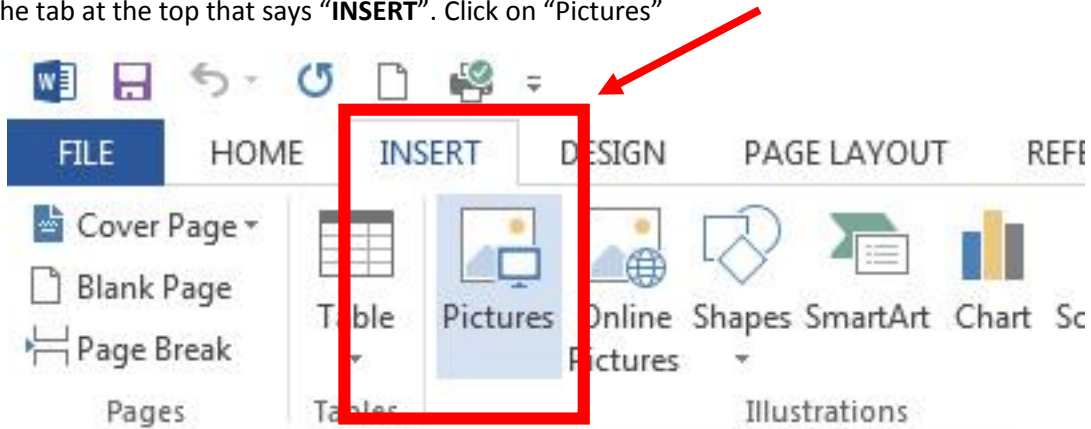


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## How to Posterize an Image in Microsoft Word

**Step 1:** Open a new document

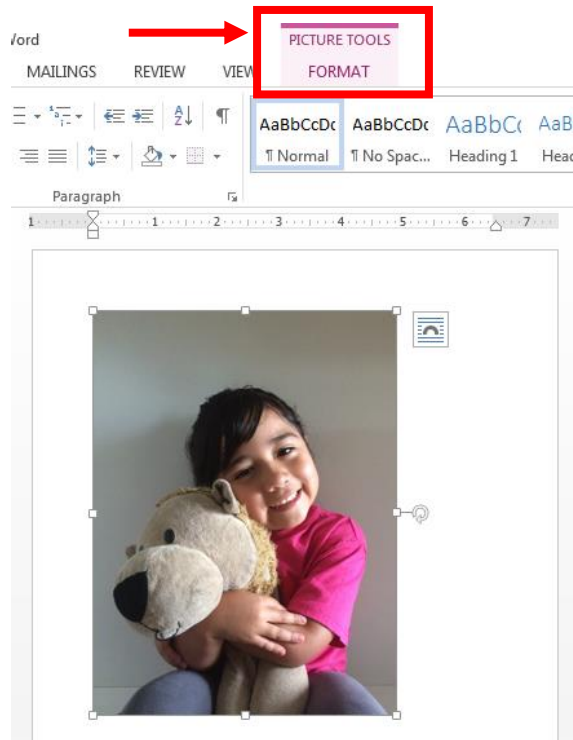
**Step 2:** Go to the tab at the top that says “INSERT”. Click on “Pictures”



**Step 3:** Select your image and click the “insert” button.

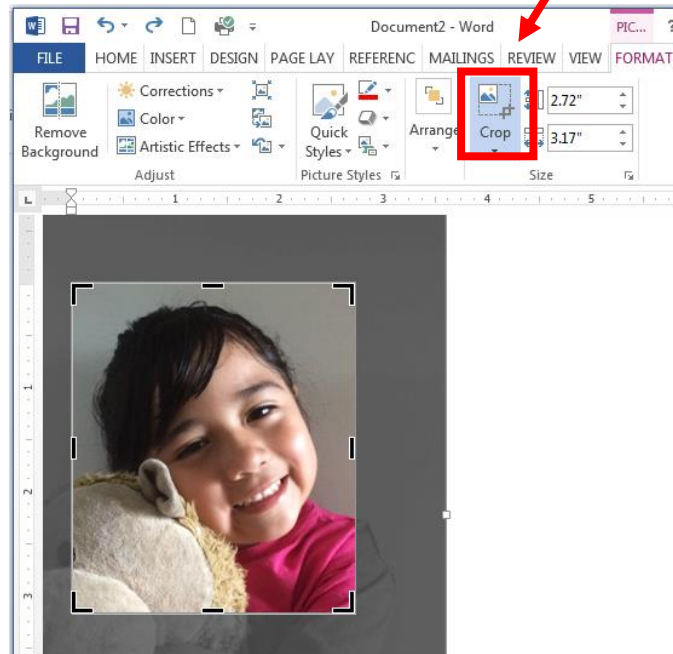
**Step 4:** Rotate your image if necessary.

