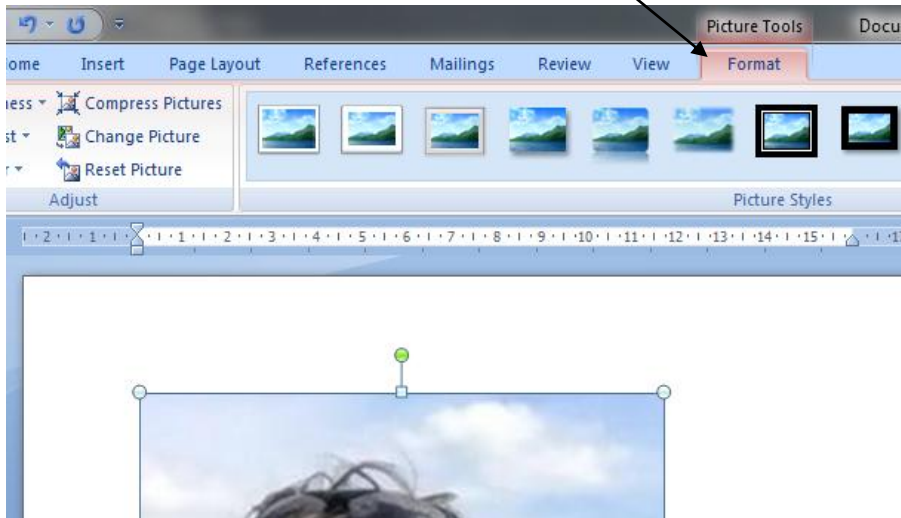


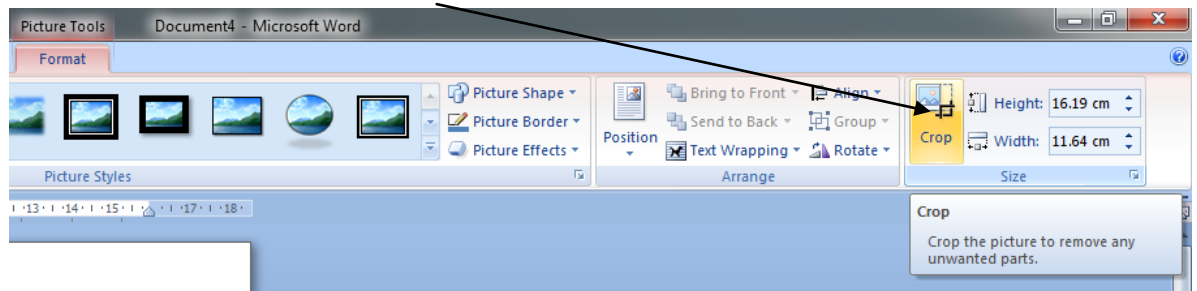
To crop an image:

When you crop an image, a part of the picture is removed.

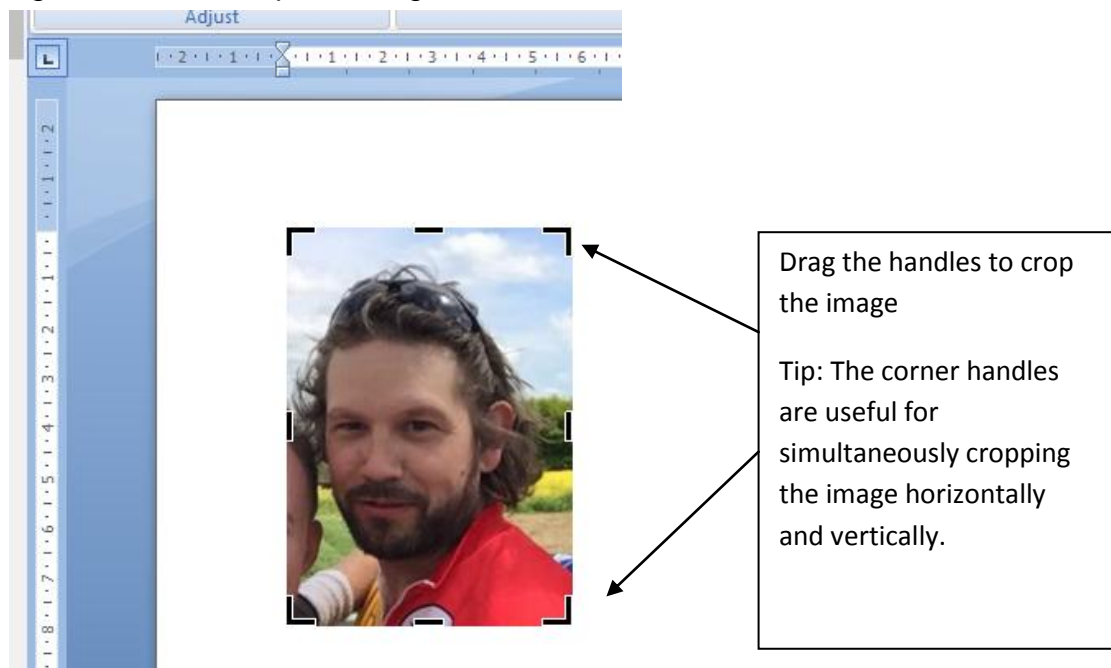
1. Select the image you want to crop. The **Format** tab appears.



