Microsoft Picture Tools

University Information Technology Services

Microsoft Picture Tools
Workbook Subtitle

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Microsoft Picture Tools is a set of features available in Word, Excel, PowerPoint, and Publisher, that allows you to format, modify, adjust and manipulate an image. Some of the Picture Tools have the same functionality for pictures as the Drawing Tools have for drawing objects (e.g., aligning and grouping).

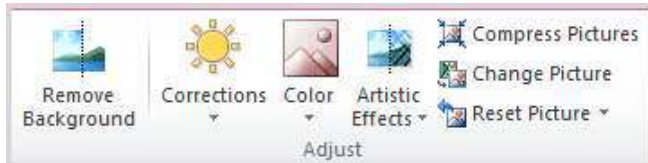To open Picture Tools on the Ribbon:

1. Click to select the picture. The **Picture Tools** Contextual Tab appears above the Ribbon.

2. Click the **Format** tab.

1. Adjusting a Picture

The following section explains how to adjust a picture:

Picture Tools Adjust Group

1.1 Removing the Background of a Picture

Original Picture

1. Click **Remove Background** in the **Adjust** group.
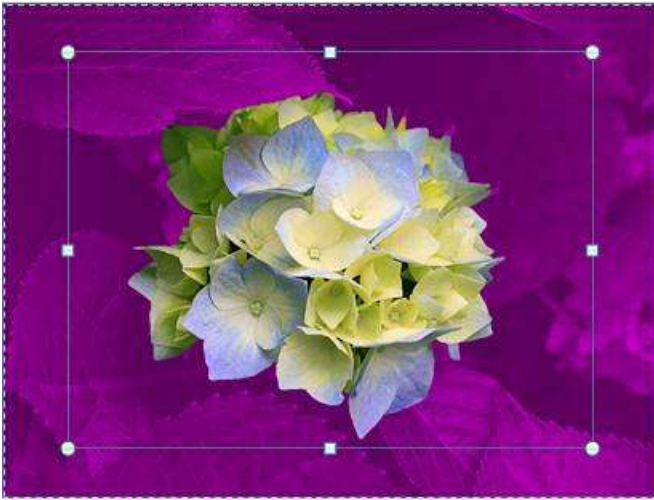
Marquee lines are inserted around the part of the picture that is assumed to be the main focus; the background appears faded.

2. Click and drag the marquee frame or the sizing handles if you need to move or adjust the size of the frame.

3. Click **Keep Changes** on the **Background Removal** contextual tab, or, just click outside the picture. **Note**: Even though the background is removed from the picture, the blank space that was the background is still part of the picture. You can remove this later by cropping the picture. *See Section 3.7*.

1.2 Making Picture Corrections

Using the Picture Corrections options, you can adjust the brightness and contrast, and, soften or sharpen the image.

1. Click the picture.
2. Click the **Format** tab.
3. Click **Corrections** in the **Adjust** group.
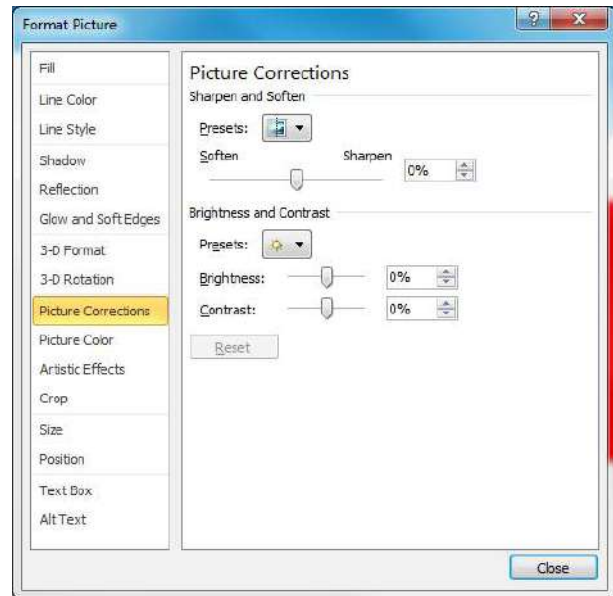
4. As you move your mouse pointer over the small images you will see the picture you selected change. Click on one of the images to choose those settings for the picture.
5. If you want to set the corrections options manually, click **Picture Corrections Options** at the bottom of the Corrections window. The **Format Shape** window opens, with **Picture Corrections** selected.
6. Click and drag the slide bars for **Sharpen and Soften**, **Brightness**, and **Contrast**, to your preference.
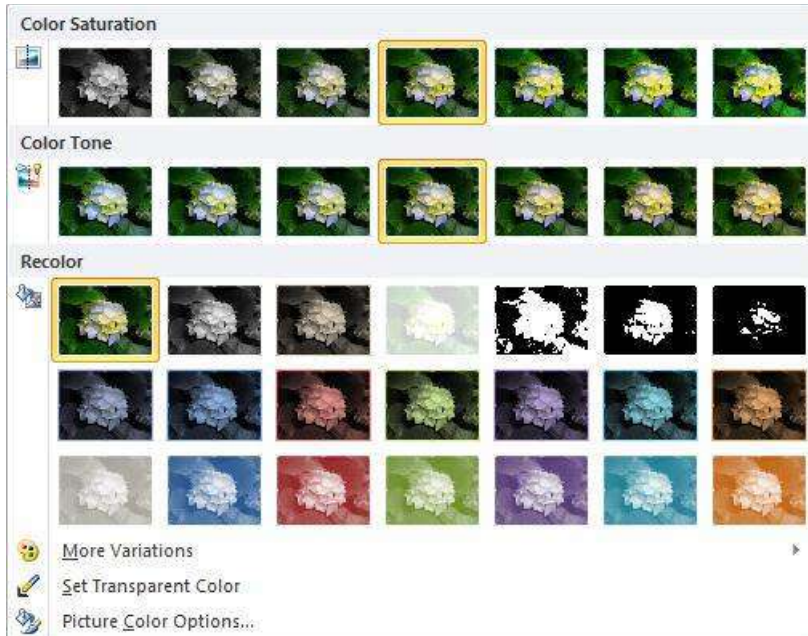7. Click the **Close** button.

