

How to Make Basic Image Adjustments using Microsoft Office Picture Manager (Windows)

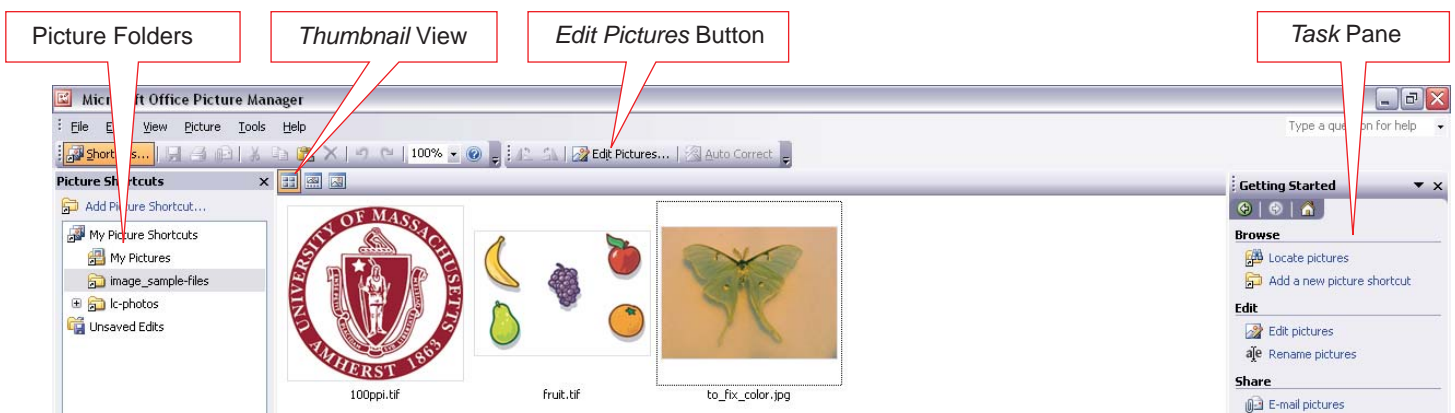
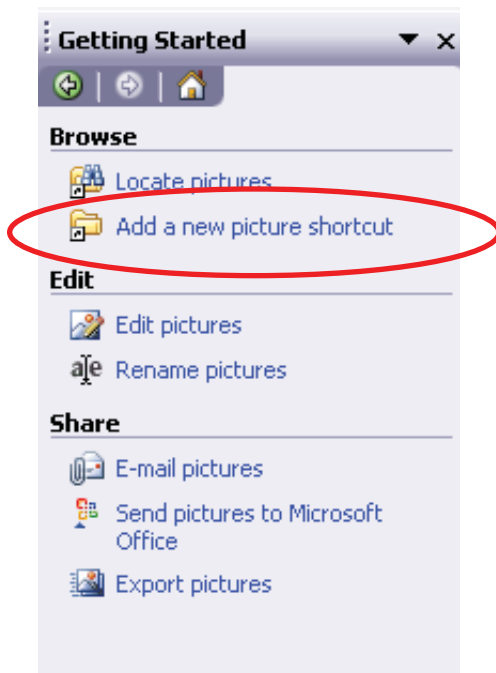
The Microsoft Picture Manager application is included in recent versions of Microsoft Office for Windows. Picture manager can be used to make overall adjustments to an image, and to modify file type and size.

