

## Microsoft Office Picture Manager

Note: This is not a definitive guide to Picture Manger. For additional information concerning this product, consult the Picture Manger Help files or this web site. <http://office.microsoft.com/en-us/assistance/CH010001171033.aspx>

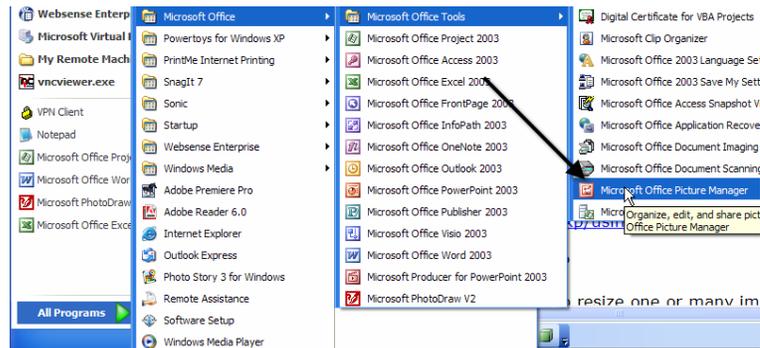
Microsoft Office Picture Manager 2003 is a new component in Office 2003. While it is primarily a file management tool, and not an editing tool, it does have some image correction and editing features.

For a broad range of editing options when working with pictures, the best approach is to work with a photo-editing program, such as Microsoft Digital Image Pro. (Note: PUSD does not support or provide Digital Image Pro.)

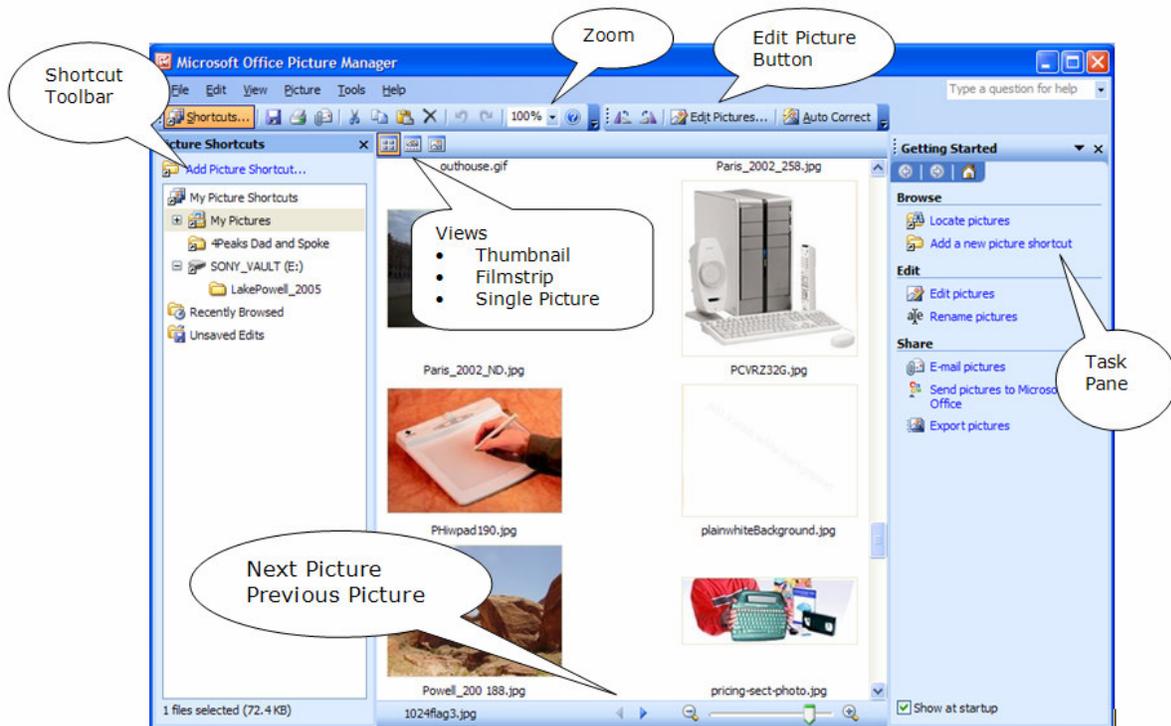
## Launching Microsoft Office Picture Manager

1. Click Start.
2. Select Microsoft Office.
3. Select Microsoft Office Tools.
4. Select Microsoft Office Picture Manger.

Note: Your screen may differ slightly in appearance.