1.3 Adjusting Picture Color

1. Click the picture.
2. Click the **Format** tab.
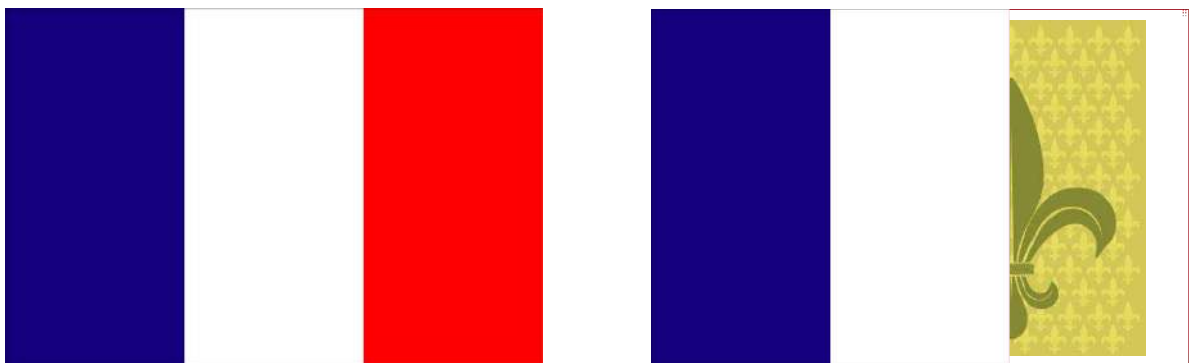3. Click **Color** in the **Adjust** group.

4. As you move your mouse pointer over the small images you will see the picture you selected change. Click on one of the images to choose those settings for the picture.

5. If you want more color options, click the **More Variations** link and select a color from the pop-up color chart.

- To make a color transparent, click the **Set Transparent Color** link, and then click the color on the picture that you want to make transparent. You might want to do this, for instance, in order to let another picture behind a picture show through. In the example below, the red color has been made transparent.
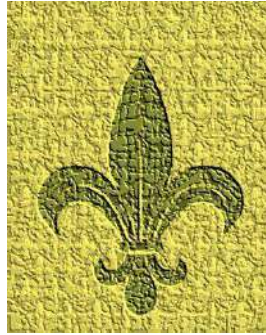

- To manually adjust the picture color, click the **Picture Color Options** link.

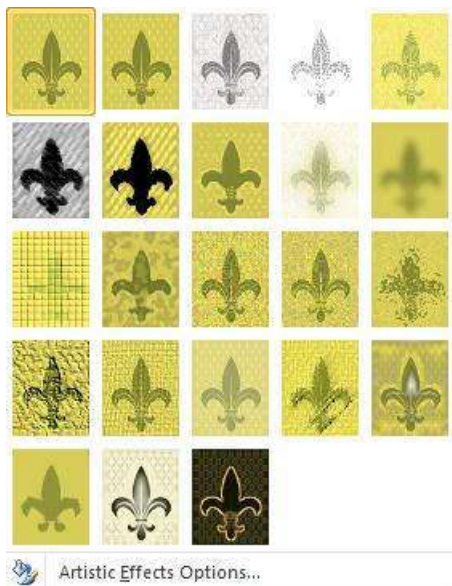## 1.4 Adding Artistic Effects

Original Picture

Picture with Artistic Effect

1. Click the picture.
2. Click the **Format** tab.
3. Click **Artistic Effects** in the **Adjust** group.

4. Click on the effect that you would like to apply.

1.5 Compressing a Picture

The purpose of compressing a picture is to reduce the size of the picture file. File size can become an issue if you are storing a lot of image files, making image files available to download from the internet, or sending image files by email.

