Intro to Digital Photo Editing - *Microsoft Photo Editor*
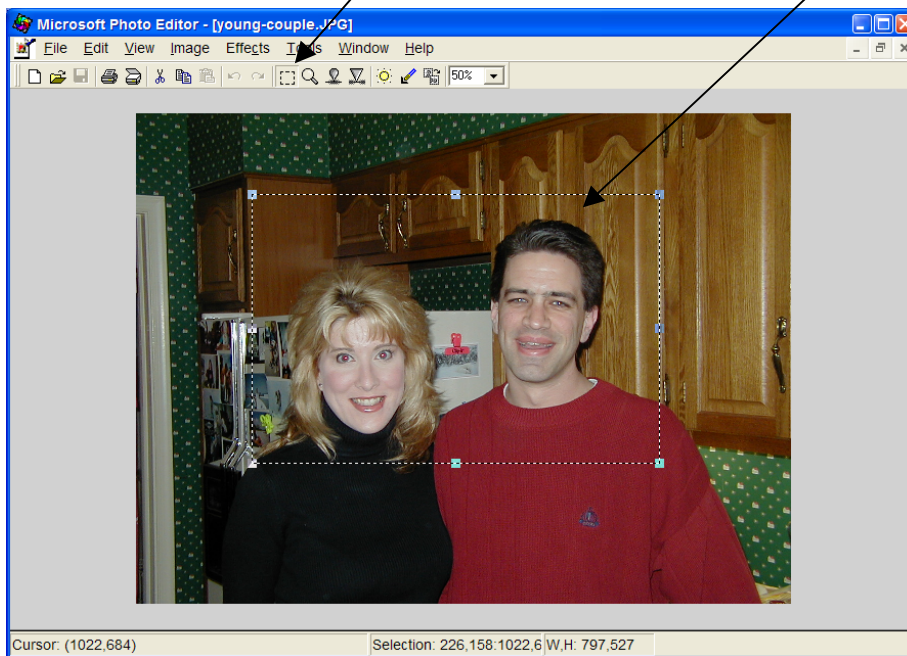
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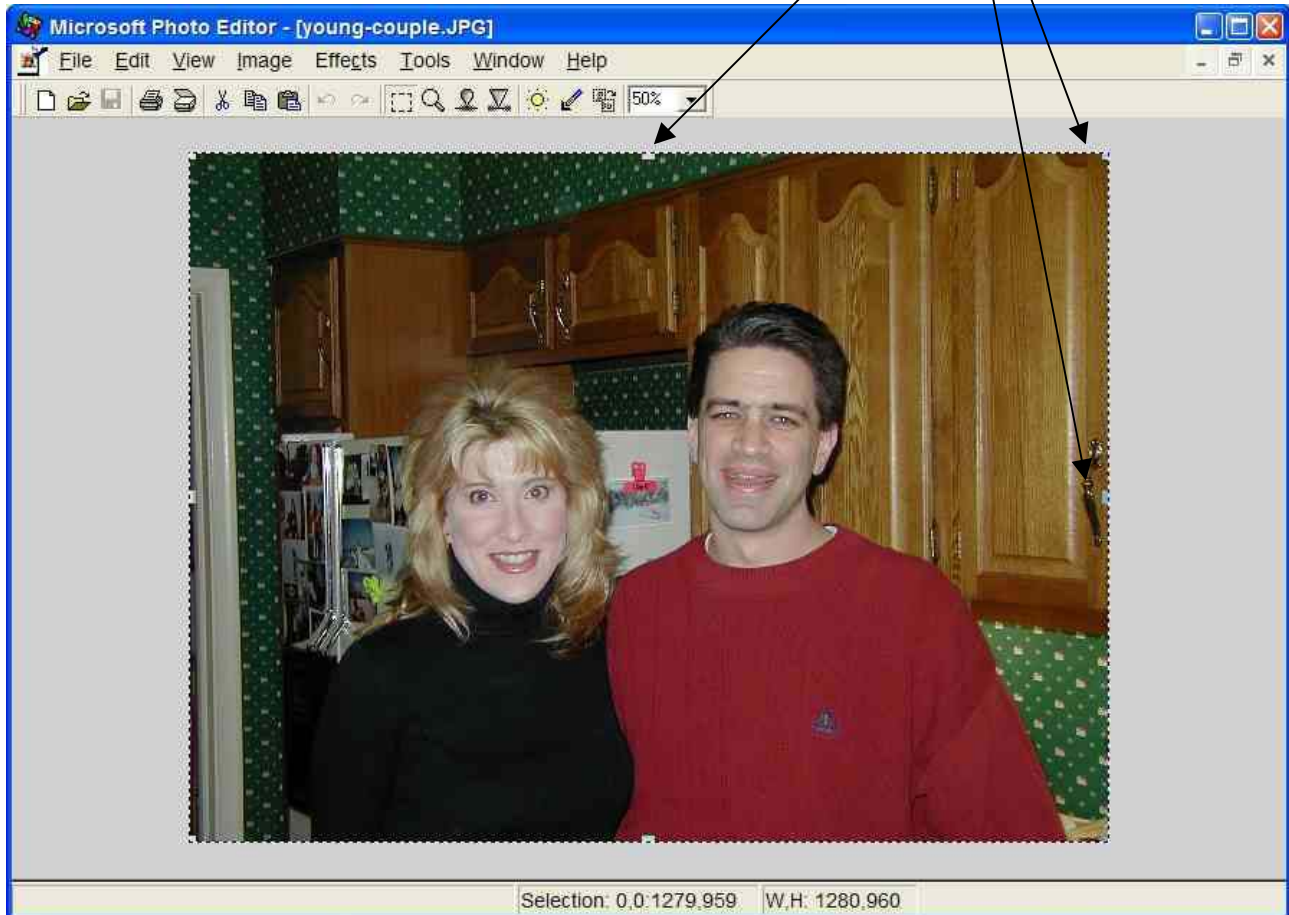## Selecting All or Part of an Image

