

12 Formatting Pictures

Introduction

There are a variety of ways to **format** the pictures in your document. Depending on how the images are used and where they are placed, you can use Word's **picture tools** to **personalize** and **modify** them in interesting ways.

▶ [Play the video by clicking the link below:
Formatting Pictures](#)

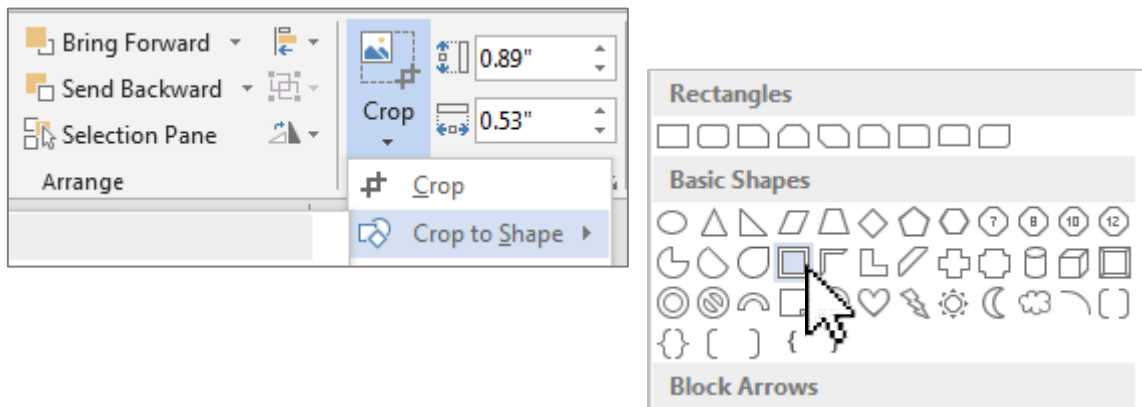
Exercise 12a

Using the sample as a guide, follow the directions below to complete the exercise.

- Open **Word 12a Template FORMATTING PICTURES**
- Save the file in your Documents Folder:
File > Save As > Documents
- Name your file by typing in the *File Name* box:
Word 12a YourFirstNameLastInitial FORMATTING PICTURES
Save as type: Word Document
Click **Save**

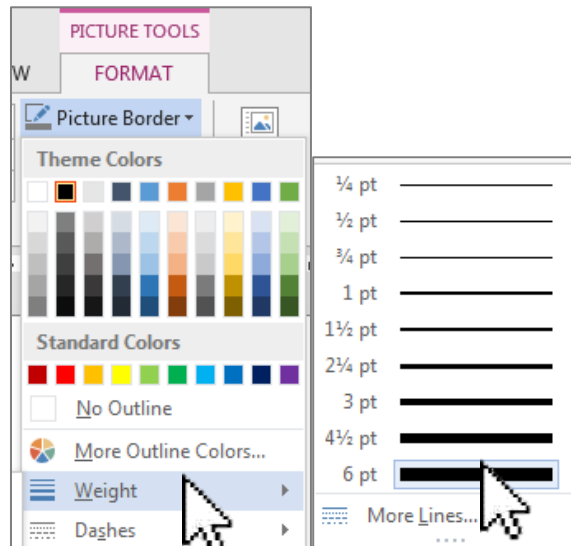
Picture 1a – Dog in Window

- Click picture **1a** to select it.
- In the **Picture Tools Format Tab**, click the **Crop Icon** then **Crop to Shape** and click **Frame**.



Add a Picture border to the frame:

- With the frame selected, click the **Picture Tools Format Tab** > click the **Picture Border** Drop down menu, click **Weight**: choose **6pt**.



Colour the border:

- Click the **Picture Border** Drop down menu again and choose any of the **Green** shades from the **Colour Palette**.

[Picture 1b - Rooster](#)

Combine 2 pictures:

- Click the rooster picture. Drag it to the center of the **frame**.



