

Microsoft Picture Manager

Basics



Opening the Software

Microsoft Picture Manager allows users to manage, edit, and share pictures with ease. Microsoft Picture Manager supports the following file types: jpg, jpeg, jpe, jfif, gif, bmp, dib, png, tif, tiff, wmf, and emf.

To open Microsoft Picture Manager:

1. Click the **Start** button on the Windows toolbar.
2. Select **Programs > Microsoft Office**.
3. Click **Microsoft Picture Manager**.

If you do not see Microsoft Picture Manager in "Microsoft Office" (step 3), click on the **Microsoft Office Tools** submenu of "Microsoft Office."

Managing Pictures

Microsoft Picture Manager offers many tools to aid users in managing pictures. Users can create shortcuts, search for pictures, and export them.

Creating Shortcuts

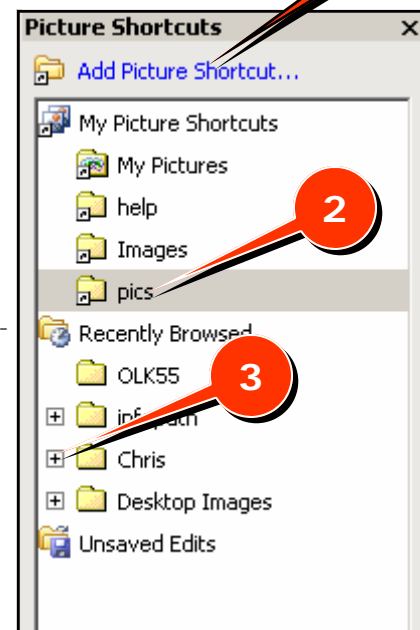
Adding picture shortcuts will cut down on unnecessary time spent browsing your hard drive trying to place all of your pictures on the screen at once for editing. Users will no longer have to open a folder each time they enter the program.

To create a shortcut:

1. Click **File** and choose **Add Picture Shortcut**. Or, click the Shortcuts button located in the top left. Click Add picture shortcut (**Figure 1, 1**).
2. **Browse** your computer. When the folder is found containing pictures, **click the folder** one time to highlight it.
3. Click the **Add** button to place the folder in the list of shortcuts.
4. To open the folder for editing, click the **folder icon** in the Picture Shortcuts menu (**Figure 1, 2**). If there are more folders within that folder that you wish to see, click the plus sign next to the folder to expand it (**Figure 1, 3**).

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Figure 1



Locating Pictures

Microsoft Picture Manager allows users to search their hard disk and network drives for folders containing pictures. This tool is useful because it could add every folder on your computer containing pictures to the Shortcut menu. To access this feature:

1. Go to the **File** menu and choose **Locate Pictures**.
2. Choose a drive from the task pane on the right (**Figure 2, 1**).
3. Click **OK** to initiate the search (**Figure 2, 2**).

★ Picture Manager will automatically add every folder containing a picture to the shortcut task pane.

To remove a folder from the shortcut list, right click the **folder** and choose **Remove Shortcut**.

! Note If you click Delete, the folder will be sent to the Recycle Bin, rather than removed from the Picture Shortcuts pane.

Figure 2



Exporting Pictures

The exporting feature of Picture Manager (**File > Export**) can perform a number of useful functions.

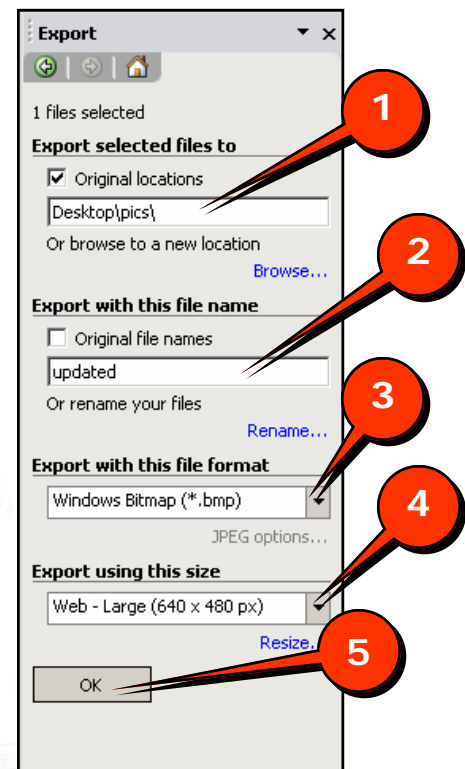
- Send the picture to a new location or keep it in the same place (**Figure 3, 1**).
- Change the file name or keep it the same (**Figure 3, 2**).
- Change the file format or keep it the same (**Figure 3, 3**).
- Change the size or leave it be (**Figure 3, 4**).

