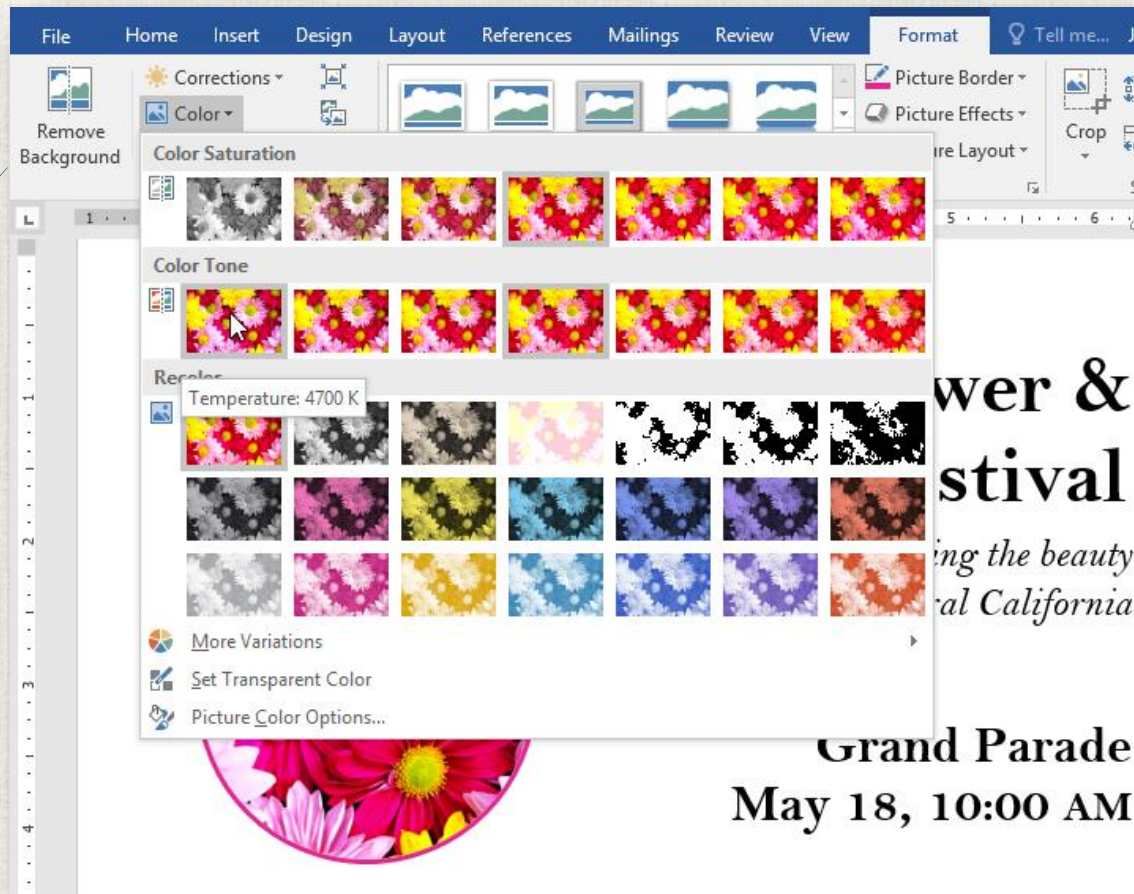
Corrections

- From here, you can **sharpen or soften** the image to adjust how clear or blurry it appears. You can also adjust **brightness and contrast**, which affect the image's lightness and general intensity.



Color

- Using this command, you can adjust the image's **saturation** (how vibrant the colors appear), **tone** (the color temperature of the image, from cool to warm), and **coloring** (the overall tint of the image).



