

## How to Use Microsoft Photo Editor

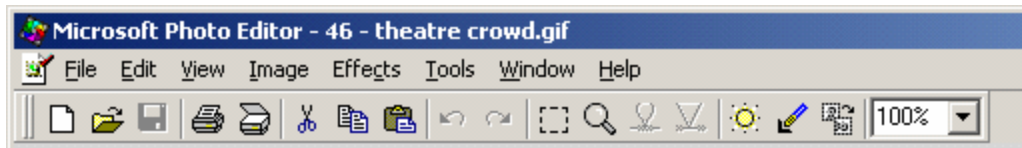
Microsoft Photo Editor is a simple photo manipulation software package that allows you to crop, rotate, and resize graphic files (\*.jpg, \*.jpeg, and \*.gif).

It also allows you to apply some fun effects to those photos.

1. Launch Photo Editor (PE) by clicking on **Start > Programs > Microsoft Office Tools > Microsoft Photo Editor**.
2. Open your photo file by clicking on **File > Open** and browsing to your photo file's storage location.

**A very important note:** PE only save one event in its "Undo" memory. If you make two changes to a photo, it can only reverse the last change made!

### *The Photo Editor Menu Bar and Tool Bar*



## Pull-Down Menus

**File:** This pull-down menu contains the usual commands such as open, new, close, save, and save as. However, it also contains a very important command: Scan Image. This command allows you to scan a photo directly into Photo Editor.

**Edit:** As with other applications, this is where cut, copy, and paste are found.

**View:** Click this menu to find toggles to turn on and off the toolbar, ruler, and status bar. You can also control zoom and measurement (inches/pixels/centimeters).

**Image:** This is a biggie! There are several options available here, but most important are the crop, rotate, and resize commands.

**Crop** Using the 'dotted line box' tool from the toolbar, draw a box around the area you want to keep, click "crop" from the "Image" menu, click "OK" and everything outside the box disappears.

**Resize** This allows you to change the physical dimensions of your picture. In addition to changing its physical dimensions, it can create a much, much smaller file size.

**Rotate** If your picture is sideways and you need to set it straight, click the rotate command. You can rotate left or right, you can transpose, invert, and mirror an image. You can also rotate by degrees.

**Balance** This command allows you to alter the brightness and contrast of a photo. If your photo is too dark, try using the brightness command to lighten the photo.

**Effect:** Another biggie! Here is where PE can utterly change a picture. The names of the effects are self-explanatory.

**Sharpen**

**Edge**

**Watercolor**

**Soften**

**Chalk &  
Charcoal**

**Stained Glass**

**Negative**

**Emboss**

**Stamp**

**Despeckle**

**Graphic Pen**

**Texturizer**

**Posterize**

**Notepaper**

**Tools:** These three tools may come in handy: smudge, sharpen, and set transparency color.

**Smudge** Use this tool to create a smudge spot over something you don't want people to be able to see (like the criminals' faces on the TV show "COPS"). When activated, you'll get a small hand icon to click and drag.

**Sharpen** Like the sharpen command under Effects, this gives you the control to sharpen only one part of a picture. As above, activating gives you a small icon to click and drag back and forth.

**Set Transparent Color** This tool allows you to remove a color from a picture by making it transparent. Transparent means that whatever background color is present will show through.

**Window and Help** These pull-down menus work just as in all other Microsoft applications.

# Toolbar Icons

