

## Make a Picture Appear Sharper or Smoother

If the picture was scanned as a photograph, so it contains shades of gray in addition to black and white, you can sharpen or smooth its appearance.

If you wish to accentuate small details in a photograph, use sharpening. However, be aware that sharpening may also emphasize small flaws. If you wish to soften or blur the appearance of a photograph, use smoothing.

The sharpening and smoothing effects are not available for pictures that were scanned as drawings.

### >>> To sharpen the appearance of a picture

- 1 From the Picture menu, choose Effects.
- 2 Select Sharpen. You will see the picture's new appearance on the screen.
- 3 Click OK.

### >>> To smooth or soften the appearance of a picture

- 1 From the Picture menu, choose Effects.
- 2 Select Smooth. You will see the picture's new appearance on the screen.
- 3 Click OK.