**Step 5:** Select the image and go to the top tab that says “Format”.

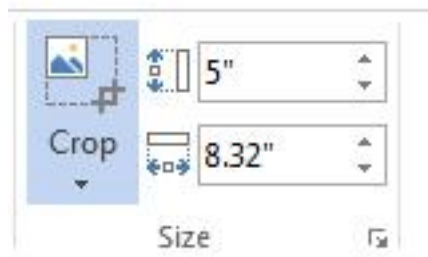


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**Step 6:** Click on “Crop” and move the arrows closer to your face.

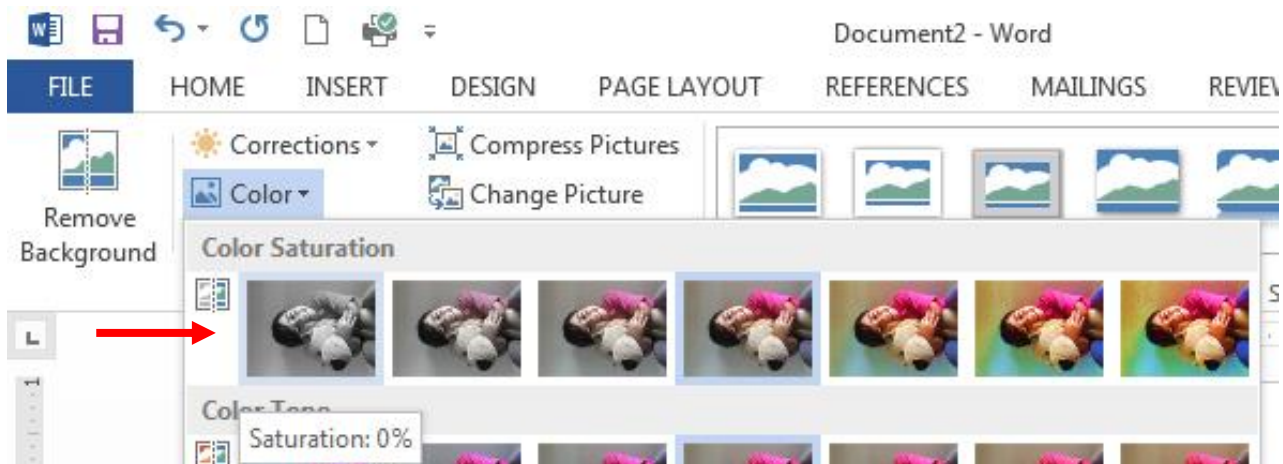


**Step 7:** Resize the image so that it is about 5” x7”.



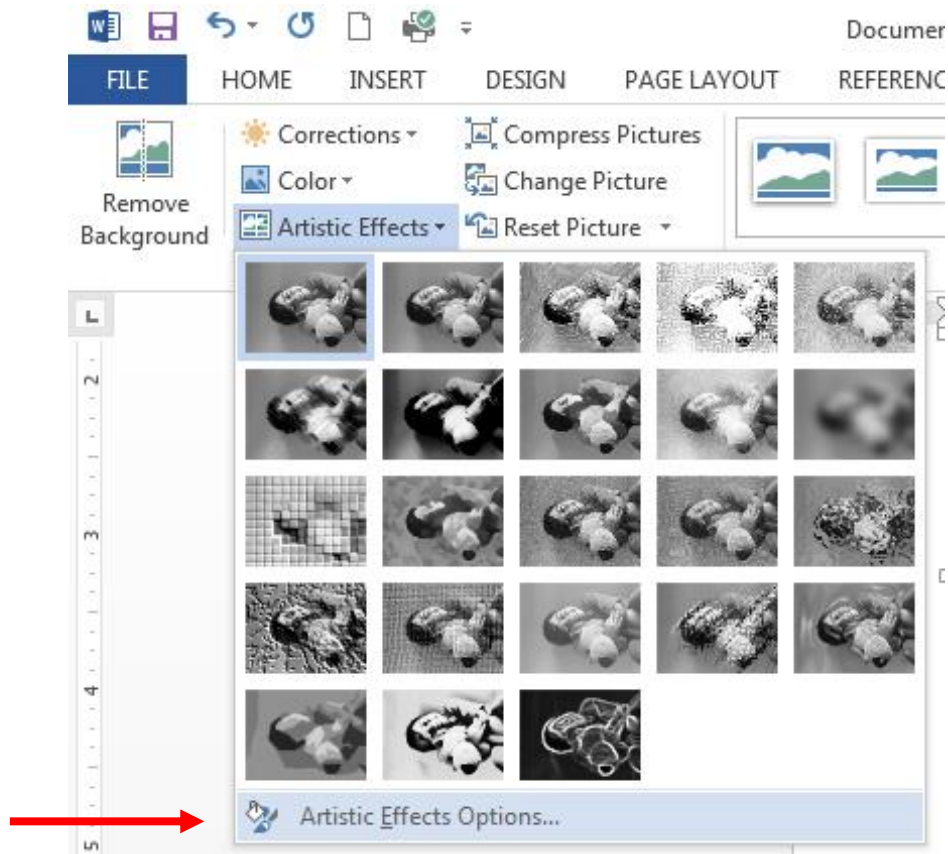
**Step 8: Call Ms. Rod over so that she can check your image.**

**Step 9:** Make sure the image is still selected and click on “Color”. The image below will pop up. Select the first image under the section “Color Saturation”.

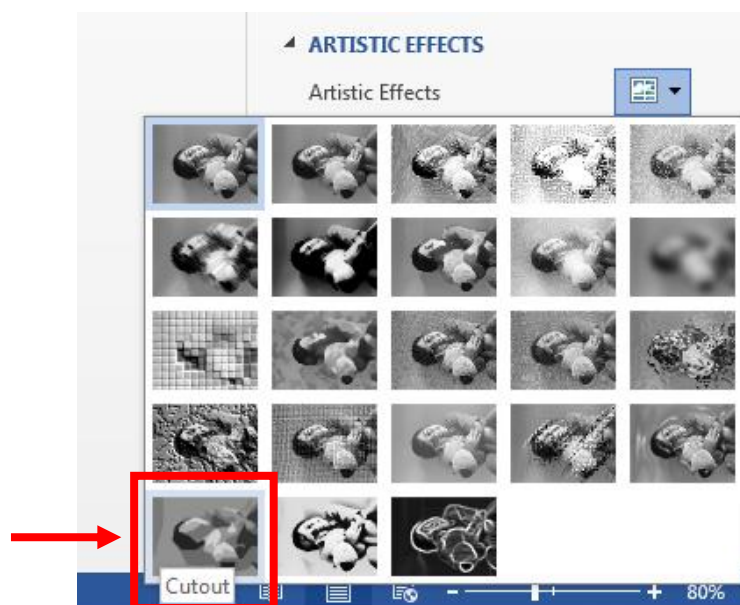


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**Step 10:** Click on “Artistic Effects” located under Color. The image below should pop up and you will click on “Artistic Effects Options...” at the bottom of the box.



**Step 11:** A sidebar titled “Format Picture” will appear. Expand the last section titled “ARTISTIC EFFECTS” and the image below should appear. Click on the first image of the last row called “Cut out”.



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Step 12: The image should look somewhat distorted like the image below.



**Step 13:** Call Ms. Rod over to approve your image.

**Step 14:** Save the image to the desktop. Follow the example below.

ClassPeriod\_FirstNameLastName

**4thPeriod\_StacyRodriguez**

**Step 15:** Log in to Schoology and upload the image to the assignment “**Paper Cut Out Self-Portrait**”.