The two images above are the same physical size, but the image on the left is 942KB in size; the compressed image on the right, only 60KB.

To compress a picture using Picture Tools:

1. Click the picture.
2. Click the **Format** tab.
3. Click **Compress Pictures** in the **Adjust** group. *You can select and compress multiple pictures at the same time, if you like*.
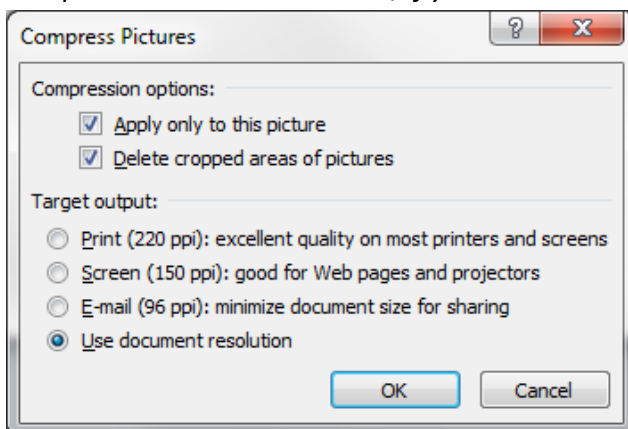
4. In the **Target output** section of the **Compress Pictures** dialog box, click the button for the output that you want (how you will use the pictures).
5. Click **OK**.

1.6 Changing a Picture for Another

If you want to remove a picture a replace it with another, you can simply delete the picture and insert the new one. However, if you don't want to have to resize, reposition, or realign the new picture, you can use the "Change Picture" feature instead.

1. Click the picture.
2. Click the **Format** tab.
3. Click **Change Picture** in the **Adjust** group.
4. Locate and select the new picture in the **Insert Picture** window.
5. Click the **Insert** button. The new picture replaces the old, and is the same size and in the same location as the old picture.

1.7 Resetting Picture Changes

The "Reset Picture" feature lets you discard any formatting changes that you've made to a picture and return the picture to its original appearance and/or size.

1. Click the picture.
2. Click the **Format** tab.
3. Click **Reset Picture** in the **Adjust** group.
4. Select either **Reset Picture** or **Reset Picture and Size**.

2. Applying Styles, Borders, and Effects

The following section explains how to apply styles, borders, and effects:
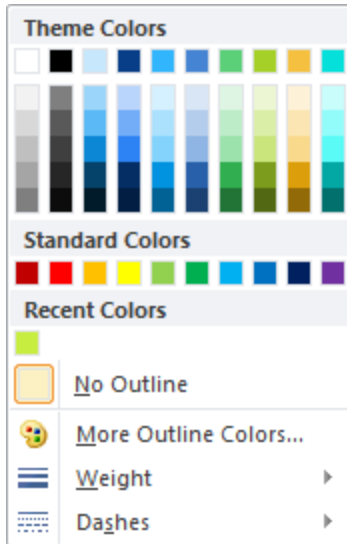

Picture Tools Picture Styles Group

2.1 Applying a Picture Style

1. Click the picture.
2. Scroll through the styles in the **Picture Styles** group until you find the one you want.
3. Click the style of your choice.
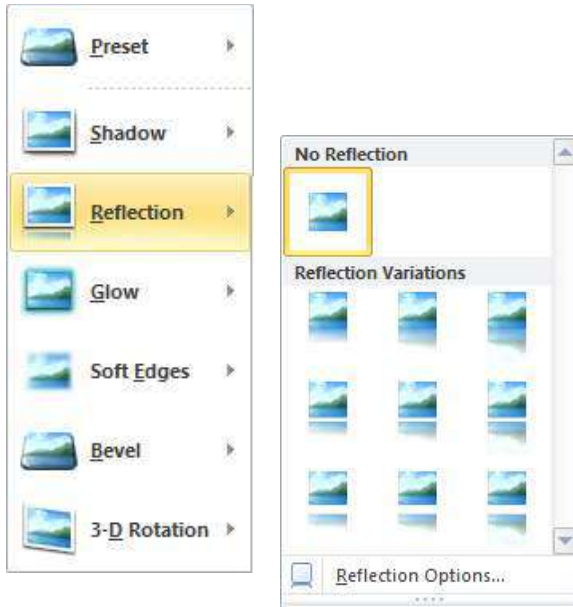
2.2 Adding a Border to a Picture

1. Click the picture.
2. Click the **Format** tab.
3. Click the **Picture Border** button in the **Picture Styles** group.


4. In the **Picture Border** dialog box, select the color and weight of the border. **Note**: It doesn't matter if you select the color or the border first, but you must select one, and then the other.

2.3 Adding Effects to a Picture

1. Click the picture.
2. Click the **Format** tab.
3. Click the **Picture Effects** button in the **Picture Styles** group.