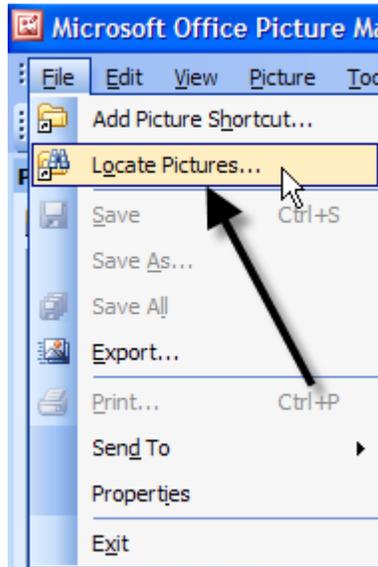


## Navigating Picture Manager



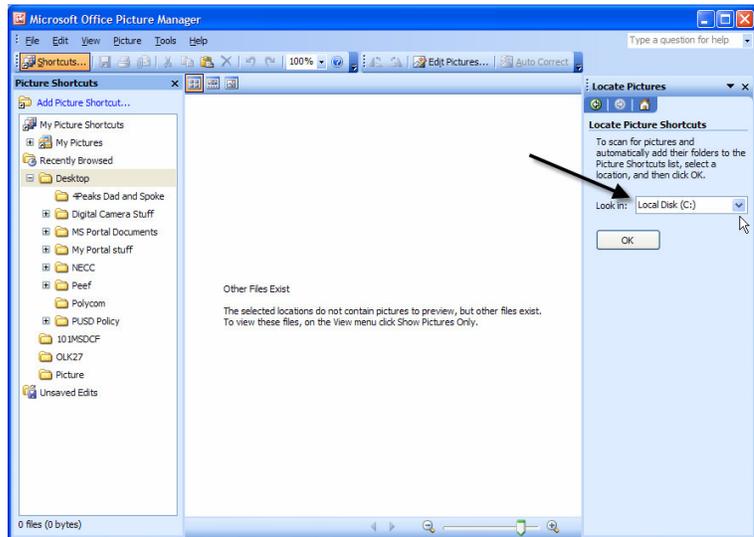
## Locating Pictures on the Computer

1. Click File
2. Select Locate Pictures...

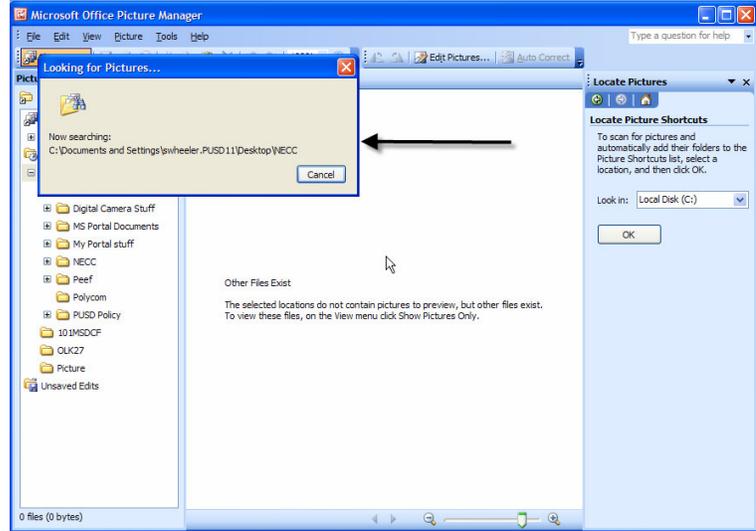


3. Locate Pictures will display in the Task Pane on the right side of the screen.
4. Click the down arrow next to the Look in field and choose the hard drive Picture Manger should search.
5. Click the OK button.

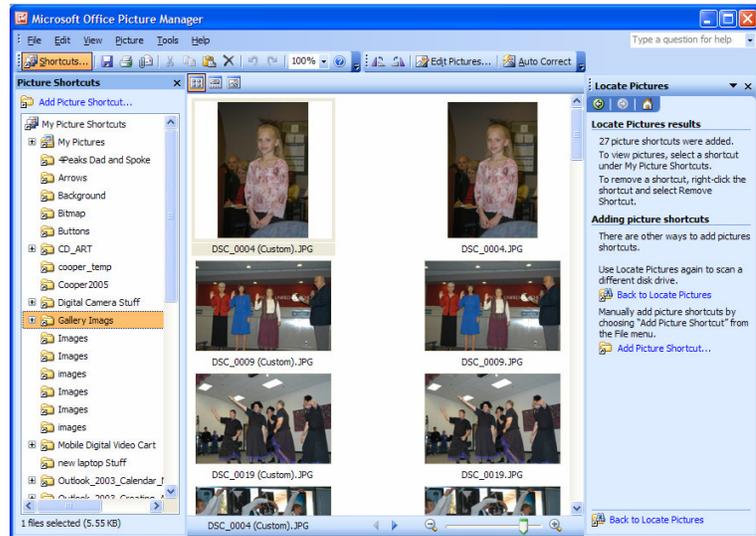
*Note: Picture Manger will scan the entire hard drive for images.*



- Microsoft Office Picture Manager will scan the hard drive chosen in step 4.

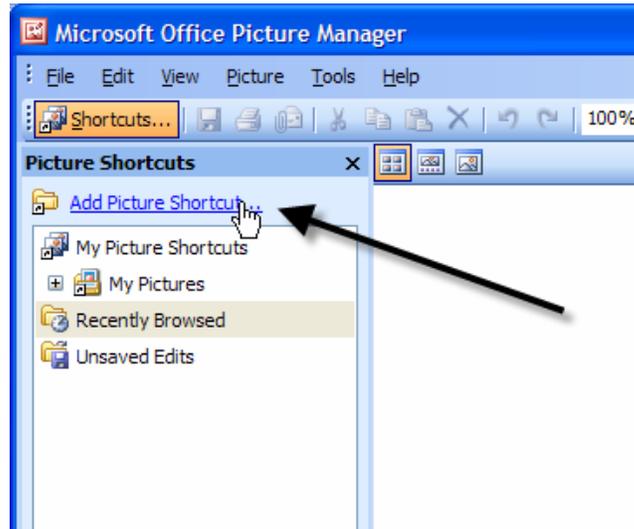


- Picture Manager will display the images located during the scan.



