

*Vision / It reaches beyond the thing that is,  
into the conception of what can be.  
Imagination gives you the picture. Vision  
gives you the impulse to make the picture  
your own.*

*Robert Collier*

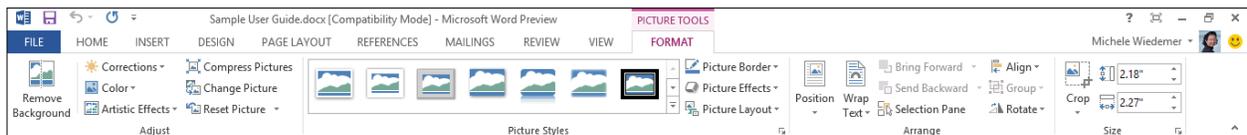
## Module Five: Formatting Pictures

In this module, you'll learn how to use the Picture Tools tab. Removing a picture's background is a great technique to add professionalism to your documents. You'll also learn how to add a border to a picture. This module also explains how to add artistic effects and change a picture's position and text wrapping. You'll also learn how to use the selection pane for selecting an object when multiple objects are layered.

### Using the Picture Tools Tab

To use the Picture Tools tab, use the following procedure.

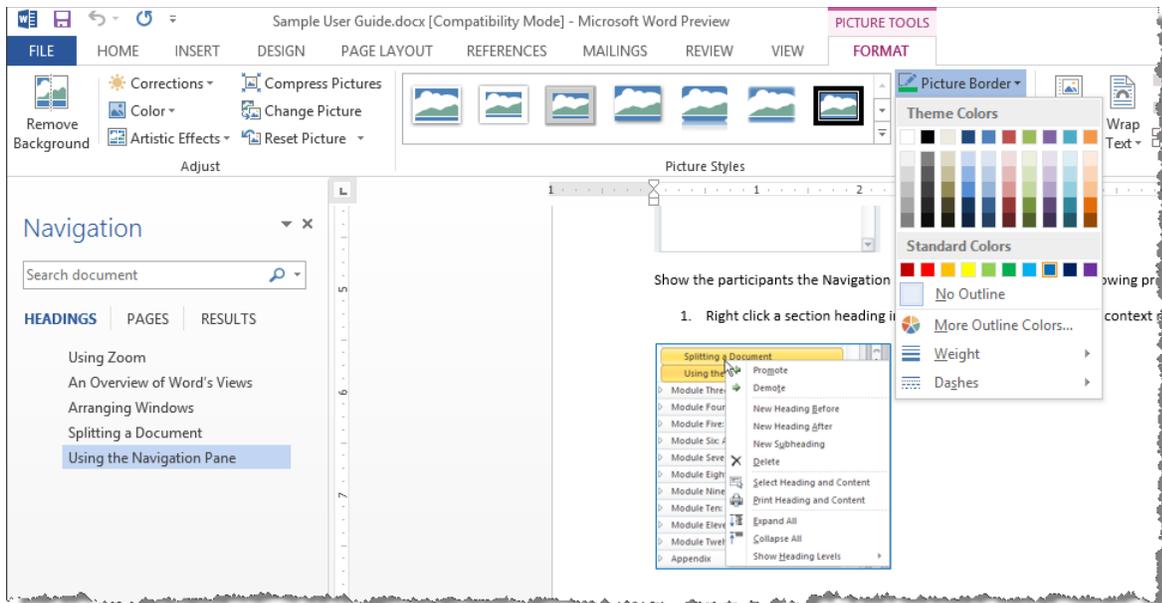
1. With a picture selected on the document, select the **Picture Tools/Format** tab from the Ribbon. You can use the other tabs while working with a picture, and this tab will still be available.