4. Hold your mouse over an effects category in the drop-down list, and then click the effect that you want in the corresponding pop-out list.
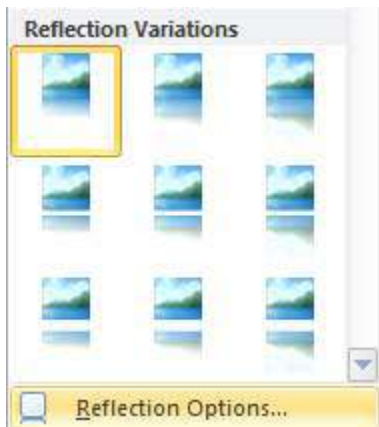
- If you prefer to manually adjust the effect, click the **Options** link at the bottom of the effects pop-out list. Use the presets and/or slide bars to adjust the effect.
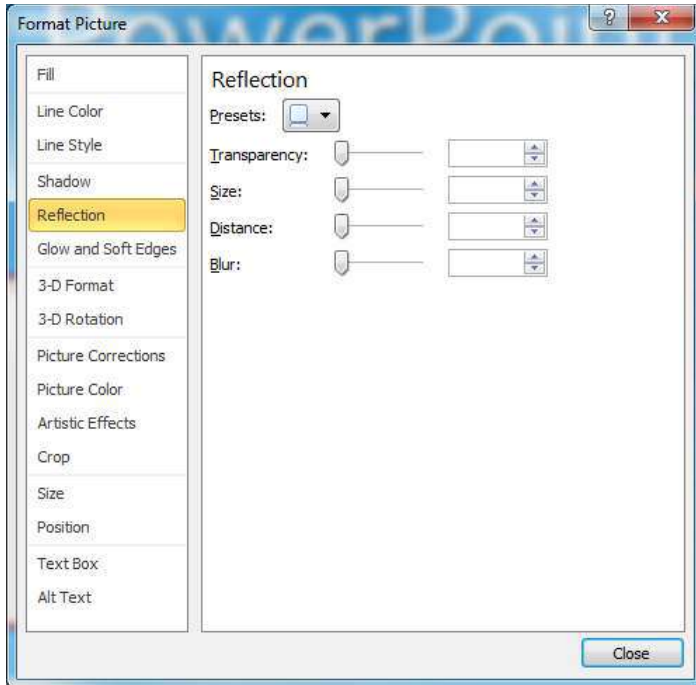
2.4 Convert a Picture to a SmartArt Graphic

A SmartArt graphic is a visual representation of information, such as an organization chart.
Using the Picture Layout feature, you can make a SmartArt graphic out of a picture.

1. Click the picture.
2. Click the **Format** tab.
3. Click **Picture Layout** in the **Picture Styles** group.
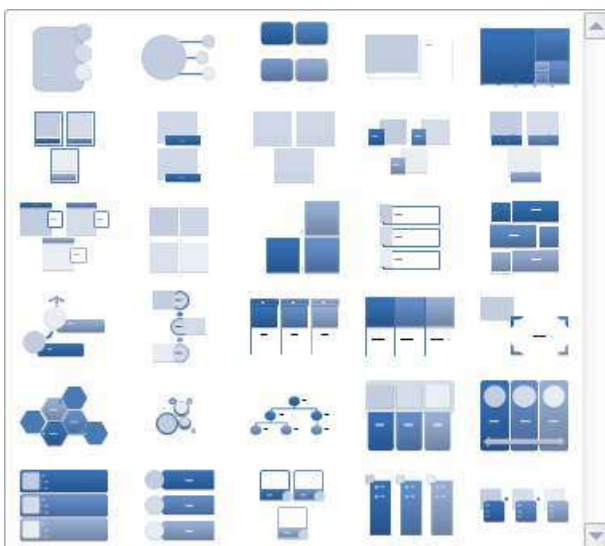
4. Click the picture layout that best represents your picture idea.

3. Arranging Pictures
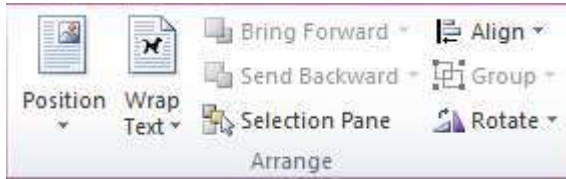
The following section explains how to arrange pictures:

Picture Tools Arrange Group in Word

Note: The appearance of the Arrange group varies slightly depending on the Microsoft Office application.

