

Once you have inserted a picture into your page, you are able to manipulate it in the following ways:

- Resize, rotate, flip or crop it
- Change its contrast, brightness and colour
- Place text over it
- Remove the background colour

If the 'Picture Toolbar' is not visible, then click on 'View' in the main menu, then select 'Toolbars' and 'Picture'.

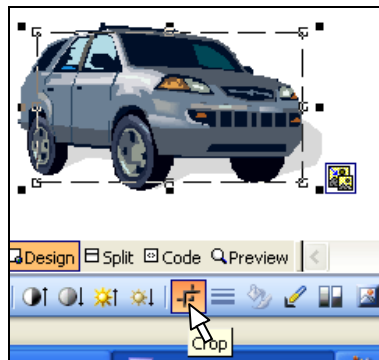


### Task 1 – Resizing an image

- Insert a picture into your test page.
- Click once on the picture, so that 8 handles appear around the image.
- Click on one of the handles and hold the mouse button down. Drag the handle in any direction to resize the picture (the centre handles stretch the image in one direction only, the corner ones in two directions).

### Task 2 - Cropping an image

- Click once on the image, so that the handles are present.
- Click on the 'Crop' button in the picture toolbar.



- Use your mouse pointer to drag the dotted lines in so that only the part of the picture you want to see remains in the rectangle.

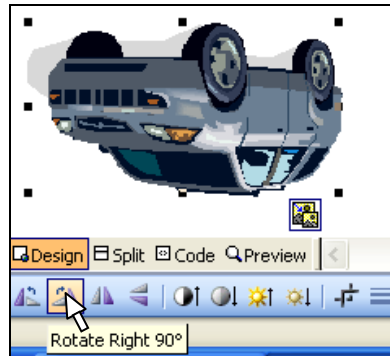


- Click once more on the 'Crop' button to cut out the selected part of the picture.



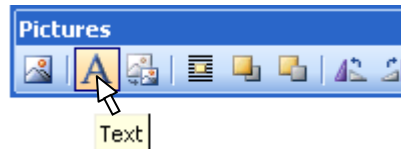
## Rotating or flipping an image

- Click once on the image
- Use the rotate and flip buttons on the picture menu until you have the desired orientation.



## Placing text over the image

- Click once on the image, so that the handles and picture toolbar are present
- Click on the 'Text' button in the picture toolbar.



- FrontPage may ask to change the format of the picture to 'gif'. Click 'OK'.
- Type your text in the box that appears, and format it as usual.



## Some other image tools



Increase and decrease contrast

Increase and decrease brightness

**Set transparent colour**  
Click on this button, then click on the colour in the image that you would like to make invisible. This tool is used to remove one background colour ('gif' format only).

Colour options

Bevel

**NB.** Images manipulated using these tools may not appear correctly in some browsers.