Crop the rooster picture:

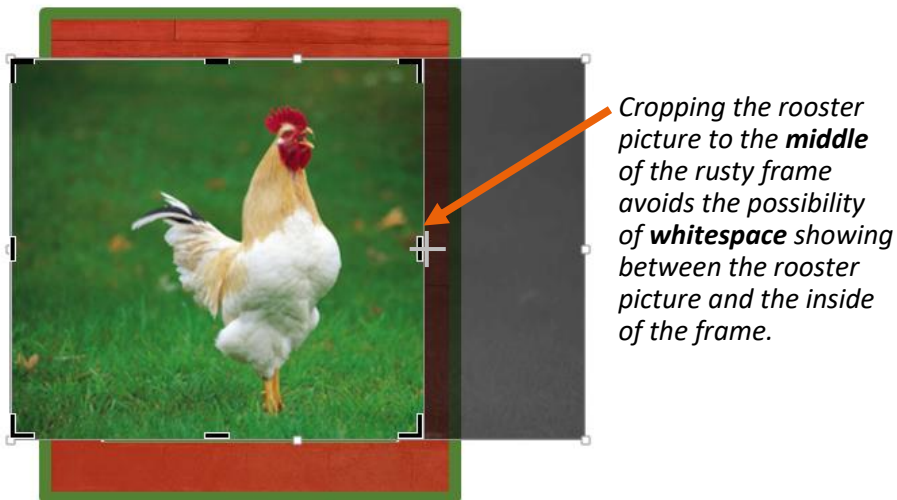
- Hover** your mouse over the rooster picture and **right click**, then left click the **crop** tool.



- You will see **black bars** surrounding the picture. Hover your mouse over the black bar on the right side of the picture until you see a sideways T shape.



- Left click** and hold down the mouse. You will now see a **plus sign**. Drag the mouse until you reach the **middle of the rusty frame** and release your **mouse**.

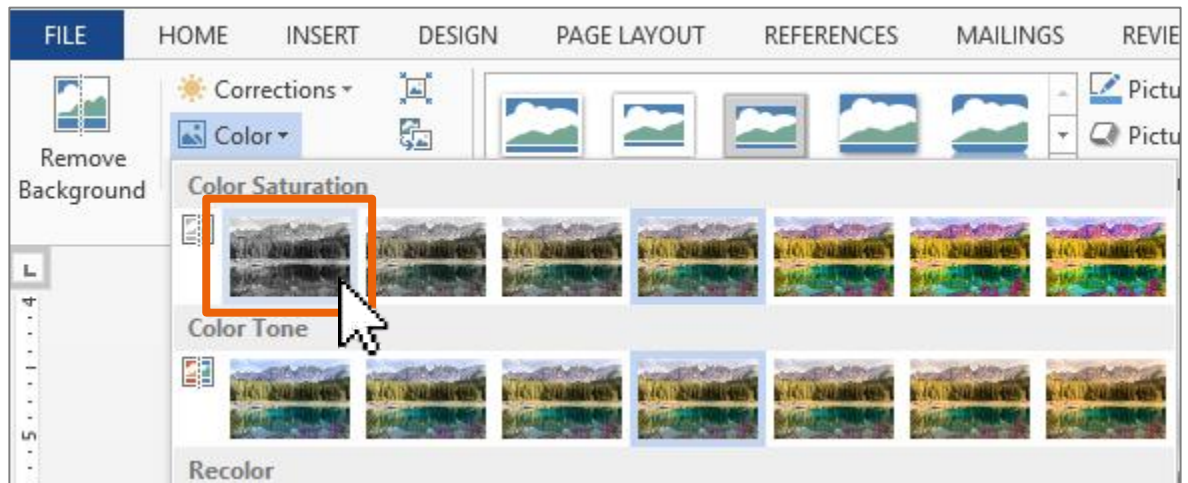


- Crop the **left side** of the picture to the **middle of the frame**.
- Click** anywhere on the page to **deselect** the picture.

Picture 2 - Landscape

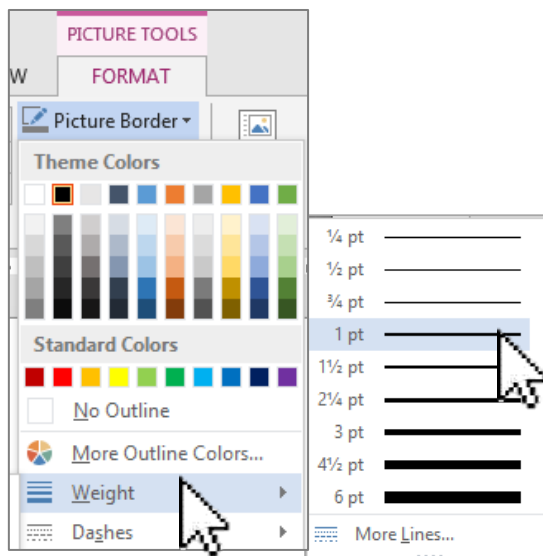
Change the color of the photo to black/white:

- Click on the landscape photo to **select it**.
- In the **Picture Tools Format Tab**, click **Color**, click **Color Saturation 0%**



Add a Picture border to the frame:

- With the picture selected, click the **Picture Border** drop down menu, click **Weight**: choose **1pt**.