3.1 Positioning a Picture

In Microsoft Word, "positioning" and "text wrapping" often go hand-in-hand. Positioning involves putting the picture in a specific location on the page; text wrapping involves the way text flows around a picture.
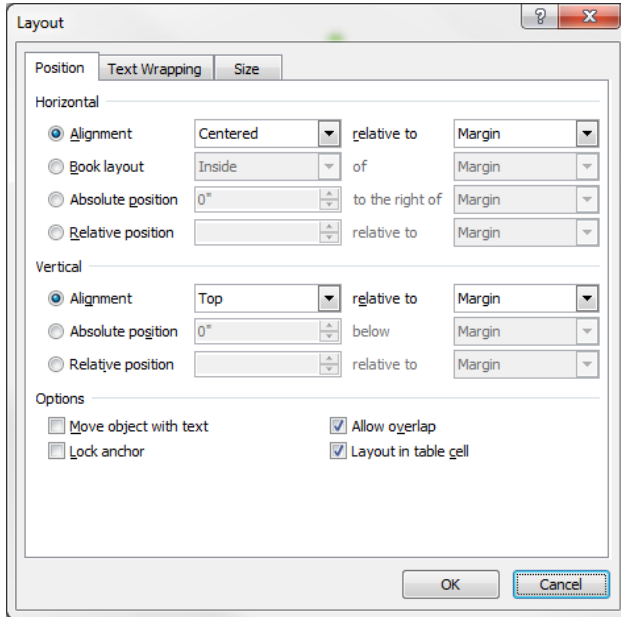
To position a picture:

1. Click the picture.
2. Click the **Format** tab.
3. In the **Arrange** group, click **Position**.
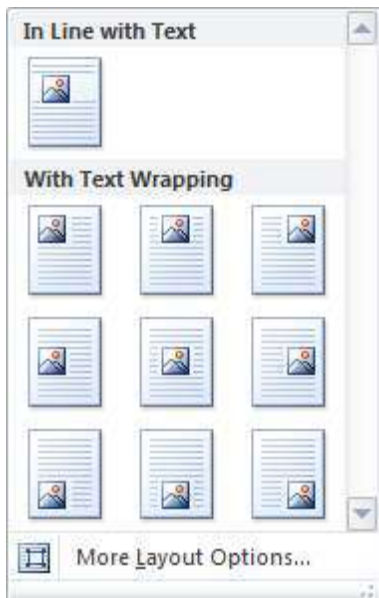
The options in the initial pop-up window allow you to position the picture relative to the page. If there is text near the picture, the option you select will determine how the text wraps the picture.

4. Select a layout option that most closely fits the position that you want.
5. To more finely adjust the position, click **Position** again, and then click **More Layout Options**.

6. Using the various options, set the horizontal and vertical placement of the picture.
7. Click **OK**.

3.2 Wrapping Text

If you want to wrap text around the picture without repositioning the picture, you can use "Wrap Text" alone. **Note**: Pictures are initially set with the "In Line with Text" wrapping style.

1. Click the picture.
2. Click the **Format** tab.
3. In the **Arrange** group, click **Wrap Text**.
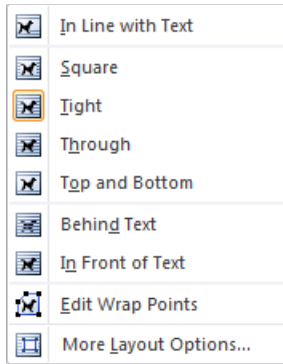
4. Click the wrapping option that you want. For more options, click **More Layout Options**.
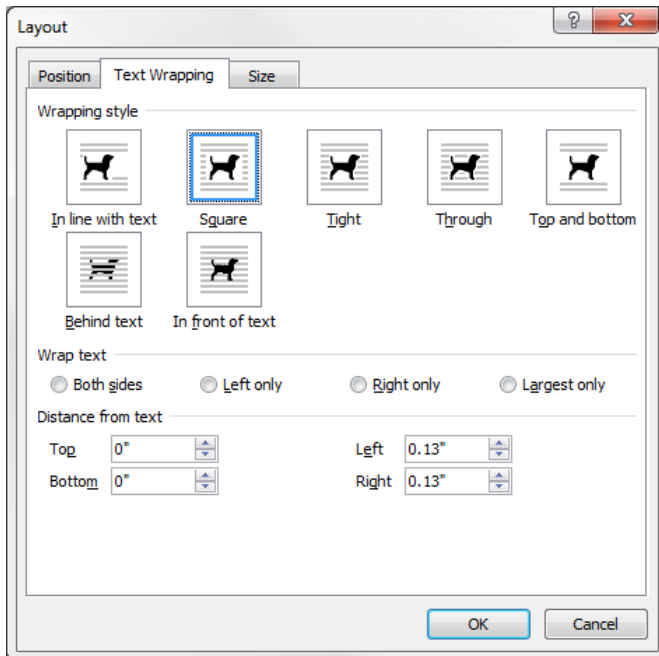

5. In the "**Wrapping style**" section, select a wrapping style other than "In line with text".
6. In the "**Wrap text**" section, select the option of your choice. If you want, you can specify how close to wrap the text by changing the "**Distance from text**" settings.

3.3 Stacking Pictures

"Stacking" is placing one picture over another. Stacking is accomplished by using the "Bring Forward" and "Send Backward" options. You can stack as many pictures as you want.

Note: In Word, the first thing you need to do before you can drag one picture over another is to set the text wrapping for all the pictures to something other than "in line with text". In other Office applications this step is not necessary.