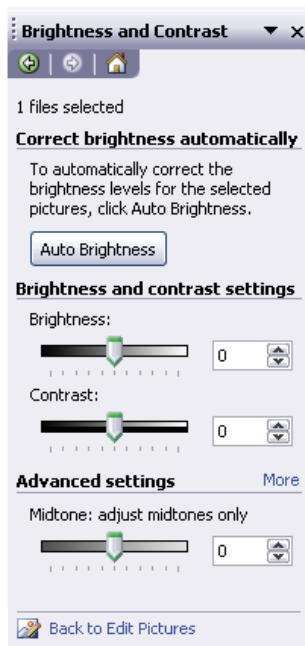
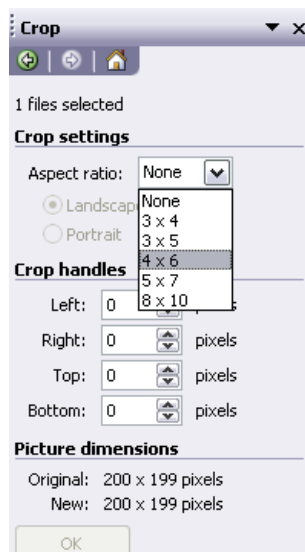
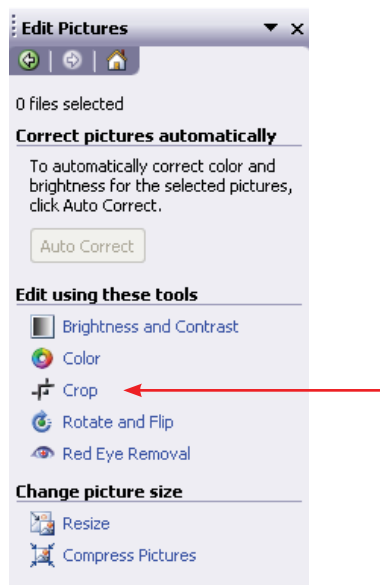
To locate Picture Manager, from the desktop go to:

Start > All Programs > Microsoft Office > Microsoft Office Tools > Microsoft Picture Manager.

Open a Picture in Picture Manager

1. In the right pane, under “Getting Started,” choose ‘**Add a new picture shortcut.**’
(If you choose ‘Locate pictures’ Picture manager will search available drives for image files.)
2. Navigate to the folder in which your pictures are stored. You will not see files in the navigation window, just folders.
3. Click **Add** to add a shortcut to a folder.
 - Every shortcut you add will be listed in the left-hand pane.
 - Thumbnail previews of each image file within the folder will display in the center *Browse* area.
4. To open a file, double click it’s thumbnail.
5. To return to the thumbnail view of folder contents, click the **Browse** button in the main tool bar. Or select the *Filmstrip* view (to right of *Thumbnail* button), which provides a row of thumbnails under a picture editing window.



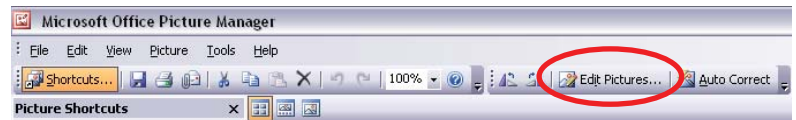


Editing Pictures

Picture manager provides basic image editing tools. Adjustments are made to the entire image. For instance, there is no way to select just part of the image for color adjustments. In this case you would need a more robust image editing application such as Photoshop.

Crop a picture

1. In the main tool bar, click **Edit Pictures**.



2. At the right of the screen, under 'Edit using these tools,' click the **Crop** link.
3. Edges and corners will appear around the image, which you can adjust by dragging to select the region you would like to keep.



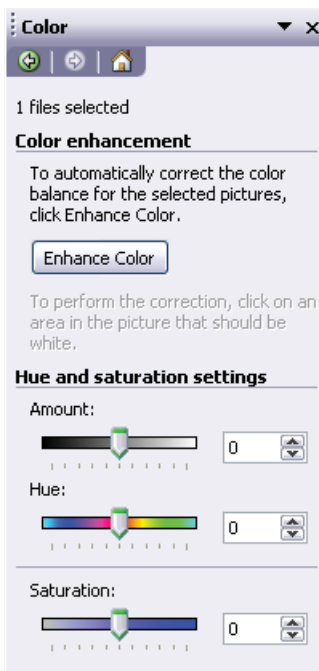
- Adjust from the corners to preserve proportions.
 - Adjust from the sides to change the proportions.
 - Drag from inside the image to move the crop box.
 - If you would like to crop to a standard aspect ratio such as 4 x 6, or 5 x 7, under Crop Settings, make a selection from the drop-down Aspect Ratio menu.
4. When you are satisfied with your selection click "OK."