Click **OK** when finished (**Figure 3, 5**).

★ This can be a very useful feature when you do not want to overwrite an old copy. Edit your picture, then export it, and your original will remain intact.

! Do not save changes to the original unless you want it overwritten.

Figure 3

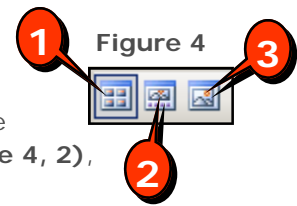


Changing Views

A few useful tools exist for changing the views of pictures.

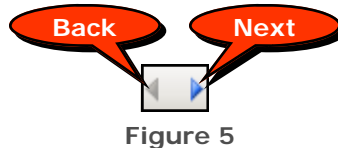
Preview

The first tool is located at the top of the screen in the middle (**Figure 4**). These buttons will toggle the view between Thumbnail (**Figure 4, 1**), Filmstrip (**Figure 4, 2**), and single picture (**Figure 4, 3**) views.



Picture to Picture

Use the arrows located at the bottom of the screen (**Figure 5**) to select a pictures in a horizontal line.



The zoom bar (**Figure 6**), located at the bottom of the screen, allows users to change the size of the pictures while viewing and editing. All pictures on the screen will be affected when using this tool.



Figure 6

Editing Pictures

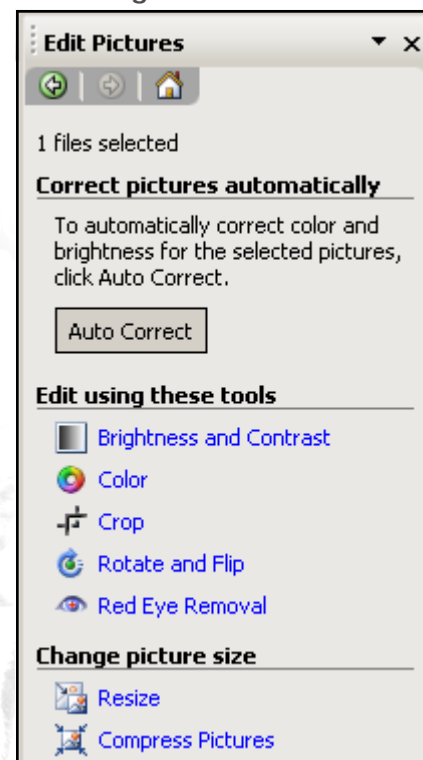
Microsoft Picture Manager includes many tools for editing the quality of a picture. To edit pictures you must locate them and import them into the program (See Locating Pictures Page 2).

Pictures can be edited one at a time or all at once. Choose single picture view to edit them individually, or either thumbnail or filmstrip, to edit all of the pictures at once. To edit all pictures within a folder, drag the mouse over the pictures to select all of them. **Figure 7**

Establish the best view and choose the files to be edited. Highlighting or clicking on the pictures while holding control works best. After selecting the pictures click the **Edit Pictures** button.



Figure 7 will appear as a task pane on the right. Choose which tool you wish to use to edit the pictures.



- ★ Users can undo all changes to pictures by going to the **Edit** menu and choosing **Disregard Changes**. To only reverse the last change, select **Undo** from the **Edit** menu.

Brightness and Contrast

Brightness— The relative lightness of a color.

Contrast— The difference between the darkest and lightest areas in a picture.

Midtone— Tones in a picture that are in the middle of the tonal range, between the lightest and darkest tones.

Highlight— The brightest or lightest areas in a picture.

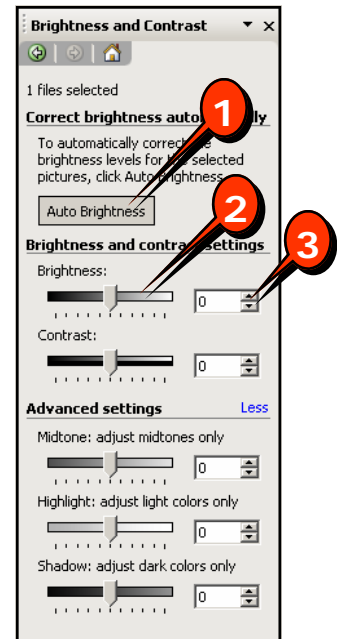
Shadows— The darkest areas in a picture.

To adjust the brightness and contrast:

1. Select the picture (s).
2. Click **P**icture and select **B**rightness and Contrast. 

★ The easiest way to adjust the brightness would be to click the Auto Brightness button (**Figure 8, 1**).

