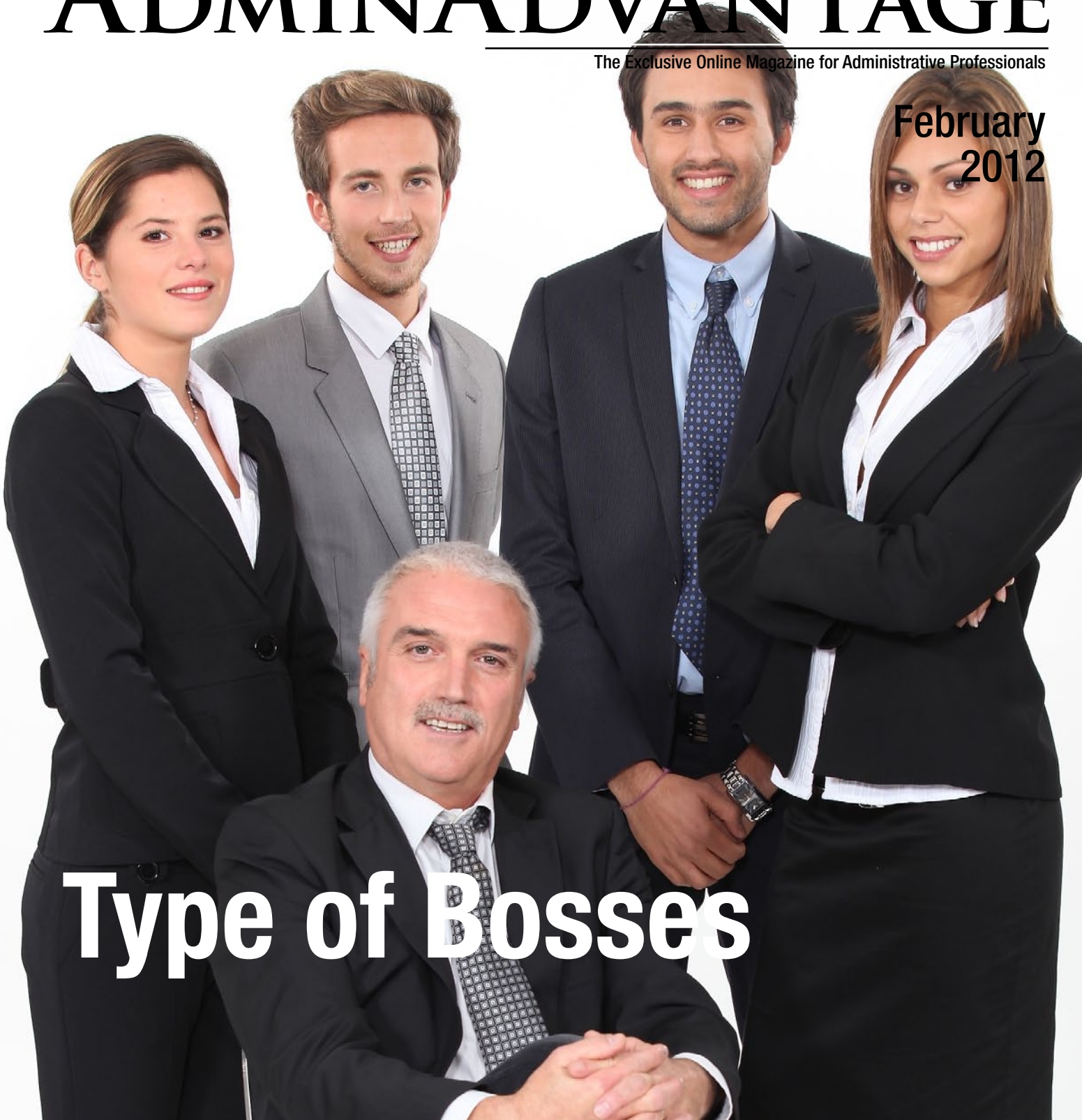


# ADMINADVANTAGE

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## Type of Bosses

### FEATURES:

Career Management: What To Do When You Get A New Job  
Digital Photograph Manipulation in Microsoft Office 2010  
Improving Respect in the Workplace