1. Click the picture that you want to be on top.
2. Click the **Format** tab.

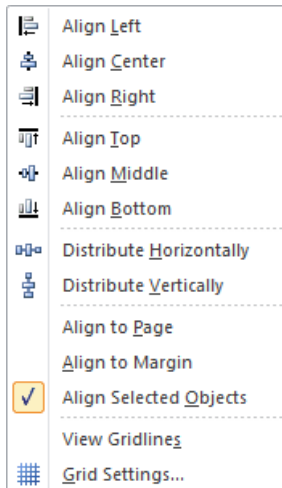Bring Forward

Bring Forward
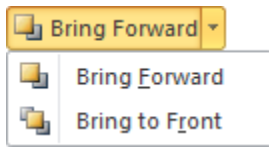
Bring to Front

3. In the **Arrange** group, click the arrow beside **Bring Forward**.
4. Click **Bring Forward** or **Bring to Front**. *If you are only stacking two pictures, you can use either option. If you are stacking more than two pictures, "Bring to Front" puts the selected picture on top of the stack*.

You could also have selected another of the pictures in the stack and used the "Send Backward" or "Send to Back" options.

3.4 Aligning Pictures

1. Select all the pictures that you want to align.
2. Click the **Format** tab.
3. In the **Arrange** group, click **Align**.

Align Left

Align Center

Align Right

Align Top

Align Middle

Align Bottom

Distribute Horizontally

Distribute Vertically

Align to Page

Align to Margin

√ Align Selected Objects

View Gridlines

Grid Settings...

4. Select the align or distribute option of your choice.

3.5 Grouping Pictures

It is sometimes useful to group pictures together so that they can be moved or sized as one. Grouping maintains the relative alignment and spacing of the pictures when they are moved.

1. Select all pictures that you want to group.
2. Click the **Format** tab.
3. In the **Arrange** group, click **Group**.
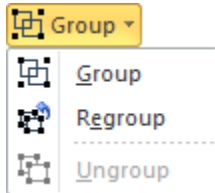
4. Click **Group**.

To work with the pictures individually again, select the grouped pictures and click **Ungroup**.

3.6 Rotating a Picture

You can manually rotate a picture by using the rotate handle (green circle) that appears when you click the picture.
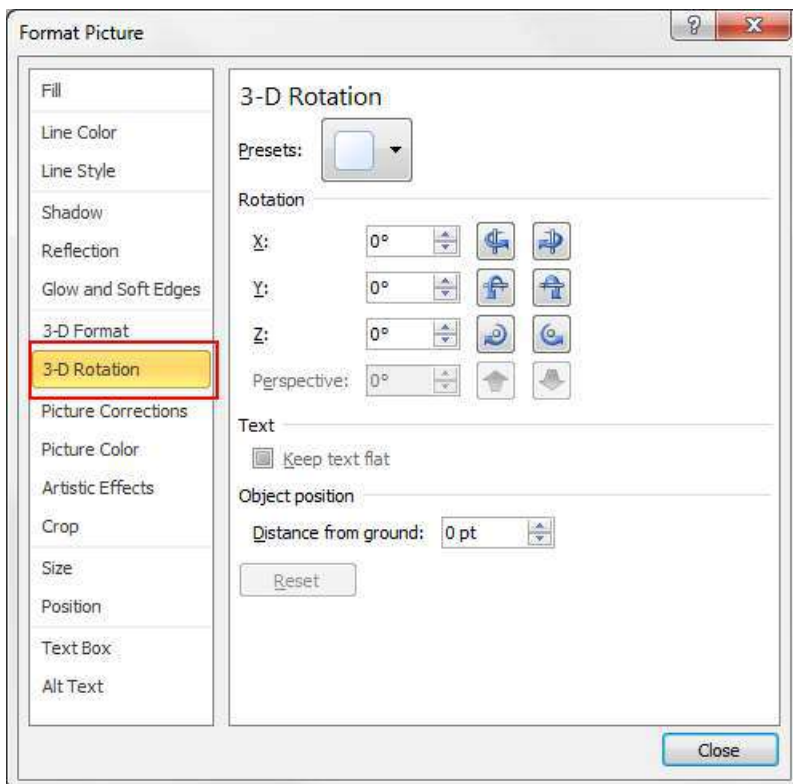

1. Click the picture.
2. Hold your mouse pointer over the green circle above the picture.
3. Click and hold your mouse button as you move your mouse.
4. Release the mouse button when you have the picture rotated as you want it.

To rotate more precisely, or, to rotate in three dimensions, use the "Rotate" feature in the Arrange group:

1. Click the picture.
2. Click the **Format** tab.
3. In the **Arrange** group, click **Rotate**.
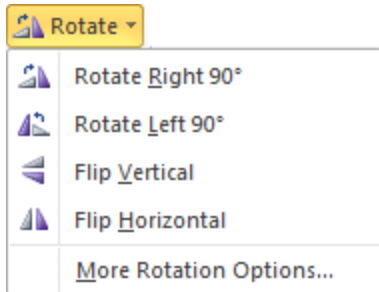
4. Select an option from the drop-down list, or, click **More Rotation Options**.

