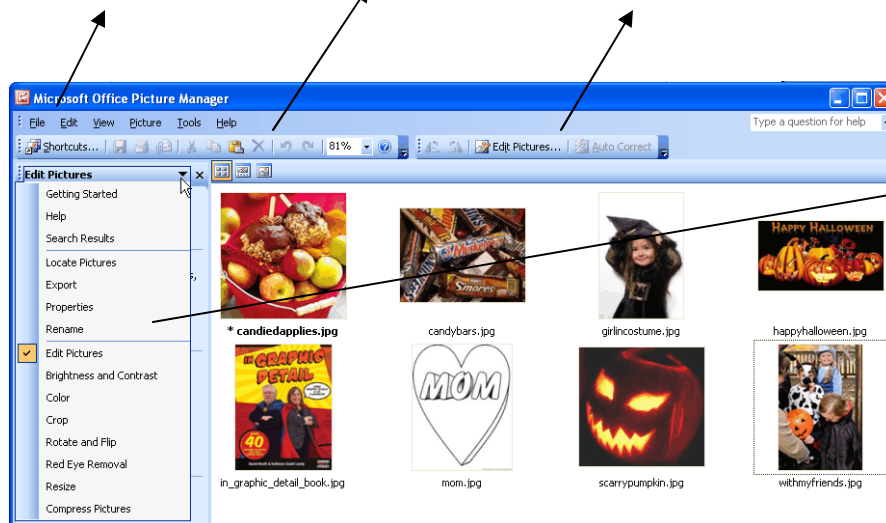


Microsoft Office Picture Manager

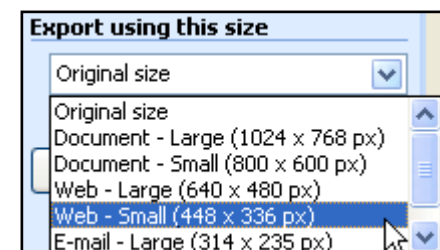
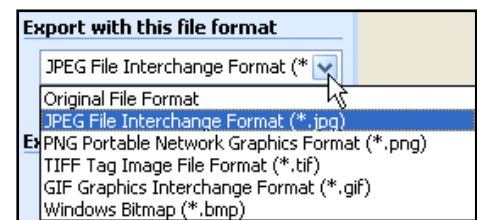
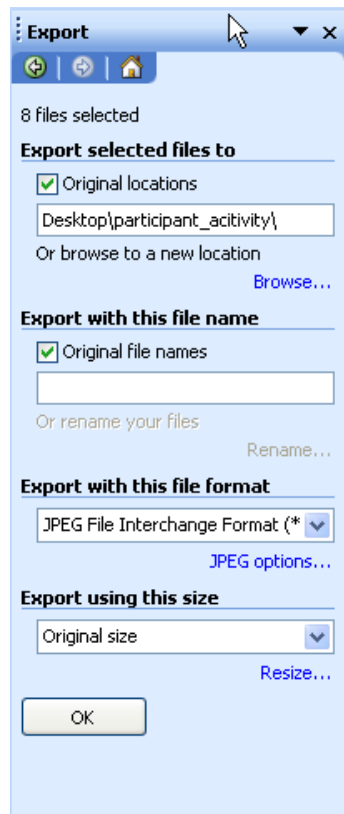
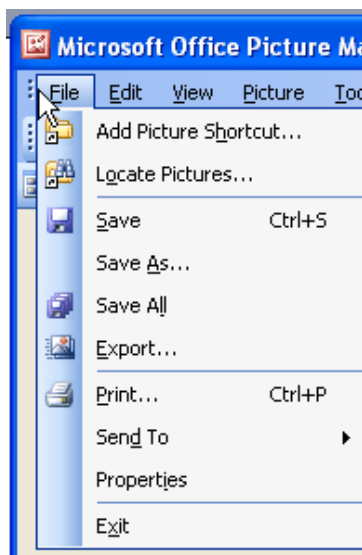
The Picture Manager is available from the Microsoft Folder in the Programs Menu or when right clicking on an image.

It consists of **Drop Down Menus**, **Standard Toolbar**, **Formatting Toolbar** & **Task Panes**



Export Feature:

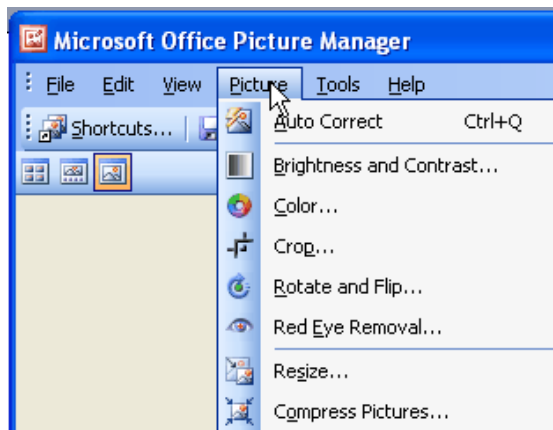
The File Menu offers not only basic saving features, but it provides the **EXPORT** feature that will users to rename, change the size of an image, and export into a different format.