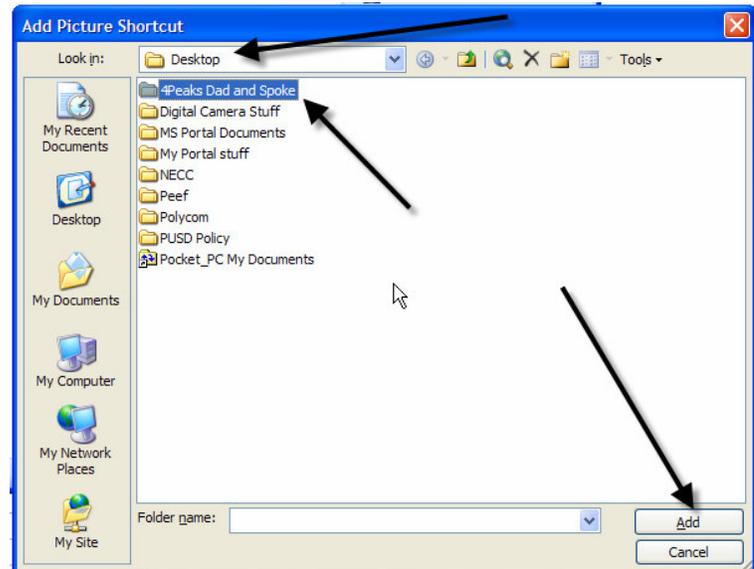
## Locating Pictures in a Directory

1. Click the Adding Picture Shortcut... link in the Picture Shortcuts... Task Pane on the left side of the Picture Manger window.

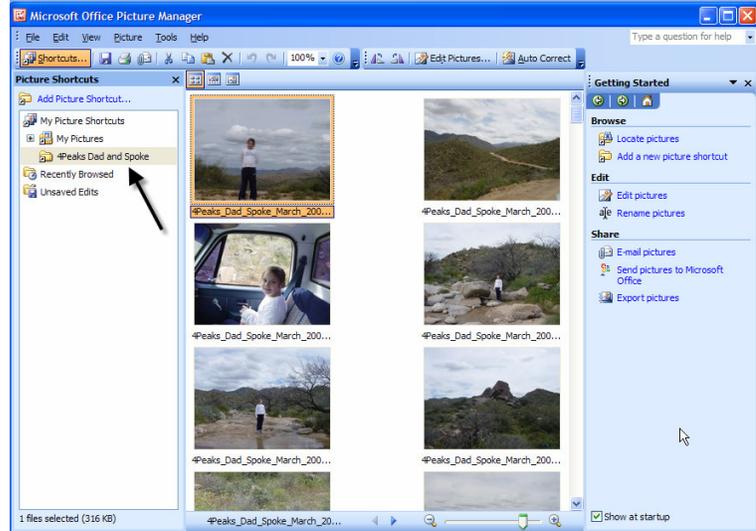


2. Locate and select the picture or folder Picture Manger should scan.
3. Click the Add button.

*Note: In this example, the folder being scanned is located on the workstations desktop.*



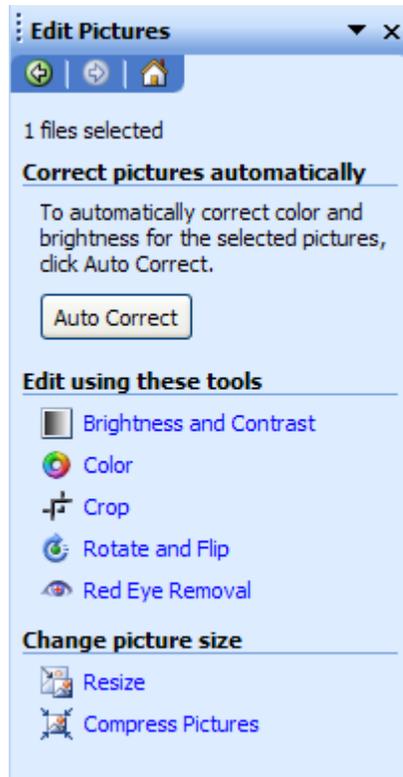
4. The selected folder is now indexed by Picture Manger.



## Editing Pictures

While Picture Manger is primarily a file management tool, and not an editing tool, it does have some image correction and editing features. These include:

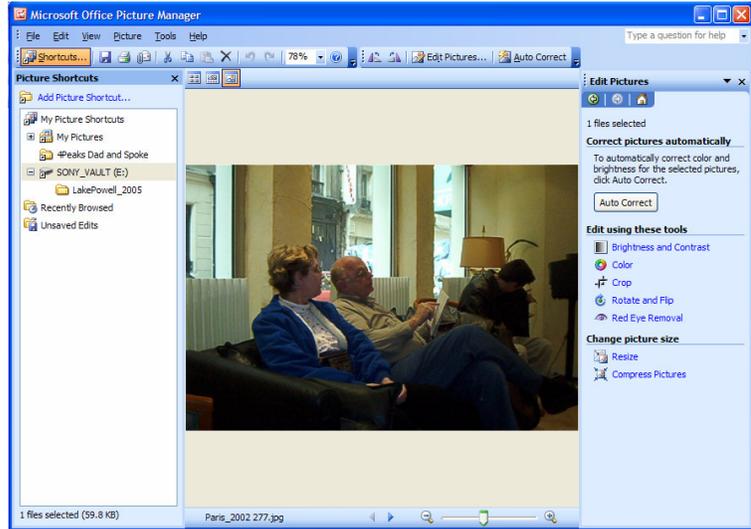
- Auto Correct
- Brightness and Contrast
- Color
- Crop
- Rotate and Flip
- Red Eye Removal
- Resize
- Compress Pictures



## Auto Correct

In this example, the Auto Correct button will be utilized.

