

Intro to Digital Photo Editing - *Microsoft Photo Editor*

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Moving and Pasting a Selection Within the Same Image

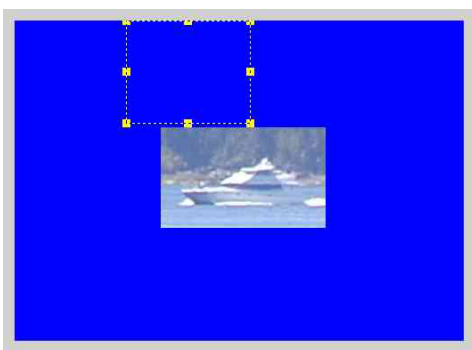
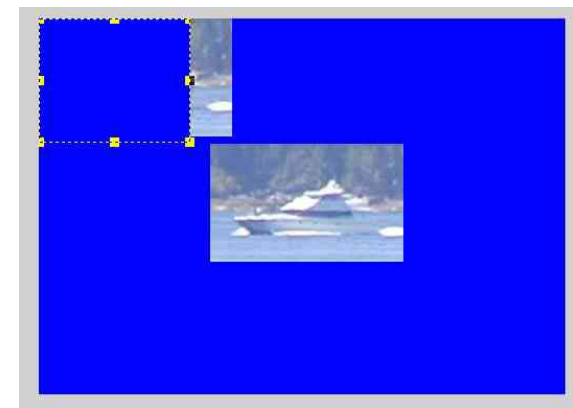
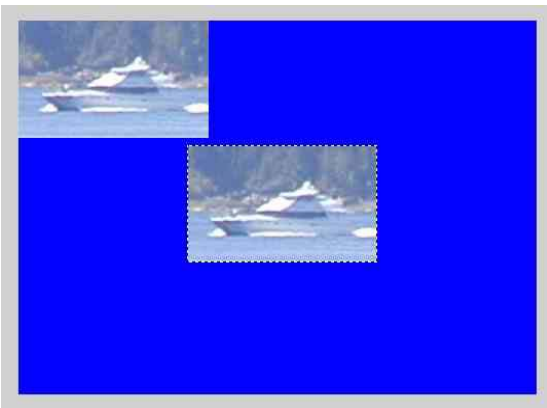
1. Select the part of the image you want to move and paste.
2. Move the selection to a new location by clicking on the selected area, holding down the left mouse button, moving the selection to its new location, then releasing the mouse button.
3. Paste the selection by clicking the Select button on the Standard toolbar. This removes the “marquee” box from around the selection.



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Moving All or Part of an Image to a Different Image or File

1. Select all or part of the image that you want to move.
2. On the Edit menu, click "Cut" or use the keyboard short-cut CTRL+X, or
3. On the Edit menu, click "Copy" or use the keyboard short-cut CTRL+C
4. Open the image or file you want to move the selection into. This file could, for instance, be another picture, a Word file, or an email message.
5. On the Edit menu, click "Paste" or use the keyboard short-cut CTRL+V.
6. Note: After the selection appears in the new image or file, you can drag it to another location within the new image or file.



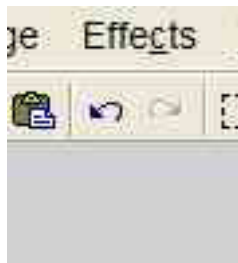
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Canceling a Selection

1. To cancel an active selection, press the ESC button on your keyboard. This removes the “marquee” box from around the selection.

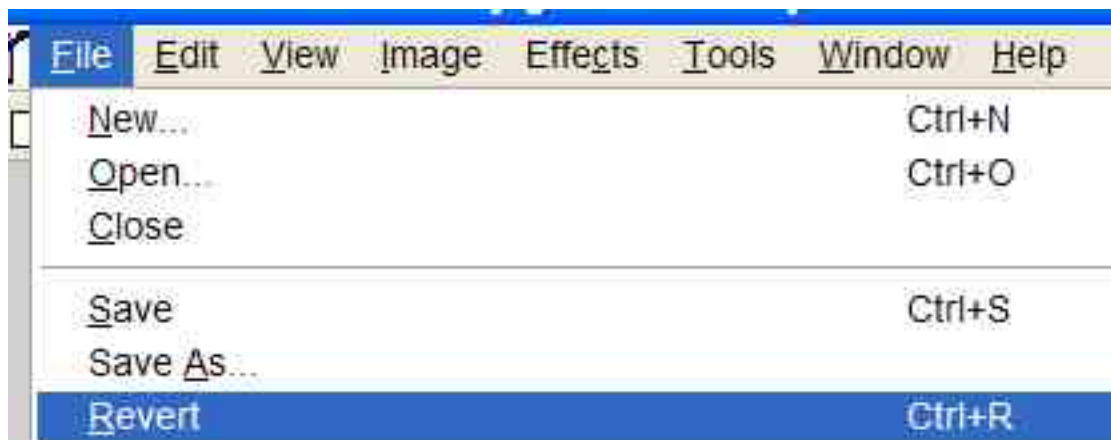
Using Undo or Redo for the Last Action

1. To cancel the last action, click the Undo button (counter-clockwise arrow) on the Standard toolbar, or use the keyboard short-cut CTRL+Z.
2. To restore the last action, click the Redo button (clockwise arrow) on the Standard toolbar, or use the keyboard short-cut CTRL+Y.



Using Undo to Restore Multiple Changes

1. To restore all the changes you made to an image since the last time you saved it, click "Revert" on the File menu. This is handy to use while you are experimenting on changing your photo. If you don't like where your changes have taken you, then use “Revert”.
2. Click "OK."



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Adjusting the Image Quality Automatically

1. To automatically adjust the brightness and contrast levels of an image, click "AutoBalance" on the Image menu. Remember that if you don't like the result, you can "Undo" or "Revert", then either leave the photo as it is, or manually change the image quality (see the topics for Day 2).

