Intro to Digital Photo Editing - *Microsoft Photo Editor*

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Installing the program

The following instructions are for users who have already installed Microsoft Office 97 or Microsoft Office 2000. If you are installing Office from scratch, you will get the same options by selecting "Customize" instead of "Install Now".
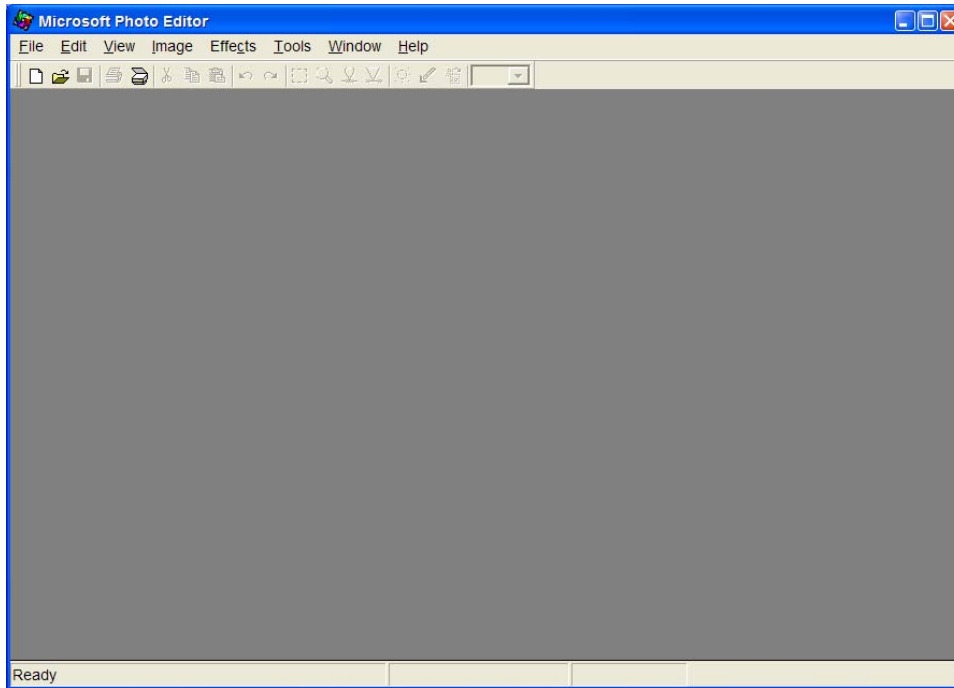
1. Insert Microsoft Office 2000 installation CD. If the CD does not start up automatically, you will need to go to [Start]->[Run] and then enter D:\setup.exe (or whatever drive your CD is on).
2. The "Office Maintenance Mode" screen will appear.
3. Select "Add or Remove Features".
4. In the "Customize" screen that pops up, click on the plus "+" sign located to the far left of "Office Tools".
5. From the list that appears, select the drop down box to the left of Microsoft Photo Editor.
6. From the drop down list, select "Run from My Computer".
7. Click "Update Now".

