

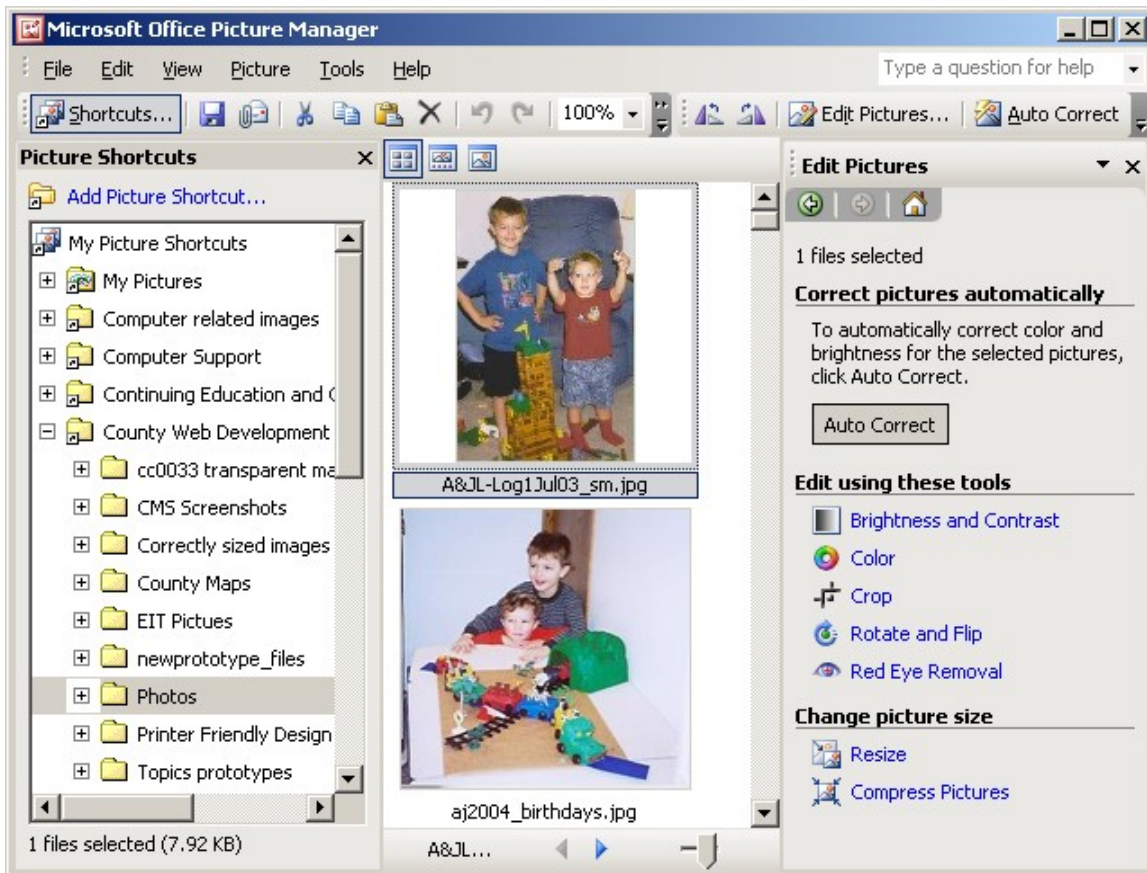
# Using Microsoft Picture Manager

## Storing Your Photos

It is suggested that a county store all photos for use in the County CMS program in the same folder for easy access. For the County CMS Web Project it is suggested that the folder be called "Photos." Place all the original photos that may be used for the County CMS in the folder. Then create a subfolder within the Photos folder to store all the photos that have been prepared for the county web site (for instance, "Resized Photos.")

## Getting Started

- To open Microsoft Picture Manager, from the Start menu, select *Programs* → *Microsoft Office* → *Microsoft Office Tools* → *Microsoft Office Picture Manager*
- Picture Manager has an extensive help menu that can be found under *Help* → *Microsoft Picture Manager Help*.



Picture Manager will have a menu bar across the top, followed by shortcut keys listed below. Notice the three columns in the layout.

