



# Microsoft Office Picture Manager Fact Sheet

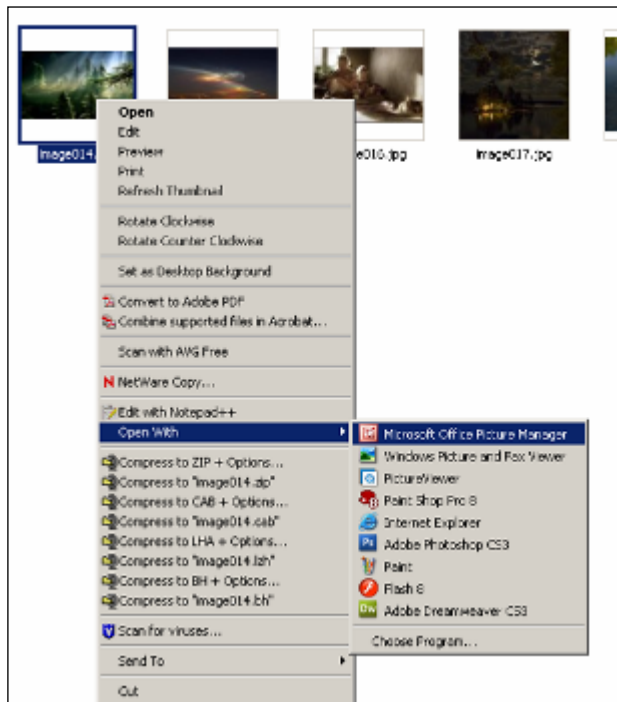
## Four steps to prepare images for Web publishing, E - mail etc:

1. Crop – cut-out a part of the image that you want to use
2. Resize – reduce the actual size of the image
3. Compress – reduce the file size of the image
4. Save as...

## Procedure:

Open picture for editing in the Picture Manager software

- Select picture or photograph with a *single* left click. Do NOT Open
- Right click to open menu
- Scroll down to **Open With** in the drop-down menu
- Select **Microsoft Office Picture Manager** and click with mouse.

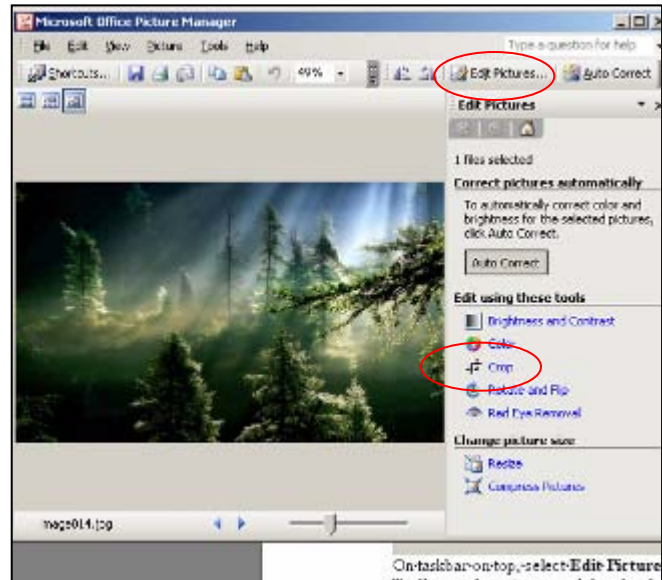


## Step 1: Crop

- On taskbar on top, select **Edit Pictures**

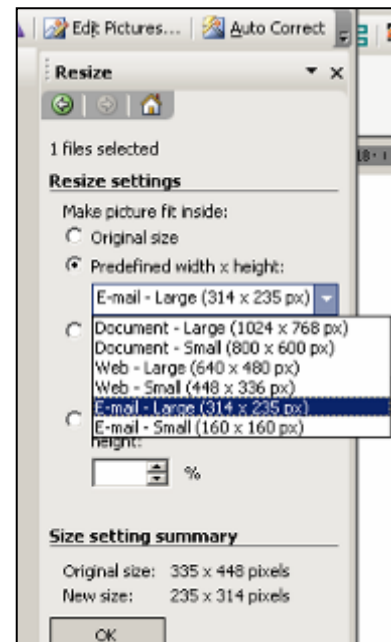


- Click on the image you want to edit. Small dots around the image is an indication that it was selected.
- Click on **Crop**.
- Drag by the handle-bars to display the desired portion of the picture.
- Click on **OK**.
- Click on **Back to Edit Pictures** at bottom of menu.
- OR Repeat selection of **Edit pictures** on top of screen.



## Step 2: Resize

- On taskbar on top, select **Edit Pictures**
- Click on **Resize**
- Click on the radio button in front of **Predetermined width x height**
- Click on the arrow to display the different sizing options
- For insertion into a web page, use the **E-mail - Large** or **Web - Small** size
- Click on **OK** and **Back to Edit Pictures**.




### Step 3: Compress Picture

- On taskbar on top, select **Edit Pictures**
- Click on **Compress Pictures**
- Select **Compress for Web pages**. The new file size (indicated with red rectangle) is displayed at the bottom. Compressing for E – mail messages will reduce both file size and quality still further
- If you are satisfied with the results, click on OK
- Make sure the detail you wish to portray with the picture is still there.