1. Double click the image to be corrected.
2. Click the Auto Correct button.

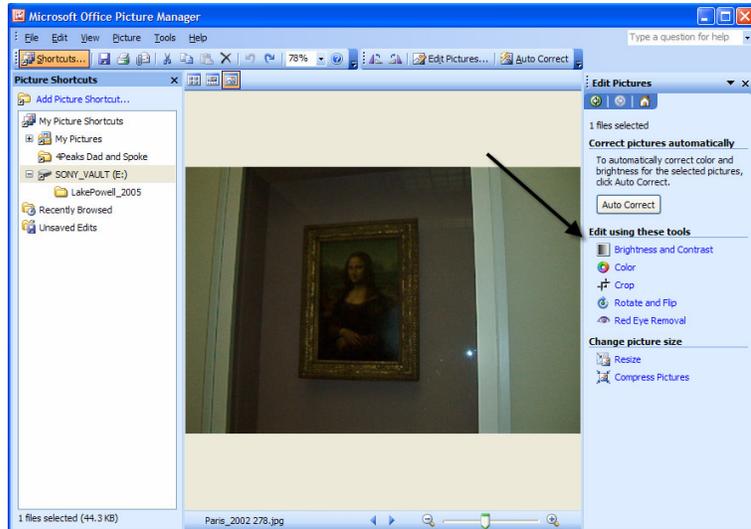


While the adjustment is subtle, it may be just what the picture needs to go from a good picture, to a great picture.



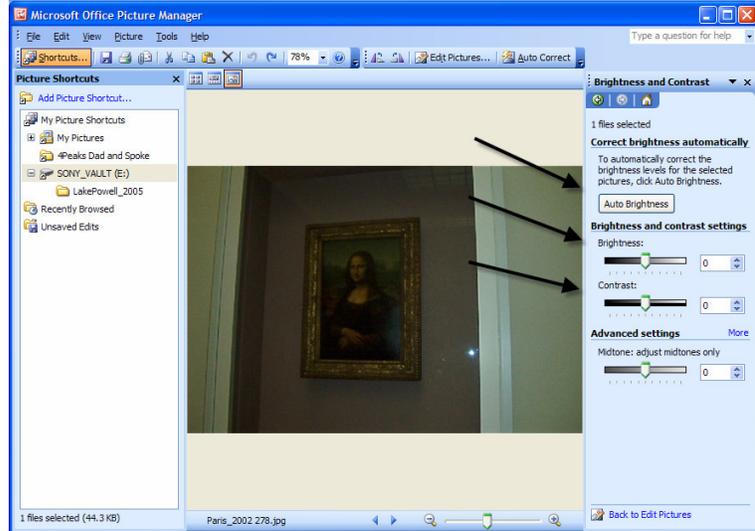
## Brightness and Contrast

1. Select a picture to adjust
2. Click the Brightness and Contrast link.



Picture Manager allows several options when adjusting Brightness and Contrast.

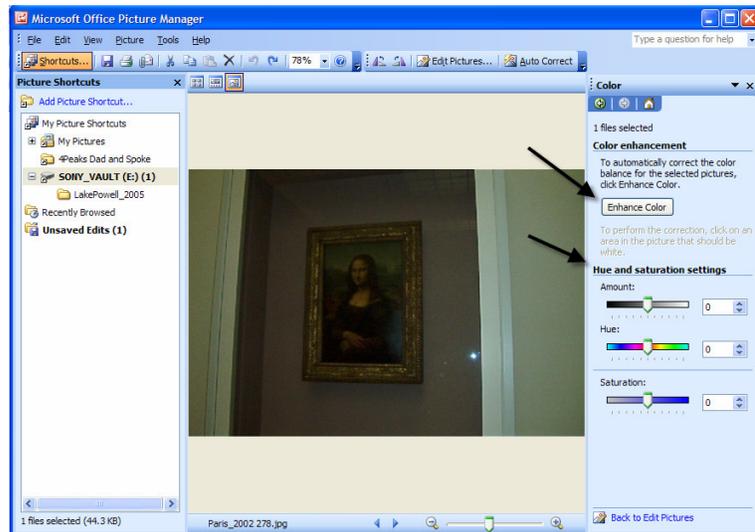
3. The Auto Brightness button.
4. Brightness & Contrast sliders.
5. Midtones slider under the Advanced Settings.



## Color

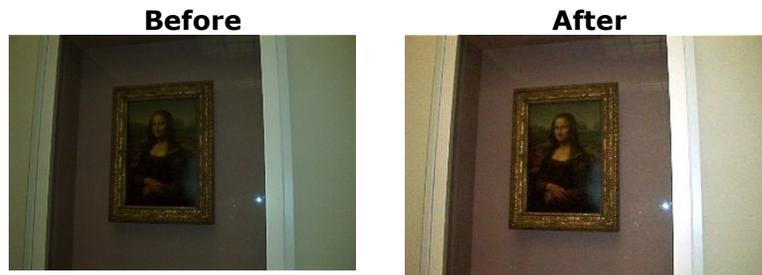
Picture Manager allows several options when adjusting Color.

1. Enhance Color button
  - a. For use in white balancing
2. Hue and Saturation sliders



In this example, the Enhance Color button has been utilized.