- Left Column - *Picture Shortcuts* shows the folders that the user has selected as having photos. The column can be turned on or off by selecting the Shortcuts option located just above the section. If the Picture Shortcuts column is not showing on the screen, click on the Shortcuts option in the menu bar and it will appear.
- The middle column is the photos. The width of this is determined by the screen resolution and how the user has the screen sized. It may be several photos wide or just one.
- The right column will appear when *Edit Pictures* is selected from the menu bar. This will bring up all of Picture Manager's editing options.



At the top of the middle column three options appear

- The first one is the thumbnail view that shows small snapshots of all the photos in the selected folder
- The middle option is the Filmstrip view which will put the photos into a horizontal mode and allows the selection of one photo at a time as a larger image
- The third and last option is a single image view.

### *Useful Options*

**Undo:** Select *File* → *Undo* to undo the last change made.

**Discard changes:** To view changes that have not been saved, click the **Unsaved Edits** folder in the **Picture Shortcuts** pane. To discard specific picture edits, select the picture, right-click it, and then click **Discard Changes**. (To discard all the picture edits in the **Unsaved Edits** folder, right-click the folder, and then click **Discard all changes**.)

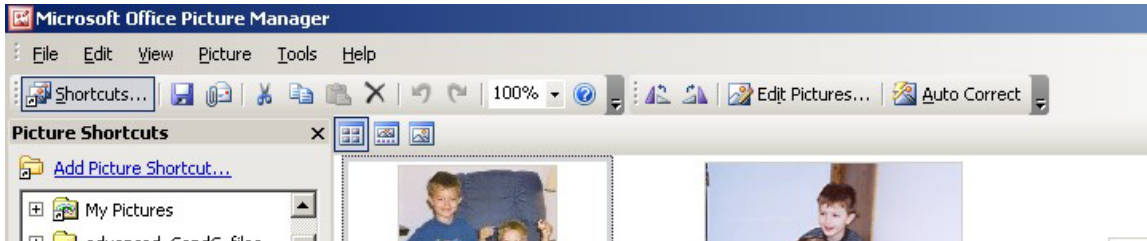
## Locating Pictures

Microsoft Office Picture Manager can help the user find folders with pictures stored on the user's computer or a network location, and will automatically create picture shortcuts for each access to the photos.

1. On the **File** menu, click **Locate Pictures**.
2. In the **Locate Pictures** task pane, if you know which drive or network location you want to search, click the arrow next to **Look in**, and then select it from the list. **Note:** If you are not sure which local drives may contain pictures, select **Local drives** to search all local drives.
3. Click **OK**.

## Adding a picture shortcut

If the user knows where the pictures are located, selecting *Picture Shortcut* will allow a shortcut to be added. A picture shortcut is a link to a folder on the user's computer or at a network location. (It is not the actual folder.) To view pictures in a folder, you must add a picture shortcut that points to the folder.



1. From the menu, *Select File* → *Add Picture Shortcut* or on the Shortcuts Menu bar, make sure the Picture Shortcuts listing is showing on the left side of your screen and then click **Add Picture Shortcut**.
2. Browse to the folder that contains the desired pictures.
3. Click **Add**.

## Editing Your Picture

Most photos will require at least two editing steps—cropping and resizing. **Note:** If the Edit Pictures menu does not appear on the right side of the screen, select the Edit Pictures option on the menu bar to be the menu to appear.

Options for editing the photo include:

- **Brightness and contrast** — Allows the adjustment between light and dark tones. This feature allows the user to correct pictures that appear too light or too dark.
- **Color** — Allows the adjustment in the hue and saturation. This feature corrects pictures with colors that are tinted or dull.
- **Crop** — Allows the cropping out unwanted parts of a picture. Cropping allows the user to cut out parts of the photo that contains distracting elements. Cropping is done to trim vertical or horizontal edges of an object. (Pictures are often cropped to focus attention on a particular area.)
- **Rotate and Flip** — Allows the rotating pictures or flip them on the current axis of the picture. It is used to correct pictures that have been taken sideways for a portrait orientation.
- **Red eye removal** — Allows for the removal of the red from the eyes of people in the photo caused by the camera's flash.
- **Resize** — Allows changes to the dimensions of a picture. Enlarge a picture for printing or reduce fit on a web page or in a publication or newsletter. Resizing also changes the file size making the image faster to load on the web.