Opening the program

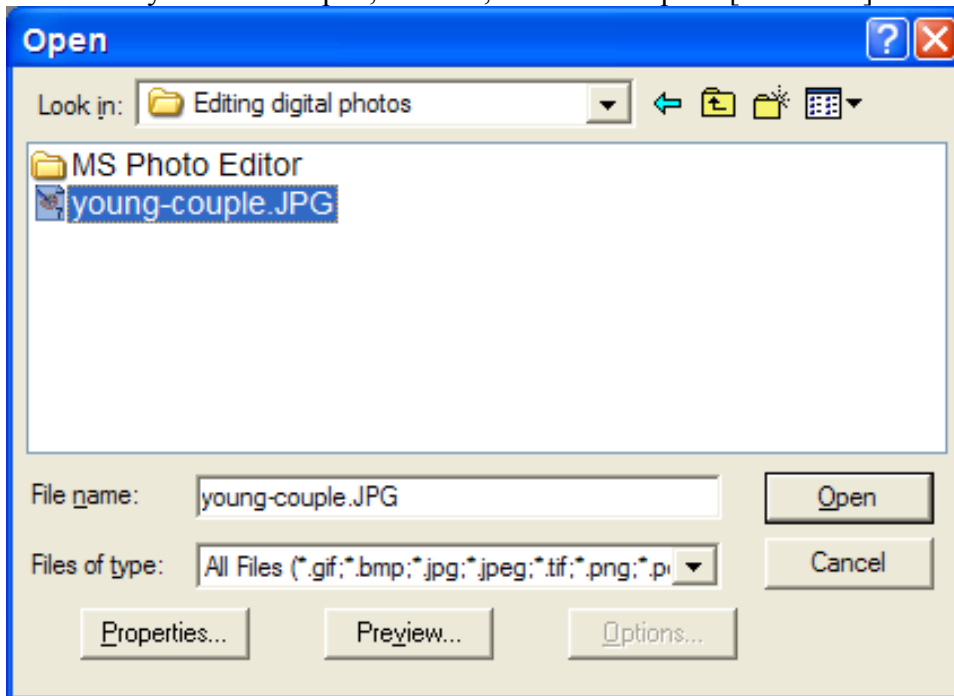Click on Start, Programs, Microsoft Office Tools, Microsoft Photo Editor.
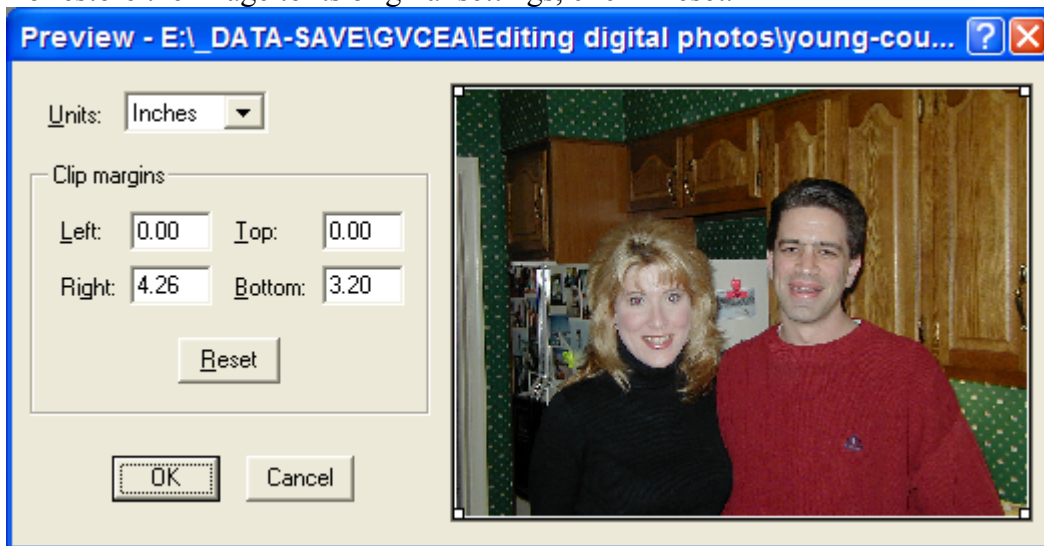
Main screen

Opening an existing image

1. On the File menu, click "Open" [CTRL+O].
2. Browse to the file you want to open, select it, and click "Open" [CTRL+O].
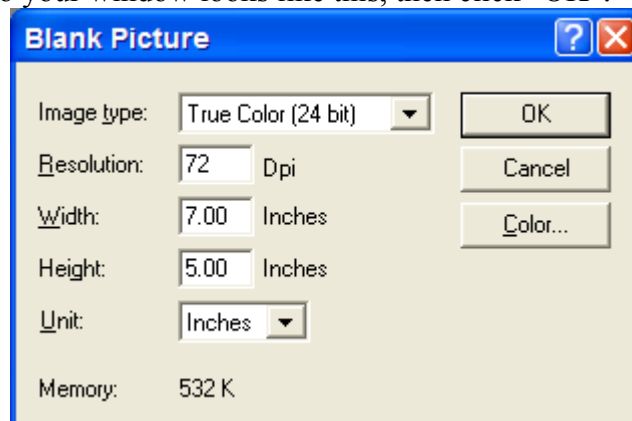
Previewing an image before opening it.

1. On the File menu, click "Open" [CTRL+O].
2. Browse to the file you want to open, select it, and click "Preview". The "Preview" dialog box appears. You can crop, resize, or cancel the preview.
3. To crop the image, drag the edge of the frame in the preview window.
4. To resize the image, drag any corner of the frame.
5. To accept the cropping or resizing changes, click "OK."
6. To cancel the preview, click "Cancel."
7. To restore the image to its original settings, click "Reset."
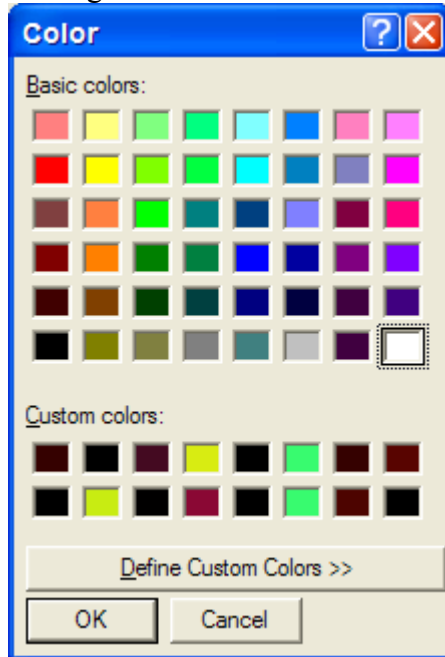

Creating a new image

1. On the File menu, click "New" [CTRL+N].
2. In the "Image type" list, click on the arrow and select "True color".
3. Enter values so your window looks like this, then click "OK".

