

Using Microsoft's Photo Editor for Basic Graphics Manipulation

Developed for the P3T3 Project
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Introduction

Microsoft's Photo Editor is a simple graphics handling program that can perform a number of basic manipulations that can be useful for working with images captured via a digital still camera or a scanner. With it, you can change image formats (e.g., convert a BMP file to a JPG file), crop (trim) an image, adjust the brightness or contrast of an image, or resize an image. The program is bundled with the Office Professional suite of applications for Windows PCs. However, in the latest versions of Office, Photo Editor is not installed by default. Therefore, the program may not be installed on your computer. See the inset for what to do if you do not have the program on your PC.

What do I do if I don't have Photo Editor on my PC?

To add the program, insert Disc 1 of the Microsoft Office Professional CD-ROM* set. If the setup program does not launch automatically, click Start, select Run, and click the Browse button. Locate the CD-ROM drive, and select Setup.exe. Click OK to launch the program. You will see three options. Click the button for Add or Remove Features. Click the + next to Office Tools to expand the options, and then select Microsoft Photo Editor. Select the Run from My Computer option. Follow the prompts to install the software on your computer.

* Don't have the Office CD-ROM set? Contact SOE Technical Support for installation on a university owned computer. Visit the Boiler CopyMaker in room 157 of the Purdue Memorial Union to purchase a copy of Microsoft Office for \$5 for use on a personally owned computer (available as part of the Microsoft Campus Agreement).

Getting Started with Photo Editor

In a typical installation, to launch Photo Editor:

1. Click the Start button
2. Select Programs
3. Select Microsoft Office
4. Select Microsoft Office Tools
5. Select Microsoft Photo Editor

Tip look around. Actual program location may vary.

Opening a Graphic Image

To open a graphic image to work with it, select Open from the File menu and use the dialog box to select the file you wish to view. Photo Editor can open graphic files saved in any of several popular graphics file formats including GIF, JPG, BMP, TIF, and others. The program will look something like this when it is opened with a graphic image.

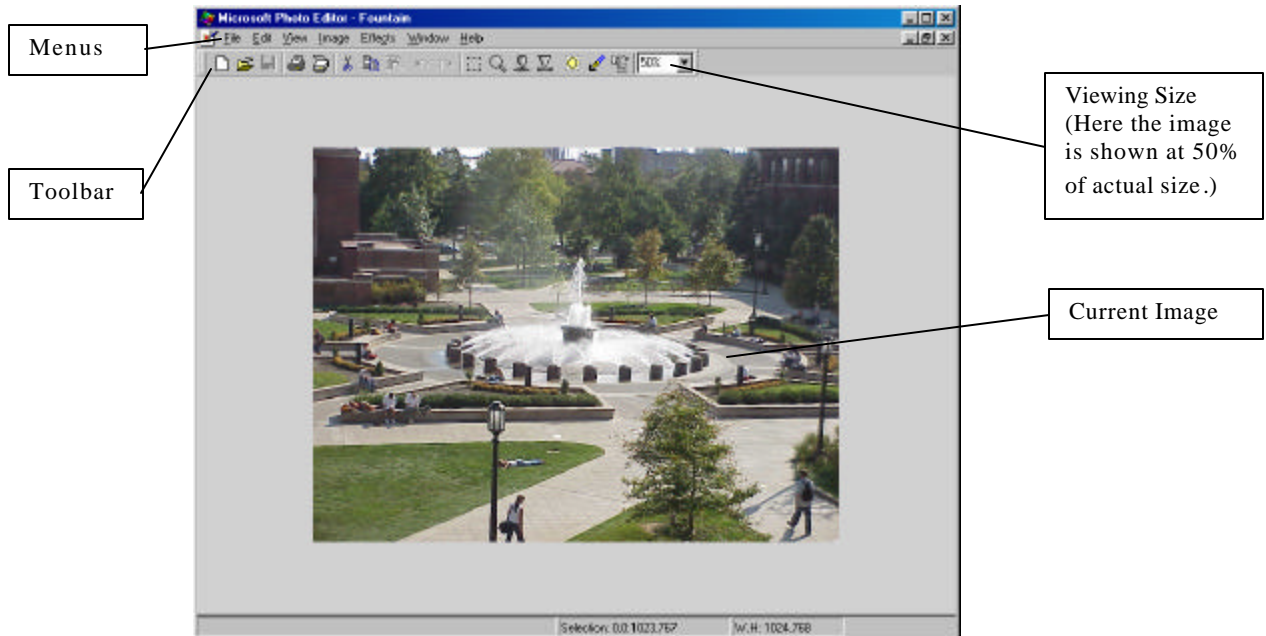
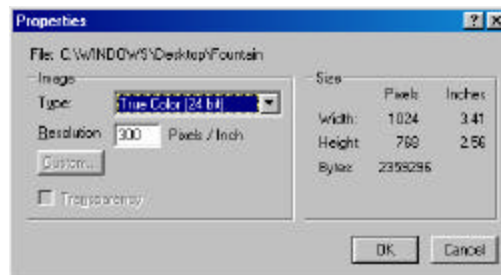


Image Properties and Resolution

To get details about the particular image you are viewing, select Properties from the File menu. You will see information such as shown here.



- To change the Image Type, select a new type from the drop-down selections. For example, you could select "Palette or 256 Color (8 bit)" instead of "True Color (24 bit)".
- To change the resolution, enter a new number in the Resolution box. For example, instead of 300 Pixels/Inch, you could select 72 Pixels/Inch.