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# Digital Photograph Manipulation in Microsoft Office 2010

by Marie Herman

So you've mastered the basics of inserting pictures and moving and resizing them as needed. You're pretty sure there are some fancier picture manipulation tools built into Office 2010, but who has the time to explore them? Well here's a short and sweet overview of a few of the options available to you. ▶▶

## CROPPING ▾

Oftentimes we have an image that we would like to modify by cropping. This nips off the edges of the picture to showcase certain elements of the image. You might just wish to reduce the picture down to only show someone's face or you might want to make it a little more elegant looking. When you click on the picture, you can access the cropping feature on the Picture Tools-Format menu. Click Crop to turn the feature on. Black bars are added to the corners of your image, which you can click and drag to resize to show the part of the image you want left after cropping. Only the display of the image is affected. You can bring back the full original image at any time, as long as you don't choose the option on the compress pictures window to delete cropped areas (more about that feature later). Then click Crop to "accept" the completed cropped image.

If you click the drop down arrow below Crop, you'll see additional options:

**Crop to Shape** – Selecting this option will shape the outline of your picture into whatever shape you select. There is a substantial range of shapes available to you, such as an arrow, circle, triangle, etc.

**Aspect Ratio** – This will suggest a particular scale size of image. It's useful if you are trying to fit an image into a certain size box or a standard

dimension image (i.e. 4 x 6") without affecting the scaling of your image. This is along the lines of what they do to theatrical movies that are resized to fit your television screen. They either stretch the image to the edges of your screen or they crop part of the image so that the scale is the same as the screen.

**Fill** – With the fill feature, you draw the size of the image you want, and then click Fill to resize the image automatically to fill it, while maintaining that aspect ratio specified. Any edges that don't fit are cropped off.

**Fit** – With the fit feature, you draw the size of the image you want, then click Fit to resize the image automatically to fit inside it, while maintaining that aspect ratio specified. The picture is reduced until it all fits and any "extra space" is filled in with white edges.

### **Picture Formatting Options:**

Picture Formatting options are controlled on the Picture Tools-Format ribbon that shows when any image is selected.

## ALIGNING

Aligning allows you to line items up with each other or against your document (your margins, the page as a whole, etc.)

**Align Left/Center/Right** – These will align multiple images so they are all aligned at the left, evenly in the center spot, or at the right edge of each

# TECHNOLOGY

image, RELATIVE TO EACH OTHER. Note that this presumes the images are vertically spaced out already. If you use this feature for images on the same line, they will stack on top of each other.

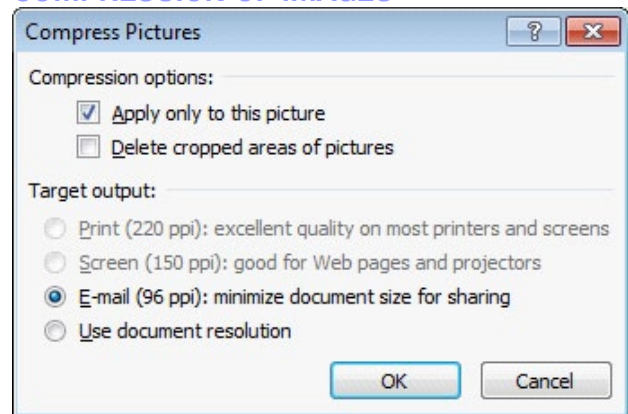
**Align Top/Middle/Bottom**– These will align multiple images so they are all aligned at the top, evenly in the center spot, or at the bottom edge of each image. Note that this presumes the images are horizontally spaced out already. If you use this feature for images aligned vertically, they will stack on top of each other (which might be what you want at certain times).