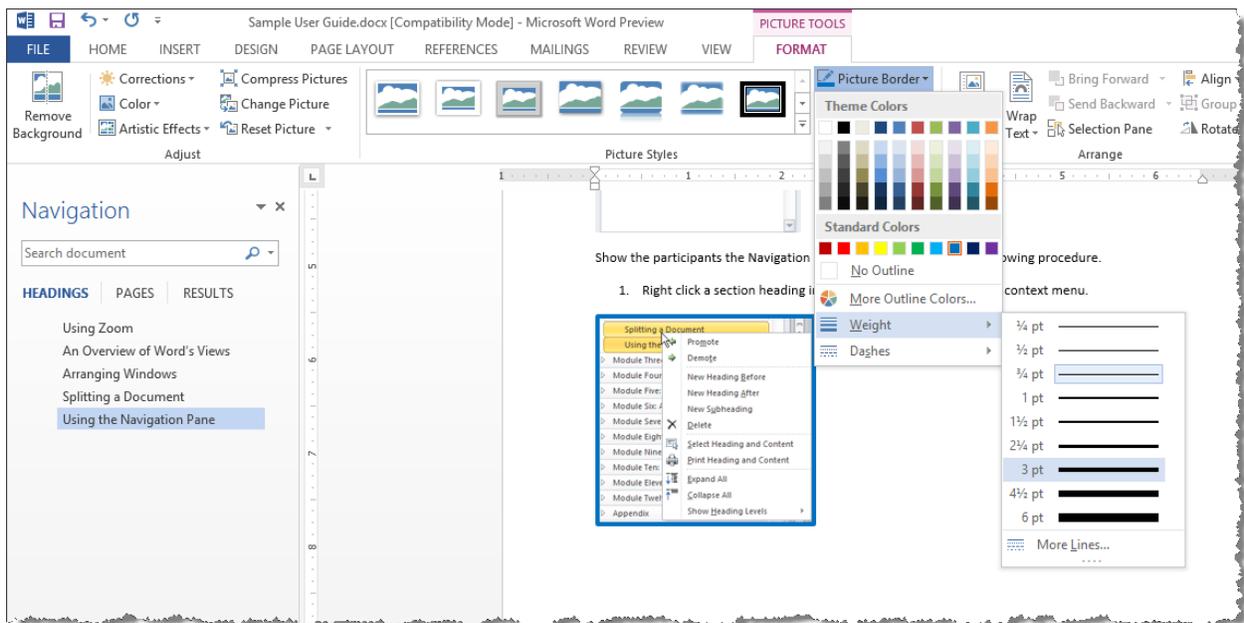
### Adding a Border

To add a border to a picture, use the following procedure.