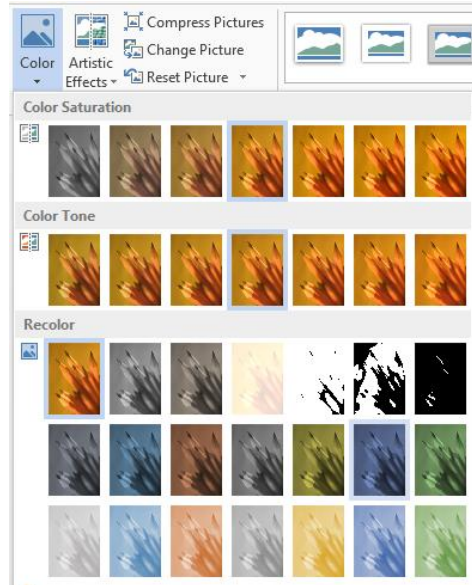
Colour the border:

- Click the **Picture Border** drop down menu again and choose **any colour** you like.

Picture 3 - Pencils

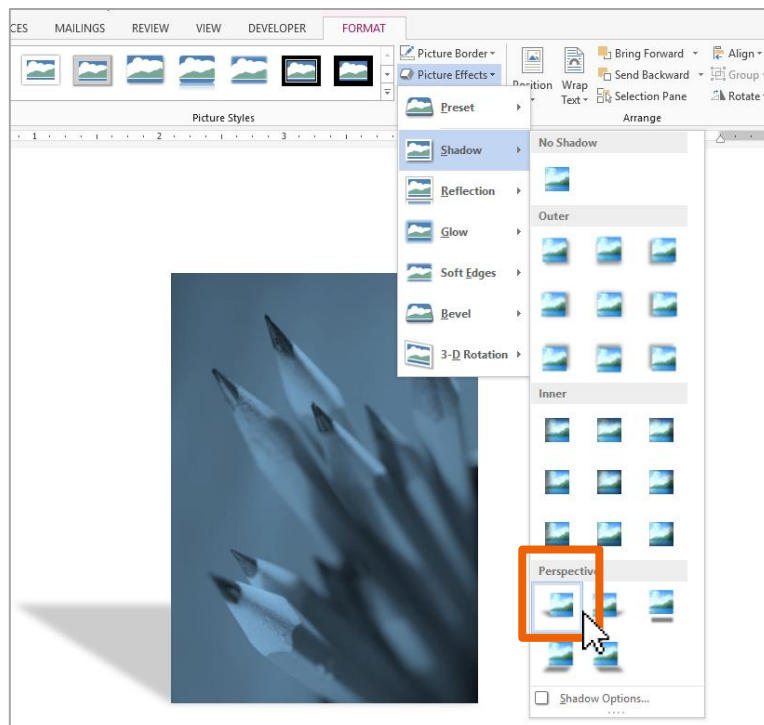
Change the colour of the photo:

- Picture Tools Format Tab > **Color** > **Choose any Blue Colour**



Add a Shadow:

