

# Microsoft Picture Manager



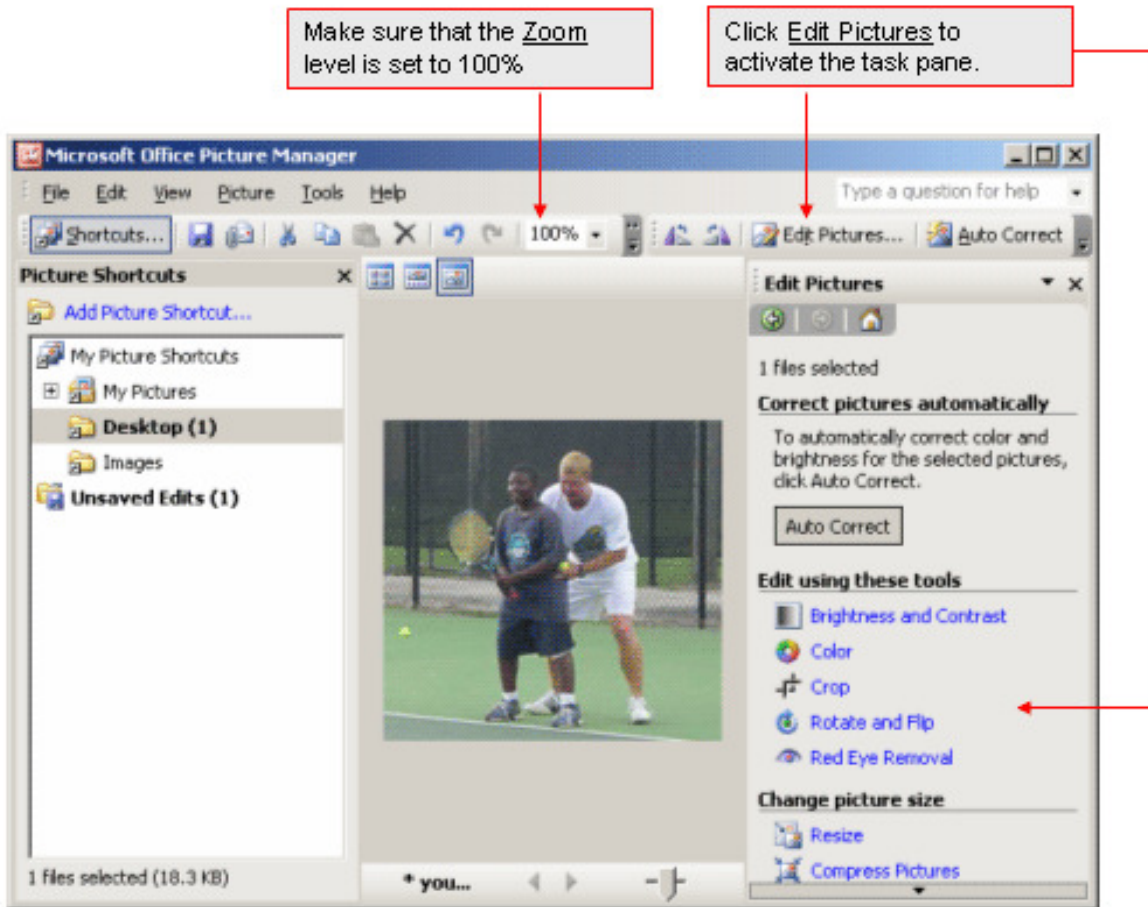
**Instructional Technology Department**  
Instructional Resource Center  
Olathe District Schools  
780-8177



