

Change the size of a picture, shape, text box, or WordArt

Applies To: Excel 2010, Word 2010, PowerPoint 2010, Publisher 2010

You can easily resize pictures, text boxes, shapes, and WordArt in your file. You can also crop pictures or return them to their original size.

Resize a picture, shape, text box, or WordArt

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. **NOTE: This is the type of resizing option you need to use when working with the FEW logo to maintain its correct proportions.**
 - 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.

Please be sure to maintain a round configuration of the FEW logo when resizing. The below examples are *incorrect* renditions of the FEW logo.



Please ensure you are using the FEW logo including the Registered Trademark symbol [®].

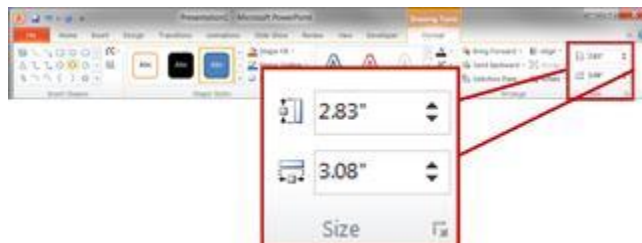
Resize to an exact height and width

1. Click the picture, shape, text box, or WordArt that you want to resize.
2. Do one of the following:
 - To resize a picture, under **Picture Tools**, on the **Format** tab, in the **Size** group, enter the measurements that you want into the **Height** and **Width** boxes.




Note: If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You might have to double-click the picture to open the **Format** tab.


- To resize a shape, text box, or WordArt, under **Drawing Tools**, on the **Format** tab, in the **Size** group, enter the measurements that you want into the **Height** and **Width** boxes.



Note: If you do not see the **Drawing Tools** and **Format** tabs, make sure that you selected a picture, shape, text box, or WordArt. You might have to double-click the picture to open the **Format** tab.


3. In the **Size** group, click the **Size and Position** dialog box launcher .
4. On the **Size** tab, under **Size and rotate**, clear the **Lock aspect ratio** check box.

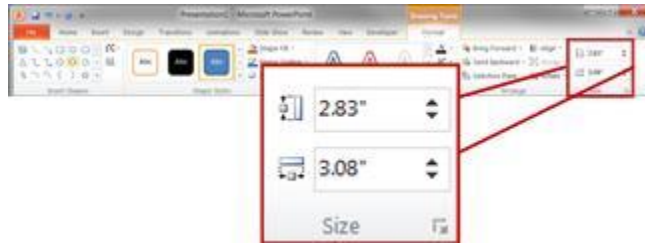
Resize to an exact proportion

1. Click the picture, shape, text box, or WordArt that you want to resize.
2. Do one of the following:
 - To resize a picture, under **Picture Tools**, on the **Format** tab, in the **Size** group, click the **Size and Position** dialog box launcher .



Remember: If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You might have to double-click the picture to open the **Format** tab.

- To resize a shape, text box, or WordArt, under **Drawing Tools**, on the **Format** tab, in the **Size** group, click the **Size and Position** dialog box launcher .



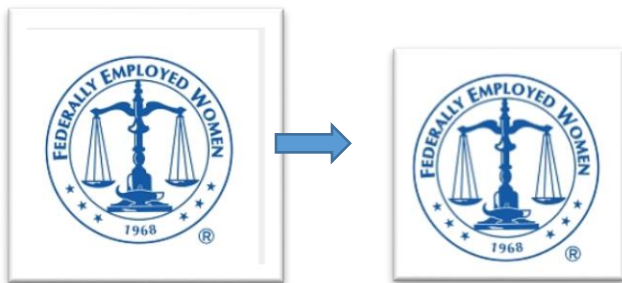
Note: If you do not see the **Drawing Tools** and **Format** tabs, make sure that you selected a picture, shape, text box, or WordArt.

3. On the **Size** tab, under **Scale**, enter the percentages of the current height and width that you want to resize to, in the **Height** and **Width** boxes.
4. Clear the **Lock aspect ratio** check box.

Tip: To apply the same height and width to different objects, select all objects that you want to have the same dimensions, and then in **Size** group, enter the dimensions that you want in the **Height** and **Width** boxes. To select multiple objects, click the first object, and then press and hold CTRL while you click the other objects.

Crop a picture

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.

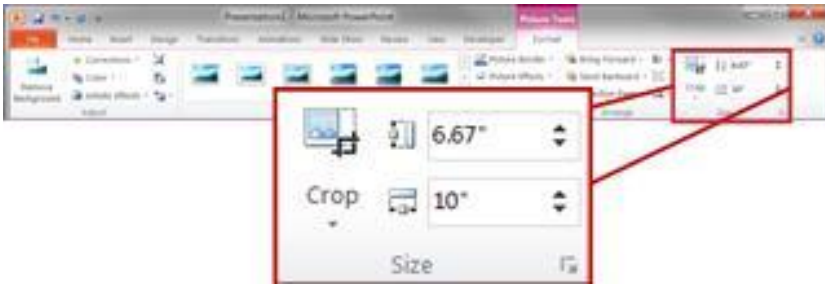


NOTE: The frame around the logo is for demonstration purposes only.