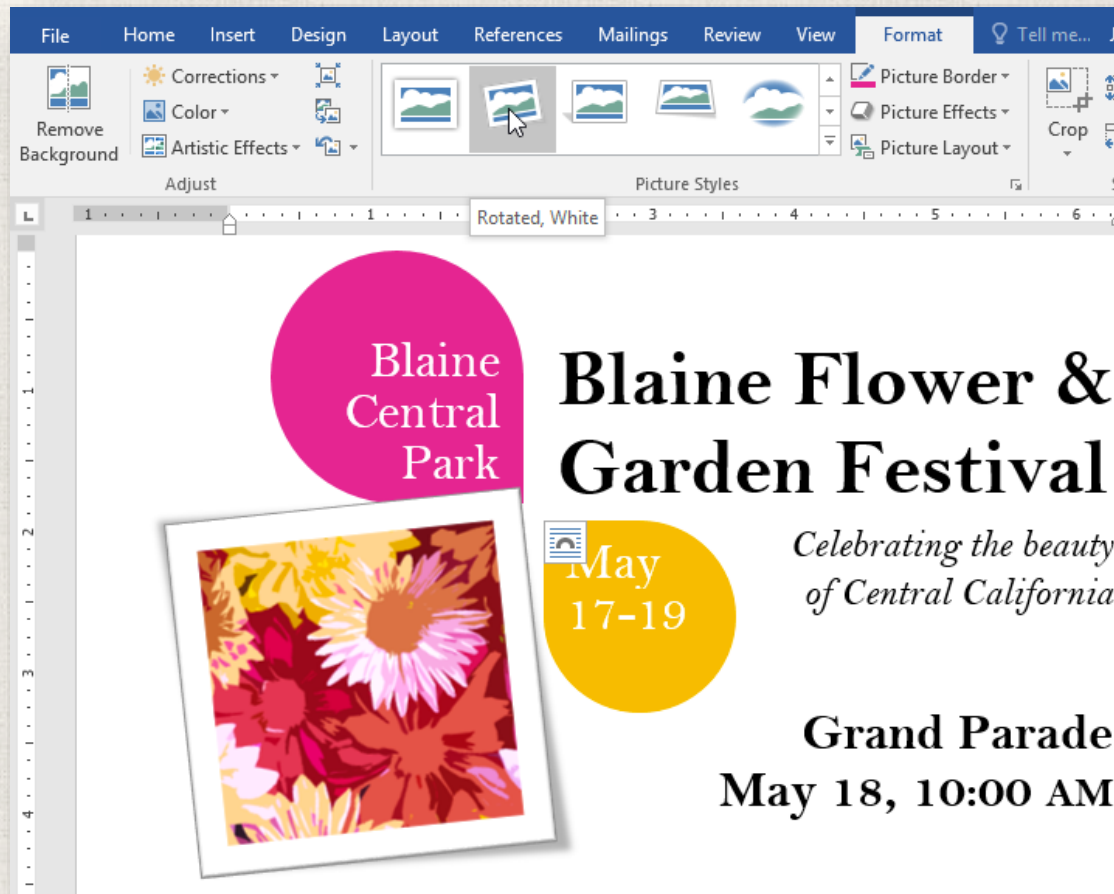
Artistic Effects

- Here, you can apply **special effects** to your image, such as pastel, watercolor, or glowing edges. Because the results are so bold, you may want to use these effects sparingly.



Picture Styles group

- This group contains many different **predefined styles** that make image formatting even easier. Picture styles are designed to **frame** your image without changing its basic settings or effects.