1. To select the entire image, click "Select All" on the Edit menu.
2. To select part of an image, click Select button on the Standard toolbar, and then drag over the area you want to select.
3. Click the Select button again to turn off the command.

Resizing a Selection

1. To move any side of the selection's outline, move the mouse pointer over the sizing handle on that side until the pointer changes to a double-headed arrow.
2. Drag the handle while holding down the left mouse button.
3. To change the height and width simultaneously, drag a corner handle.

Copying All or Part of an Image

1. Select all or part of the image you want to copy.
2. On the Edit menu, click "Copy" or use the keyboard short-cut CTRL+C.
3. Open the document or image you want to copy the selection into.
4. On the Edit menu, click "Paste" or use the keyboard short-cut CTRL+V.
5. You can now resize the pasted image by grabbing the image handles on any side or on any corner, and dragging the handle while holding down the left mouse button.

Erasing All or Part of an Image

1. Select all or part of the image that you want to Erase.
2. On the Edit menu, click "Cut" or use the keyboard short-cut CTRL+X.

Resizing an Image

1. On the Image menu, click "Resize."
2. Click on the arrow beneath "Units" to show Centimeters, Inches, or Pixels, and then click on the desired unit.
3. Type a new measurement or percentage for the width and height or click on the up or down arrows. The "10" shown in the image to the right is actually "100".
4. Note that as you change the width, the height also changes, so the image retains the same ratio of width and height.
5. Click "OK."

Resizing notes

1. The lowest resolution (number of pixels) on a computer monitor is 600 x 480. A common resolution is 800 x 600. The highest resolution I am aware of is 1600 x 1024.

Definitions of Pixel and Resolution

Pixel

A pixel is a tiny dot of light on the monitor. "Pixel" stands for Picture Element. It is the smallest part of every image you see on the monitor.

If you blow up a picture, you can get an idea of how the separate pixels work together to create a picture. Each square is the equivalent of one pixe. Each (colored) pixel is made up of three "rays" of light: red, green, and blue. Each ray of color is energized to different intensities, creating a range of colors perceived as the mixture of these dots. Black is all three dots dark, white is all dots light.

Resolution

Resolution is the degree of sharpness of a displayed or printed character or image. On a computer monitor screen, resolution is expressed as a matrix of pixels. For example, the resolution of 640x480 means 640 pixels across each of the 480 lines. The same resolution looks sharper on a small screen than a larger one because the individual pixels are smaller.

Demonstrate this by opening an image, then clicking on the zoom control arrow below the Help menu. Click on 100%. Notice the quality of the image. Can you see any pixels or dots? Now click on the zoom control again, and then click on 1600%. Can you see any pixels or dots?

