

## Crop, Resize, and Recolor an Image in MS Word

by Debra Laraway

This tutorial presumes you have used MS Word and can create a basic document. Do keep in mind that Word is not a graphics program. You can only do basic editing in it, and the print results, while sufficient for a greeting card, would not be suitable for a fine art print to frame. If you don't already have MS Word, and are considering purchasing software for the purpose of working with graphics, you will want to buy something like Photoshop Elements. This tutorial is about using software you already have to do some simple editing.

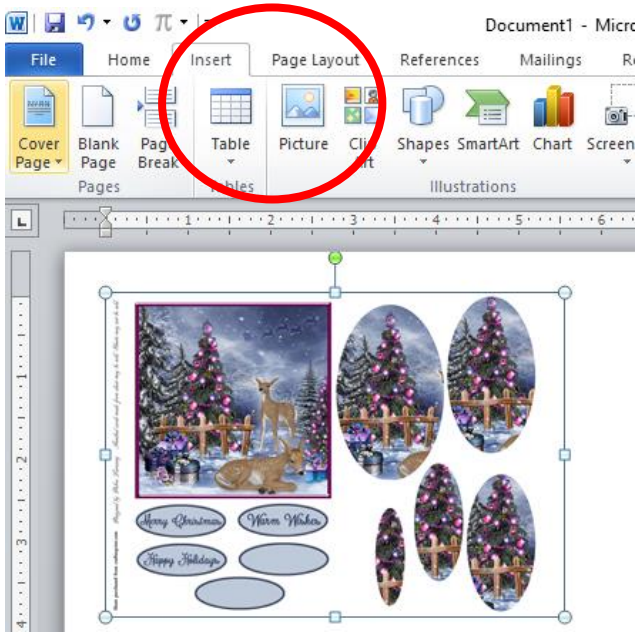
While this tutorial was written for the purpose of cropping and resizing design sheets to combine with making cards from cutting files, the same method can be used any time you want to resize and crop images. If you have some favorite card sheets or are considering purchasing sheets, but don't want to keep making the same card, with a little editing and the addition of some backgrounds or tags, you can use those sheets to make multiple cards.

This is the finished card I'll be making. I will crop and resize the center image, then recolor and resize a digital stamp sentiment tag.

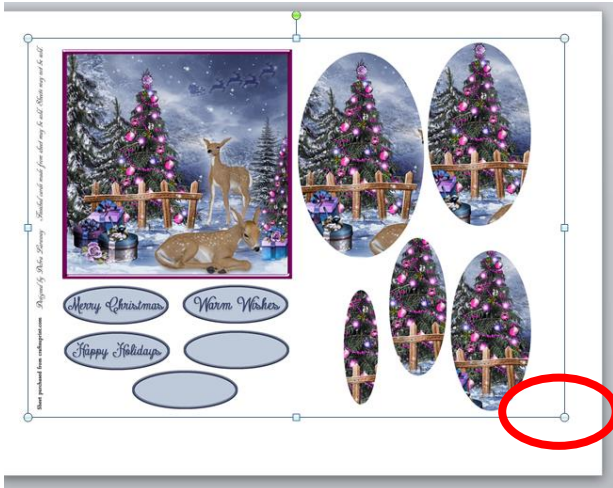


1. Cut the base card and 1<sup>st</sup> layer from card stock and assemble. The cutting file I used is cup791026\_1571 Double Tri Shutter Card. You could also use the print and cut version of the file, cup791030\_1571.
2. Cut all the pieces for the second layer. Attach them EXCEPT for the main, center, image. For my card, I used printable papers from cup369051\_1571 Let it Snow Jewel Tone Snowflake Backgrounds, and some plain cardstock that I embossed.
3. Now we need to choose a suitable image. Measure the main center image you cut in step 2. In this case, it is 3.5 x 3.5 inches. That means I need an image from a sheet that is square, or close to it. If your center image is rectangular, look for an image that is similar in shape, and the same orientation (portrait or landscape). I'm going to use a sheet from cup439791\_1571 Fantasy Forest Pyramid Easel.

