Modifying An Image

When you insert a new image, you may need to modify it to suit the document. Here we will discuss the use of the Picture toolbar, resizing, cropping, and a workaround to rotate a picture. Using The Picture Toolbar

When you insert an image or select one already present in the document, the Picture toolbar appears. You can set it to always be present (View > Toolbars > Picture). Picture control buttons from the Picture toolbar can also be added to the Standard Toolbar. Two other toolbars can be opened from this one: the Graphic Filter toolbar, which can be torn off and placed elsewhere on the window, and the Color toolbar, which opens as a separate floating toolbar. From these three toolbars, you can apply small corrections to the graphic or obtain special effects.

Graphics mode

You can change color images to grayscale by selecting the image and then selecting Grayscale from the Graphics mode list. Flip vertically or horizontally To flip an image vertically or horizontally, select the image, and then click the relevant icon.

Filters Table 1 provides a short description of the available filters, however the best way to understand them is to see them in action. Feel free to experiment with the different filters and filters settings, remembering that you can undo all the changes by pressing Ctrl+Zor Alt+Backspaceor by selecting Edit > Undo. ColorUse this toolbar to modify the individual RGB color components of the image (red, green, blue) as well as the brightness, contrast, and gamma of the image. If the result is not satisfactory, you can press Ctrl+Z to restore the default values.

Table 1: Graphic filters and their effects

Icon	Name	Effect
	Invert	Inverts the color values of a color image or the brightness values of a grayscale image.
	Smooth	Softens the contrast of an image.
	Sharpen	Increases the contrast of an image.
	Remove noise	Removes single pixels from an image.
	Solarization	Mimics the effects of too much light in a picture. A further dialog box opens to adjust the parameters.
	Aging	Simulates the effects of time on a picture. Can be applied several times. A further dialog box opens to adjust the aging level.
	Posterize	Makes a picture appear like a painting by reducing the number of colors used.
	Pop Art	Modifies the picture dramatically.
	Charcoal	Displays the image as a charcoal sketch.
	Relief	A dialog box is displayed to adjust the light source that will create the shadow and, hence, the relief effect.
	Mosaic	Joins groups of pixels into a single area of one color.