5. In the **Format Picture** dialog box, click **3-D Rotation**.
    *   Click the **Presets** button to select a preset 3-D rotation.
    *   Enter a number in the **X**, **Y**, and **Z Rotation** settings to create your own rotation.
    *   Click the **Keep text flat** checkbox to prevent text inside a *shape* from rotating when you rotate the *shape*.
    *   Enter a number in the **Distance from ground** box to move a picture backward in 3-D space.
6. Click the **Close** button.

3.7 Cropping a Picture
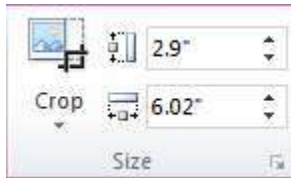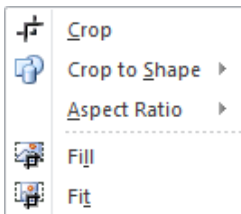

Picture Tools Size Group
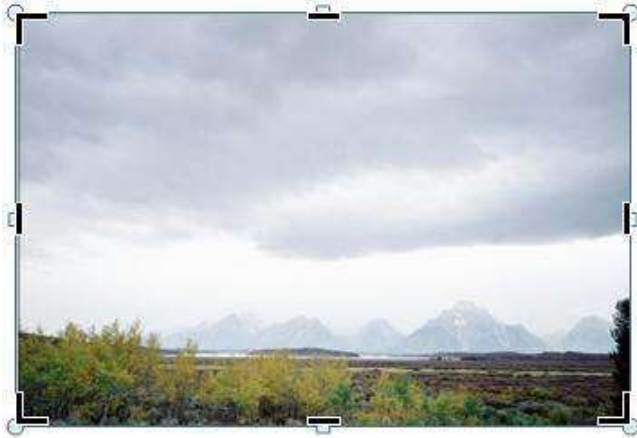
3.7.1 Manual Cropping

1. Click the picture.
2. Click the **Format** tab.

3. In the **Size** group, click the arrow on the **Crop** icon.

4. Click **Crop**.

5. Position your mouse pointer over one of the cropping handles around the picture.
6. Drag the cropping handle toward the center of the picture until you reach the point where you want to crop.

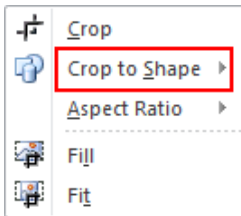7. Click outside the picture to exit cropping mode.

3.7.2 Cropping to Shape

Use this option to crop a picture into a shape, such as making the photo of a person fit into an oval.
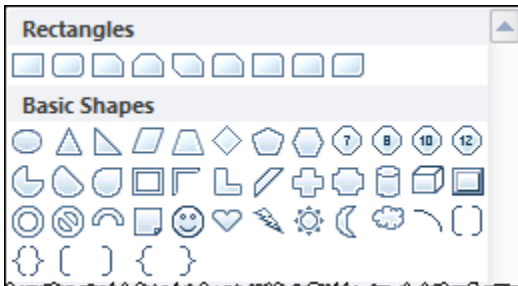

1. Click the picture.
2. Click the **Format** tab.

3. In the **Size** group, click the arrow on the **Crop** icon.

4. Hold your mouse pointer over **Crop to Shape**.

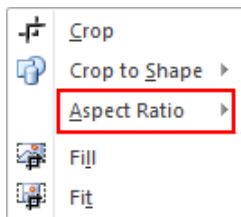5. Click on a shape on the pop-out window.
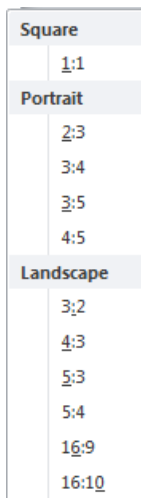

3.7.3 Cropping to Aspect Ratio

Aspect ratio is the ratio between picture height and picture width. You can crop a picture to a common aspect ratio if, for example, you wanted the picture to fit inside a certain picture frame.

1. Click the picture.
2. Click the **Format** tab.
3. In the **Size** group, click the arrow on the **Crop** icon.

4. Hold your mouse pointer over **Aspect Ratio**.

5. Click the aspect ratio of your choice.

The picture above has been cropped to an aspect ratio of 16:10.
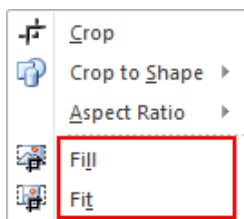
3.7.4 Cropping to Fill or Fit a Shape

Many times when you fill a shape with a picture, the picture becomes distorted. You can correct this problem by using either the "fill" or "fit" crop option.

