

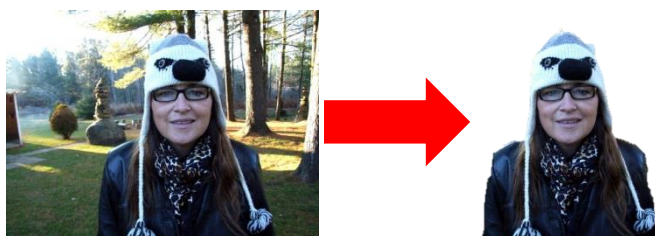


Word & PowerPoint: Great Graphic Tools – Part 1

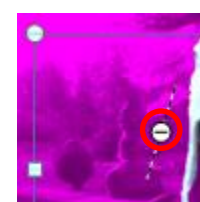
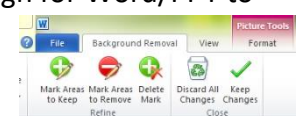
Fasten your seatbelts...this is one exciting tip. I kid you not. This tip comes in two parts – it's just too long for one tip. I'll cover the second part in the next tip.

Scenario: I want a different picture for the top of this week's tip. But the only one that is close to what I want to use is this one. I like the goofy hat – but I don't want my backyard included in the pic.

Word & PowerPoint both have a quick and easy solution – as per this pic below.



1. Add the picture that you want to manipulate to your Word document or PowerPoint slide. (On the INSERT tab – click PICTURE – go find the photo – and double-click it).
2. Notice that when the picture is selected, you have an additional TAB at the top of your screen...the PICTURE TOOLS – FORMAT tab. Just take note of that fact for a moment.
3. This next step is important – I discovered just today how important it is...more on that later. You need to RIGHT-CLICK the image and choose WRAP TEXT then choose SQUARE (or TIGHT – but frankly, SQUARE works better for this exercise – so just do as you're told).
4. Now – look at the PICTURE TOOLS – FORMAT tab. Make sure its ribbon is displayed: just because it's visible doesn't mean you're "on" it. (Hint: you can always just *double-click* the image to quickly display the PICTURE TOOLS – FORMAT tab ribbon if it's not visible).
5. Click the REMOVE BACKGROUND button (the first button on the PICTURE TOOLS – FORMAT tab). A pink filter will appear over parts of your picture. Take note of the internal edit handles (white squares and circles) that appear.
6. In the interest of (me) getting some work done today...I'm not going to go into great detail...you'll have to play with it beyond what I show you now:
 - a. Drag (with your mouse) these internal handles to ensure that NO portion of the pic that you want to keep is outside these handles. Often – that will be enough for Word/PPT to recognize the portion of the pic you want to keep. But not always.
 - b. If there are pieces of the pic (inside the internal edit handles) that are covered in that pink haze – you're going to lose them, so: click the MARK AREAS TO KEEP button and DRAG the mouse across any area you want to keep. As you release the mouse button you will see your progress and can either move on or UNDO and try again. See the lines that created in the sample here...and the PLUS SIGNS on them...that mean "add" or "keep". Repeat until every part that you want to keep is pink-haze-free.
 - c. If there are pieces of the pic that you want rid of (see the bits of forest on either side of my head in this pic at the right?) – then you need to: click the MARK AREAS TO REMOVE button and DRAG the mouse across any area that you want rid of. As you release the mouse button you will see your progress and can either move on or UNDO and try again. See the lines that created in this smaller sample here...and the MINUS SIGNS on them...that mean "remove".
 - d. When you are as happy as you think you can be with the photo – click the KEEP CHANGES button. There you go!



Like I said...the finishing touches...next week.