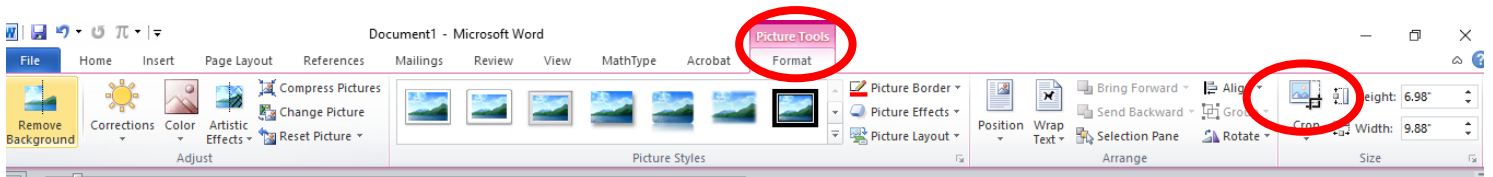
4. Create a document in the same orientation as your design sheet, in my case landscape. Set the margins to narrow. Go to insert ► picture. Find the image you want, and open it.



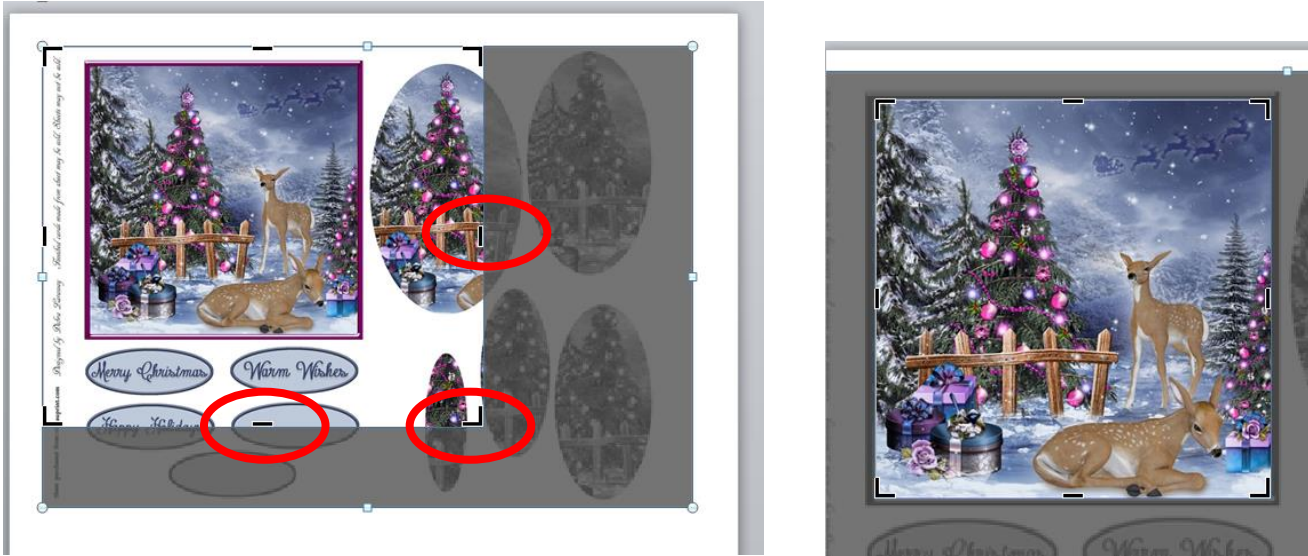
5. Use the corner handle to pull the image to fill most of the page. If the image starts to distort, hold down the shift key while pulling the corner handle to keep the proportions of the original image. If the handles disappear, click on the image and they'll come back.