Cropping an Image

1. Select the area of your image you want to keep.
2. On the Image menu, click "Crop."
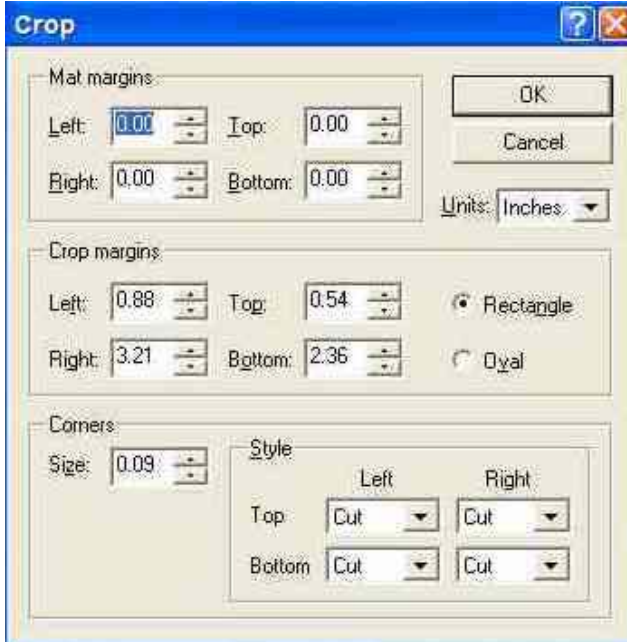3. Select the options you want, and then click "OK."

Try the "Rectangular" and "Oval" shapes of cropping.
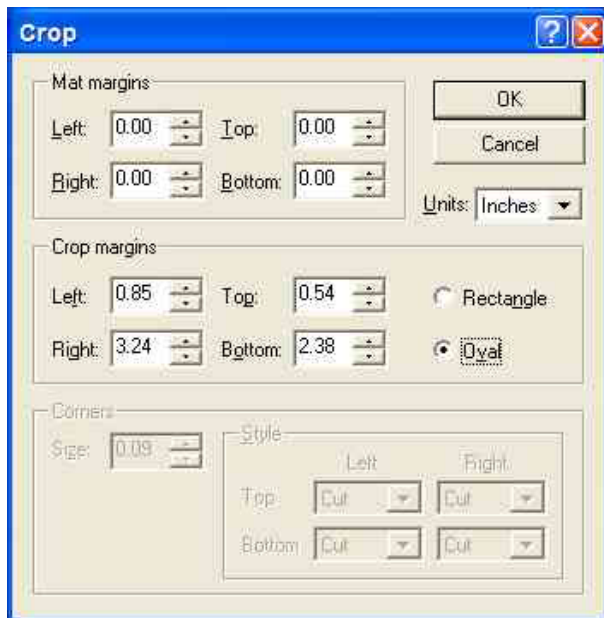
Try the styles of Rectangular corners.
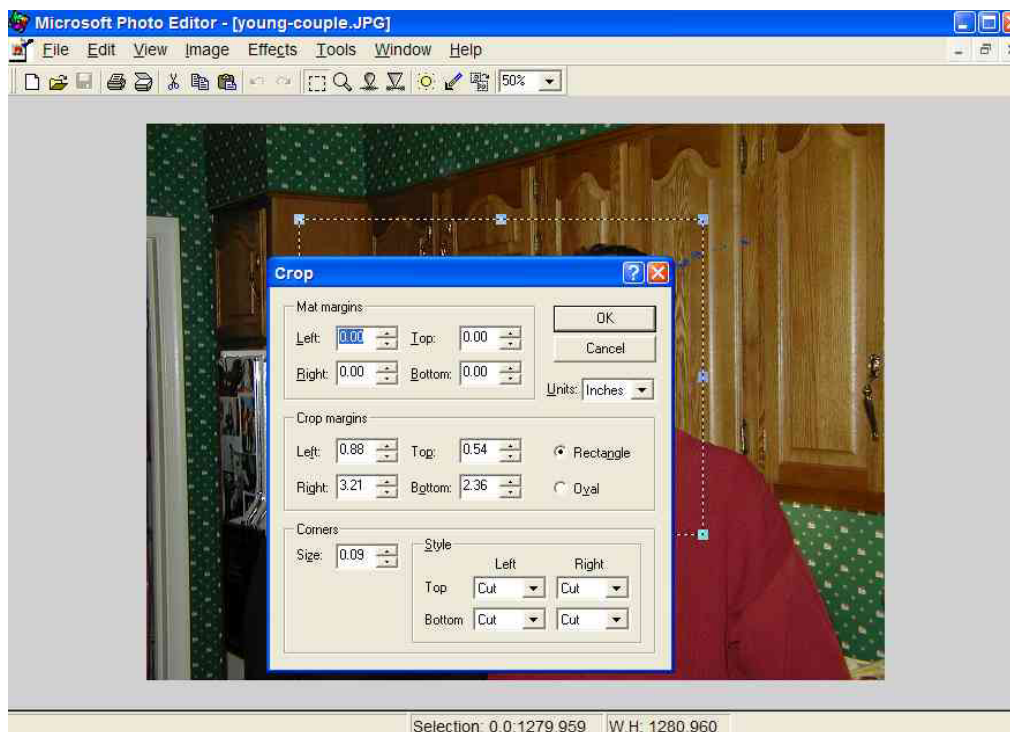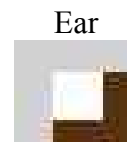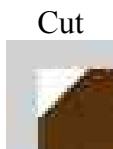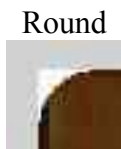
Square	Round	Cut	Fillet	Ear