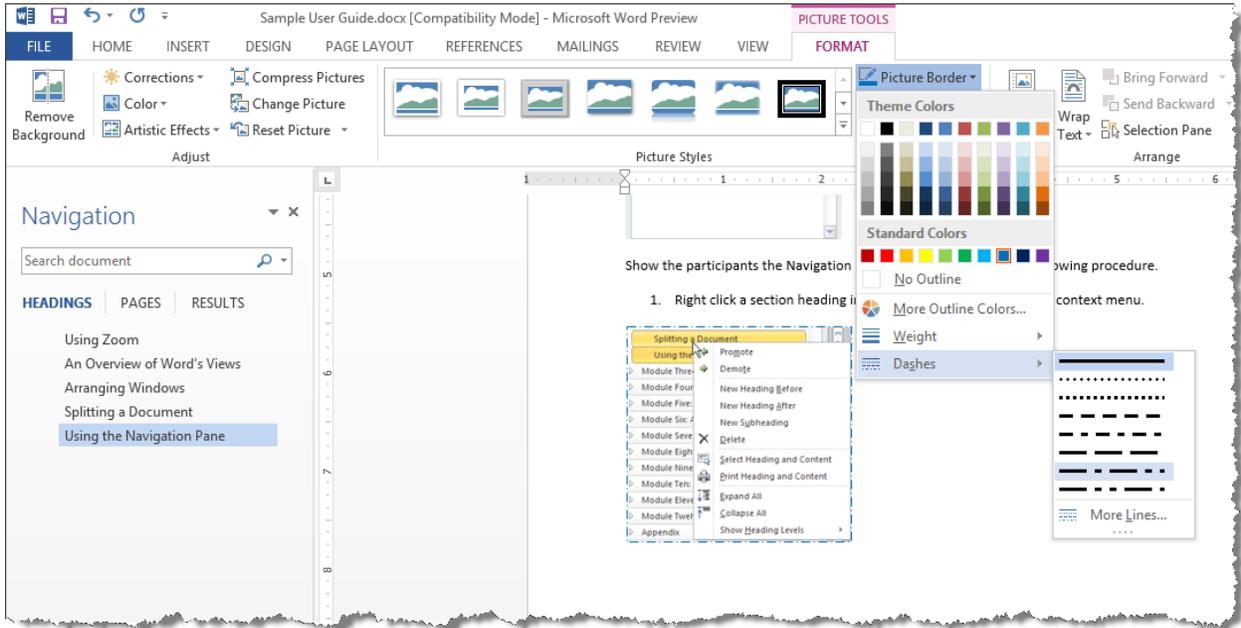
1. Select the picture to which you want to add a border.
2. Select the **Picture Tools/Format** tab from the Ribbon.
3. Select **PictureBorder**.
4. Select a color from the gallery to use or select **MoreOutlineColors** to choose a **Standard** or **Custom** color as you've seen in other Word color galleries.



5. Select **PictureBorder** again to select a line weight. Select **Weight**. Select the point size line you want to use. Remember that you can preview the border for selecting it by hovering your mouse over that option.



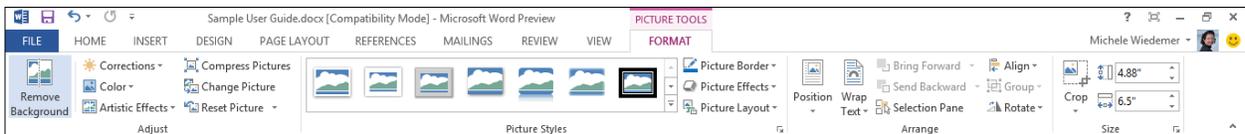
6. Select **PictureBorder** again to select a line style. Select **Dashes**. Select the line style you want to use.