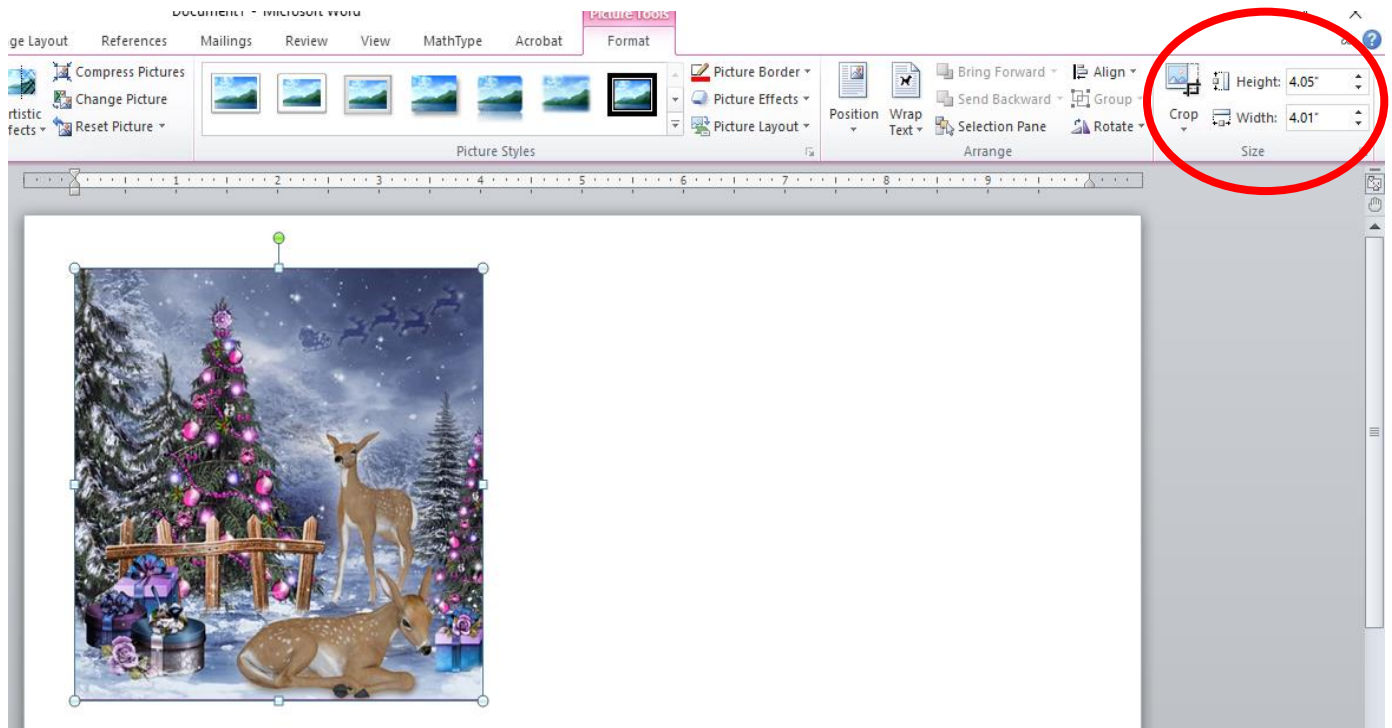
6. With the image selected, go to picture tools ► format ► crop.



7. Push and pull the handles to crop the image as needed. You want it to look as close to the proportions of where you will use it as possible. It's best to allow a little room for additional cropping after printing. Click enter.