Instructional Technology Department

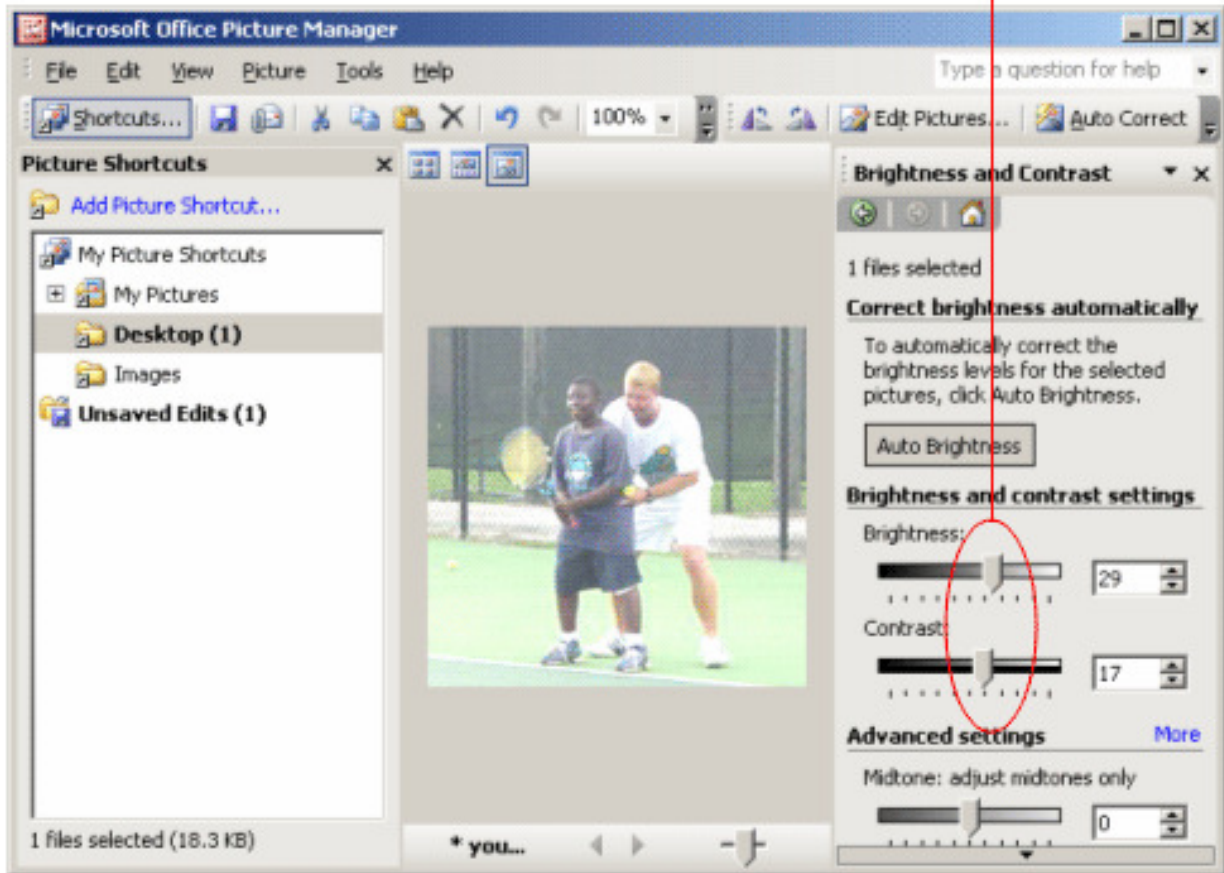
## Using Microsoft Picture Manager

- 1.) Select **Start / Programs / Microsoft Office 2003 / Microsoft Office Tools / Microsoft Picture Manager** to launch the program.
- 2.) Select **File / Add Picture Shortcut** and **browse** to the **folder** that **contains your image**, then **click** the **Add** button.
- 3.) **Double-click** the icon for the **image** you wish to edit. After it loads, set the Zoom level to 100% and **click** the **Edit Pictures** button to activate the task pane.

