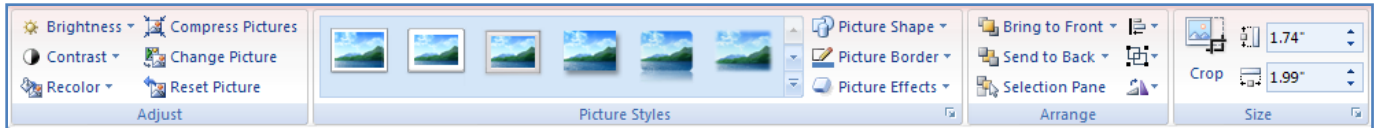


Picture Tools Format Ribbon

This tab is used to apply different formatting to an image. The table below provides a description of each of the items on this tab.



Group/Button	Description
Adjust Group	
Brightness	To adjust the brightness of the picture, click this button. A list of different brightness options will appear.
Contrast	To change the contrast of the picture, click this button. A list of different contrast percentages will appear.
Recolor	In order to change the color of the picture, it is necessary to click this button. Within this list of options there is the opportunity to choose from No Recolor, Color Modes, Dark Variations, and Light Variations. It is also possible to select additional variations by clicking the More Variations link.
Compress Pictures	To reduce the size of the document, pictures can be reduced in storage size. Just click this button to accomplish this. A dialog box will appear that allows changes to be made to the compression mode.
Change Picture	When this button is clicked, the Insert Picture dialog box will display. It is possible to select a new picture which will replace the selected picture.
Reset Picture	This button is used to reset the picture back to the original format.
Picture Styles Group	
Picture Styles Gallery	This area provides a list 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 Shape	Click this button to display a gallery of different shapes that can be applied to the image.
Picture Border	To change the color, width, or line style of the border around the outside of the image, click this button.
Picture Effects	Click this button to add visual effects to the picture such as shadows, 3-D effects, and glows.
Dialog Box Launcher	To open the Format Picture dialog box, click this button. This button is located in the lower right corner of the Picture Styles Group .
Arrange Group	
Bring to Front	Use this button when an image is behind another image and needs to be brought to the front.
Send to Back	When an image appears on top of another image and needs to be sent to the back of the image, click this button.

Group/Button	Description
Selection Pane	This button is used to show the Selection Pane . This pane is used to show individual objects and to rearrange the order of the objects in the worksheet.
Align	In order to align a group of images at the top, bottom, right, or left, click this option.
Group	This option is used to combine a group of images so they can be formatted as one image.
Rotate	Click this button to rotate the image to a different orientation. It is possible to specify the degree of rotation.
Size Group	
Crop	To remove part of an image, click this button. Black handles will appear around the outside of the image. When that happens, move the mouse pointer to the area that is to be removed and drag.
Shape Height	To change the height of the image, put a size in the box or click the spinner arrows to change the height.
Shape Width	To change the width of the image, put a size in the box or click the spinner arrows to change the width.
Dialog Box Launcher	To open the Size and Properties dialog box, click this button. It is located in the lower right corner of the Size Group .