*Note: When using any software tool, be certain to read all the text on the screen. This particular tool requires the user to click on an area of the picture, which should be white.*



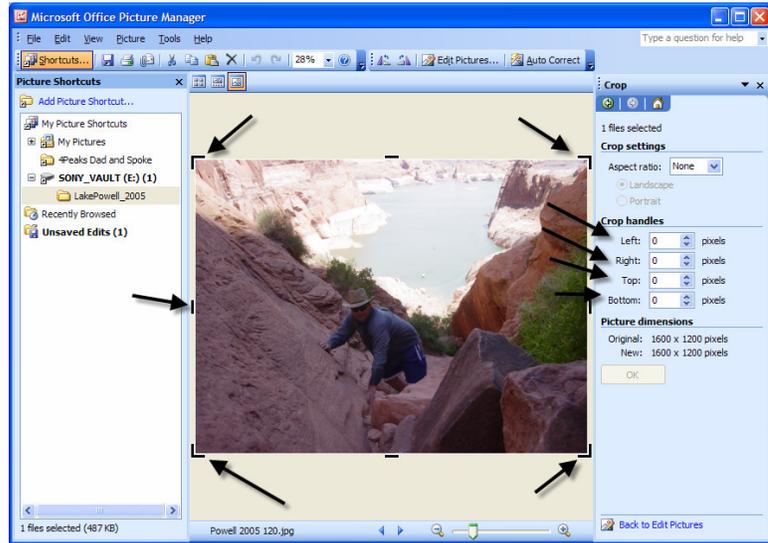
## Crop

Use the crop tool when it is necessary to remove distracting content from the picture subject.

Cropping tools include:

Aspect Ratio

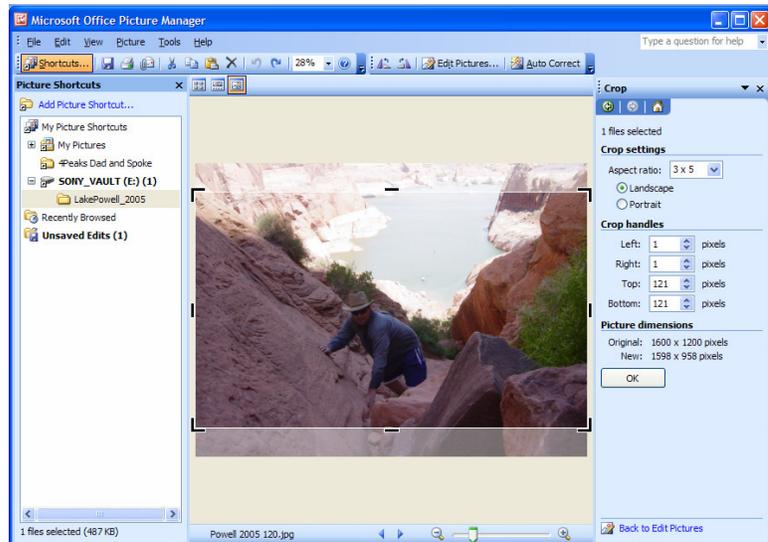
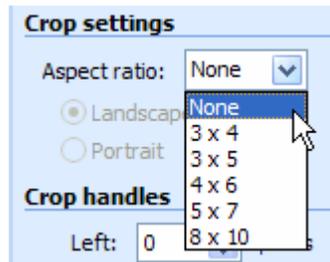
Crop Handles (These can be drug and dropped or moved pixel by pixel.)



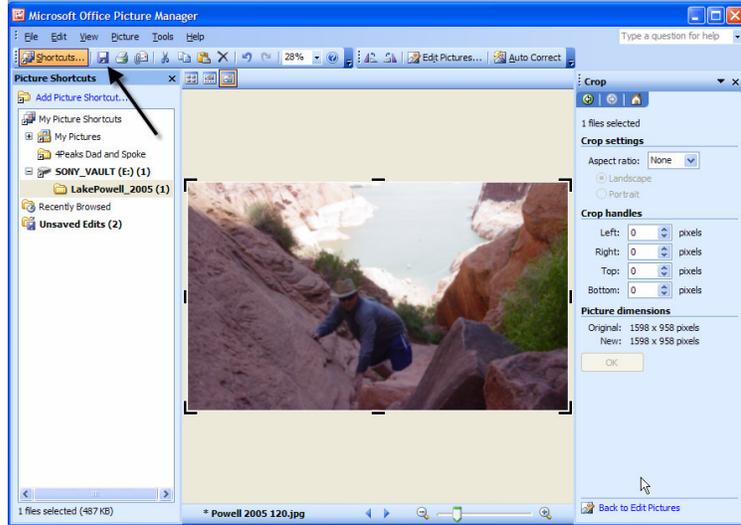
### Crop Settings – Aspect Ratio

The aspect ratio allows the image to be cropped to a predetermined picture size.

1. Click the down arrow to the right of Aspect ratio drop box.
2. Select the desired size. Note the new placement of the crop handles.
3. Click the Ok button.