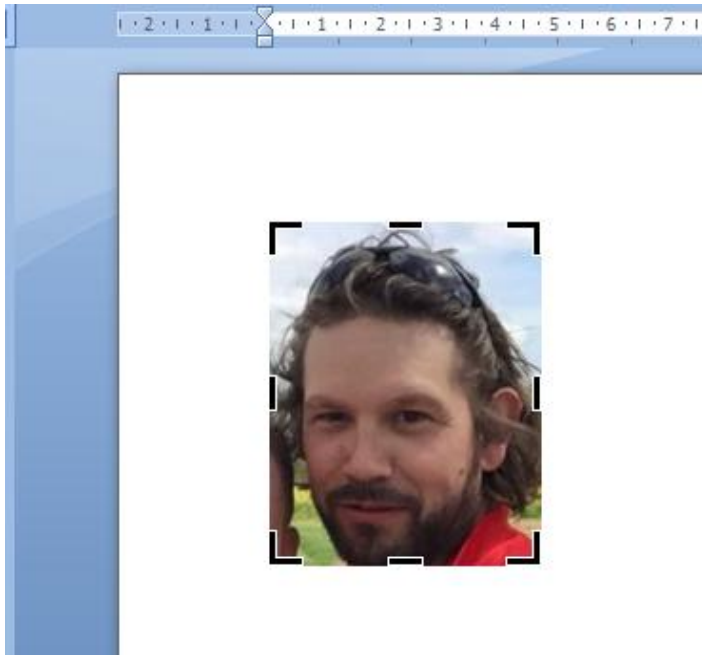
2. On the Format tab, click the **Crop** command.



3. **Cropping handles** will appear around the image. Click, hold, and drag a **handle** to crop the image.

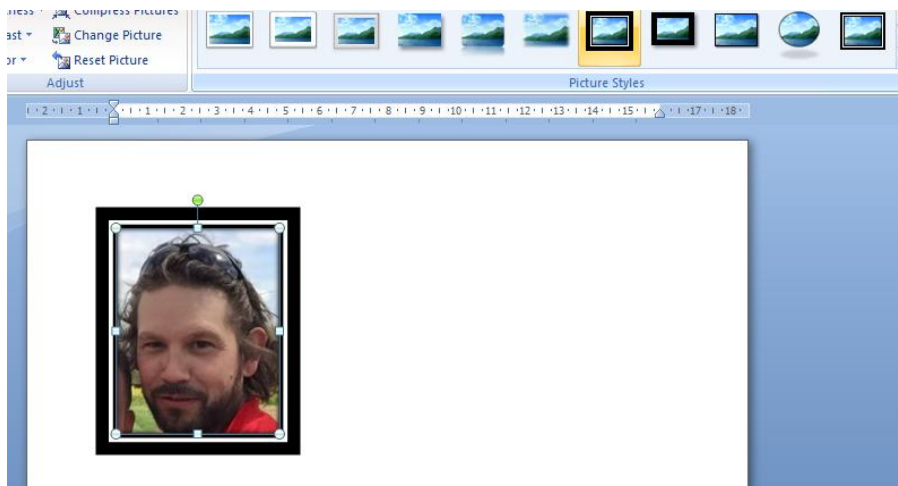


4. Click the **Crop** command again or click somewhere else on the page.
The image will be cropped.



To add a border to a picture:

1. Select the picture you want to add a border to, then click the **Format** tab.
2. Click the **Picture Border** command. A drop-down menu will appear.
3. From here, you can select a **color, weight** (thickness), and whether or not the line is **dashed**.



4. The border will appear around the image.