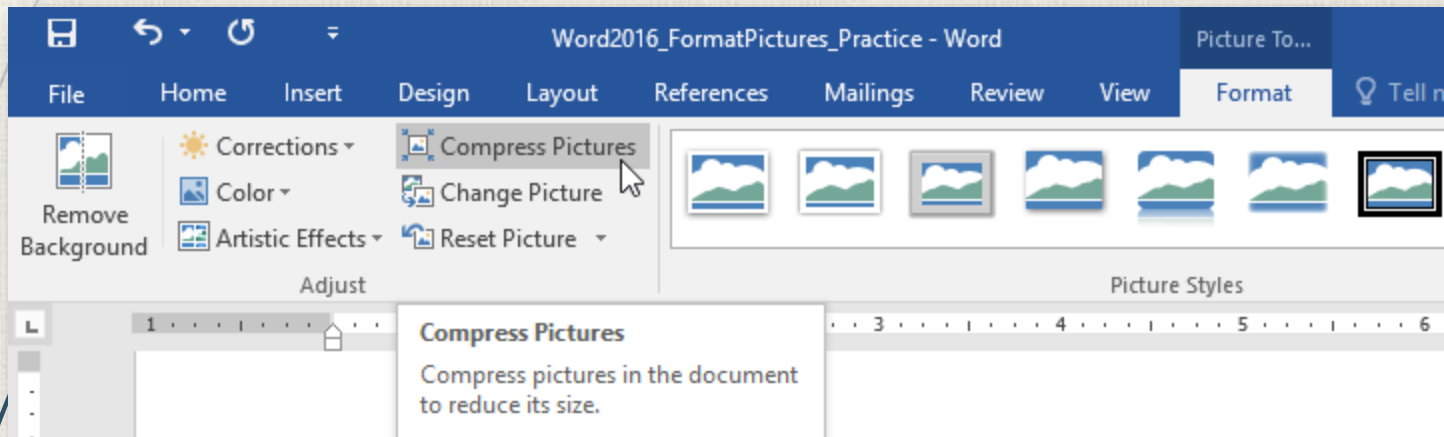


Compressing pictures

- ▶ If you plan to email a document that contains pictures, you'll need to monitor its **file size**. Large, high-resolution images can cause your document to become very large, which may make it difficult to attach to an email. Additionally, **cropped areas** of pictures are saved within the document by default, which can add to the file size.
- ▶ Thankfully, you can reduce your document's file size by **compressing** your pictures. This will lower their **resolution** and **delete cropped areas**.
- ❖ Compressing a picture may noticeably affect its quality (for instance, the image may become blurry or pixelated). Therefore, we recommend **saving an extra copy of your document** before you compress pictures. Alternatively, be prepared to use the **Undo command** if you're dissatisfied with the results.

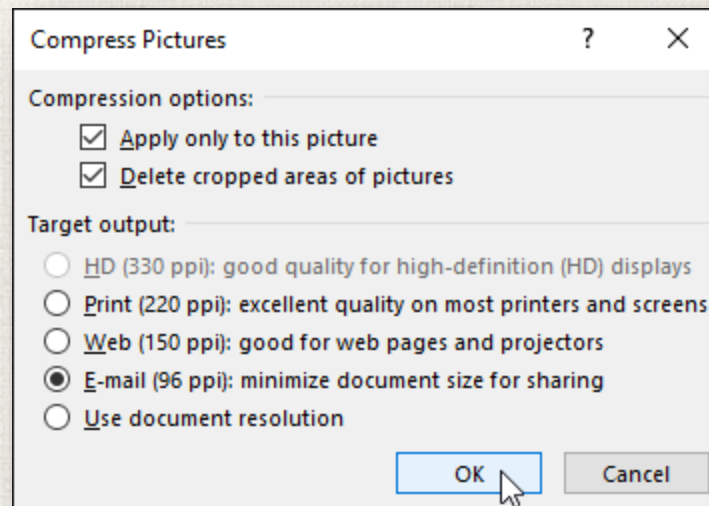
Compressing a picture

1. Select the picture you want to compress, then navigate to the **Format** tab.
2. Click the **Compress Pictures** command.



Compressing a picture

3. A dialog box will appear. Check the box next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the document.
4. Choose a **Target output**. If you are emailing your document, you may want to select **Email**, which produces the smallest file size.
5. Click **OK**.



Practice

- Open our **practice document**.
- Scroll to **page 2** and select the picture of the sailboats.
- In the **Format** tab, change the style to **Simple Frame, White**.
- With the picture still selected, use **Crop to Shape** and crop to the **Double Wave** shape in the **Stars and Banners** category. **Hint:** The shape names will appear when you hover over them.
- Select the picture of the **anchor**.
- In the **Format** tab, use the **Color** drop-down menu to recolor the anchor to **Gold, Accent color 2 Light**.



WINDWARD SAILING FESTIVAL

Races

Marine Junior Match Race
Day Sailer Regatta
Five Mile Fleet Race
Pro Team Race
Offshore Yacht Race

Just for Kids

Dinghy Flotilla
Knot Tying Class
Paint Your Own Sailboat
Sandcastle Competition

Vendors

Bosun Sailing Gear
Latte-Da Coffee
Salt & Sand Apparel
Max's Sandwich Shop

SEPTEMBER 5 -7TH
SAN FRANCISCO BAY



SKIPPERS' BRIEFING 8:30 AM

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The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, light blue reflection of the words.

THE END

THE END