### Step 4: Save picture

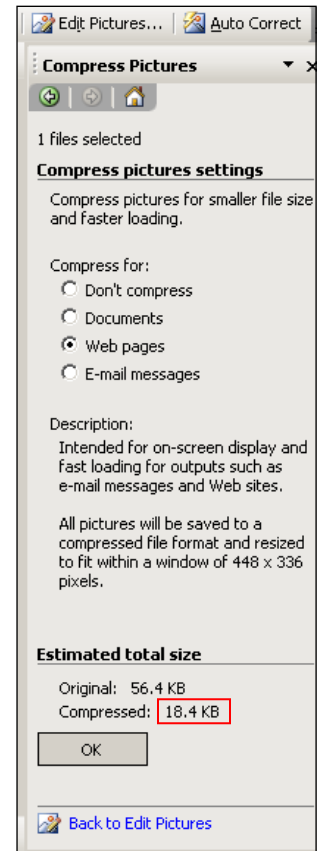
Click on **File** in task bar, and select **Save As**, giving the file a new name in order not to overwrite the original picture.



**REMEMBER**

Use original high quality pictures for printing and for lecturing PowerPoint slide shows.

Use compressed pictures for E - mailing and publishing on the web.



### How to convert and image from another format (e.g. bmp or tiff) to a .jpg or .png format

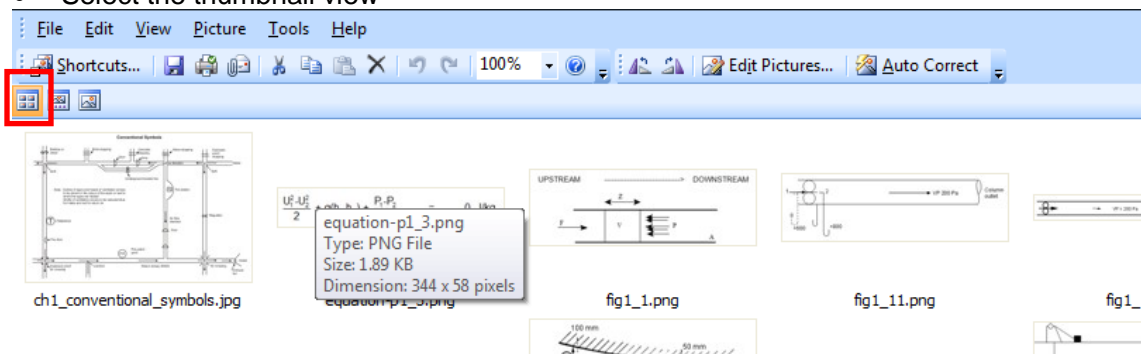
Open the .bmp or .tiff file:

- Select picture or photograph with a *single* left click. Do NOT Open
- Right click to open menu
- Scroll down to **Open With** in the drop-down menu
- Select **Microsoft Office Picture Manager** and click with mouse.

OR

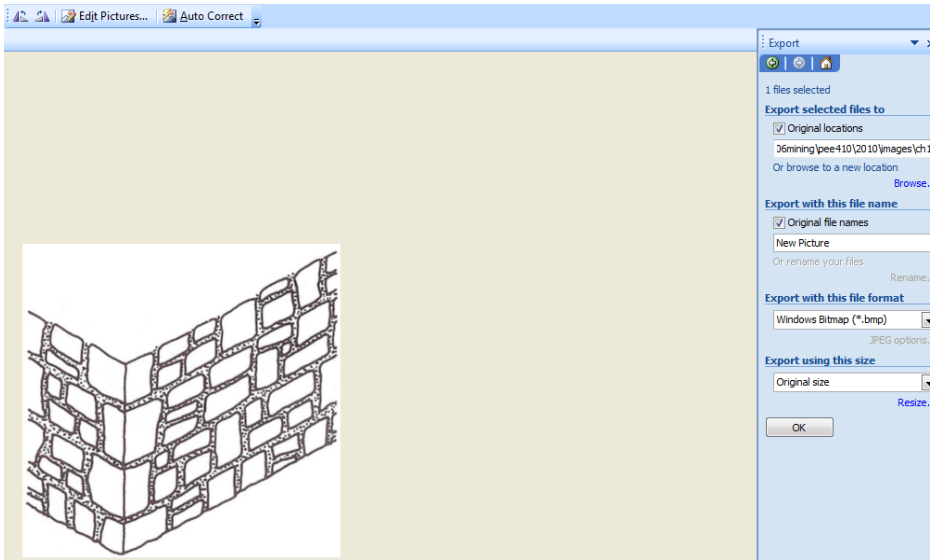
If you made a print screen of a page and want to capture the image, you will after you followed the above steps to open MS Office Picture Manager, do the following:

- Select the thumbnail view



- Select Edit Paste or press Ctrl-V.
- Double click on the pasted image and now you can start with the above 4 steps to prepare the image. Follow these steps to export the image to .png or .jpg format:

- Select **File**
- Select **Export**. The following screen will appear:



1. Select the place where you want to export to by clicking on **Browse**
2. Give it a proper name
3. Select the new format (i.e. .jpg or .png) – use the drop-down options
4. Select the size – use the drop-down options.