The main options that will be used to prepare photos for the County CMS and newsletters will be crop, rotate and flip, red eye removal, resize and compress. This document will cover those subjects. If more information is needed on brightness and contrast and color, please use the help menu that is included with the Picture Manager Program.

### ***Selecting a Photo***

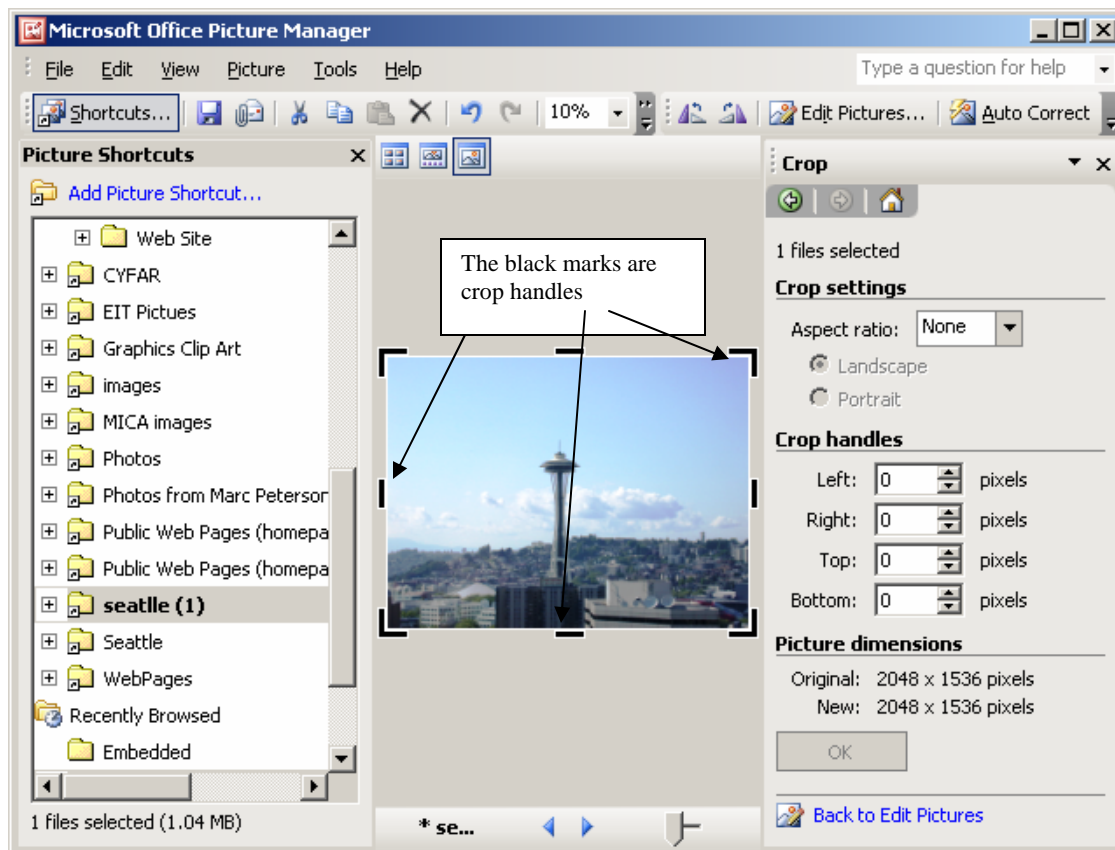
- Double click on the photo that needs editing and it will appear alone in the middle of the screen.

### ***Auto Correct***

The user may want to select the Auto Correct option in the top menu before any other corrections are made. This option can sometimes lighten a dark picture or make other corrections in a quick easy manner. Remember *Edit* → *Undo Auto Correct* can always undo the correction immediately.