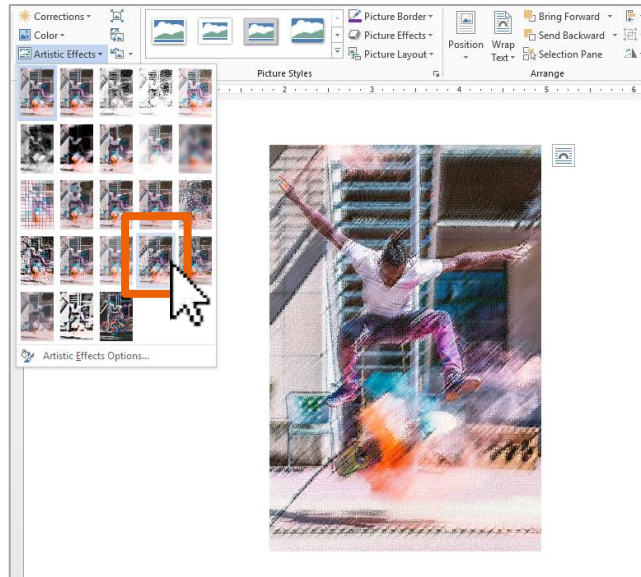
- Picture Effects** > **Shadow** > **Perspective** > **Perspective Diagonal Upper Left.**



Picture 4 - Skateboarder

Add an Artistic Effect:

- Picture Tools Format Tab > **Artistic Effects** Drop Down menu > **Pastels Smooth**

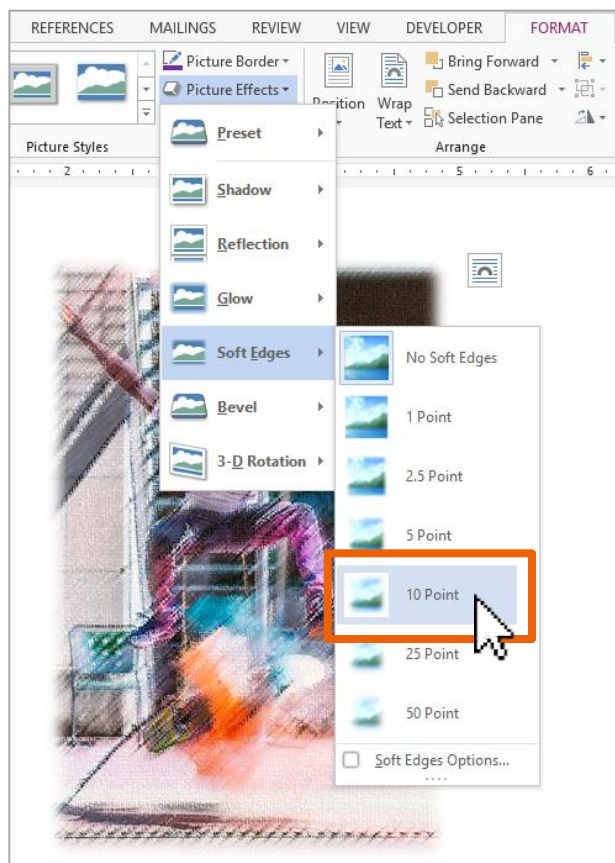
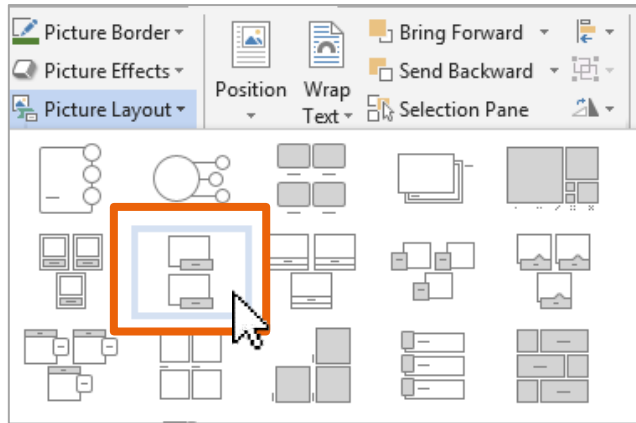


- Add a **Picture Effect > Soft Edges > 10pt**

Picture 5 - Soup

Add a layout Effect:

