

# Cropping

**Let's say you have a photo with a lot of extra background that you don't want. You'll enjoy Microsoft Pictures Manager's cropping tool. Here's what you do.**

Step 1: Select the picture that you want to crop

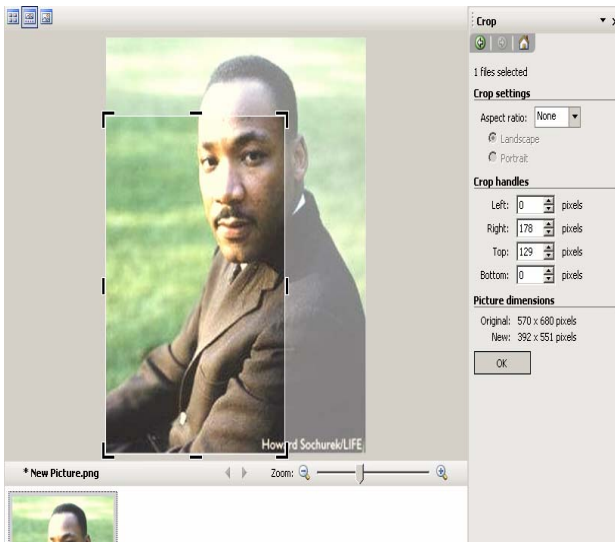
Step 2: On the right side of your screen you will see crop handles

Step 3: Adjust and push the crop handles to match the part of the photo you want to keep

Step 4: Once you have adjusted your photo to the right size, click ok

Step 6: Save your cropped photo

Note You may only want to adjust and crop one single area of the picture. To do this, go to the right side of your screen and click on the Aspect ratio. Adjust it, then continue to crop your image.



# Rotate and Flip

Rotating your photos, and placing them at different angles, will add a creative look. Resize the details that you want to change.

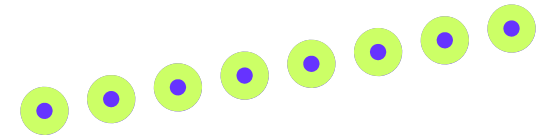
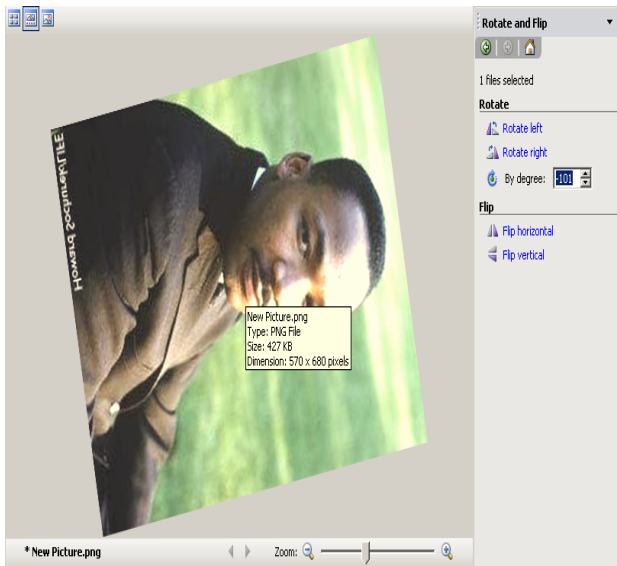
Step 1: Select the picture that you want to Rotate and Flip

Step 2: Click the option Edit picture. Rotate and Flip

Step 3: Experiment by rotating and flipping until you choose the degree that you want the picture to be rotated

Step 4: Click the button that will rotate left, or right flip horizontal or vertical

Step 5: Save your rotated/resized photo



# Microsoft Picture Manager Guidelines For Photo Enhancement



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**Microsoft Picture Manager is a program that helps you edit and enhance your pictures using a nice array of design tools and tech-**

## How to locate Microsoft Picture Manager

Step1: Go to Start at the bottom left of the monitor

Step2: Scroll up to Programs

Step3: Find the Microsoft Office icon

Step4: Look for Microsoft Office Tools

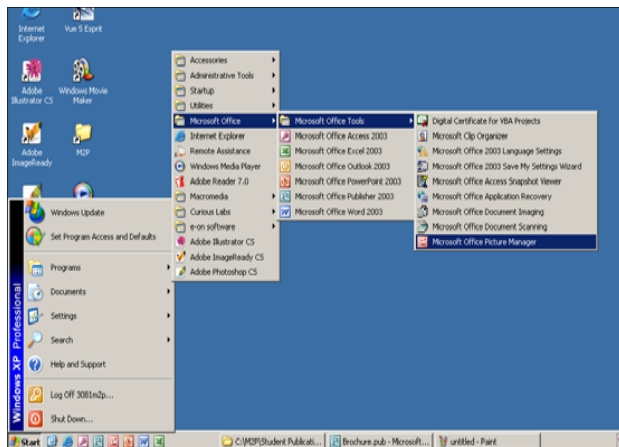
Step5: Scroll down to the last option which reads Microsoft Picture Manager

Step6: Click on the Microsoft Picture Manager icon

Step7: Go to the right options bar and click edit pictures

Step8: Make sure you have your photos in a folder on your desktop

**Now you are ready to explore the simple but fun MS Picture Manager's program.**



## Brightness and Contrast

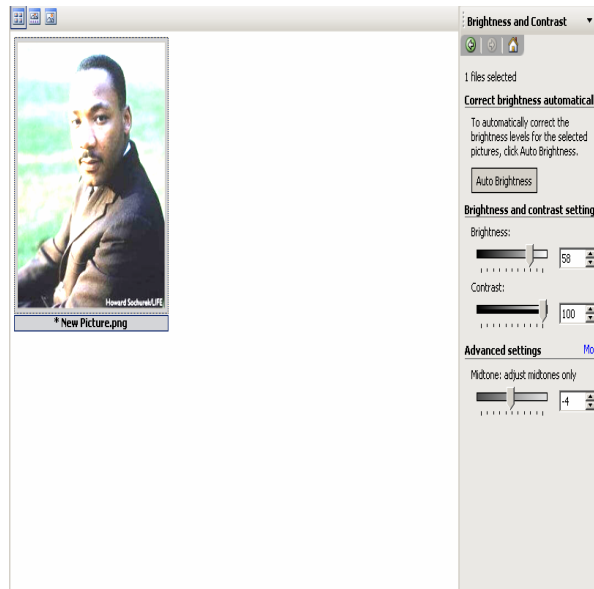
*Using brightness and contrast on your photo will engage the viewer more because of MS Picture Manager's unique color schemes.*

Step1: Click on the picture that you want to brighten or add contrast.

Step2: On the left side of the screens. locate the editing tools, You will use the brightness and contrast button. click on it.

Step3: You can enhance your photo by using the scales provided.

Step4: Save your brightened/ contrasted photo.



## Color....

Are your pictures dull, and lack vibrant/dynamic colors? You can add color to your image. with MS Picture Manager.

Step1: To locate the color enhancement screen, go back to the main menu, and select edit pictures

Step2: Click on the color icon

Step3: Click on color enhancement

Step4: There are settings for you to scale for color transparency

Step5: Save your color enhanced photo enhanced photo