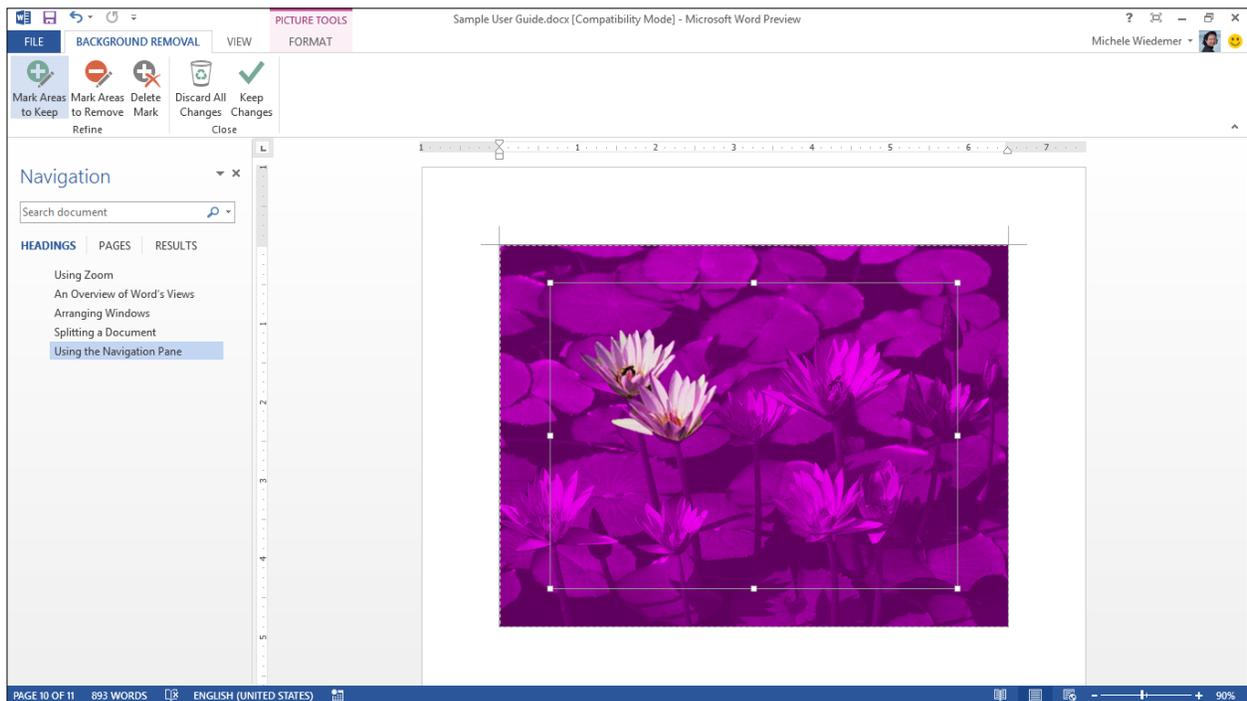
## Removing a Picture's Background

To remove the background from a picture, use the following procedure.

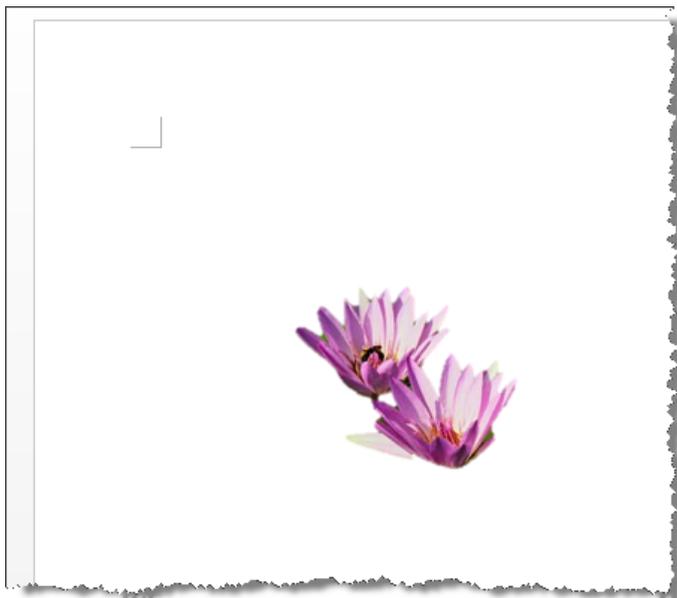
1. Select the picture you want to change.
2. On the **PictureTools** tab of the Ribbon, select **Remove Background**.



Word displays the **BackgroundRemoval** tab.