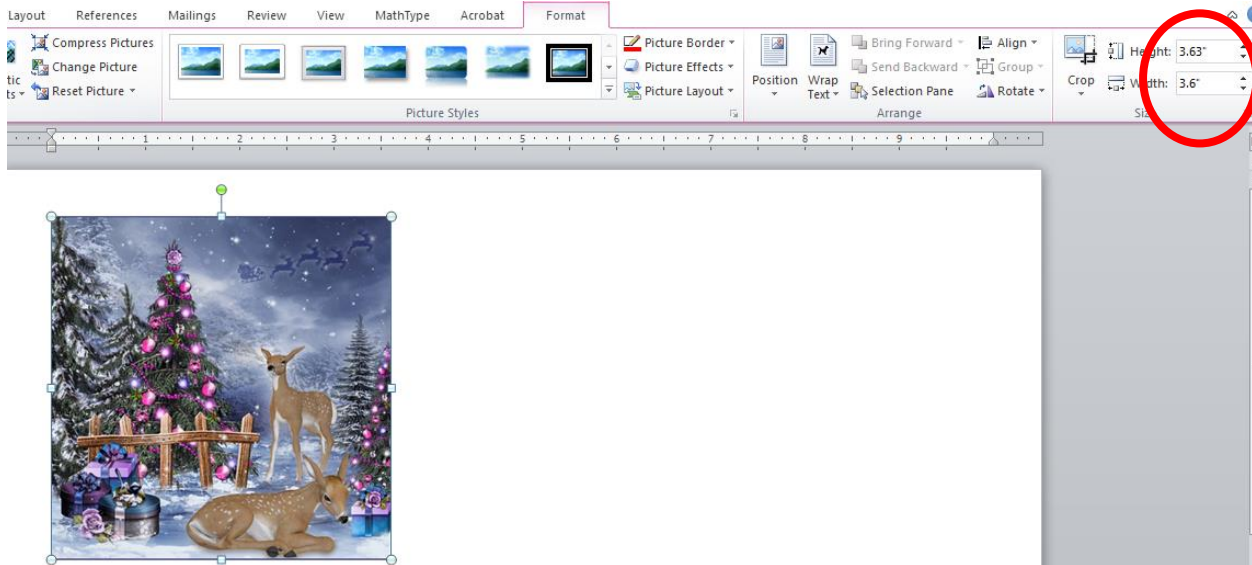


8. Look for the size box in the picture format menu.

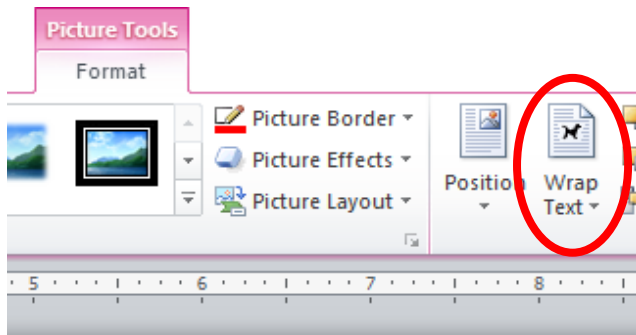




9. If the handles are gone, click on the image to select it. You can change the size of the image by using the handles, entering numbers in the height and width boxes, or using the up and down arrows by the height and width boxes. If you enter numbers or use the arrow, Word will automatically keep the proportions of your image. Because I need an image that is 3.5 x 3.5 inches, I'm going to make mine just slightly larger, to be sure I don't have a white margin when I trim it. You always want both numbers to be the same or larger than the final image you need. At this point, it is a good idea to save your file if you haven't already.



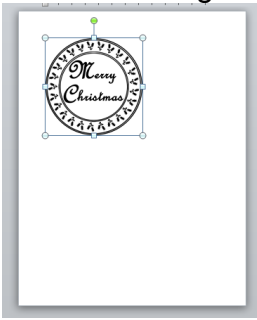
10. If you are making multiple cards, now you want to copy your cropped and resized image. With the image selected, go to picture tools ► wrap text ► in front of text. If you don't do this, when you go to copy the image Word will smooch each image right next to the other.



