

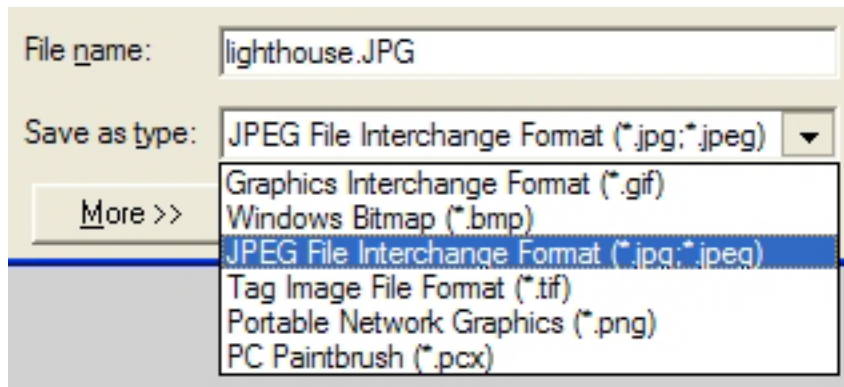
Intro to Digital Photo Editing - *Microsoft Photo Editor*

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Changing the File Format of an Image

1. On the File menu, click "Save As."
2. In the Save As Type box, click the file format type you want.



File compression is important because it must achieve maximum quality and minimum file size. Different compression techniques work best on certain image types.

Graphic Interchange Format (GIF)

GIFs should be used for images with flat colors and sharp lines of contrast, such as corporate logos, cartoons and icons

GIF was originally developed by CompuServe. The current version of GIF is GIF89a. It uses Lepel-Zev-Welch (LZW) compression which uses repeated data. This is most efficient when the same color is repeated (for example, flat color)

GIFs provide a maximum of 256-color information.

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Windows bitmap (bmp)

This format allows for 256 colors and while this format is used in many Windows applications including Desktop Wallpaper, file size is large.

Joint Photographic Expert Group (JPEG)

JPEGs should be used for images with smooth color, shading or transitions like photographs and paintings

This format is supported by all but the oldest browsers and provides a maximum of 16.8million colors, aka 'true color'. It can also handle grayscale images.

JPEG files allow you to control degree of compression using a number between 1 and 100 (100 represents the least compression and therefore the largest file).

Tag image file format (tif)

A format compatible with many programs. Creates a large file size.

Portable Network Format (PNG)

PNG was developed in 1995 under the threat of Unisys enforcing its LZW patent (requiring a license fee from GIF application developers).

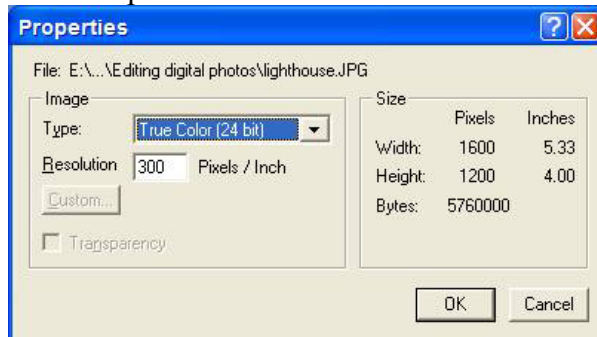
PNG is a good graphic format to use for Line Art.

PC Paintbrush (pcx)

Originally designed for PC Paintbrush, PCX is one of the most widely supported graphics formats on the PC. This format's popularity has faded. PCX is a great way to swap files with folks who use older programs.

Changing the File Properties

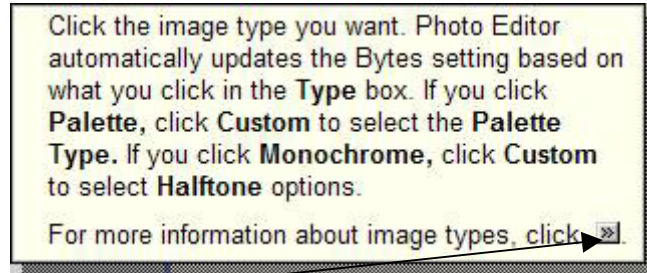
1. On the File menu, click "Properties."



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2. Under Image, in the Type list, select the type of image you want.