### ***Cropping Your Photo***

Once the photo has been selected, use the Edit menu on the right side of your screen and select **Crop**. A new menu with cropping options will appear



## *Crop Settings*

The Aspect Ratio can be used if one or more pictures are selected. If multiple pictures of different sizes are selected, this is the only way that all the images can be cropped at once. The Aspect Ratio has predetermined sizes listed, therefore if the user wanted all the photos as 4x6" photos, the Aspect Ratio can be used to change the photos. It is not a good option to use for County CMS images

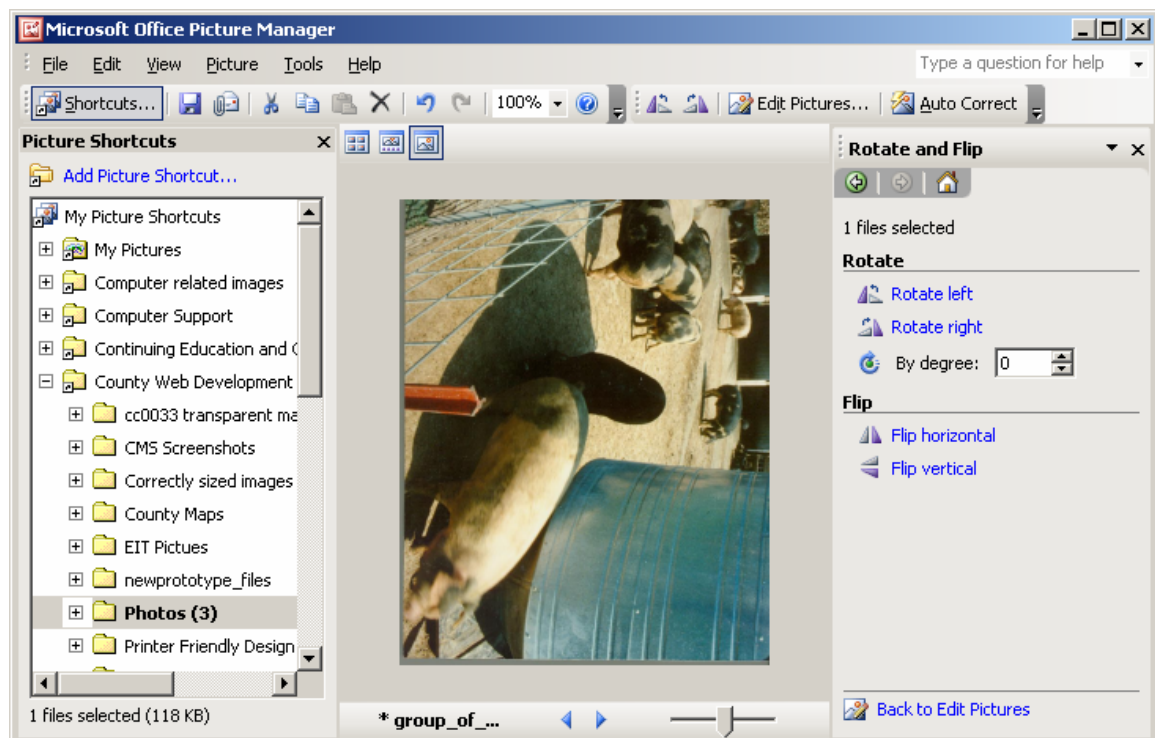
## *Picture dimensions*

Located at the bottom of the Crop options is a section entitled *Picture Dimensions*. In this example the original picture dimensions are 2048 x 1536 pixels, once cropping the photo is started, the new dimensions area will change to reflect the changes.

## *Crop Handles*

- Mouse over any of the black "handles" until you receive a "t" shaped bar then click and drag to crop the picture. (The crop handles are the black marks around the outside of the photo.)
- Select **OK** to complete the cropping. (Remember, Edit → Undo will reverse the last correction.)
- Select the green left arrow at the top of the Crop menu box to return to the Edit menu or select "Back to Edit Pictures" located at the bottom of the edit pane.