1. Click the shape with the picture fill.
2. Click the **Format** tab**.**

3. In the **Size** group, click the arrow on the **Crop** icon.

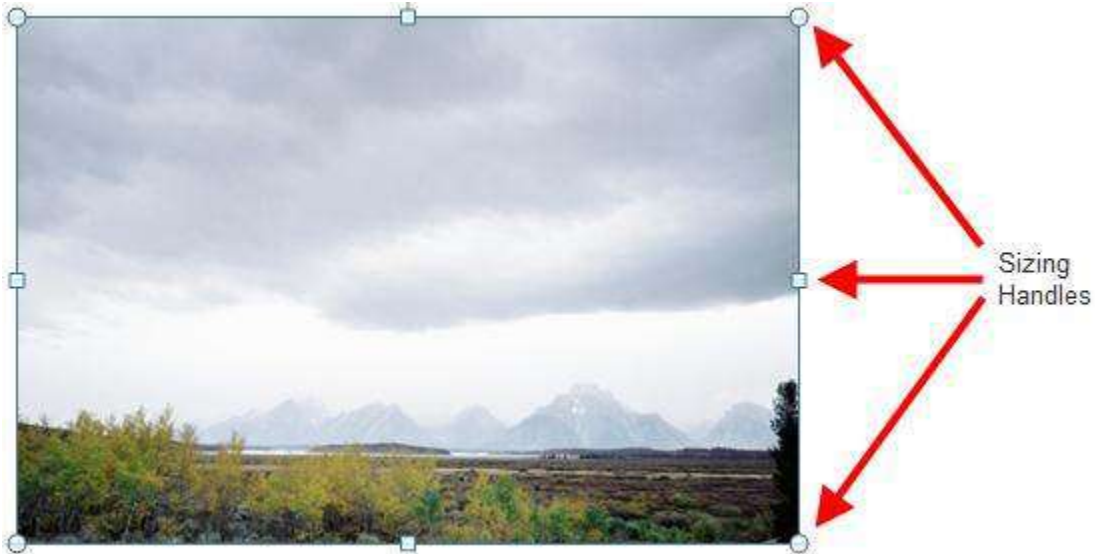4. Click **Fill** or **Fit** in the drop-down list.

"Crop to Fill" fills the entire shape with the picture, but crops off some of the picture; "Crop to Fit" makes the entire picture fit within the shape.

Crop to Fill   Crop to Fit

3.8 Resizing a Picture

3.8.1 Resizing a Picture Manually

1. Click the picture.

2. Click and drag any of the sizing handles on the perimeter of the picture away or toward the center of the picture.

Note: Dragging the sizing handles on the corners of the picture will change both dimensions of the picture, and will maintain the ratio of height to width. Dragging the sizing handles on the sides of the picture will change only one dimension.

### 3.8.2 Resizing a Picture to Exact Height and Width

1. Click the picture.
2. Click the **Format** tab.

In the **Size** group, the current height and width of the picture are shown in the boxes. You can adjust the size by changing either the height or width dimension; the other dimension will adjust accordingly.
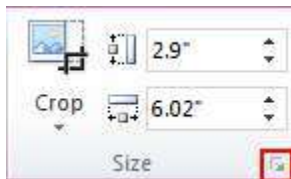
To resize to "scale", open the **Advanced Layout** dialog box:

3. Click the **Advanced Layout** icon (arrow) at the bottom corner of the **Size** group.
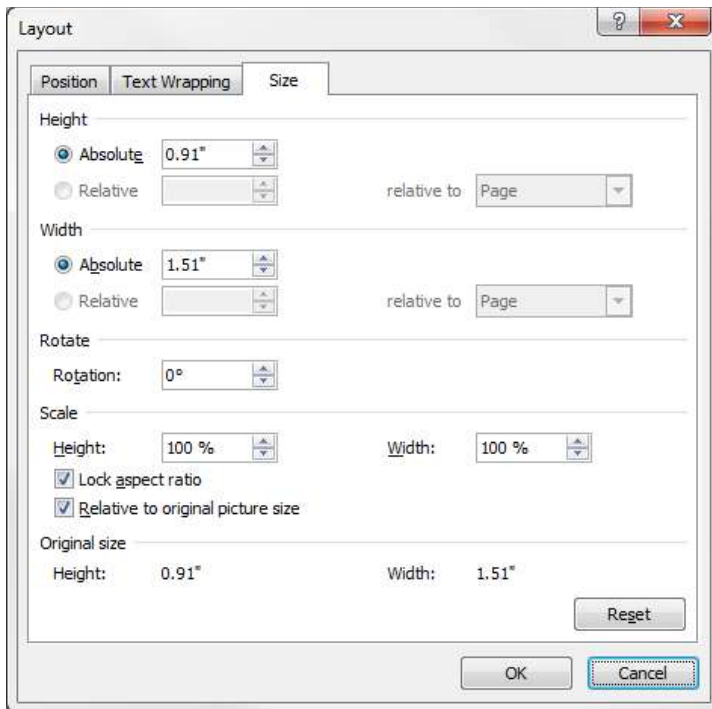
4. In the **Layout** dialog box, change either the height or width percentage in the **Scale** section. Because the Lock aspect ratio box is checked, changing one dimension will cause the other to change accordingly.
5. Click the **OK** button.