Image Editing Basics
....using Microsoft Photo Editor

General Information

Digital cameras, flatbed scanners, and clip art add a new dimension to fun with graphics, making it easy to drop digital images into a document or presentation, post them to Internet pages, or send them somewhere else, electronically! If minor flaws and general visual "noise" are diminishing the quality of your digital photos, don't panic. Using a basic image-editing tool, like Microsoft Photo Editor, you can crop, rotate, resize, and enhance contrast, as well as apply a variety of effects as desired. It can also be used to convert various image file formats for use in a variety of applications.

This handout will provide the steps for some basic image editing functions. Microsoft Photo Editor is very easy to use! However, the only way to become comfortable and efficient is to dive in and experiment for yourself. Happy editing!

Opening an Existing Image

Start MS Photo Editor. "Maximize" the main window as needed.

1. On the **File** menu, click **Open**.

2. In the **Look in:** box, open the drive/directory that contains the image.

3. In the list of files, select the image you want.

4. Click the **Preview** button if needed. If you already know which file you wish to edit, simply click **Open.**

Note: MS Photo Editor is capable of opening image files in 8 different file formats (file extensions).
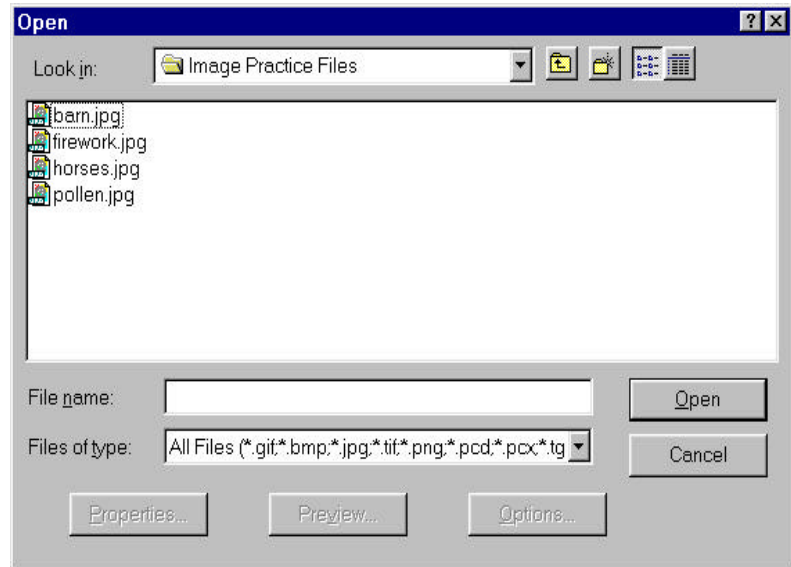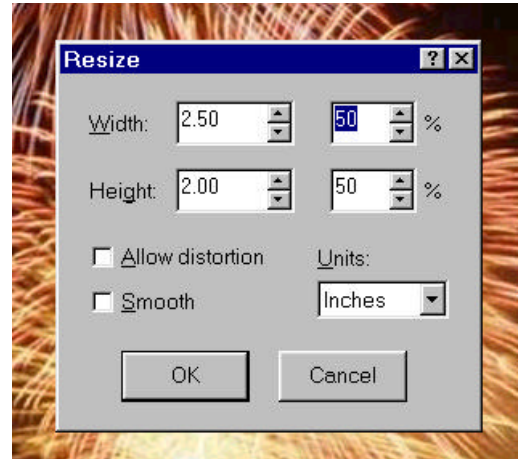
Cropping an Image

1. Click the **Select** button on the **Standard** toolbar, and draw a box around the area of your image that you want to keep.

2. On the **Image** menu, click **Crop**.

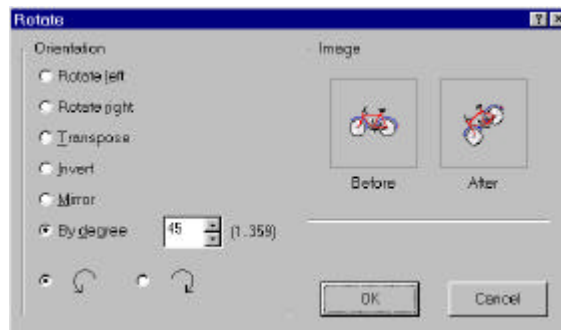3. Select the options you want, and then click **OK**.