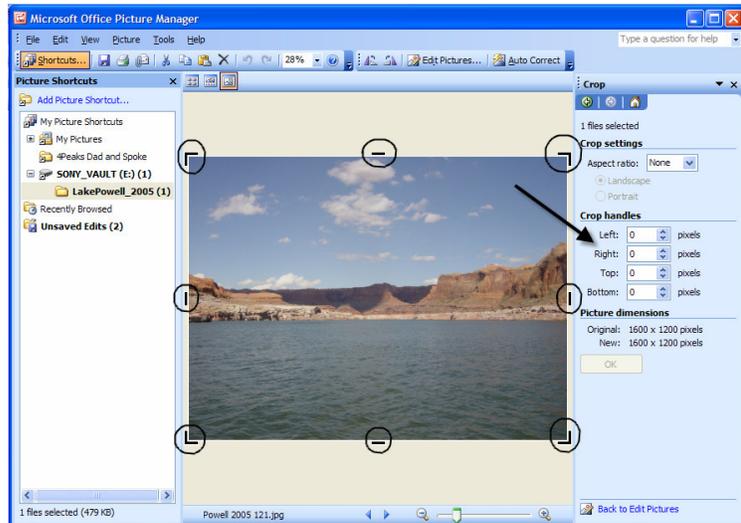
4. Picture Manager will display the cropped image.
5. Click the Save button to keep the changes.
6. To keep the original picture and the newly cropped image, choose Save As from the File menu.
7. Click the Undo button or Undo under the Edit menu to remove the changes.



## Crop Handles

The crop handles will allow the picture to be cropped to a custom size determined by the user.

These handles can be drug and dropped or the up / down arrows can be sued on the Left, Right, Top and Bottom sides.



In this example, the crop handles will be drug and dropped to the desired location.

8. Place the crop "T" over a flat handle to adjust Top, Bottom, Left and Right sides.

Place the crop "L" over the desired corner.

Note: Cropping from the corners will ensure the picture remains proportional.

9. Click the Ok button.



10. Picture Manager will display the cropped image.
11. Click the Save button to keep the changes.
12. To keep the original picture and the newly cropped image, choose Save As from the File menu.
13. Click the Undo button or Undo under the Edit menu to remove the changes.



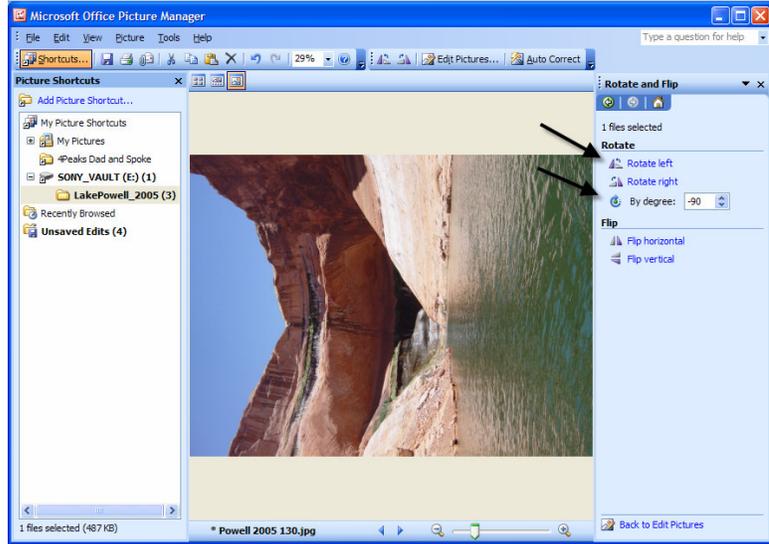
## Rotate and Flip

Use Rotate and Flip if the picture has been imported without rotating to the correct layout. i.e. Portrait or Landscape.

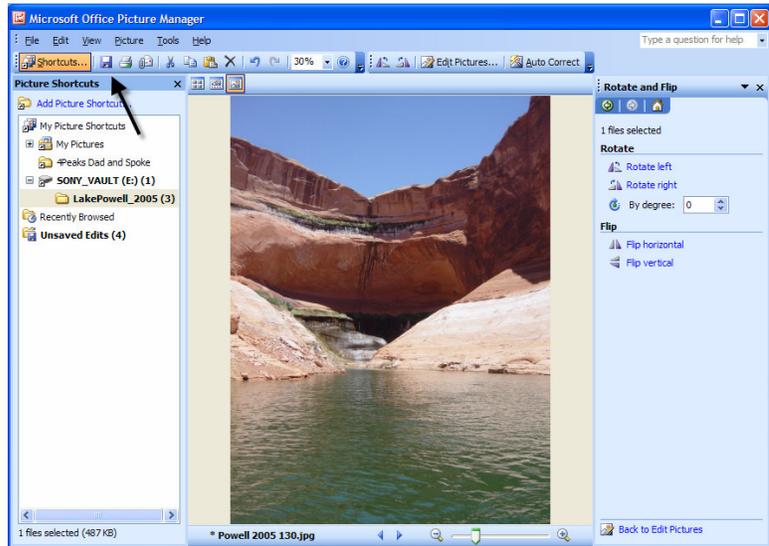
14. Click the Rotate Left or Rotate Right as needed.

or...

Use the up / down arrows to the right of "By degree" to rotate the image by an absolute degree.