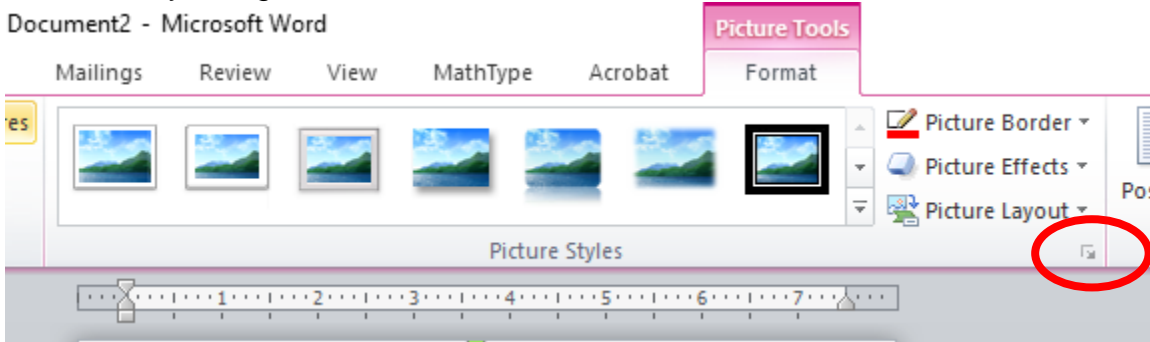
11. With the image selected, use **ctl-C** to copy the image, then **ctl-V** to paste it. I can fit four copies of my image on one sheet. Word will tend to overlap the images. You can click on each one to drag it where you want it. Be sure to save your file!



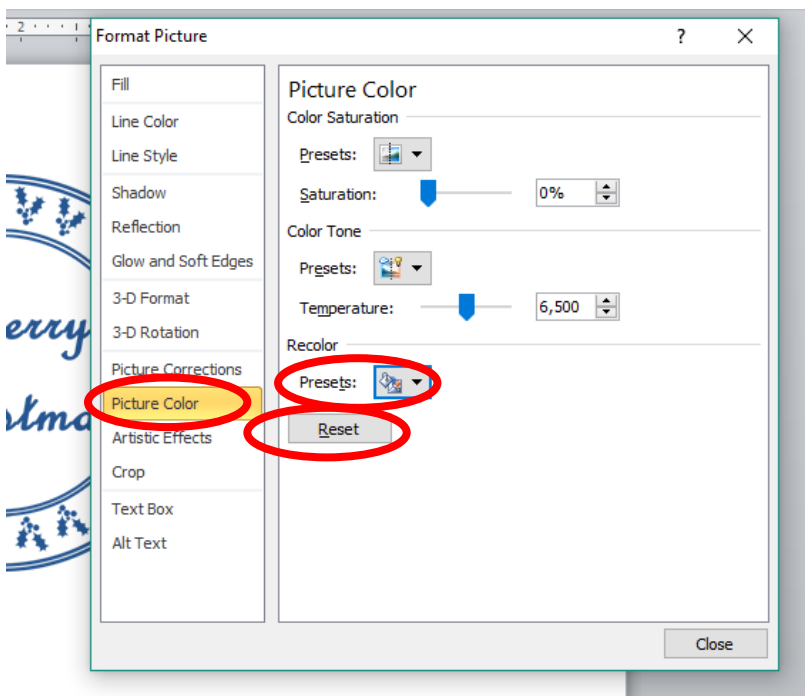
12. Now I'm going to resize my sentiment tags. These are cup474707\_1571 Christmas Digital Stamps Sentiments. The tags are larger than I would like. I have a round punch that is 1.5 inches, so want to make them slightly smaller than that. Follow the steps above to create a document and insert the desired tag.



