

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 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 | This button is located in the lower right corner of the Picture Styles Group. It is used to launch the Format Picture dialog box. |

| Group/Button | Description |
|----------------------------|--|
| Arrange Group | |
| Position | This button is used to change the position of the image on the page. A gallery of different locations will be displayed. It is also possible to click the More Layout Options link to display additional position options. |
| 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. |
| Text Wrapping | 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 document. |
| 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. |
| Height | To change the height of the image, put a size in the box or click the spinner arrows to change the height. |
| 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 | This button is located in the lower right corner of the Size Group. It is used to launch the Size dialog box. |