

Picture Perfect

Did you know that you can make adjustments to pictures right in Microsoft Word? You don't need to buy or download any special picture software. Learn how to make simple changes to your pictures right in Word.

First you need to insert a picture into to Word (Insert-Picture-From file) The Picture tool bar should appear automatically whenever you click on a picture but if it doesn't you can bring it up by going to the "View" menu and then selecting "Toolbars" and then selecting "Picture" from the list.

Here is an illustration of what each button on the toolbar does