## *Rotate and Flip*

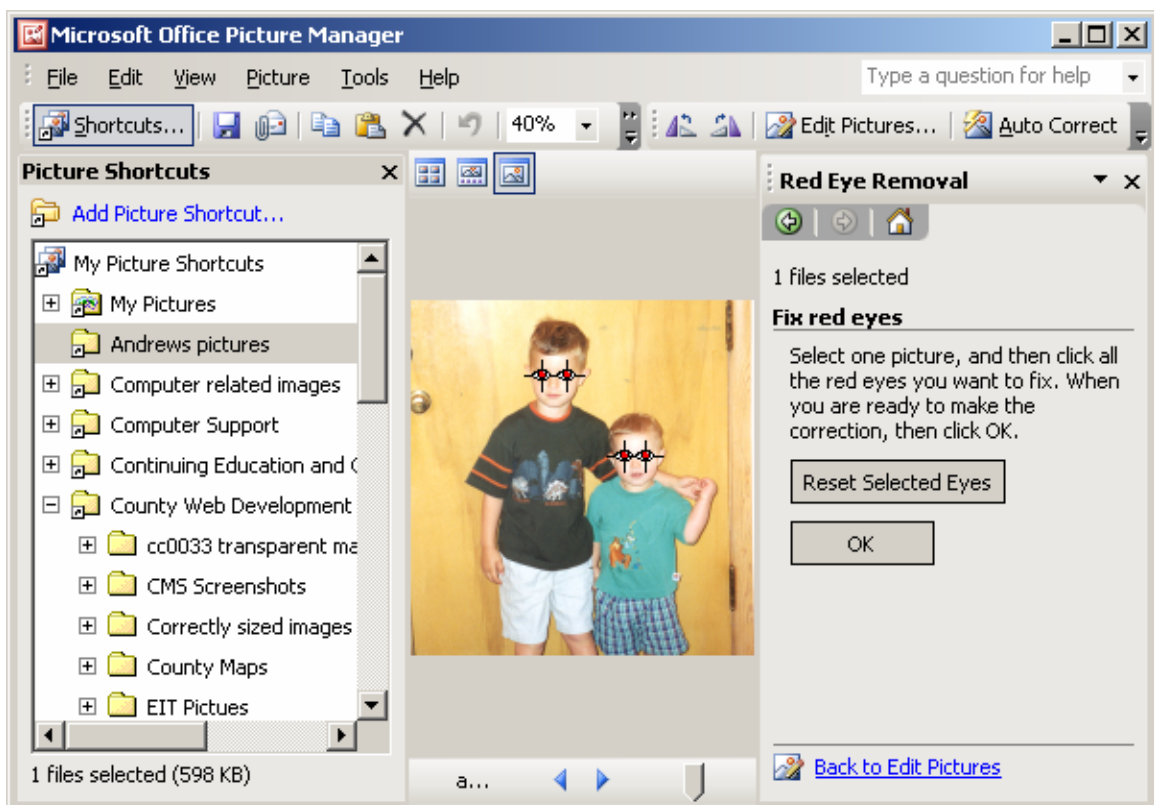


- **Rotating** — Choices include rotating to the left, the right or by degree. Select the option that best suites your needs.
- **Flip** — This option will allow the photo to be flipped. Use caution when flipping a photo since this may cause shadows or elements in the picture to be incorrect.

## *Red Eye Removal*

Red eyes are a common problem with photos, especially photos of children. Picture Manager has a quick and easy way to fix red eye problems.

