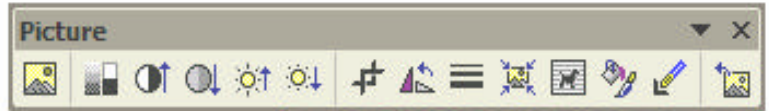


# Using the Picture Toolbar

## Picture Toolbar















1. Right click on your image.
2. Left click on **Show Picture Toolbar**.
3. The Picture Toolbar appears.



Slide your mouse arrow over any of the buttons and a caption will appear that labels the function.



## Picture Toolbar options

	<u>P</u> icture...	to insert a picture into a document
	<u>C</u> olor	to change the image to Greyscale or Black and White
	<u>M</u> ore Contrast	to increase the contrast between colours
	<u>L</u> ess Contrast	to decrease the contrast between colours
	<u>M</u> ore Brightness	to brighten and lighten the image
	<u>L</u> ess Brightness	to darken the image
	<u>C</u> rop	to crop (remove) sides of the image
	<u>R</u> otate <u>L</u> eft	to rotate the image
	<u>L</u> ine Style	to change the style and thickness of lines
	<u>C</u> ompress Pictures...	to change the image file size and quality
	<u>T</u> ext Wrapping	to change how text behaves around, over or behind images
	<u>F</u> ormat <u>P</u> icture...	alternative methods of manipulating images (see below)
	<u>S</u> et <u>T</u> ransparent Color	creates transparent elements of an image
	<u>R</u> eset <u>P</u> icture	resets an image to the original state