Rectangular crop, with 0.09 cut corners.

Oval crop

Information on how page 5 was created (in Word):
1. Create the images.
2. Type the title of the item.
3. Click on table, insert, table.
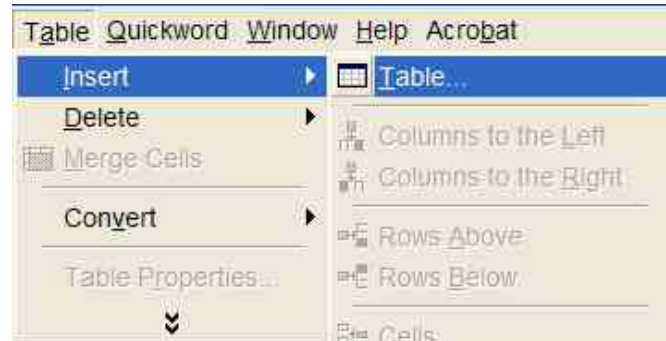
4. Select 2 columns and 1 row.
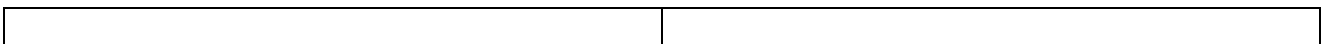
5. Click in one column and then click "center". Repeat for the other column.
6. Click in the first column and then insert, picture, from file. Select the file you want to appear in that column. Repeat for the second column.
7. Position the mouse arrow to the left of the table so the arrow points towards the right. Left click. The row is now black, because that row (the only row) is selected.

8. Click on format, borders and sharing.

9. On the Borders tab, under Setting, click on None, then OK. The table borders will now show in light gray, so you can see where the borders are. The borders will not print.
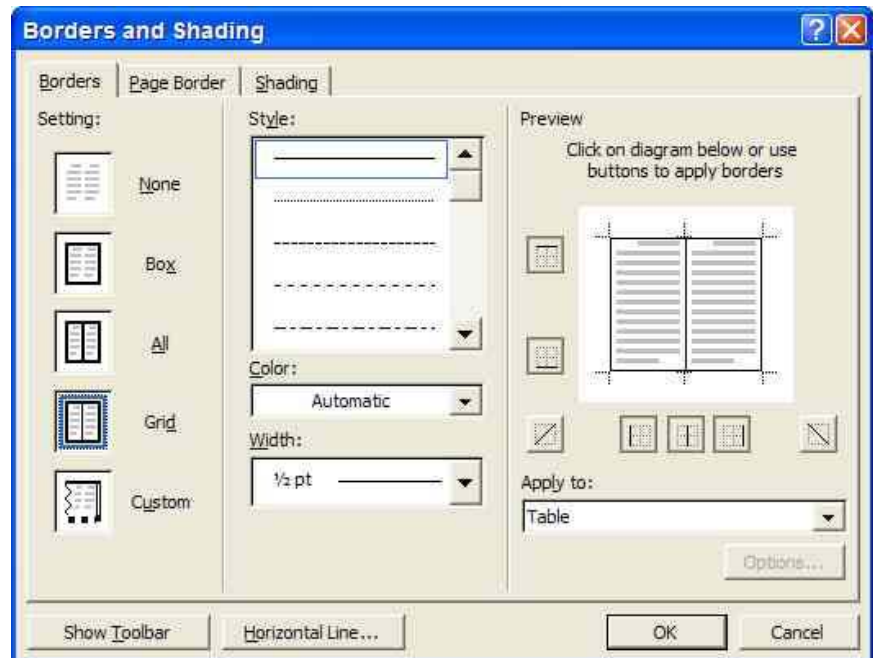
10. With the table (row) still selected, click on Table, Table Properties, Cell.

11. Set the Vertical Alignment to what you want. I used Top.