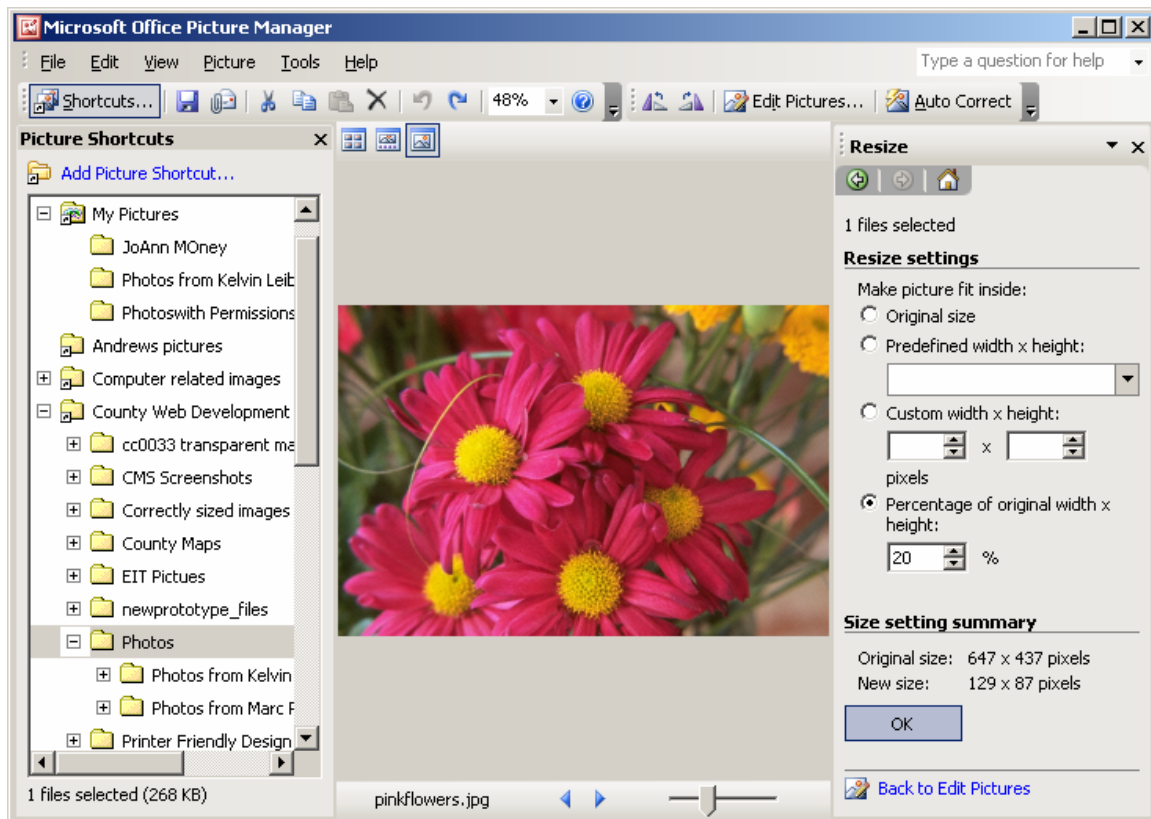
- From the Edit Pictures menu, select **Red Eye Removal**
- Mouse over the eyes you want to change. A circle (target) should appear
- Click on each eye once to add the red eye target to each area



- Select **OK** from the Fix Red Eye menu. (If some red eye is left in the photo, zoom in on the photo and try again.)