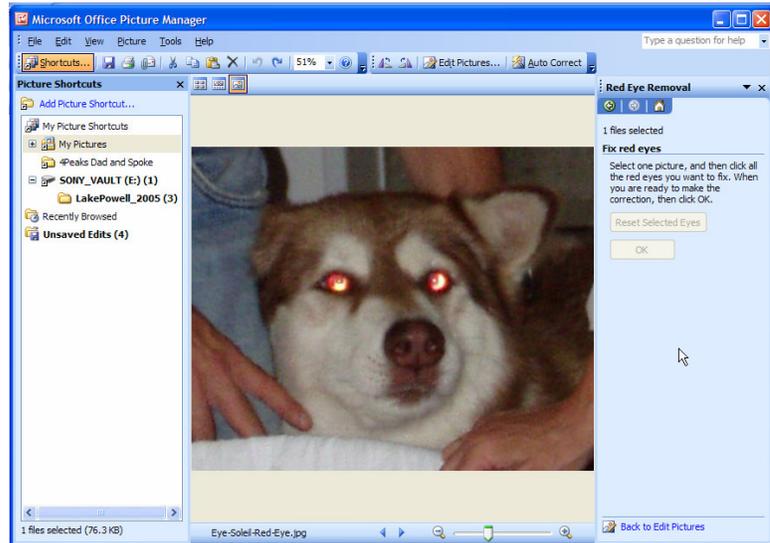


15. Click the Save icon to keep changes.



## Red Eye Removal

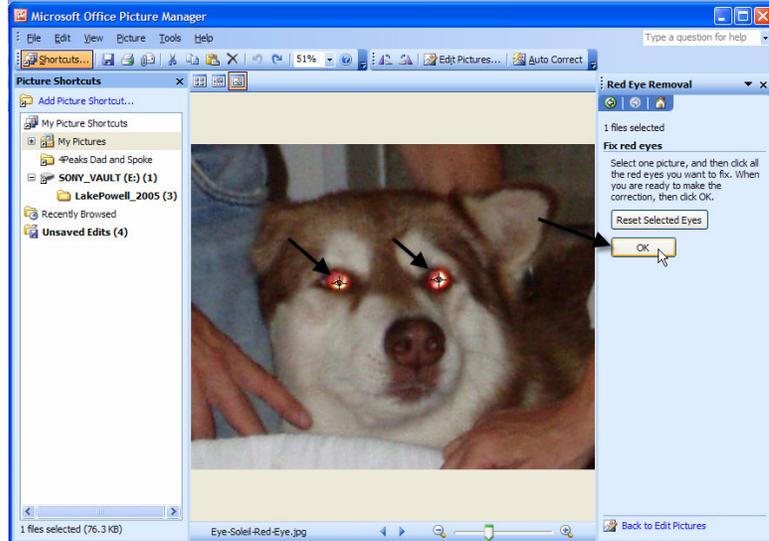
1. Select the picture that contains "Red Eyes".



2. Place the target over the "Red Eyes" and click.



3. Repeat this process for all red eyes.
4. Click the Ok button.



5. The adjusted picture will now be displayed in Picture Manager.
16. Click the Save button to keep the changes.
6. Click the Undo button or Undo under the Edit menu to remove the changes.



**To mitigate red-eye before the fact:**

Cure	Comments
<b>Red-eye flash mode</b>	If you're using your camera's onboard flash, remember to enable red-eye flash mode, which uses one or more brief pre-flashes to stop down the subject's pupils for the main flash and exposure. The hope here is to narrow the <a href="#">reflex</a> cone enough to miss the camera lens entirely. Partial successes are common with this measure alone, and it may not work at all on intoxicated subjects with dulled pupillary responses.
<b>Increase ambient light</b>	Arrange to shoot in brighter ambient light if you can, both to narrow your subject's pupils and to allow use of a lower flash power setting to dim the <a href="#">reflex</a> .
<b>Sobriety</b>	Shoot your subjects while they're still sober. Anything that further dilates their pupils will aggravate red-eye. Inebriation isn't all that flattering, anyway.
<b>Averted gaze</b>	Having your subjects look away from the lens <i>may</i> help, but this cure may be worse than the disease if overdone.

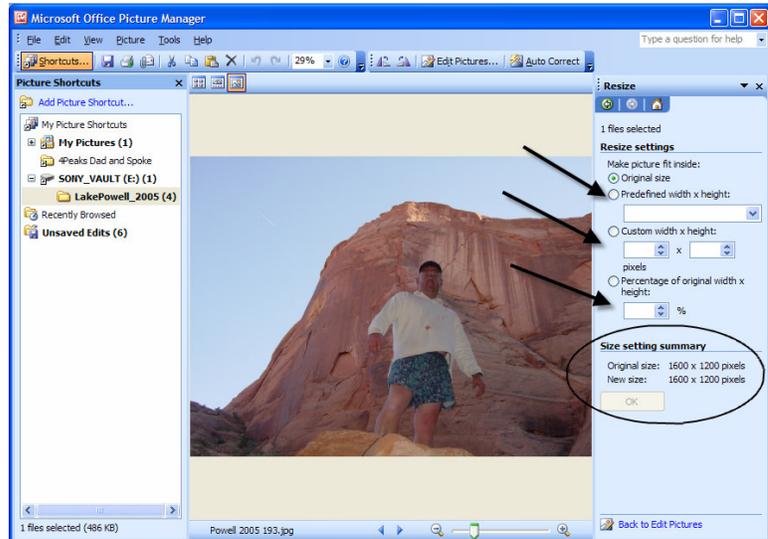
<b>Get closer</b>	Get closer to your subject to widen the flash-subject-lens angle beyond the width of the <a href="#">reflex</a> cone and thereby evade the reflex. The longer the camera-subject distance, the greater lens-flash distance must be to avoid red-eye.
<b>External flash</b>	Better yet, use an <a href="#">external flash</a> positioned at least <b>5°</b> away from your camera lens as seen by your subject to keep the <a href="#">reflex</a> away from the lens.
<b>Bounce</b>	Bounce your flash to redirect the <a href="#">reflex</a> away from your lens.

