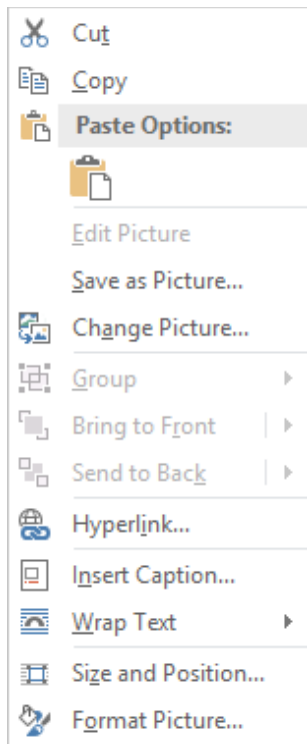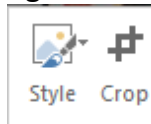# Format your Images

When you have selected an image in your document a new tab appears on the ribbon that allows you to alter or modify your images in a number of ways.
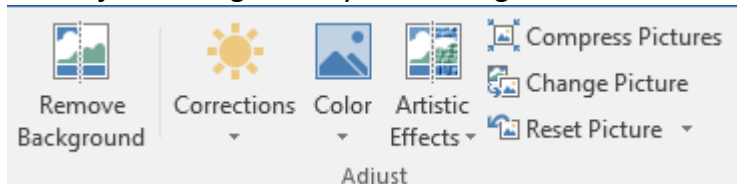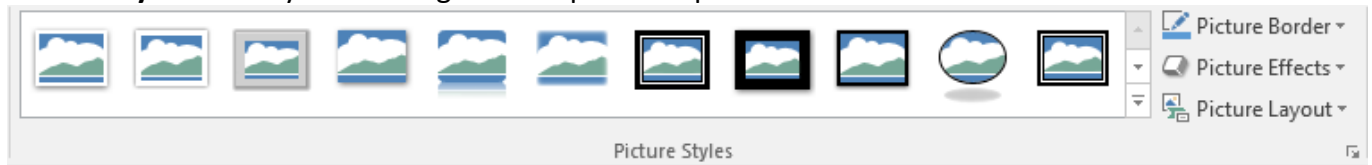
Picture Tools << Format

Right clicking on the image will give you a quick list of formatting options as well.
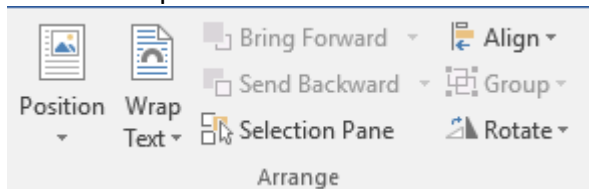

The **Adjust** settings allow you to change the overall look of the picture and correct things such as colour.

Picture Styles allows you to change the shape of the picture or add a border.

Arrange allows you to determine the position of the picture on the page, as well how the test wraps around the picture.

Size allows you to resize the picture, as well as crop it. The cropping tool is handy to use if you only require a portion of the image you have copied.