**Distribute Horizontally/Vertically** – This will distribute the images with even amounts of spacing between them either up and down or left to right. It presumes that the outer two objects are already in place correctly and then spaces the remaining items evenly between those two outer items.

**Align to Page/Margin/Selected Objects** – By default, if more than one image is selected using the Shift key and clicking, align selected objects becomes checked by default. This means that when you align multiple objects, they align with each other. If you want them to align with the page or margins, you need to change this option. So, for example, aligning three squares with each other means their center points will all line up. But if you want them to align with each IN THE CENTER of the page, then you need to click the Align to Page option.

**View Gridlines / Grid Settings** – Allows you to show a grid to assist in placement of the objects.

## COMPRESSION OF IMAGES



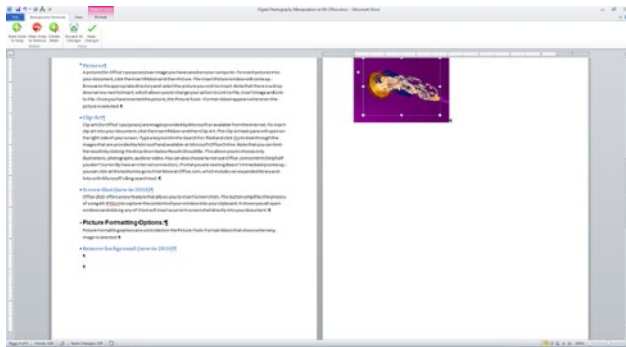
If you are inserting images that came from a digital camera, they are often high resolution and can make your file size ridiculously large. To reduce the file size, you will want to compress the images. Click on one of the images in your document, then on the Format Pictures – Tools ribbon, choose Compress Pictures. Note that by default Apply only to this picture may be checked. If you want to compress all pictures in your document at one time, uncheck that box. Delete cropped areas of pictures is unchecked by default. If you want to delete them, you can check this box. You might want to do this for security purposes, for example, or because you have the original images elsewhere and could replace them if desired. If you check the box to delete cropped areas, you will no longer be able to reset your images back to their original format, so think carefully before doing this! You then have the option of sizing them for print (highest quality), screen (acceptable for web

pages and sharing), or email (much smaller size – both of the file and the image itself, lowest quality). The document resolution option sets the picture compression to match the document's default (usually print quality).

## PICTURE STYLES

Picture styles are pre-designed options for the framing and bordering of your pictures. They can make your pictures look like old fashioned pictures with white box frames or they can add an elegant note with a shadow effect or an oval cropped frame for instance. They can add a really nice touch to your document and I encourage you to play with them. Note that you can click and drag the image to move it within the cropped area (i.e. move it up or down to better center it). This only changes the display on the screen. You can go back to your original picture at any time.

## REMOVE BACKGROUND (NEW IN 2010)




The Remove Background button brings up a submenu with buttons that you click to allow you to mark areas of the picture to keep and mark areas of the picture to remove. If you make a mistake, you can delete the marks

you have made using the Delete Mark button. Discard all changes resets the picture back to how it started and closes the ribbon. Keep changes closes the ribbon and saves the changes you just made to the image. Note that the original picture is retained in memory so you can bring it back at any time.

## AND EVEN MORE!

There are many more special effects available to you in Microsoft office. This article barely scratches the surface. Take the time to also learn about the options on the Picture Effects drop down menu, which include 3D effects, graphic design options like beveling your image, applying shadows, reflections and more. Also, artistic effects were added in Office 2010 to allow you to apply various selections to your images such as converting them to chalk drawings, black and white, watercolor, etc.

There are so many wonderful digital photograph manipulation options available to you in Microsoft Office that you can literally spend hours enhancing your images and documents. 

**Marie Herman CIWD, ATM-S operates a successful business, MRH Enterprises ([www.mrhenterprises.com](http://www.mrhenterprises.com)), whose services include online tutoring and Microsoft Office certification study groups, writing articles, and conducting workshops and other speaking engagements. She can be reached at [info@mrhenterprises.com](mailto:info@mrhenterprises.com).**