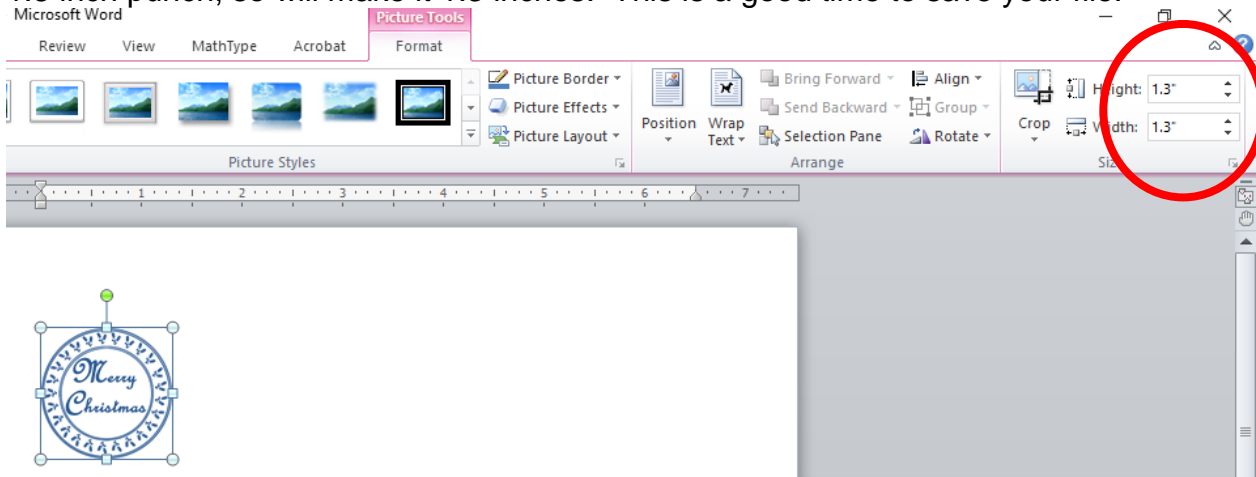
13. Before we resize these, I'm going to change the color. The digital stamps are black, but I want blue tags to match my card. Select the tag image. Go to picture tools ► picture styles, and click on the little tiny triangle in the corner.



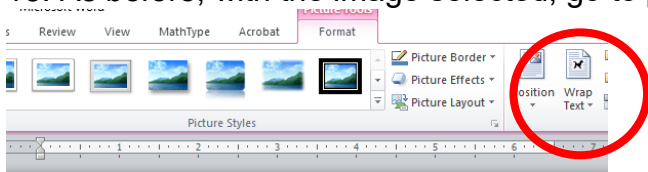
14. Select picture color. The recolor preset box lets me select a blue tone. You can always click reset to get rid of all your changes.



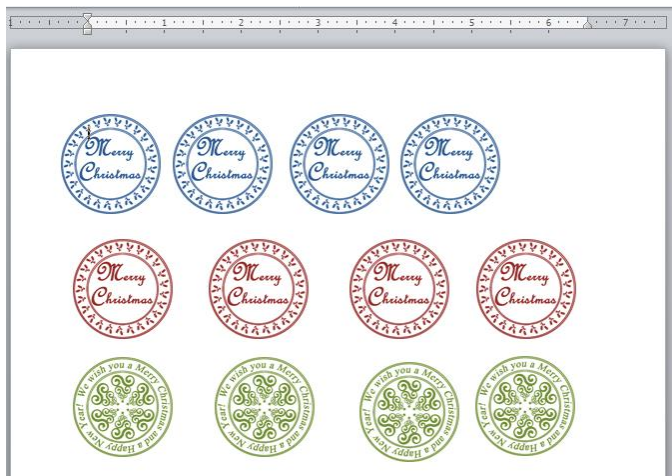
15. With the image selected, change the size as before. I want my tag to be slightly smaller than my 1.5 inch punch, so will make it 1.3 inches. This is a good time to save your file.



16. As before, with the image selected, go to picture tools ► wrap text ► in front of text.



17. With the image selected, use ctrl-C to copy the image, then ctrl-V to paste it as many times as you like. You can repeat the process with a different digital stamp on the same page, or have your page all one stamp. You can also change the color of the different stamps independently. Save your work.



18. Print the pages. When you print, be sure to change your printer settings to “borderless,” or your image will shrink a bit to account for the border. Cut everything out. Trim your main image as needed to get it to the exact size needed. I inked the edges of my center image, but that is optional.

19. Finish assembling your card, and add any desired embellishments such as glitter, ribbon, etc.

20. Last of all, it would be great if you take a picture of your card and post it on one of Crafty Bob’s facebook pages. Designers love to see what you do with our kits!

You can find more of my designs at:

<https://www.craftsuprint.com/debra-laraway/>