Adjust Brightness and Contrast:

1. In the main tool bar, click **Edit Pictures**.
2. At the right of the screen, under *Edit using these tools*, click the **Brightness and Contrast** link.
3. The *Auto Brightness* button automatically "corrects" the image. But it often makes an over-correction. If you don't like the results go to **Edit > Undo** from the main menu.
4. Use the sliders to make more subtle adjustments to brightness, contrast, or the midtone (gamma) setting.

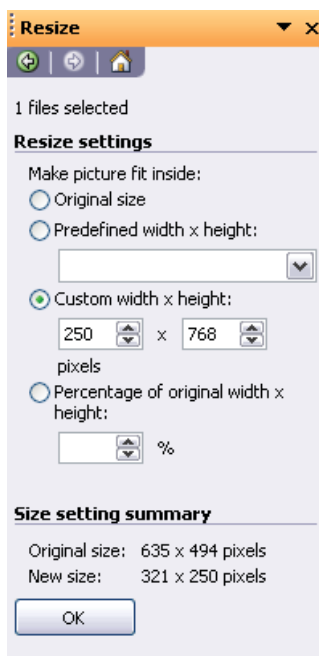
Click the **More** link to make adjustments to only the highlights or shadows.

5. There is no **OK** button for this adjustment. When you are satisfied with your adjustments click the '**Back to Edit Pictures**' link at the bottom of the task pane.



Adjust Color

1. In the main tool bar, click **Edit Pictures**.
2. At the right of the screen, under 'Edit using these tools,' click the **Color** link.
3. Click the **Enhance Color** button, then click inside the image on an area that should be white. The software will automatically adjust the color balance.
4. After that, if you wish, you can fine-tune the adjustment:
 - Use the *Amount* slider to adjust the degree to which you apply the correction.
 - Use the *Hue* slider to tint the overall color bias in the image.
 - Use the *Saturation* slider to decrease or increase the color intensity of the entire image.
5. Click **OK** to make the adjustment.



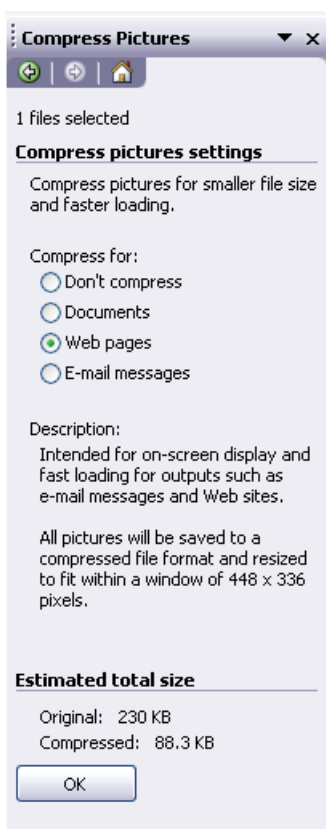
Resize

Several approaches to sizing a picture are available. You can adjust by pixel height, using predefined widths & heights, or as a percentage of the original.

1. Click **Edit Pictures**.
2. At the right of the screen, under *Change Picture Size*, click **Resize**.
 Note: The *Size setting summary* information at the bottom of the *Resize* task pane lets you compare the original and new size of your image.
3. Choose a method (other than original size) and make settings:
 - The **Predefined width x height** menu provides typical sizes as may be found on the web or in documents for print.
 - Documents:** Fits within **1024 x 768 pixels**
Best for placing an image in a Word doc or PPT presentation. (Not photo quality.)
 - Web Pages:** Fits within **448 x 336 pixels**
For on-screen display on Web Pages or in E-mails. Compressed to load quickly.
 - E-mail messages:** Fits within **160 x 160 pixels**
For thumbnail display, faster loading, small file size.

