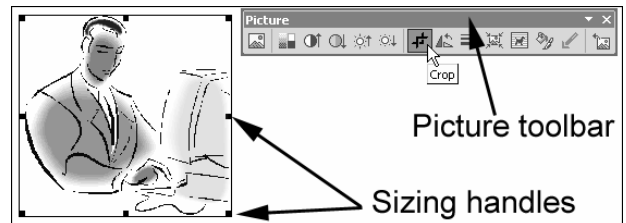


Enhancing Clip Art and Digital Images Using the Picture Toolbar in Microsoft Word XP

If the **PICTURE TOOLBAR** does not appear when you click on a graphic or picture, navigate to **VIEW > TOOLBARS > PICTURE** on the standard toolbar.

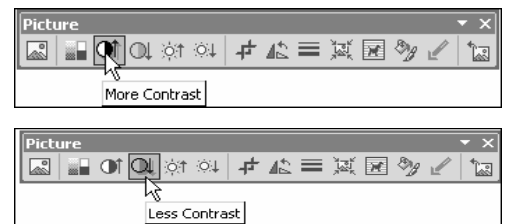
To crop a graphic or picture:

- Click on the image or graphic to be cropped
- Click the **CROP** button on the **PICTURE** toolbar
- Drag the sizing handles until the borders surround the area you want to save (what is in the borders will be saved)
- Be sure to click on the **CROP TOOL** again to turn it off before resizing your picture



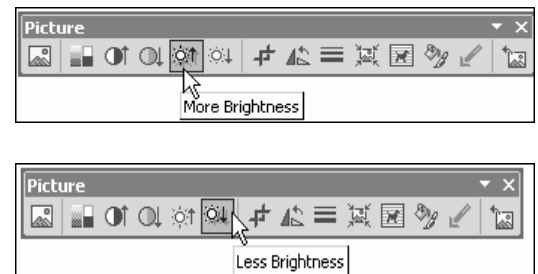
To change image contrast:

- Click the object whose contrast you want to increase or decrease
- To change the contrast:
 - Click on the **MORE CONTRAST** button on the **PICTURE** toolbar to increase color intensity, resulting in less gray color
 - Click on the **LESS CONTRAST** button on the **PICTURE** toolbar to increase color intensity, resulting in more gray color



To change image brightness:

- Click the object whose brightness you want to increase or decrease
- Click the **MORE BRIGHTNESS** button on the **PICTURE** toolbar to lighten the object colors by adding more white
- Click the **LESS BRIGHTNESS** button on the **PICTURE** toolbar to lighten the object colors by adding less white



To restore original settings:

- Click the object whose settings you want to restore
- Click the **RESET PICTURE** button on the **PICTURE** toolbar

