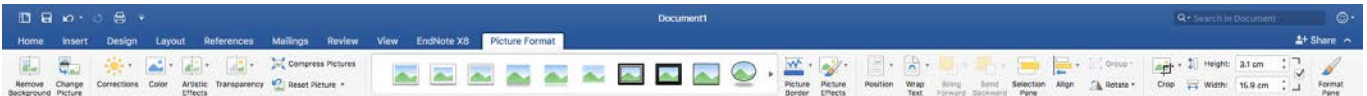


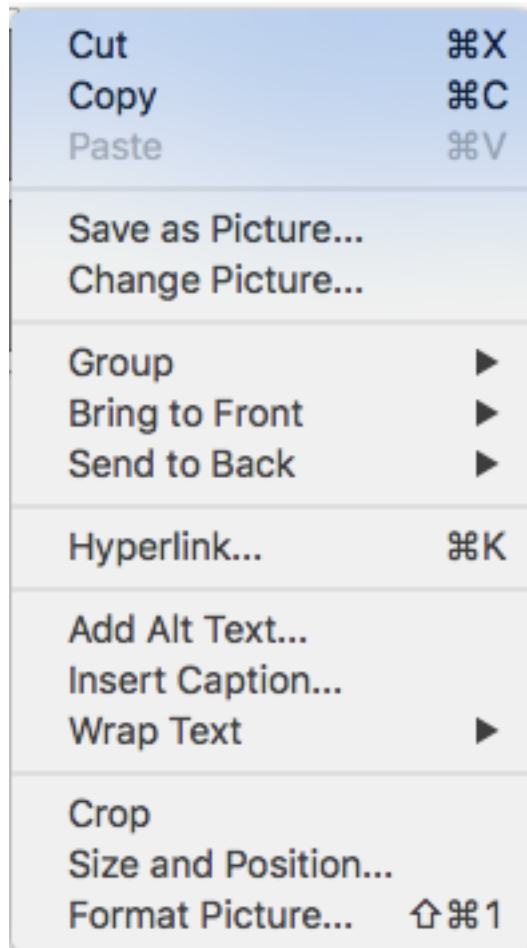
## Format your Images

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.

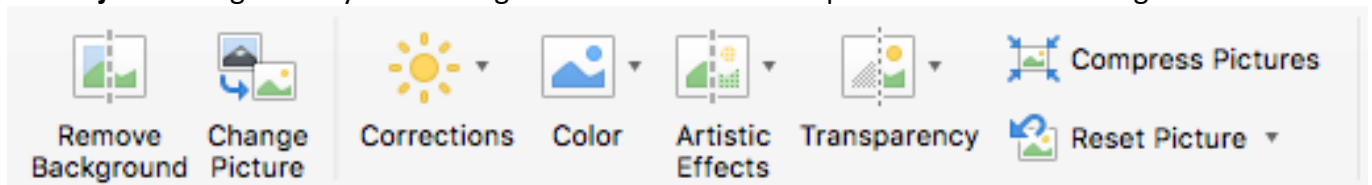
### Picture Tools << Format



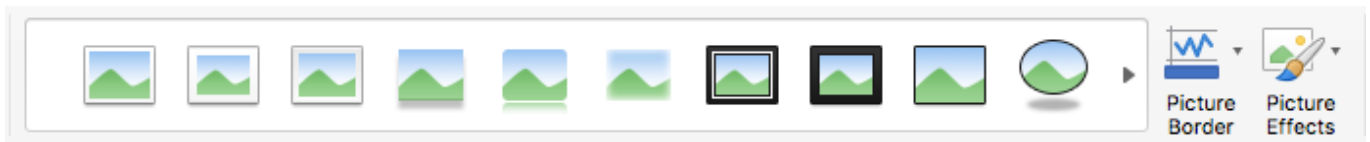
**Right clicking** on the image will give you a quick list of formatting options as well.



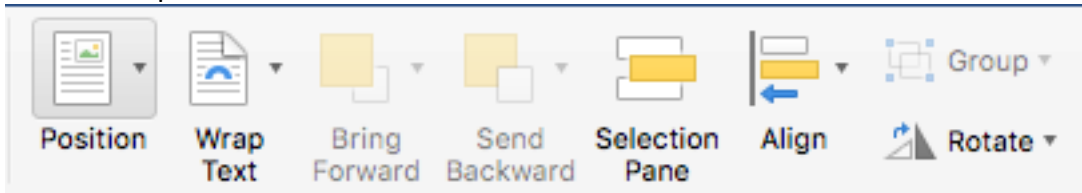
The **Adjust** settings allow you to change the overall look of the picture and correct things such as colour.



**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 text 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.

