

Intro to Digital Photo Editing - *Microsoft Photo Editor*

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Saving a new image

1. On the File menu, click "Save As".
2. Select the folder where you want to save the image.
3. In the "File Name" box, type a name for the image.
4. "Save as type". For web page use, image files must be saved in the .GIF (for simple images) or .JPG (for photographs) format.
5. Click "More" to change the number of colors or compression settings, how the file is saved.

Saving an existing image

1. On the File menu, click "Save" [CTRL+S], or click the Save icon on the toolbar.

Printing an image

1. On the File menu, click "Print" [CTRL+P], or click the Print icon on the toolbar.

Notice that you can click to change the

1. Position on the page, including an automatic "Center"
2. Size of the picture
3. Fit to page

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Printer properties

If your picture is in the common landscape orientation, you can change the printer properties to landscape. Then, clicking on “Fit to page” will print the picture about 8” x 10”.

You will probably want to verify in the printer properties that “color” and not “black and white” is selected.

Quitting Microsoft Photo Editor

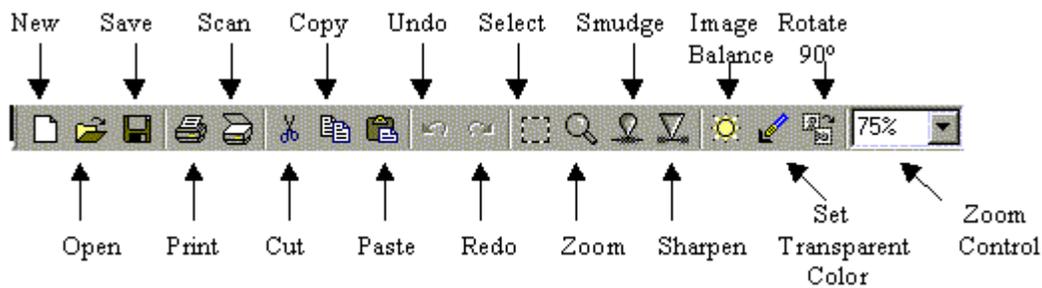
1. Click the “X” in the upper right corner of the program window.
2. On the File menu, click "Exit".

Rotating an Image

1. Open or create a new image.
2. On the Image menu, click "Rotate."
3. Select any "Orientation" you want, watch the effect in the "Image" window, and then click "OK."
4. NOTE: If you select "By Degree" under "Orientation," type a number or click the arrows to select the number of degrees you want.

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Toolbar icons



-  Move Handle: Click and hold down the mouse button, then move the mouse to move the location of the toolbar.
-  New: Creates a new window.
-  Open: Opens an existing file.
-  Save: Saves an image to a file.
-  Print: Prints the current image in the window.
-  Scan: Scans an image and places the image in the window.
-  Cut: Removes the selected item and places it on the clipboard.
-  Copy: Copies the selected item and places it on the clipboard.
-  Paste: Inserts the contents of the clipboard.
-  Undo: Reverses the previous actions.
-  Redo: Reverses the action of the Undo command.
-  Select: Enables one to choose an area that can be modified.
-  Zoom: Reduces or enlarges the current location that is clicked.
-  Smudge: Smears the area that is clicked.
-  Sharpen: Sharpens the area that is clicked.
-  Image Balance: Enables one to select the Brightness, Contrast, and Gamma of an image.
-  Set Transparent Color: Allows the clicked area to become transparent.
-  Rotate 90°: Rotates an image 90° to the right.
-  Zoom Control: Reduces or enlarges the current view of the screen.

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Zooming In or Out of an Image

You can change the magnification using two different methods:

1. In the Zoom Control box on the Standard toolbar, type or select the magnification you want.
2. Click the Zoom button on the Standard toolbar. Notice that the button looks depressed.

To zoom in, click the area you want to enlarge. This can be done several times

To zoom out, hold down SHIFT and click the area you want to shrink. Again, this can be done several times.

When you are done, click the Zoom button again to cancel the Zoom feature.

Smudging Part of an Image

The Smudge Brush smears or blends adjacent colors when you drag the brush across the image.

1. The Smudge Brush is small, so you may want to zoom 2 or 3 times to the area you want to smudge.
2. Click the Smudge button on the toolbar.
3. Drag the pointer over the area you want to smudge.

Sharpening Part of an Image

The Sharpen Brush increases the difference between adjacent gray values when you drag the brush across the image.

