Microsoft Picture Manager

Microsoft Picture Manager is part of the Microsoft Office 2003 suite. Using Picture Manager, you can make image alterations such as: adjusting brightness and contrast, resizing, red eye removal, and sending the image to another MS Office program (Excel, PowerPoint, or Word). For training purposes, we will use the folder “picture manager images” which contain the pictures “red_eye.jpg” and “roses.jpg”. To open the software:

1. Click **Start, Programs**.

2. Point to **Microsoft Office, Microsoft Office Tools, Microsoft Office Picture Manager**.

3. A blank workspace appears. Notice the toolbar at the top of the window.

   ![Picture Manager Toolbar]

   - **Save**, **Copy**, **Delete**, **Redo**, **Rotate Left**
   - **Mail Recipient**, **Cut**, **Paste**, **Undo**, **Zoom**, **Rotate Right**

   **To Open a Picture**

1. Click on **Add Picture Shortcut…**

2. When the **Add Picture Shortcut…** dialog box appears, browse for the appropriate folder and click **Add** (for our training, add the “picture manager images” folder).

3. Notice the **Picture Shortcuts** pane on the left. The folder you just added should be highlighted and the images within the folder will display in the main pane.
4. Double click the file you wish to work on. For our training, select roses.jpg.

**Picture Editing**

The most common edits performed on images are: changing the brightness and contrast, color, cropping, rotating, removing red eye, resizing and compressing. These can all be done in Picture Manager. If you need any other "tweaking" done on your images, a commercial software may have to be used such as Photoshop or Fireworks. Contact Bonnie Cackoski at Ext. 5878 for assistance.

1. To edit a picture, click the **Edit Pictures** button in the toolbar. The Edit Pictures task pane displays.

2. Click on the **Color** icon to adjust the picture.

3. The Color task pane appears. If necessary, double click the picture to enlarge.
4. Try the different settings:

- Click the **Enhance Color** button to automatically adjust the color balance.
- Hue and saturation settings:
  - **Amount**: drag the slider to manually adjust the intensity.
  - **Hue**: drag the slider to manually adjust the hue color.
  - **Saturation**: drag the slider to manually adjust the saturation (the purity of the color, as to its movement away from gray). More gray in a color = lower saturation, Less gray = higher saturation. To make a picture black and white, type `-100` in the Saturation settings text box.

### Crop a Picture

1. Display the **Edit Pictures** task pane. Click the **Crop** button.

2. The following screen appears:

3. In the task pane, look at the **Crop handles** section. Use the spin arrows or type in the text boxes to choose the amount of pixels.

4. Manually crop the image by moving your mouse pointer along the edge of an image, then click and drag the cropping handle to make a change. See the screen capture on the next page.
5. Click OK. The picture will automatically resize. See below:

![Image of picture after adjusting brightness and contrast]

**Adjusting Brightness and Contrast**

1. Display the Edit Pictures task pane. Click the Brightness and Contrast link.

2. 

3. Click on the Auto-Brightness button to automatically brighten the picture.

4. Slide the Brightness bar to manually change the brightness. The brightness control changes the amount of white in all colors as well as shades of gray.
5. Slide the **Contrast** bar to change the contrast. The contrast control changes the difference between the lightest and darkest areas of the image.

6. Click the **More** link next to **Advanced Settings**. This reveals the **Midtone**, **Highlight**, and **Shadow** bars.

7. Sliding the **Midtones** bar will adjust midtones only. Midtones are tones values located between highlights and shadows.

8. Sliding the **Highlight** bar will adjust the lightest areas of the picture.

9. Sliding the **Shadow** bar will adjust the darkest areas of the picture.

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**Resizing**

Resizing an image will change the dimensions of an image, not the file size. Picture Manager will always preserve the aspect ratio (the ratio between the picture width and height) so that the picture will not be distorted.

1. Display the **Edit Pictures** task pane. Click the **Resize** link.

2. Choosing the **Predefined width and height** gives you 6 selections.

3. **Custom width and height** allows you to select the size you want based on pixels.

4. The **Percentage** selection is based on the original size. Increase the size to over 100% and decrease to 1% by selecting the up or down arrow.
5. Once you have selected the appropriate size, click **OK**.

6. To do more editing, click **Back to Edit Pictures** at the bottom of the task pane.

### Rotate and Flip a picture:

1. From the **Edit Pictures** task pane, click the **Rotate and Flip** link.

2. Under **Rotate** you can select the **Rotate** left or right option.

3. When selecting the **By degree** option, you will see the picture in the window turn as you select a degree position.

4. Under **Flip**, you have the choice of **Flip horizontal** or **Flip vertical**.

5. When finished, click **Back to Edit Pictures**.

Remember to save your image with the changes. You can click on **Unsaved Edits** in the **Picture Shortcuts** pane to the left, then click on the picture and choose **File, Save As**.

### Red Eye Removal

1. Double click the picture that you want to remove “red eyes” from. For class, choose **red_eye.jpg**.

2. From the **Edit Pictures** task pane, click the **Red Eye Removal** link:
3. Your screen should look similar to the screen capture below.

4. Move your mouse; you will see a “Scope” to use as the guide to correct the red eye in the picture. Click on the areas you want to correct. You should see cross hairs appear in the correct area.

5. You can choose the **Reset Selected Eyes** icon if you want to change the position of the red eye correction.

6. Click **OK** to accept the changes.

7. When you are finished, click on the **Back to Edit Pictures** link.
Compressing Pictures

Compressing pictures makes them smaller in file size for emailing or for faster loading within programs.

1. If necessary, select (double click) the picture you wish to compress.

2. From the Edit Pictures task pane, click the Compress Pictures icon.

3. The Compress Pictures task pane appears:

4. Choose the Web pages option. Look at the estimated total size.

5. Click OK.

6. Choose File, Save As.

7. You may want to rename this file, as you have modified it from the original size.