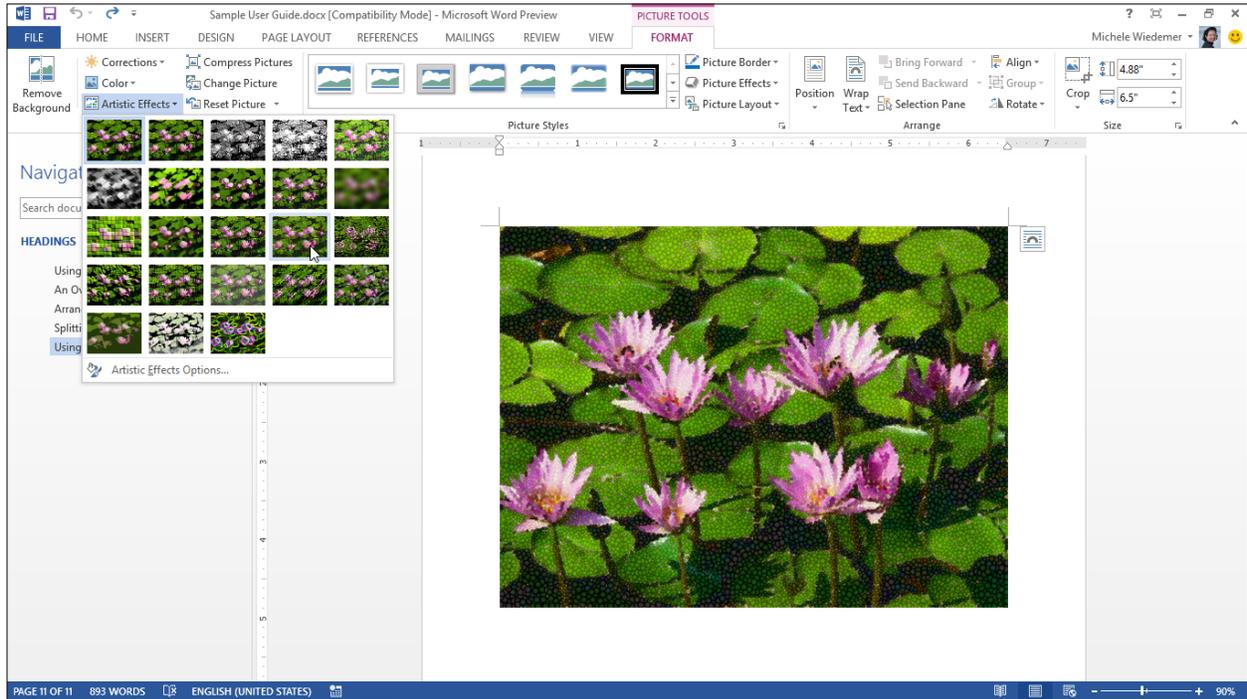
3. You can drag the marquee to adjust the picture, if necessary.
4. Select **Keep Changes** to accept Word's automatic background removal. Or use the **Mark Areas to Keep** or **Mark Areas to Remove** tools to refine the background removal. When you have finished, select **Keep Changes**. Or select **Discard All Changes** to return to the original picture.



## Adding Artistic Effects

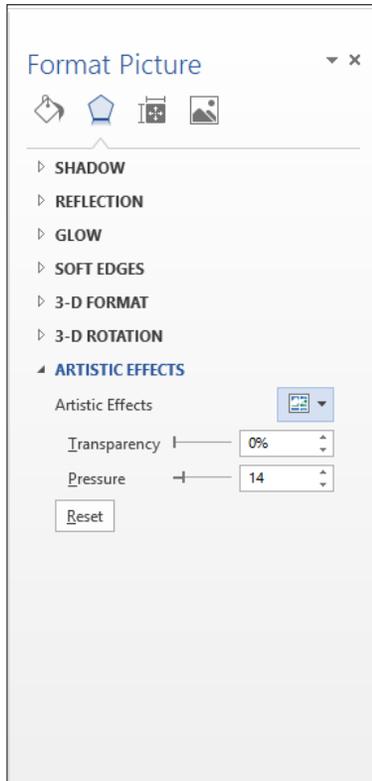
To add artistic effects to a picture, use the following procedure.

1. Select the picture you want to change.
2. On the **PictureTools** tab of the Ribbon, select **Artistic Effects**.
3. Select the effect you would like to apply.



The Artistic Options in the *Format Picture* pane.