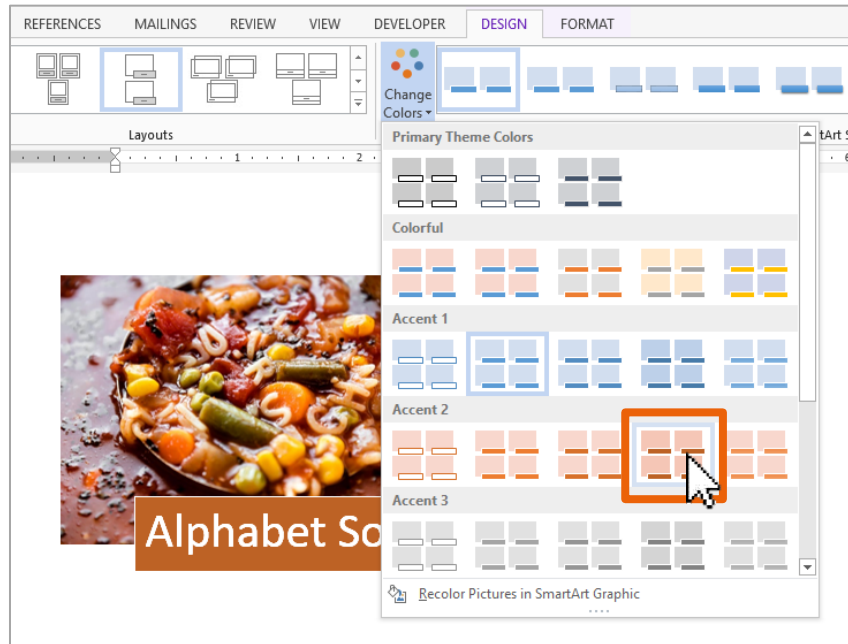
- Picture Tools Format Tab > Picture Layout > **Bending Picture Caption**



- Click in the blue box and type: *Alphabet Soup***

Change the colour of the text box:

- Click the **Change Colors drop down menu** and choose **Brown**.