Figure 8



Some users would prefer to manually adjust the settings. To perform a manual edit:

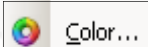
- Drag the bar left to make the picture darker or right to make it lighter (**Figure 8, 2**).
- An even more detailed method entails raising or lowering the brightness level one unit at a time. To do this, click up or down using the arrows on the right. Users can also enter a measurement by simply typing it in the text box (**Figure 8, 3**).
- Contrast, mid-tone, highlight, and shadow are all adjusted in the same fashion.

Color

Hue is the color attribute that most readily distinguishes one color from other colors. A color's hue is also its name.

Saturation is the measure of purity in a color, determined by movement away from gray.

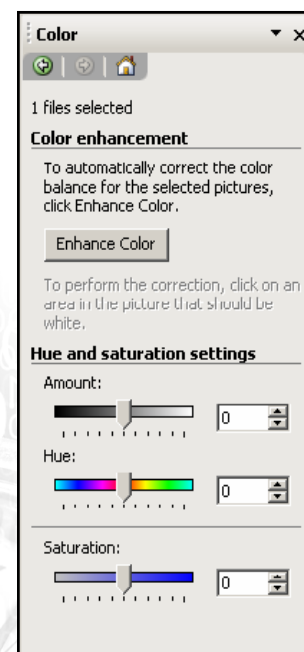
To change the color of a picture:

1. Select the picture (s).
2. Go to the **P**icture menu and click on **C**olor. 

★ The color menu works just like the brightness menu. The easiest way to enhance the color is to click the enhance color button. Aim the icon on something white in the picture and click.

Manually adjusting color works the same way as adjusting brightness. Drag the bar or enter the measurement or progress one unit at a time.

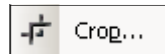
Figure 9



Crop

To crop a picture:

1. Select the picture (s) to crop.
2. Go to the **Picture** menu and click **Crop**.



Two methods exist for cropping pictures:

Method 1

1. Drag the bar to the appropriate place (**Figure 10, 1**).
2. Click **OK**.



Note: The focus area (the box minus the picture within) can be readjusted by dragging the bars individually and can be moved (dragged and dropped) without distorting the original picture.

Figure 10

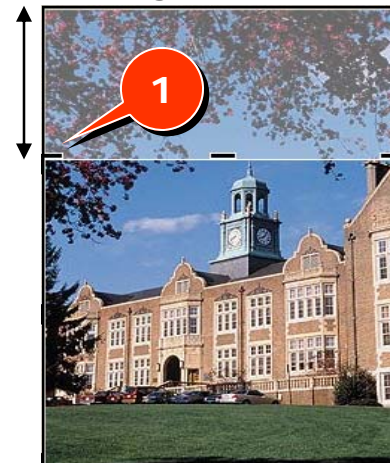
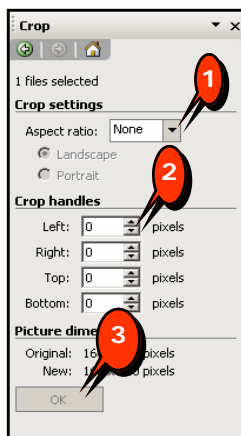


Figure 11



Method 2

Users can use the Crop task pane (**Figure 11**).

1. Set the aspect ratio— The ratio between picture width and picture height. This ratio can be maintained even when resizing a picture (**Figure 11, 1**).
2. Set crop handles to the appropriate amount of pixels (**Figure 11, 2**).
3. Review the picture and picture dimensions.
4. Click **OK** (**Figure 11, 3**).

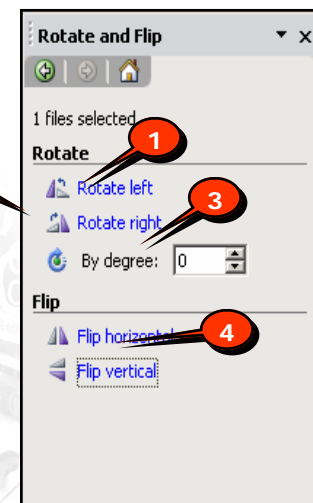
Rotate and Flip

Pictures can be rotated right, left, or by degree, and flipped horizontally or vertically.

1. To rotate a picture choose **Picture > Rotate and Flip**.

- Click the **Rotate left** link to rotate the picture 90 degrees left (**Figure 12, 1**).
- Click the **Rotate right** link to rotate the picture 90 degrees right (**Figure 12, 2**).
- Users can specify exactly how many degrees to rotate the object by entering the amount of degrees into the **By degree** text box (**Figure 12, 3**).
- Users can flip objects by clicking either the **Flip horizontal** link or the **Flip vertical** link (**Figure 12, 4**).

