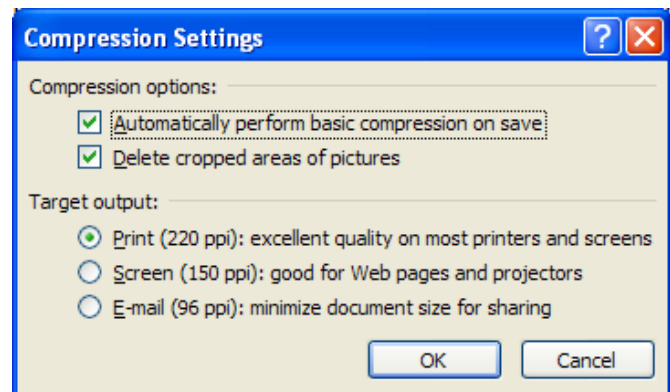
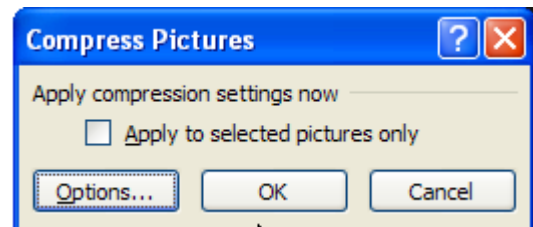


Modifying ClipArt Images

After a clip art image or a picture has been inserted into a document, 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.

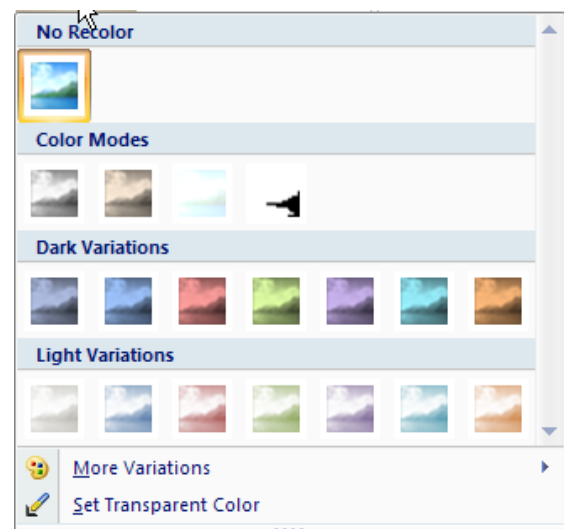
Cropping a Picture

- ❖ Click the picture or clip art image to select it.
- ❖ Click the **Format Tab** under the **Picture Tools Contextual Tab**.
- ❖ In the **Size Group**, click the **Crop** button.
- ❖ 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 **Format Tab** under the **Picture Tools Contextual Tab**.
 - Click the **Compress Pictures** button in the **Adjust Group**.
 - The **Compress Pictures** dialog box will appear (see illustration at right).
 - Click the **OK** button to accept the options.
 - To select additional options to the compression process, click the **Options** button.
 - The **Compression Settings** dialog box will display (see illustration at right).
 - Select any of the options, then click **OK**.



Recolor a Picture

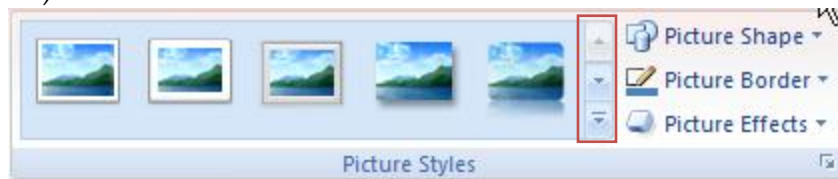
- ❖ Click the object that is to be recolored.
- ❖ Click the **Format Tab** under the **Picture Tools Contextual Tab**.
- ❖ In the **Adjust Group** click the **Recolor** button.
- ❖ A gallery of different variations of the colors will be displayed.
- ❖ Move the mouse pointer over each of the options to see a Live Preview.
- ❖ Click on any one of the options to apply it to the picture.



- ❖ Click the **More Variations** link to display the **Themes Color** gallery.
 - Move the mouse pointer over the items until a desired effect is located.
 - Click the item to apply it to the picture.
- ❖ To change the background of the picture to match the background of a document, click the **Set Transparent Color** link.
 - With the option selected, click anywhere within the background of the picture.
 - The color should change to match the background.

Picture Styles

- ❖ Click the object that is to be changed.
- ❖ Click the **Format Tab** under the **Picture Tools Contextual 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 apply a different shape to the picture, click the **Picture Shape** button.
 - Click on the different shapes to see a Live Preview of the shape.
 - When one has been selected, click the shape.
 - The shape will be applied to the image.
- ❖ 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 effect, a glow, or a reflection to the image, click this link.
 - A gallery of effects will display.
 - Move the mouse pointer over the effect to see a Live Preview.
 - Click the desired effect to apply it to the image.