Resizing an Image

1. On the **Image** menu, click **Resize**.

2. Type a new measurement or percentage for the width and height.

3. Select any other options you want.

4. Click **OK**.

Rotating an Image

1. Open or create a new image.

2. On the **Image** menu, click **Rotate.**

3. Select any **Orientation** and **Image** options you want, and then click **OK**.

Adjusting the Image Quality

1. To automatically adjust the brightness and contrast levels of an image, click **AutoBalance** on the **Image** menu.

2. To manually adjust the brightness and contrast, click **Balance** on the **Image** menu.

   - Move the Brightness slider to increase or decrease the amount of white in all colors and shades of gray in the image or selected area.

   - Move the Contrast slider to increase or decrease the difference between adjacent colors or shades of gray in the image or selected area.

   - Move the Gamma slider to increase or decrease the contrast in the dark areas of the image or selected area.
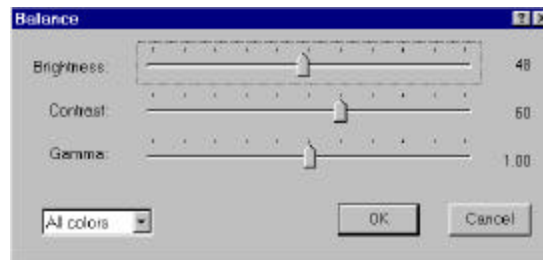
Applying Special Effects

The special effects commands are located above the separator line on the **Effects** menu.

1. Select all or part of an image.

2. On the **Effects** menu, click the effect you want to apply.

3. Make any adjustments you want.

Applying Artistic Effects

The artistic effects commands are located below the separator line on the **Effects** menu.

1. Select all or part of an image.
2. On the **Effects** menu, click the effect you want to apply.
3. Make any adjustments you want.
4. Click **Preview**.
5. Click **Apply**.

Saving a New Image or an Edited Existing 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. If you need to change the file format of the image, in the **Save as type:** box, select the format that you would like.
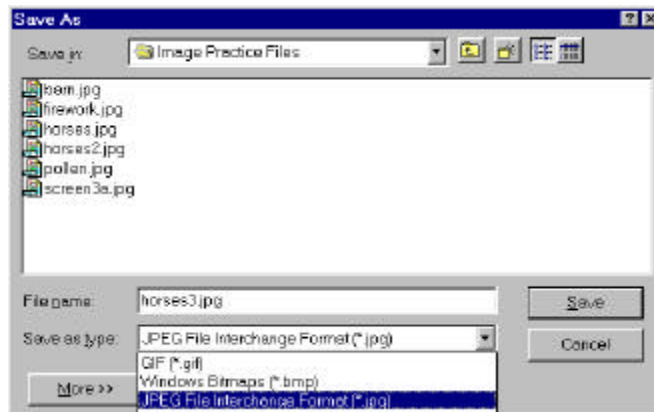
   Note: MS Photo Editor is capable of saving image files in 7 different common file formats (file extensions).

5. Click **More** to change the number of colors or compression settings.

6. Click **Save**.

Printing an Image

If you don't need to change the printer settings, click the **Print** button on the **Standard** toolbar.

If you need to change the printer settings, click **Print** on the **File** menu, and then do any of the following:

- To center the image on the page, click **Center**.

- To set a fixed position, type a measurement or click the arrows to change the measurement in the **Top** and **Left** boxes under **Position**.

- To set a fixed size for the printed image, type a measurement or click the arrows to change the measurement in the **Width** and **Height** boxes under **Size**.

- To automatically resize the image to fill the page, click to select the **Fit To Page** check box.

- To resize the image disproportionately, click to select the **Allow Distortion** check box.

Scanning an Image with Microsoft Photo Editor

If you have a scanner installed to the computer you are using, you can use Photo Editor to acquire an image from it.
1. On the **File** menu, click **Select Scanner Source**.
2. In the **Sources** list, click the scanner you want to use.
3. To scan, return to the **File** menu, click **Scan Image**.
4. Follow the directions for the scanner.