4. If you want a colored background, click "Color".
5. Select the color you want, then click "OK".
6. Click "OK" again.
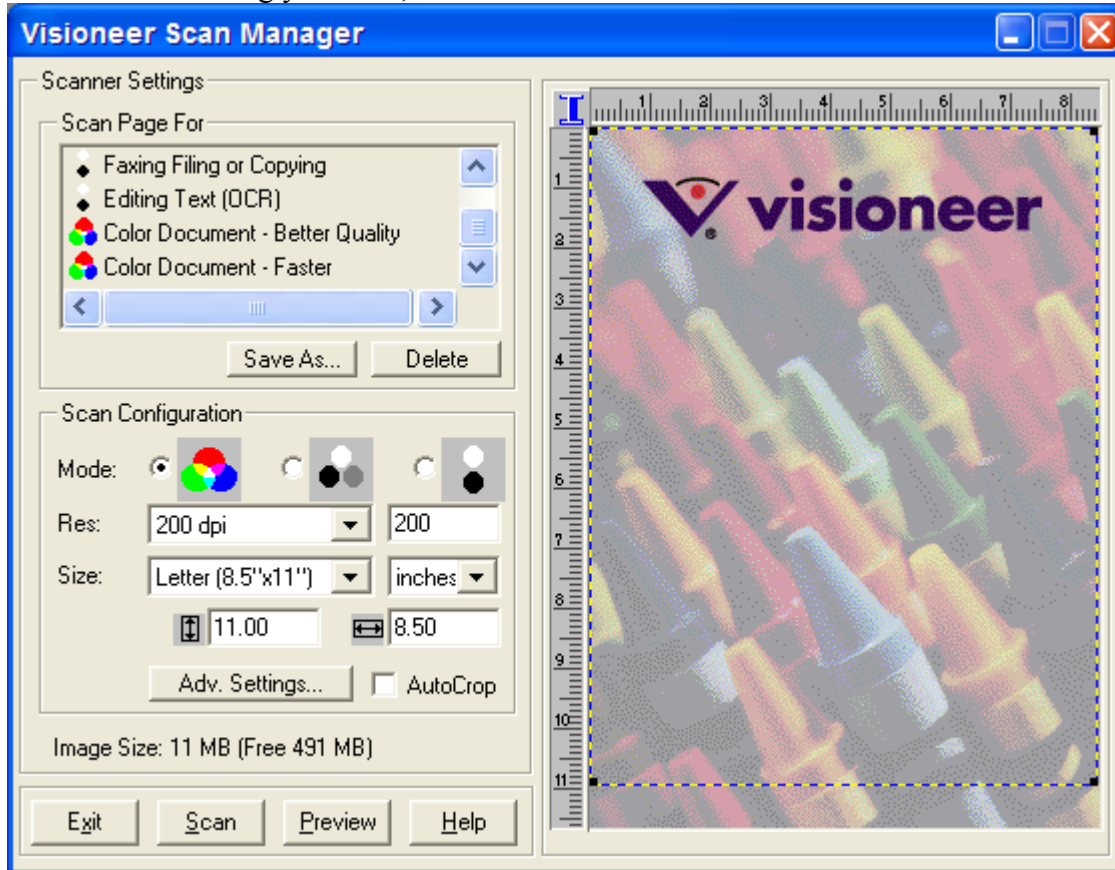

Selecting a scanner

1. On the File menu, click on "Select Scanner Source".
2. In the Sources list, click on the scanner you want to use, and click "Select". You will probably have only one scanner connected to your computer.

Scanning an image

1. On the File menu, click on "Scan Image".
2. Select the setting you want, and then click "Scan".

An alternative to scanning an image with MSPE is to scan the image with your scanner as you normally would, and save the image. Then open the image as shown on page 2.

Configuring

On the View menu, click on "Measurement Units".

      a. Select "Cm" or "Inches" if you want to size the image by distance.

      b. Select "Pixels" if you want to size the image by pixels.

Pixel

A pixel is a dot that represents the smallest unit of display on the monitor, printer, scanner, or camera. A higher number of pixels creates a nicer looking graphic, but the graphic is larger in size.