## Resize

Arguably, the most useful tool in Picture Manager is the Resize tool. Resizing the images not only reduces the number of pixels utilized in the image, it also reduces the file size.

Picture Manager gives the user several options when resizing an image.

- Predefined width x height
- Custom width x height
- Percentage of original width x height

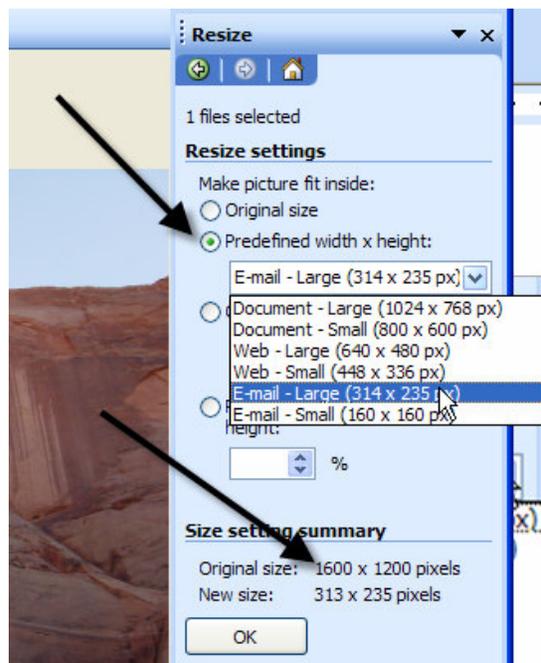


### Predefined width x height

1. Click the radio button to the left of Predefined width x height.
2. Click the Ok button.

*Note the Original size and the New size.*

3. Click the Save icon to keep changes.

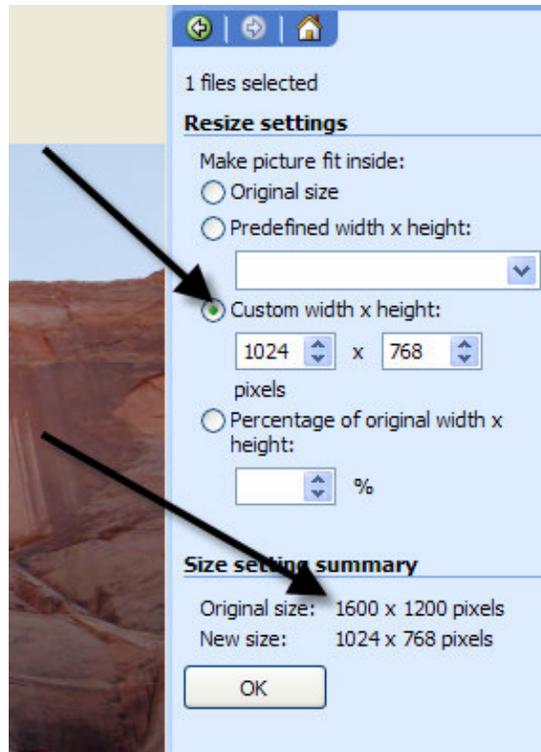


### Custom width x height

1. Click the radio button to the left of Custom width x height.
2. Click the Ok button.

*Note the Original size and the New size.*

3. Click the Save icon to keep changes.

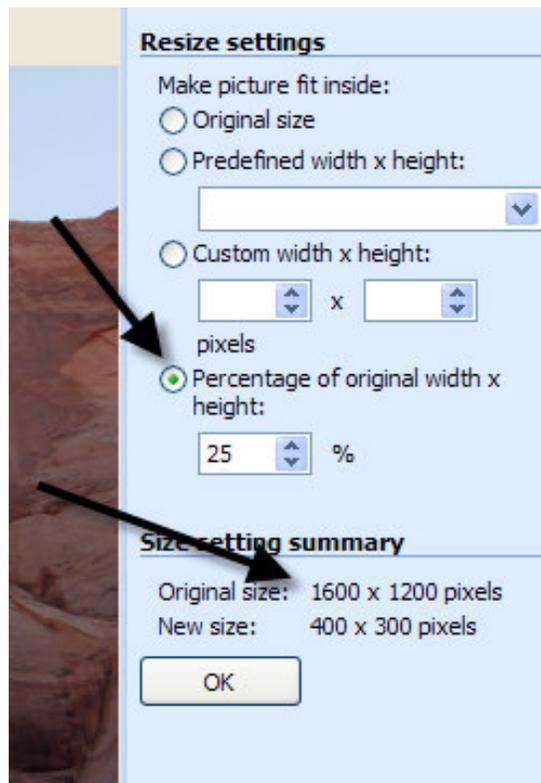


### Percentage of original width x height

1. Click the radio button to the left of Predefined width x height.
2. Click the Ok button.

*Note the Original size and the New size.*

3. Click the Save icon to keep changes.



## Image size versus file size

Resizing an image to a smaller pixel setting can dramatically reduce the size of a file. The images below have been resized from 2048 x 1532 (This would make a nice poster) to 640 x 480 (Nice web or PowerPoint size). The file size for these two images changed from 1372 KB to 162 KB. In shorter terms, the larger image would use all the capacity of one floppy disk.

162 Kilobytes

640 x 480

*(Images shown are scaled for effect.)*



268 Kilobytes

800 x 600

*(Images shown are scaled for effect.)*



435 Kilobytes

1024 x 768

*(Images shown are scaled for effect.)*



818 Kilobytes

1600 x 1200

*(Images shown are scaled for effect.)*



1372 Kilobytes

2048 x 1532

*(Images shown are scaled for effect.)*