1. Select **Artistic Effects Options** from the Artistic Effects gallery.

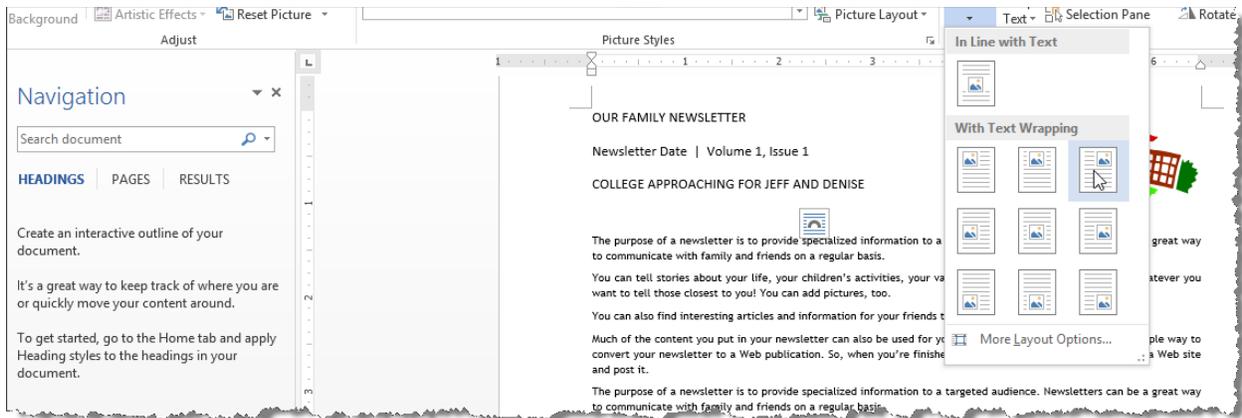


1. Select the **Artistic Effect** from the drop down list.
2. Depending on which effect you select, there are different options to adjust, such as transparency, pressure, or brush size. Use the up and down arrows or enter the amounts for each option.
3. Select the **Reset** button to return to the default settings for the selected option.

## Positioning Pictures and Wrapping Text

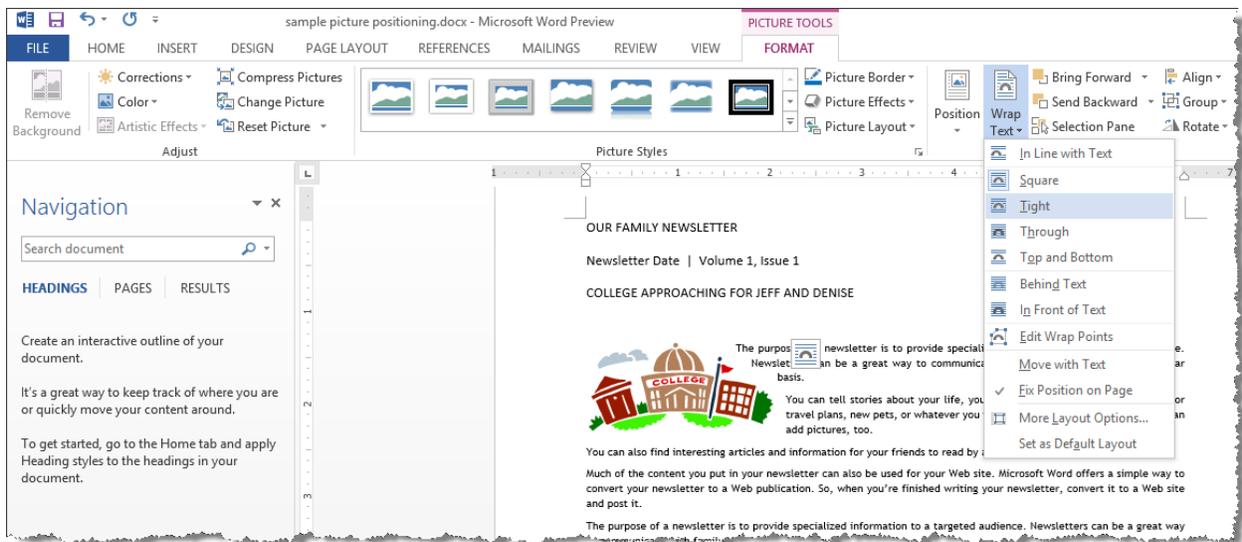
To set the positioning for a picture, use the following procedure.