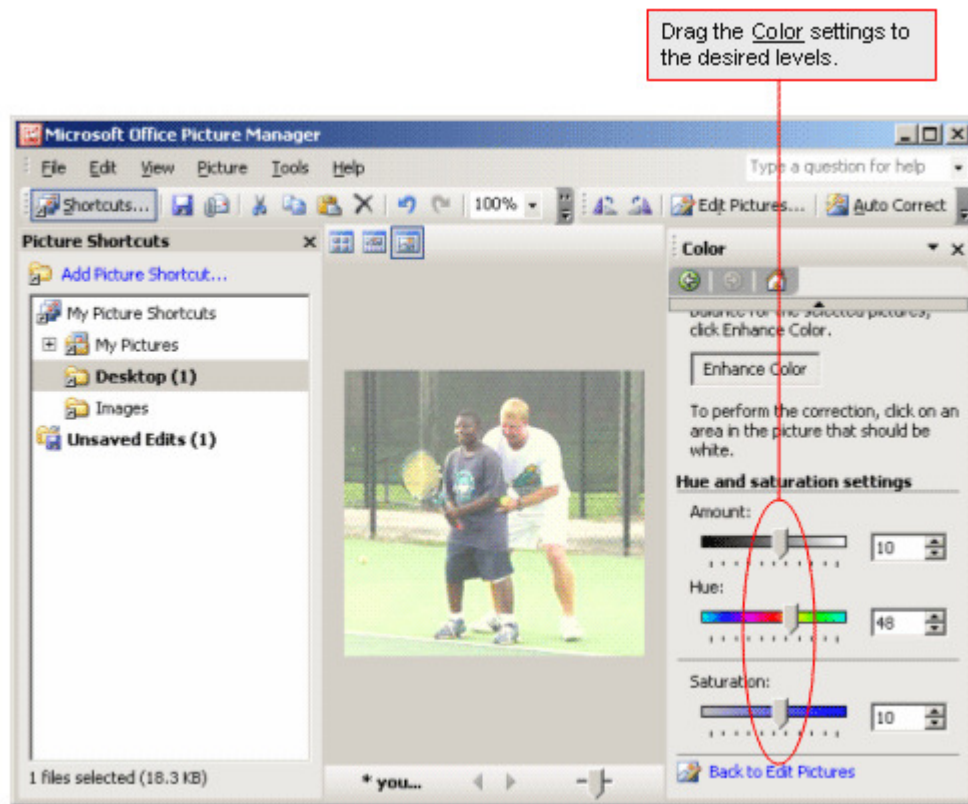


4.) Use the **Brightness and Contrast** tool to **lighten or darken** the picture as necessary.

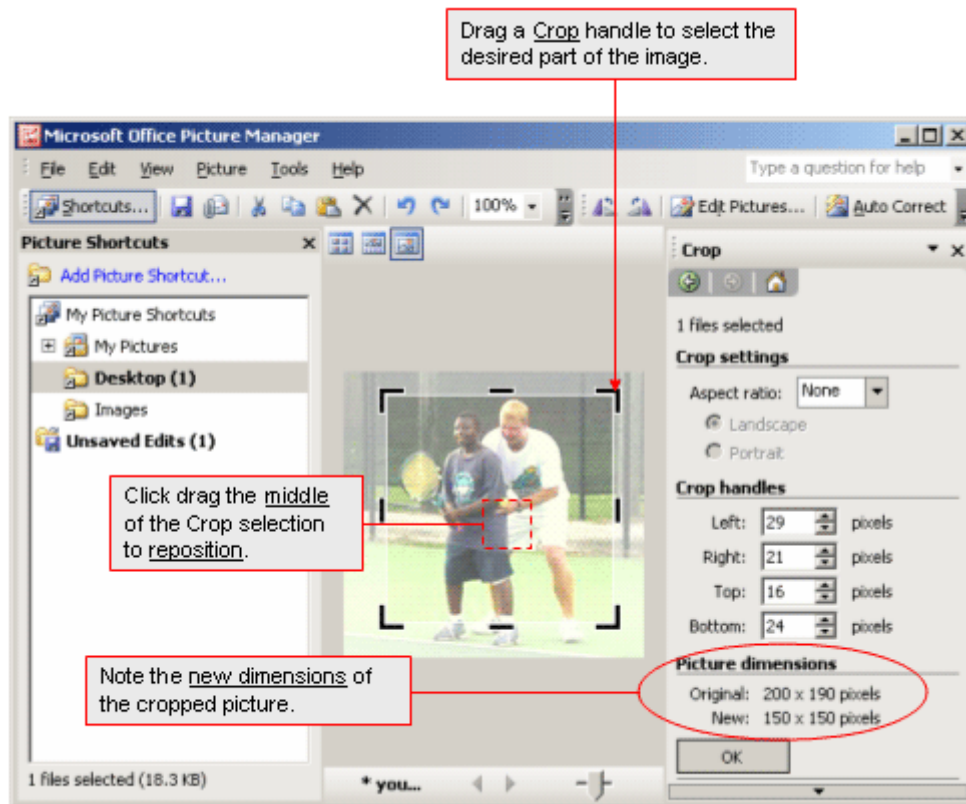
Drag the **Brightness** and **Contrast** settings to the desired levels.