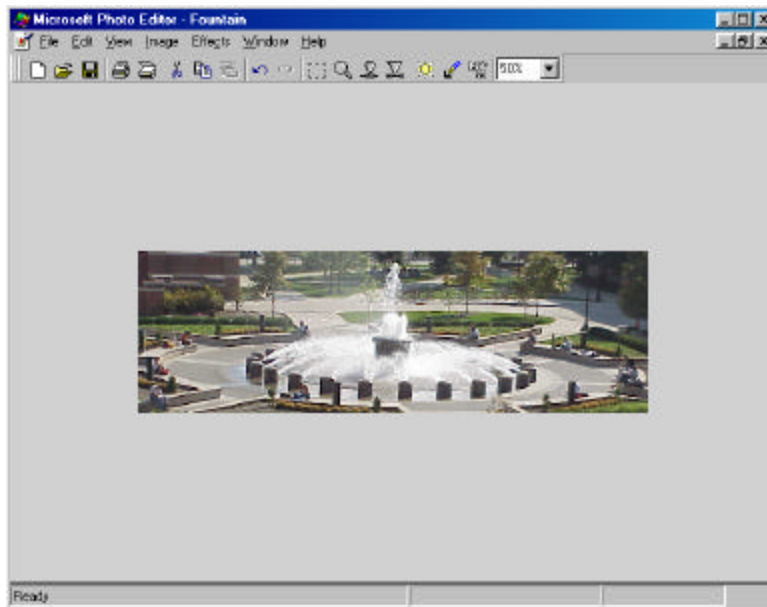
Tip: an 8-bit color image takes up less file space than a 24-bit color image, resulting in faster download times on the web.

Tip: for display on the web or in a Powerpoint presentation, resolutions over 72 pixels per inch waste file space; the added resolution cannot be displayed.

Image Menu Options

The image menu options permit you to crop, resize, rotate, or adjust the brightness/contrast of an image.

- To crop (trim) an image
 1. Select the selection tool (dashed box) from the menu bar.
 2. Click and drag to draw a box around the portion of the image that you want to keep.
 3. Select Crop from the Image menu.
 4. Click OK to crop the area outside of the selection.



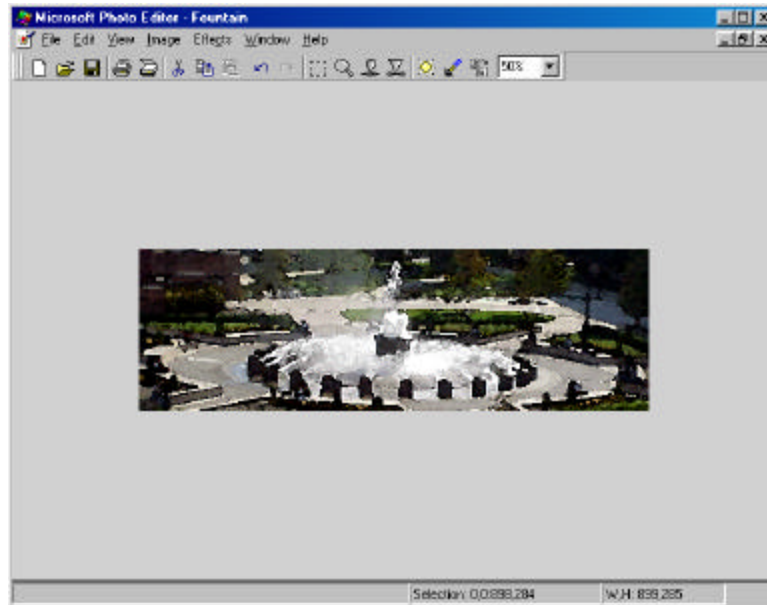
- To resize an image
 1. Select Resize from the Image menu.
 2. Adjust the Width or Height values or percentages to change the image size.
 3. Do **not** check the Allow Distortion box if you want the resized image to maintain the proportions of the original image.
- To rotate an image
 1. Select Rotate from the Image menu.
 2. Select the desired option from the choices.
- To correct problems with image colors / brightness
 1. Select AutoBalance from the Image menu to let Photo Editor automatically correct problems with color and/or brightness and contrast.
 2. Select Balance from the Image menu to manually adjust brightness, contrast, or hues.

Tip: avoid using resize to enlarge images; quality declines when photographic images are enlarged.

Tip: use rotate to straighten an image taken with a digital camera turned on its side.

Special Effects

To apply special effects to an image, select an option from the Effects menu. Experiment with these effects to see what they do. For example, here is the image of the fountain shown in this document with the Watercolor effect applied.



Tip: if you don't like the result of an Effect, choose Undo from the Edit menu to reverse the last action.

Saving an Image using a Different File Format

With Photo Editor, you can change a graphic image from one file type to another. For example, you might change a BMP file (a Windows bitmap) to a JPG file.

- To save an image as a different file type
 1. Select Save As from the File menu.
 2. In the Save as Type drop-down box, select the desired file type.

Tip: two graphic types are universally accepted on the web, GIF and JPG. The GIF format allows up to 256 colors; it is good for clip art or limited color images. JPG supports millions of colors; it is the preferred format for photographic images.

This completes this brief introduction to Photo Editor. For more information, consult the online help that accompanies the program.