

How do I explain this condition? – Part 2

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This is Part 2 in the series of “How do I explain this condition?”. This article will explain in greater detail the Picture Toolbar and examples of two of these functions that can be very useful when creating documents.

Tools required: Last Tech Ref article, Digital Camera, Computer, Microsoft Word, and Email.

In the last article I covered how to; Activate the **Drawing** and **Picture Toolbars**, Inserting pictures from files and an Overview of **Text Wrapping**.

This article will give an overview of the functions within the **Picture Toolbars**. To get started you need to open MS Word and Insert a picture from a file onto a blank document.

1. **Picture Toolbar** has been enlarged to discuss the features. REMEMBER, in order for these symbols to be activated you must have a photo or a pasted object in your document and it must be highlighted.
2. You highlight your picture by clicking on it then you will see a series of white dots in each of the corners and centers. These control scaling, rotating and how you move to position a picture or object.



INSERT PICTURE: Short cut key that allows you to automatically insert a picture into your document

COLOR: This controls how your picture or object is displayed. You can choose Automatic-default as to how it was when you inserted it. Grayscale-changes from color to grayscale (different than black & white), Black & White-self explanatory, Washout-This allows your picture to be used as a background and text to be typed over it.

CONTRAST & BRIGHTNESS: Allows you to adjust the lightness and darkness of a picture

CROPPING: Allows you to adjust how much of the picture or object you want to remain. Note: this feature is different than sizing a picture. When you crop, you “cut out” parts of the picture, the cropping can be undone by simply choosing the tool again and “undoing” the previous cropping.

ROTATING: Allows you to rotate the picture or object 90degrees at a time. This function differs from **Free Rotate** that is capable by utilizing the GREEN Circle that is seen when highlighting the picture or object.

LINE STYLE: Allows you to select the type of line that can be used to “frame or outline” your picture or object.

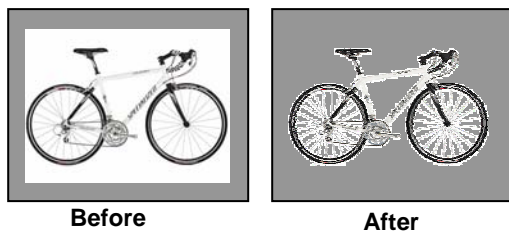
COMPRESS: Allows you to “compress” the file size of pictures that are in your documents. By reducing the pictures file size it will make it easier to attach them to emails.

TEXT WRAPPING: Allows you position the picture or object in your document in various formats. If you place a picture or object on a separate page only than you would use the **In Front of Text** option, this allows the picture to be placed anywhere. If you want your picture to have the text “flow” around it you would choose either **Tight or Square**.

FORMAT PICTURE: Shortcut key to most all functions listed above including ability to set **Transparency** of an image.

SET TRANSPARENT COLOR: Allows you to change certain colors within a picture or object. Example; if you copy and paste an image off the internet and it has a white block around it, you can click on the Set Transparent Color and the white block will disappear. (see below)

Closer Look: **SET TRANSPARENT COLOR** and **COLOR**



SET TRANSPARENT COLOR removes the white background and leaves the primary image. You may need to use MS PAINT to clean up the image.



Before



After

COLOR: This example shows how the original colored copy was changed to Grayscale and then change to Washout to create background. I also used Set Transparent Color to remove white box from the original image.

Begin to explore these tools on your own if you have never done so in the past. Microsoft Suite of products offers a great Help menu to guide you further.

I would love your feedback on this article to see if you found this helpful. Email me or call me at Hadley.jim@sika-corp.com or 704-905-5836.