

# How to Format Images that are inserted into Word or Outlook.

## Resize a picture, shape, text box, or WordArt

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Resizing stretches or shrinks the dimensions of an object.



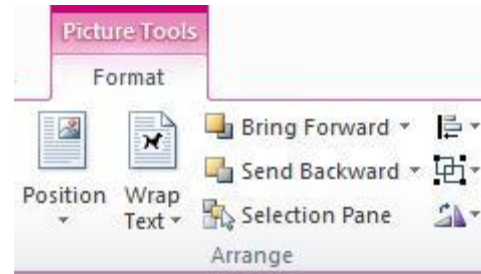
### RESIZE MANUALLY

1. Click the **picture, shape, text box, or WordArt** that you want to resize.
2. To increase or decrease the size in one or more directions, drag a **sizing handle** away from or toward the center, while doing one of the following:
  - To keep the center of an **object** in the same place, press and hold **CTRL** while you drag the sizing handle.
  - To maintain the object's proportions, press and hold **SHIFT** while you drag the sizing handle.
  - To both maintain the object's proportions and keep its center in the same place, press and hold both **CTRL** and **SHIFT** while you drag the sizing handle.

## Wrap text around a picture

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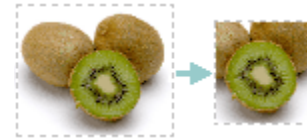
1. In your Word document, click the image to select it.
2. Click the **Picture Tools** tab.
3. In the **Arrange** group, click **Wrap Text**.
4. Do one of the following:
  - Click **Square** to wrap text around the border of your image.
  - Click **Tight** to wrap text closely around a clip art image or an irregularly shaped picture.
  - Click **Through** and then click **Edit Wrap Points** to drag the wrap points closer to the image, so that text can fill in more of the negative space around the image.
  - Click **Top and Bottom** to place the image on its own line.
  - Click **Behind Text** to display the text over the image.
  - Click **In Front of Text** to display the image over the text.
  - Click **More Layout Options** and then click the **Text Wrapping** tab to change where the text wraps or the distance between the text and the image.



# Crop a picture

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Cropping reduces the size of a picture by removing vertical or horizontal edges. Cropping is often used to hide or trim a part of a picture, either for emphasis or to remove unwanted portions.



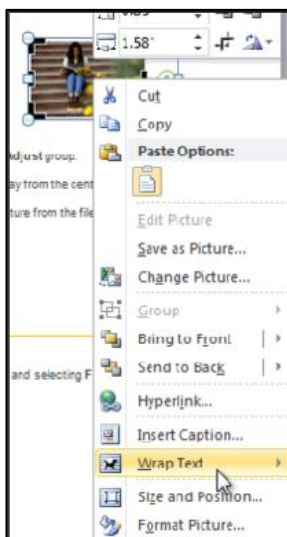
You can always restore a resized or a cropped picture to its original appearance. You can also outcrop a picture, which adds a margin.

1. Select the picture that you want to crop.
2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, click **Crop**.
3. Do one of the following:
  - To crop one side, drag the center cropping handle on that side inward.
  - To crop equally on two sides at once, press and hold CTRL while you drag the center cropping handle on either side inward.
  - To crop equally on all four sides at once, press and hold CTRL while you drag a corner cropping handle inward.



## NOTES:

- To undo a crop before you save your document, click **Reset Picture** in the **Adjust** group.
- To outcrop (or add a margin around a picture) drag the cropping handles away from the center of the picture.
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- To reduce the file size of your picture and delete the cropped parts of the picture from the file, under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.



## Shortcuts

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All of the above tools can also be found by simply *right-clicking* on an inserted image, and selecting **Format Image** from the resulting, drop-down menu.