1. Select the picture you want to change.
2. On the **PictureTools** tab of the Ribbon, select **Position**.
3. Select the Position that you want to use. You can use the Layout dialog box to refine it later, if needed.



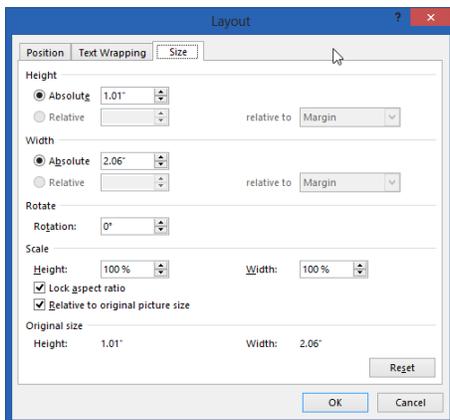
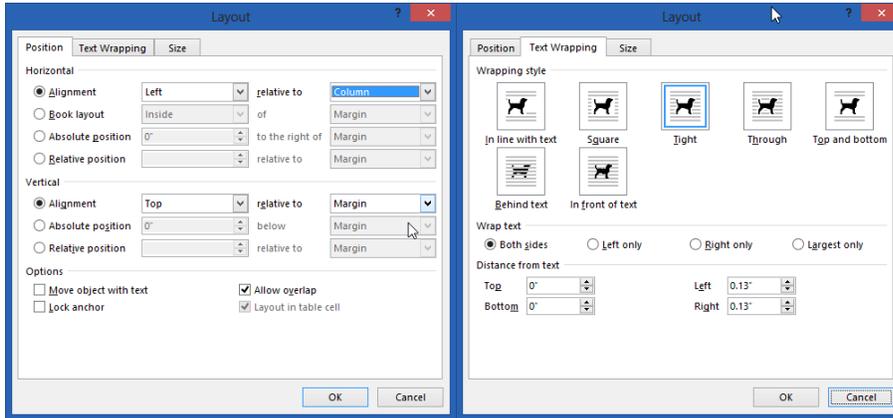
To set the text wrapping for a picture.

1. Select the picture you want to change.
2. On the **PictureTools** tab of the Ribbon, select **Wrap Text**.
3. Select the wrapping option that you want to use. You can use the Layout dialog box to refine it later, if needed.



The Layout dialog box.

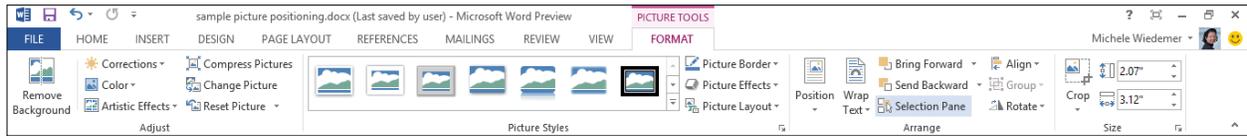
1. Select the picture you want to change.
2. On the **PictureTools** tab of the Ribbon, select EITHER **Wrap Text** or **Position**.
3. Select **More Layout Options**.



## Using the Selection Pane

To open the selection pane, use the following procedure.

1. Select any object on the page to access the **Picture Tools Format** tab on the Ribbon.
2. Select the **Selection Pane** tool.



3. In the *Selection Pane*, you can rename the objects by clicking on an item and entering a new name. You can also use the Send Forward and Send Backward arrow icons to reorder the objects. The Show all and Hide all allow you to hide from the editing view all of the objects or show them all again. You can show or hide individual objects by clicking on the eye next to the name for that object.