5.) Click the **Edit Pictures** button to reactivate the list of tools available, then use the **Color tool slider** to adjust the amount, hue and saturation as desired:



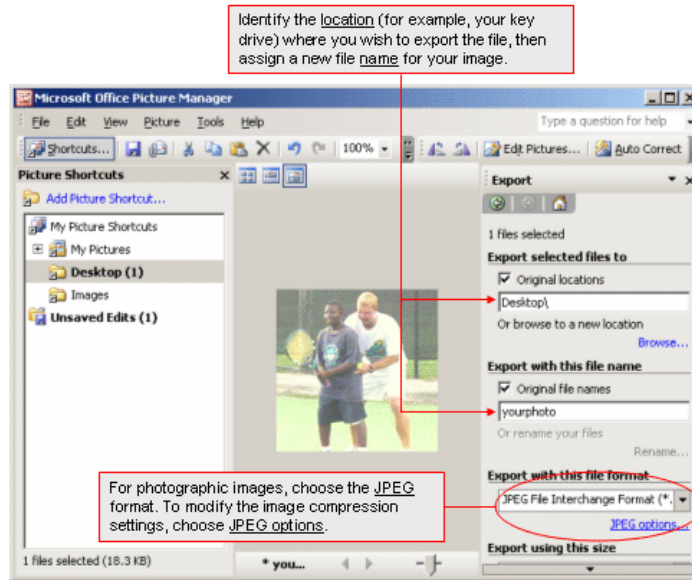
6.) **Click** the **Edit Pictures** button to reactivate the list of tools available. **Drag** the **Crop handle** to **select** the part of the image that you wish to keep. You can reposition the crop rectangle anywhere on the photo by dragging.



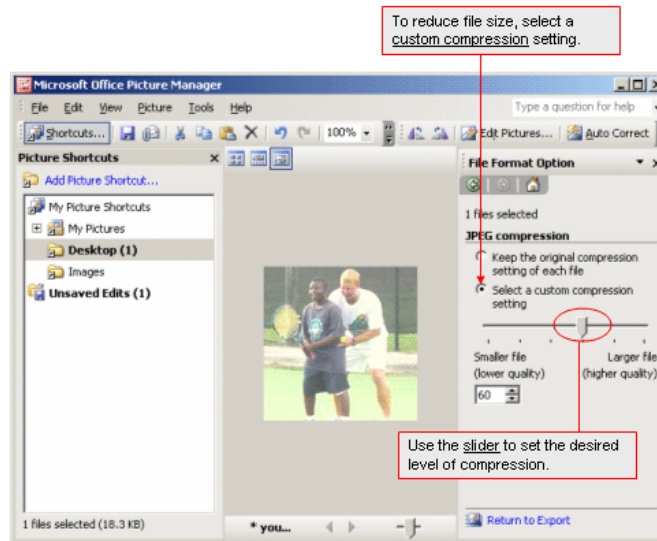
7.) **Click** the **OK** button when your crop rectangle has the appropriate dimensions and is positioned correctly.

Note how everything outside the selection marquee is suddenly chopped (cropped) out of the picture! The last step is to **export** the edited picture as a new file ready for insertion into other documents.

8.) Select **File / Export** and make sure that the correct **file format** is selected (use **JPEG** for **photos**, **GIF** for **illustrations**). Choose the export location and give the file a name.



9.) **Optional:** click the **JPEG options** link to set the compression levels for your picture. This is especially important for large photos. Use the slider bar to reduce the compression of the image as necessary. Just remember that the more compression, the smaller the file storage size but the uglier the image. As a rule of thumb, **never set below 60** because the quality of the image will degrade too much. Click **Return to Export** when you finish, and then click **OK** to complete the export.



At this point, it is a good idea to confirm that the export worked, so minimize all windows and go find your new picture file in the destination you specified. If you don't like the quality, activate the Picture Manager window on your taskbar and try a different compression setting. Experiment until you get the results you like.