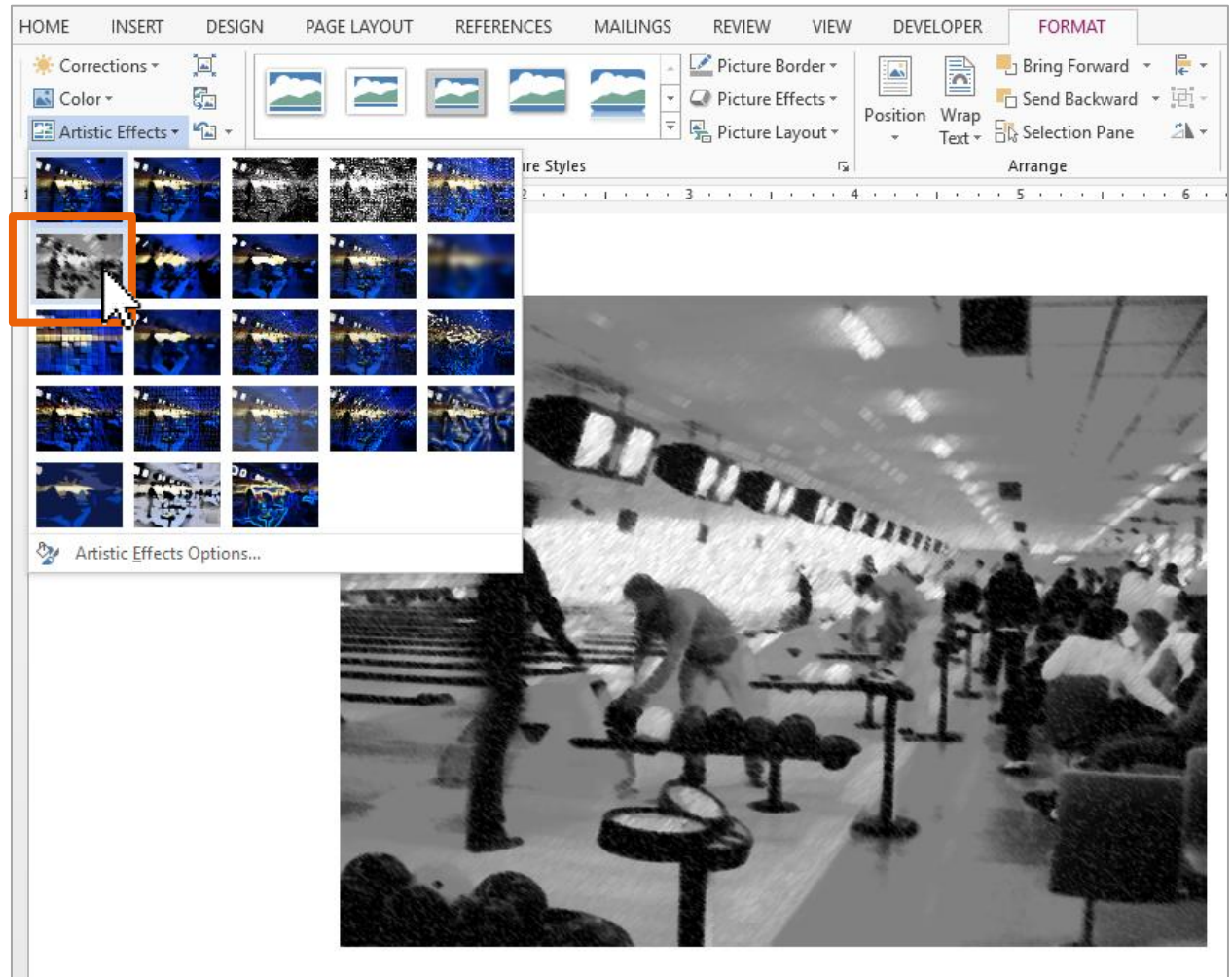


- If you would like to change the font, **select the text** and **choose a different font** from the **font drop down menu** in the **Home Tab**.
- Add a picture border:**
- Click the picture > Picture Tools Format Tab > **Picture Border** > Weight: **½ pt**, Colour: **Brown**

Picture 6 – Bowling

Add an Artistic Effect:

- Picture Tools Format Tab > Artistic Effects > **Chalk Sketch**



Add a Glow:

- Picture Effects > Glow: any size, any colour you like.
- Save your assignment and email it to your instructor.**

Exercise 12b

Using the sample as a guide, follow the directions below to complete the exercise.

- Open a file on your computer:
UNIT 5 WORD > 12 WORD EXERCISE >
Word 12b Template FORMATTING PICTURES
- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file by typing in the *File Name* box:
Word 12b YourFirstNameLastInitial FORMATTING PICTURES
Save as type: Word Document
Click **Save**

Below are instructions on various ways to place images into your document

Pictures from Online Picture Tool in Word:

- Click in the document where you want to place the image
- Click the Insert Tab > click the Online Pictures Icon >
- Type a search term in the Image Search > click on the image > click insert.

Pictures stored on your computer:

- Click in the document where you want to place the image.
- Click the Insert Tab > click Pictures Icon > Go to where your picture(s) are stored on your computer > click the picture > click Insert.

Pictures from the Internet:

- Go to a copyright free image website (see below).
- Right click on top of the photo and click *copy image* >
- Go to your document > Right click your mouse and click the first icon under the Paste options menu.

Below are some sites that have copyright free images on the Internet:

unsplash.com

Foter.com

StockfreeImages.com

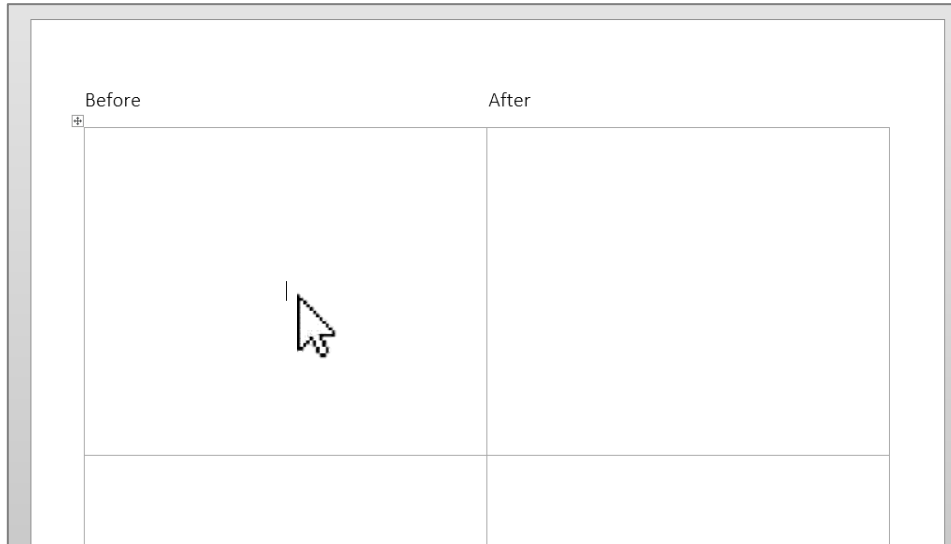
FreeDigitalPhotos.net

Flickr.com

thegraphicsfairy.com

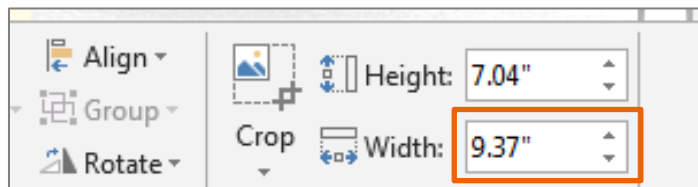
If you need help downloading a picture, please ask your instructor.