## Resizing Pictures

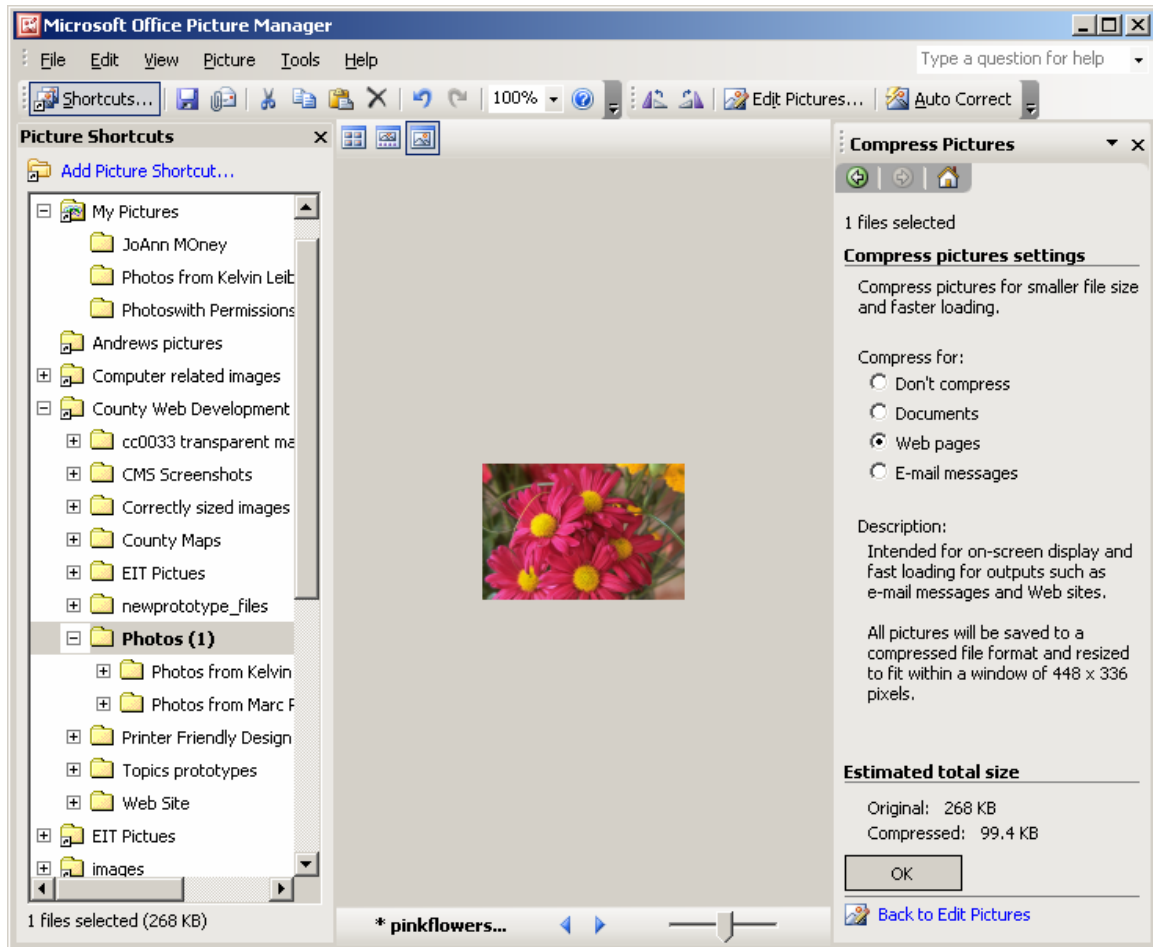
**Note:** It is very important to resize photos properly for the web or newsletter. The file size of the photo impacts the load time of a web page and the size of a newsletter.



There are several options available to resize your photos.

- **Predefined width x height** — dropdown box has predetermined sizes listed. As a general rule, this is not a good option for resizing photos for newsletters or the ISU Extension Content Management System.
- **Custom width and height** — If at least one of the dimensions is known for the image (in pixels) it may be entered. Once one of the dimensions is entered look at the "Size setting summary -- New size" to find the correct other dimension.
- **Percentage of original width x height** — If selected it will show 100%, change the percentage to resize your photo. Once a number is typed in, notice how the *New Size* (under Size setting summary) changes. Watching the new size, enables the user to find out if the photo is being resized correctly.
- Select **OK** to finalize the changes.

## Compress Pictures



If a photo is compressed, newsletter documents save to a smaller more manageable size and web pages load faster. This option allows the user to compress a photo. Four options are listed for compressing as well as the "Estimated total size" of the original and the compressed version of the file.

### Saving your photo

Once all the changes have been made to the photo, the photo will need to be saved.

- Select **File** → **Save As** and rename the file. **Note:** If save is selected instead of Save As and the file is not renamed, the original photo will be overwritten. It is strongly suggested that the original photo file be preserved and new edited version have a different name.
- Type in a new name and select **Save**. (If the user has set up a folder specifically for resized photos, make sure that proper folder is selected before saving.)



## Other Options

### *Change a color picture to black and white*

- Select the picture appropriate picture to work with and select ***Edit Pictures***
- In the Edit Pictures task pane select ***Color***
- Type ***-100*** in the Saturation settings text box (or move the slide all the way to the left).

### *Zoom*

- On the menu bar at the top of the page (2<sup>nd</sup> row) there is a number with a percentage (for example 100%) with a drop down arrow next to it. Change the viewing size of the photo by changing the percentage (or selecting from the options given). This is very helpful with detailed photos or if the red eye removal is being used.

### *View Menu*

- The View menu has a "Sort by" feature that will sort the photos that are showing by file name, date, file type or file size.
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