NOTE: To learn more about the images press the F1 button.



Clicking the >> shows the following information:

Image types

Photo Editor works with four types of images:

Monochrome images, also known as line art, use 1 bit of information per pixel to create the white and black portions of the image. Each pixel is either white or black.

Grayscale images use 8 bits of information per pixel to create shades of gray. Each pixel can be one of 256 shades of gray or, more accurately, 254 shades of gray plus white and black. Grayscale is the computer equivalent of a black-and-white photograph.

Palette or 256-color images use 8 bits of information per pixel to create colors. Each pixel can be one of 256 colors. The 256 colors in the image make up a table or palette of colors. The palette can differ from image to image.

True color images use 24 bits of information per pixel to create colors. Each pixel contains one of a possible 256 shades available in each of the red, green, and blue channels. Thus, a 24-bit image may contain up to 16.7 million colors.

If you select Palette or 256 color (8 bit), do the following:

1. Click "Custom."
2. For fewer than 256 colors, click "Variable" and type a number in the "Number of Colors" box.
or
3. For 256 colors, click "Standard."
4. Click "OK."

"Monochrome" is rarely used unless you want to see your image in just black and white. If you don't want color, then click on "type" and select "gray scale".

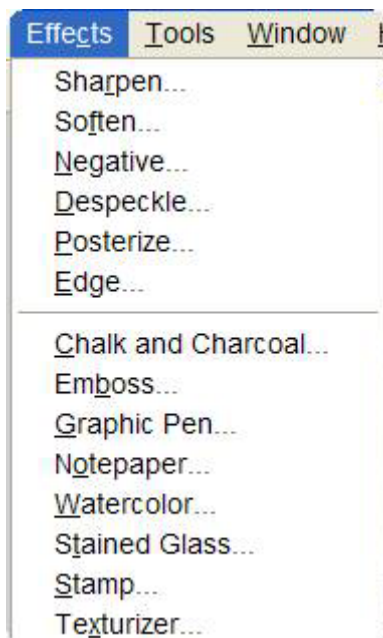
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Changing the Resolution of an Image

1. On the File menu, click "Properties."
2. In the Resolution box, type the value you want. High numbers produce a small size photo that looks nice. Low numbers produce a larger photo that may have visible pixels. A resolution of 72 is typical for viewing on a monitor.
3. Click "OK."

Apply Artistic Effects

1. Select all or part of an image.
2. On the Effects menu, click the effect you want to apply. They are located below the separator line.
3. Make any adjustments you want.
4. Click "Preview."
5. Click "Apply."
6. If you don't like the affect, click on the "undo" icon.



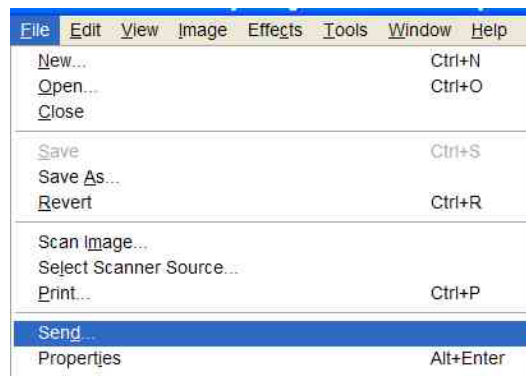
Applying Special Effects

1. Select all or part of an image.
2. On the Effects menu, click the effect you want to apply. They are located above the separator line.
3. Make any adjustments you want.

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Sending an Image by E-mail

1. You can send an image as an e-mail attachment, using the following steps:
2. Click on file, properties and set the resolution to 72.
3. Click on image, resize. Change the largest size of the photo to about 8 inches.
4. Click on file, save as. Select JPEG format. Type a name. Click on "more" and set the JPEG quality factor pointer at 70.
5. On the File menu, click "Send."
6. Your e-mail program starts, a new message is created, and the image is attached to the message.
7. Send as you normally send e-mail.



Sending the Mt Edgecomb jpg file as-is resulted in a file of 414K.
Changing the resolution from 300 to 72, and resizing to 8 x 6 inches, reduced the file size to 39K.

Web site with information on using a (digital) camera.

<http://www.shortcourses.com/using/index.htm>