Figure 12



Red Eye Removal

The red eye removal tool eliminates the red eye problem some people experience when getting film developed. The red eye problem is caused by light from the flash reflecting off the retina in the eyes. Since blood is red, the eyes appear red in the picture. Microsoft's Picture Manager provides a tool to fix the red eye problem.



1. **Select** a picture.
2. Go to the **Picture** menu and choose **Red Eye Removal**.
3. Crosshairs will appear as your cursor. Use the crosshairs to place a red eye icon inside the affected area (**Figure 13**).

Figure 13

Figure 13 is a before and after example of the power of this software. As you can see, Picture Manager makes the photo look significantly better.

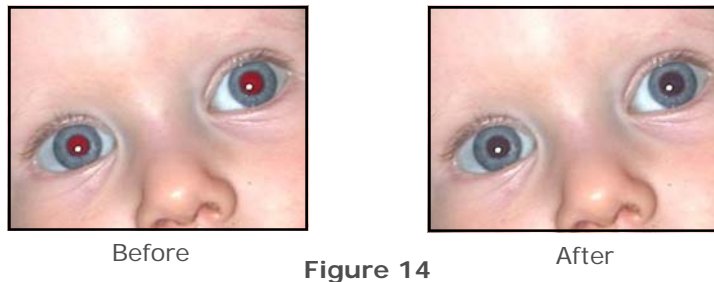


Figure 14

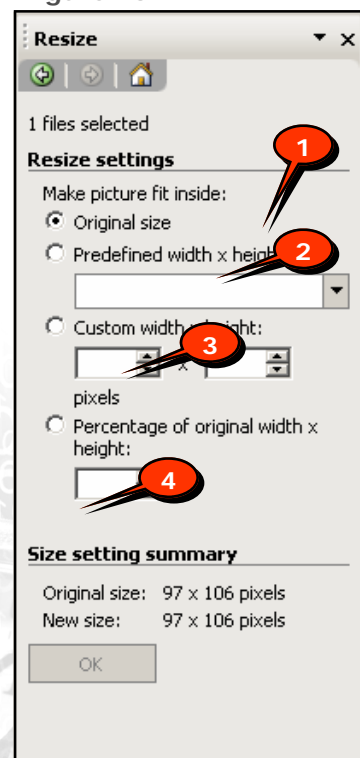
Resize

Three options exist for resizing pictures:

- Set a predefined width and height (**Figure 15, 1**).
- Set a custom width and height (**Figure 15, 2**).
- Set a percentage to increase the picture.
For example, 200 percent would double the picture (**Figure 15, 3**).

1. **Select** a picture.
2. Go to the **Picture** menu and choose **Resize**.
3. Choose one of the methods above.
4. Click **OK** (**Figure 15, 4**) when done.

Figure 15



Compress

When viewing files, it may be beneficial to have pictures of different sizes or pixels. For example, when creating a website, it is customary to use smaller pictures so the page will load faster. Four options are included in Picture Manager for compressing files (**Figure 16**). To compress a picture:

1. **Select** the picture.
2. Go to the **Picture** menu and click on **Compress Pictures**.

Placing a dot in the box will cause a description of each type of compression to pop up in the task pane (**Figure 16**). Picture Manager explains exactly what it can do and why the user would choose each option.



3. Click **OK** when finished.

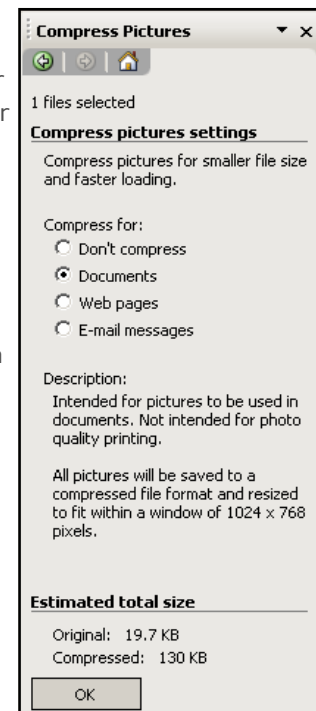


Figure 16

E-mail

Picture Manager makes sending pictures via e-mail easy.

1. Go to the **File** menu and choose **Send to > Mail Recipient**.
2. Choose whether to have the picture sent as an **attachment** or **preview** (**Figure 17, 1**).
3. Choose the size you would like the picture sent as (**Figure 17, 2**).
4. If sending more than one picture, choose how you would like them to be displayed; either one per line or in a table (**Figure 17, 3**).
5. Click **Create Message** (**Figure 17, 4**) when finished.