- **Custom width x height** lets you enter pixel dimensions.
 Note: Enter just the new height or width. The aspect ratio is preserved (as indicated in the *Size setting summary* at the bottom of the resize task pane).
- **Percentage of original** scales the image by percent.

4. Once you have entered the new dimensions, click **OK** to resize the image.



Compress Pictures

The *Compress pictures* command simultaneously resizes the image using standard preset sizes, and compresses the image data so that it will take up less disk space.

This command is convenient but offers less control than combining *Resize* and *Export* (see below).

Compression values are equivalent the Pre-defined width and height settings in the *Resize* task pane:

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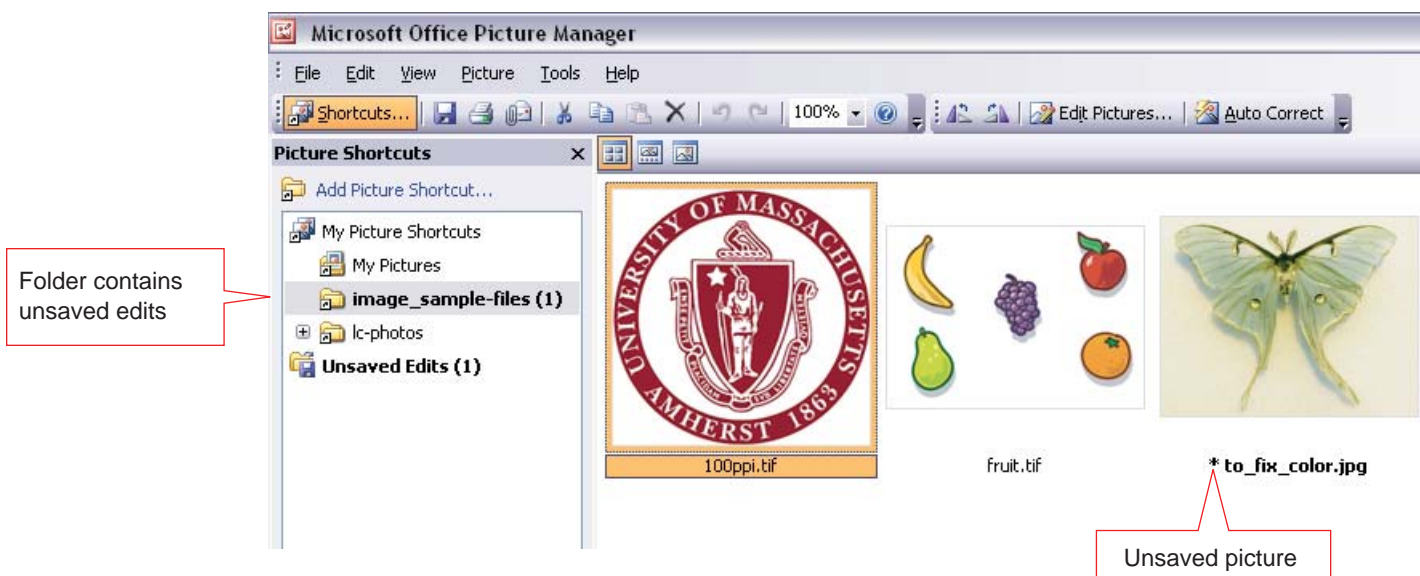
For thumbnail display, faster loading, small file size.