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

You can crop any picture, except an animated GIF picture, by using the **Crop** feature. To crop an animated GIF, trim the picture in an animated-GIF editing program, and then insert the picture again.

1. Select the picture that you want to crop.
2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, click **Crop**.




Remember: If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You might have to double-click the picture to open the **Format** tab.

3. Do one of the following:

- ❶ To crop one side, drag the center cropping handle on that side inward.
- ❷ To crop equally on two sides at once, press and hold CTRL while you drag the center cropping handle on either side inward.
- ❸ To crop equally on all four sides at once, press and hold CTRL while you drag a corner cropping handle inward.




Notes:

- To crop your picture to exact dimensions, do the following:
 1. Under **Picture Tools**, on the **Format** tab, in the **Size** group, click the **Size and Position** dialog box launcher .
 2. In the **Format Picture** dialog box, on the **Crop** tab, under **Crop position**, enter the size numbers that you want in the **Left**, **Width**, **Top**, and **Height** boxes.
- 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**.
- 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.

Return a picture to its original size

Warning: You cannot return a picture to its original size if you previously cropped and saved it, or if you selected the following options from the **Compression Settings** dialog box (to open the **Compression Settings** dialog box, under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**, and then click **Options**): the **Delete cropped areas of pictures** check box, and either **Print (220 ppi): excellent quality on most printers and screens** or **Screen (150 ppi): good for Web pages and projectors**.

1. Select the picture that you want to return to its original size.
2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, click the **Size and Position** dialog box launcher .



Remember: If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You might have to double-click the picture to open the **Format** tab.

3. In the **Format Picture** dialog box, click the **Size** tab, under **Original size**, clear the **Lock aspect ratio** check box, and then click **Reset**.

Save the original version of an edited picture

When you modify an image with the Graphics Interchange Format (.gif), Joint Photographic Experts Group File Interchange Format (.jpg), or Portable Network Graphics (.png) file format, you can save the original version of the edited picture.

1. Right-click the edited picture, and then click **Save as Picture** on the shortcut menu.
2. In the **Save As Picture** dialog box, click the arrow next to **Save**, and then click **Save Original Picture**.

Reduce the file size of a picture

Pictures can dramatically increase the file size of your Office document. You can control this file size by making choices about the resolution of an image and the quality or compression of an image. One easy way to balance this tradeoff is to match the picture resolution to the use of the document. For example, if you are emailing the picture, you can specify a lower picture resolution to reduce the file size. On the other hand, if picture quality is more important to you than file size, you can specify that the pictures are never compressed.

To save room on your hard disk drive or to reduce download times or load times on Web sites, you can reduce picture resolution, apply compression with no visible loss of quality, and discard unwanted information, such as the cropped parts of a picture or other picture editing information.

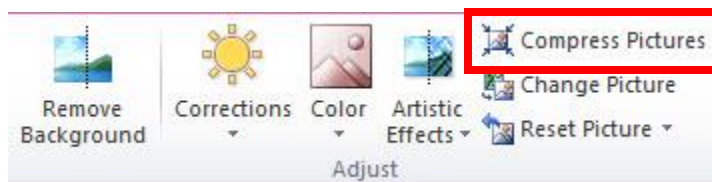
When you add a picture to your document it is automatically compressed using the number specified in the **Image Size and Quality** options on the **Advanced** tab of the program options. By default this is set for print (220 ppi), but you can change this.

Important: Compressing a picture to reduce the size of the file changes the amount of detail retained in the source picture. This means that after compression, the picture can look different than before it was compressed. Because of this, you should compress the picture and save the file, before applying an artistic effect. You can change or undo the compression even after saving the file as long as you have not closed the program you are working in, if the compression plus the artistic effect is not the look you want.

Change the resolution of a picture

When you do not need every single pixel in an image to get an acceptable version of it for your target destination, you can reduce or change the resolution. Reducing or changing the resolution can be effective with images that you have scaled to be smaller, because their dots per inch (dpi) actually increase in that case. Changing the resolution can affect image quality.

1. Click the picture or pictures that you want to change the resolution for.
2. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.



If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You may have to double-click the picture to select it and open the **Format** tab.

3. To change the resolution for the selected pictures only and not all of the pictures in the document, select the **Apply only to this picture** check box.
4. Under **Target output**, click the resolution that you want.

Note: The **Use document resolution** option uses the resolution set in the Microsoft Office Backstage view. By default this is set to print or 220 ppi, but you can change this default picture resolution.