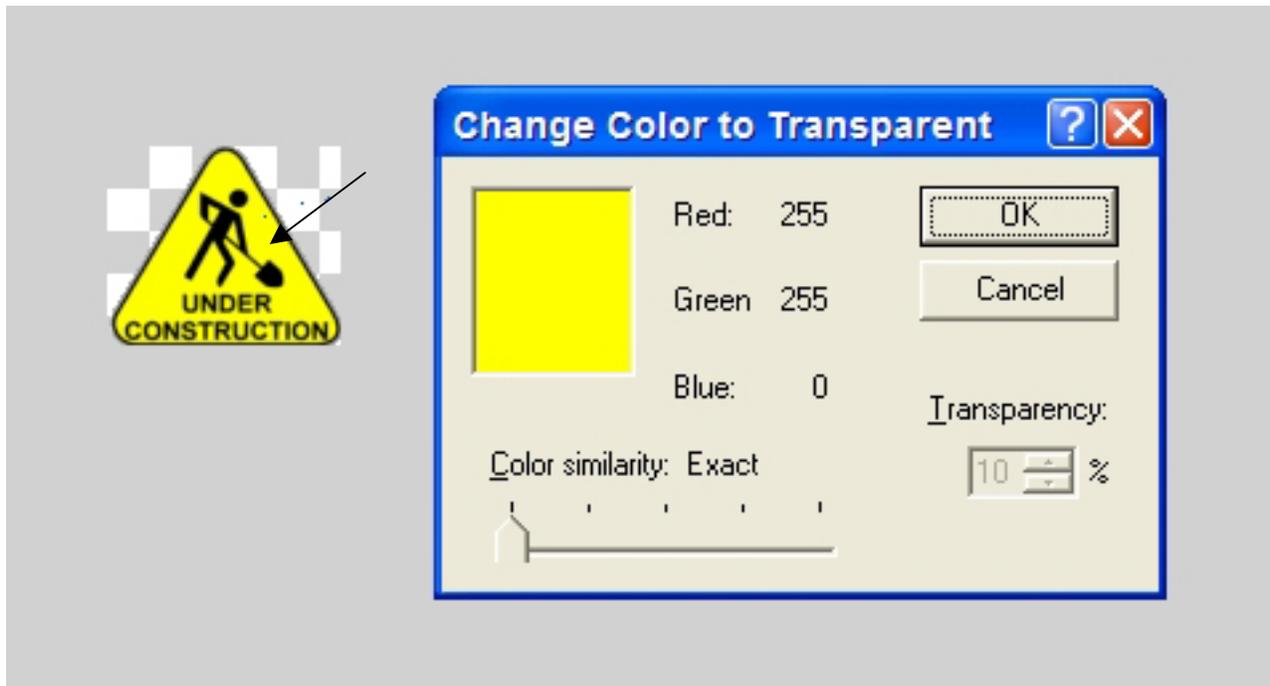
1. The Sharpening Brush is small, so you may want to zoom 2 or 3 times to the area you want to smudge.
2. Click the Sharpen button on the toolbar.
3. Drag the pointer over the area you want to sharpen.

Creating Transparent Areas in an Image

You can use transparent areas to integrate an image into your document, presentation, or Web page. When you are putting a gif image on the Web, you can make the image's background transparent so the background color of the web page shows through. The transparent areas of the image will take on the same color as the web page. When the image is printed in a Word document, the background will have the color of the paper. You cannot make jpg images transparent.

1. Click the Set Transparent Color button on the toolbar.
2. Position the tool over the color you want to make transparent, and click.
3. The "Change Color to Transparent" dialog box appears. The preview window shows the color that changes to transparent when you click "OK." You can also increase the range of colors that become transparent or change the degree of transparency.
4. Click "OK."

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After clicking “OK”, this is the construction image with transparent background:



This is the image, with transparent background, on paper.

Adjusting the Brightness, Contrast, and Gamma of an Image

The Brightness control changes the amount of white in all colors and shades of gray. The Contrast control changes the difference between adjacent colors or shades of gray. The Gamma control changes the brightness and contrast in the middle areas of the image.

Move the "Brightness," "Contrast," and "Gamma" sliders to the right to increase the brightness, contrast, and gamma; or move the "Brightness," "Contrast," and "Gamma" sliders to the left to decrease the brightness, contrast, and gamma.

1. Click on the Image menu and choose Balance, or click on the Image Balance button on the toolbar.
2. Slide the Brightness bar to change the brightness
3. Slide the Contrast bar to change the contrast
4. Slide the Gamma bar to change the color balance
5. To adjust all colors, select "All Colors" in the lower-left list before moving the slider. To adjust the color channels separately, select "Red," "Green," or "Blue" before moving the slider.
6. Click OK when done