

FORMATTING YOUR PICTURES

Changing the Size

To change the size of the photo or other pictures

- Click to select the picture, then place the mouse on the corner mark of the picture (either a black square or a white dot).
- When you see a slanted double arrow \nwarrow click and drag the photo smaller or larger (it is not recommended to expand pictures much as their resolution does not hold up).
- It is also helpful at this point to show the Picture toolbar (if it is not already there). To view this, go to **View**→**Toolbars**→**Picture**.



Rotating the picture

Click on the picture to view the picture toolbar. Use the rotate or flip buttons depending on the orientation of the original.

Cropping Pictures

Use crop tool to keep just the part of the image you want.

When you click on a picture, the Picture Toolbar should appear. (If Picture Toolbar is not there, click on View→Toolbars→Picture.)

Crop tool – use to delete parts of picture you don't want. Put crop tool on one of the edge squares and drag until it is the size you want. You can always expand the picture to the original size.



Adjusting the Color/Brightness

- To adjust the Brightness, Color, or Contrast of a picture use the picture toolbar.
- Experiment with the contrast or brightness or even with making it black and white (greyscale).



Moving the Picture

- Use the left, right, and center alignment tools to change the position of the picture.
- Click and drag it up and down to adjust the position.