Set default picture resolution for all pictures in a document

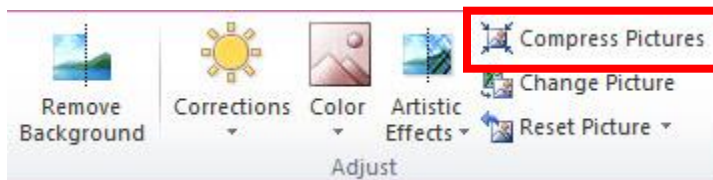
Important: This setting applies only to pictures in the current document or the document selected in the list next to **Image Size and Quality**. By default it is set to a target of Print (220 ppi).

1. Click the **File** tab.
2. Click **Options** and then click **Advanced**.
3. Under **Image Size and Quality**, click the document that you want to set the default picture resolution for.
4. In the **Set default target output to**, click the resolution that you want.

Compress a picture

Depending on how many colors are used in a picture, you can reduce the color format of the image (compress) to make its file size smaller. Compressing a picture makes the color take up fewer bits per pixel, with no loss of quality.

1. Click the picture or pictures that you want to compress.
2. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.



If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You may have to double-click the picture to select it and open the **Format** tab.

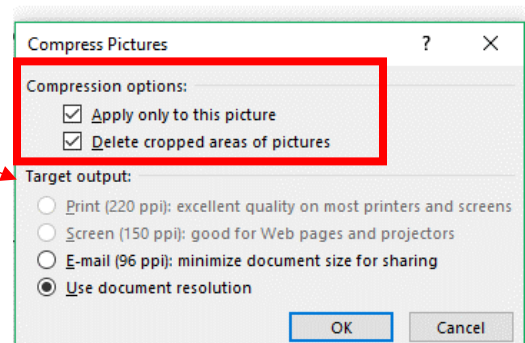
3. To compress the selected pictures only and not all of the pictures in the document, select the **Apply only to this picture** check box.

Clearing the **Apply only to this picture** checkbox will override any previous changes you have made for other individual pictures in this document.

4. Under **Target Output**, click the resolution that you want.

Notes:

- The **Use document resolution** option uses the resolution set in the Backstage view. By default this is set to a target of Print (220 ppi), but you can change this default picture resolution.
- If you want the highest quality picture resolution and are willing to accept a larger file size, you can turn compression off.

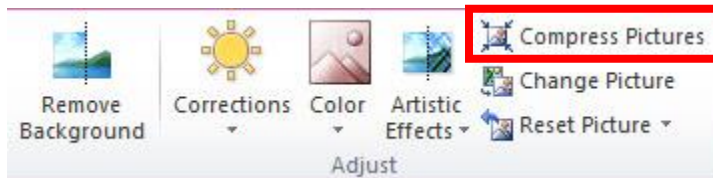


- Compression changes are made when you close this dialog box and the changes can be seen in your document immediately. If the results are unsatisfactory, you can undo the changes.

Delete cropped areas of picture

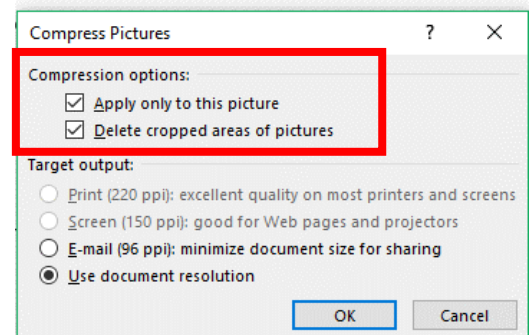
If you have cropped a picture, you can delete the cropped areas of the picture to reduce the file size.

1. Click the picture or pictures that you want to discard unwanted information from.
2. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.



Note: If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You may have to double-click the picture to select it and open the **Format** tab.

3. To remove cropped areas for the selected picture or pictures only and not all of the pictures in the document, select the **Apply only to this picture** check box.
4. Under **Compression Options**, select the **Delete cropped areas of pictures** check box.



Delete all picture editing data

If you have cropped a picture or made other changes to the picture, such as applying an artistic effect or changing the brightness or contrast, information to reverse those changes is stored in your file. You can reduce the size of your file by deleting this editing data. Checking this option will reduce your document size, but if you want to undo your edits, you will need to reinsert the picture into your document if you want to undo any changes you have made.

1. Click the **File** tab.
2. Click **Options** and then click **Advanced**.
3. Under **Image Size and Quality**, click the document that you want to remove picture editing data from.
4. Under **Image Size and Quality**, select the **Discard editing data** checkbox.

Note: This setting applies only to pictures in the current document or the document selected in the list next to **Image Size and Quality**.

Be sure to save any changes you have made to your graphics or your document, spreadsheet, or presentation in order to maintain the changes you have made to your graphics. Please also reference the Federally Employed Women Style Guide located under the **Members Only / Chapter Resources** section. You will need to be logged in to access the section.