- Find **one picture of your choice**.
- To place the picture, **click your cursor** in the top left box on page 1. The box is formatted to automatically center your picture.

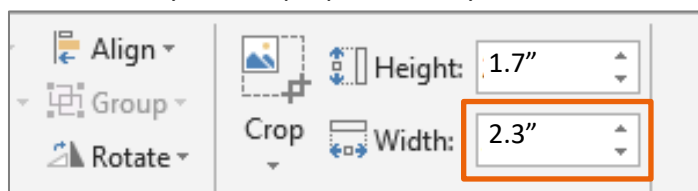


- Go to the **Insert Tab**.
Choose where you want to get your picture from and click **Insert**.
Your picture will probably be too big to fit the box, therefore, in the next step, we will re-size it.
- Click the picture to **select it**.
- Click the **Picture Tools format tab**. In your picture height and width boxes, **choose** the box with the **highest measurement**.

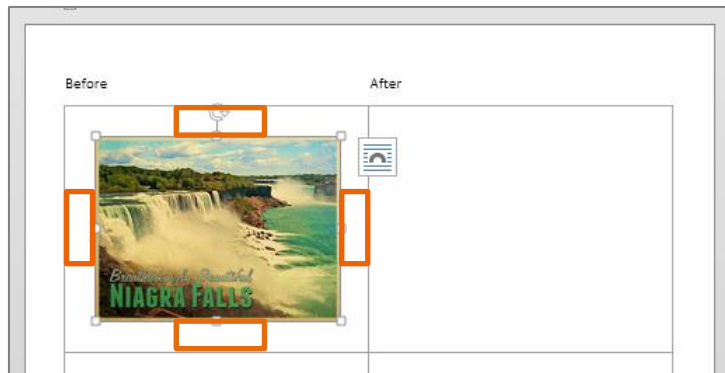
In the example below, we choose 9.37" because it is the highest measurement of the two. (Note: the measurement in the example below will not match your Height and Width boxes).



- Type **2.3** into the box and press enter. The other measurement will automatically reduce proportionately.

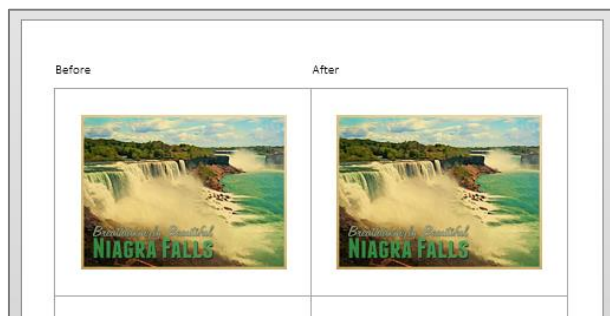


- There should be **space between the picture and the box it sits in**, as shown below.



Make a duplicate of the picture (side by side):

- Click** on a photo in the left column, click **copy** then click the box in the second column and **paste**.



- The picture in the **left column** is the original, it does not change.
- Use the **Picture Tools** in the Picture Tools Tab to **change** the copy of the picture in the **right column**.

Use one, or a combination of the following tools:

- Colour
- Artistic Effects
- Corrections
- Picture Border
- Picture Effects
- Picture Layout
- Remove Background



- Choose **5 other pictures** for the remaining squares and follow the same procedure to **place, resize, duplicate** and **format**.

- Print** your document with the following settings:
 - a. Colour Printer
 - b. Print on Both Sides
 - c. Leave the remaining settings as is (default settings)

- Write your **name + exercise number** on the top right corner of the document.

- Hand in** your printed exercise.

- Close your file** and **drag** it into the **COMPLETED ASSIGNMENTS** folder.