Saving Changes

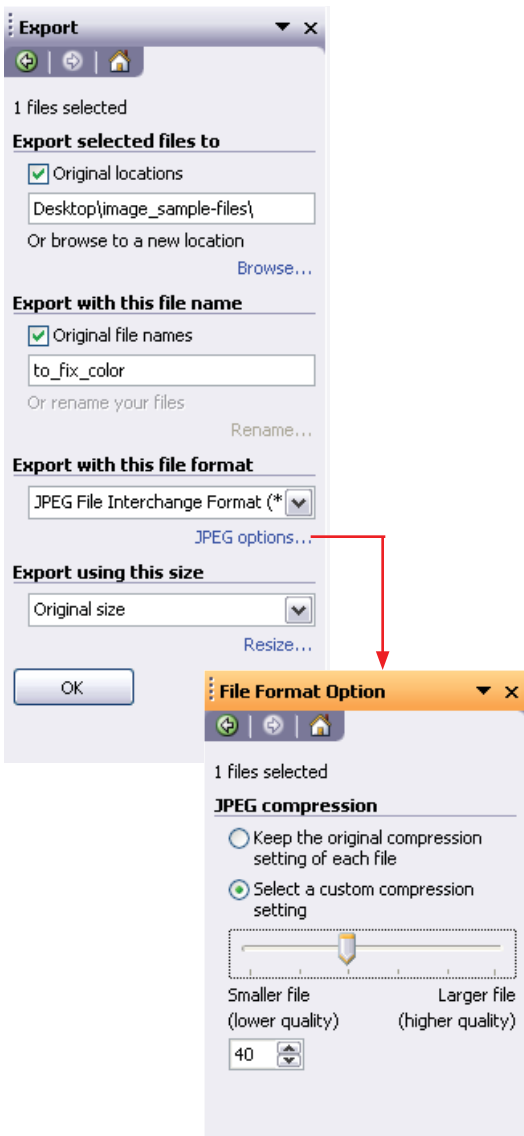
Until an image has been saved, the edits you have made are not saved!

- File names of unsaved edited pictures are bolded and marked with an asterix (*).
- Folders containing unsaved documents are bolded followed by the number of unsaved files contained in each folder.

Saving Changes (cotinued)...



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To overwrite the original file

File > Save will overwrite the original (generally, not recommended).

To save a copy

Use **File > Save As** to save a copy of the file. This preserves the unedited original for other uses (recommended).

To save as a different file type

Use **File > Export** to save the file as a GIF or JPEG, (if the file isn't already in that format). Rather than the usual *Save as* dialog box, export options are shown in the task pane of *Picture Manager*.

- Under *Export selected Files to*, browse for a different folder location as needed.
- Under *Export with this file name*, rename the file as needed.
- Under *Export with this file format*, change the file format to the file type you need (JPEG, PNG, TIFF, GIF, or BMP).

If you choose the JPEG file type, click “**JPEG options...**” to adjust the compression ratio for the new file. Set the amount of compression then click the *return to Export* link.

- Under *Export using this size*, the default setting, *Original*, will preserve any resizing commands you have performed since you opened the file.

If all you need to do is resize and change file format before re-saving an image, you may find it more convenient to set the size here, rather than using the *Resize* task pane.

The pop-out menu provides a list of preset dimensions (same as those in the *Predefined width x height* option of the *Resize* task pane), or you can click **Resize...** to set a custom size.

Saving Tip

Best Option:

Before editing an image, use **File > Save As** to create a copy of the file. Work on the copy, then **Save** or **Export** your finished work. (Recommended).

Alternative methods:

Make edits to the original file, and save the edits using **Save As** or **Export**. Then, before exiting *Picture Manager*, highlight the thumbnail for the original and go to **Edit > Discard changes**. (May be confusing)

Make edits to the original file, and save a copy using **Save As** or **Export**. Then, when you exit *Picture Manager*, an alert box will warn you that some files have not been saved. Click **Don't Save changes**. (More likely to be confusing)

Ideally, when you have finished editing an image, you will have retained the original, untouched version of the file along with the new, edited version.

Here you see that both versions have been saved.