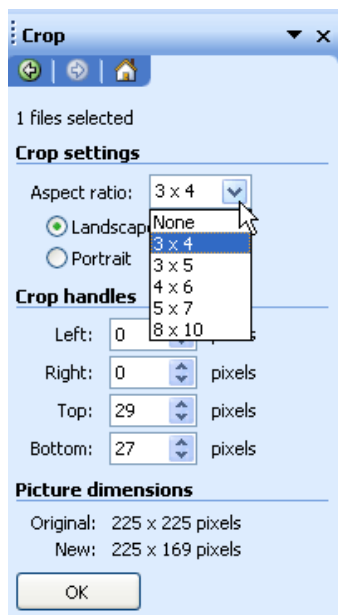
Microsoft Office Picture Manager continued . . .

Picture Editing

Can be activated using the Drop Down Men or Edit Pictures Task Pane. Using the Task Pane makes it easier for students to make changes to images because it provides instructions on how to apply the tool to the picture.

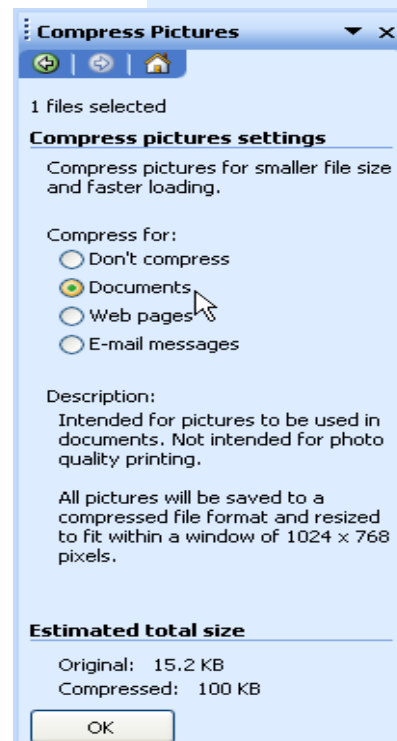
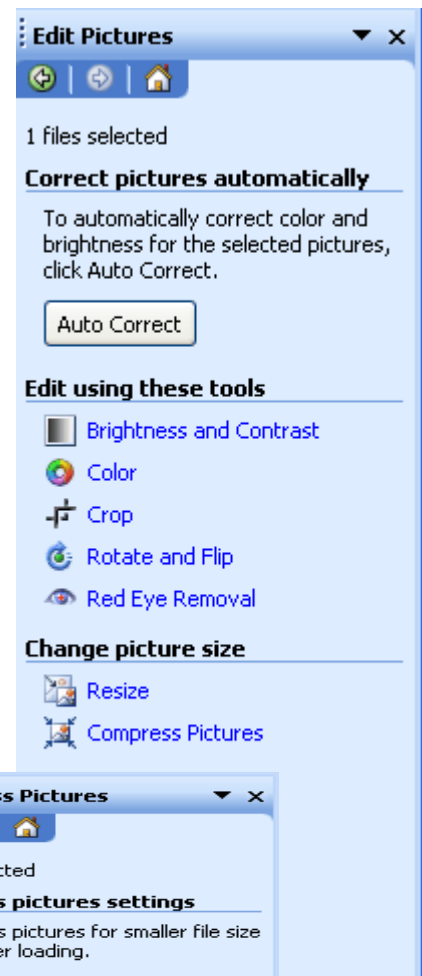


For example in the Crop Task Panel:



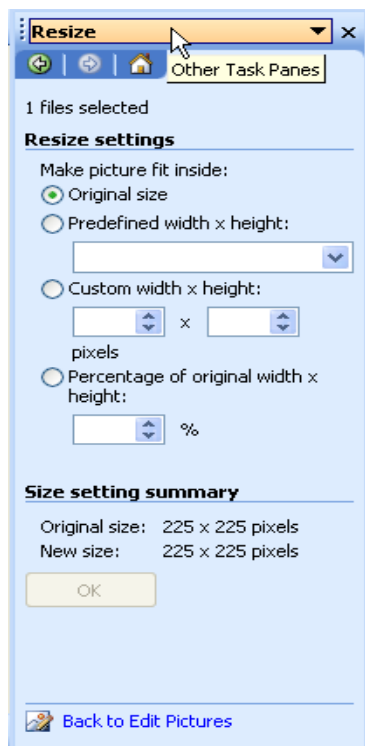
The Crop Feature's Aspect Ratio has a drop down list which can be applied to a picture. Picture modifications are similar to many online photo publishing programs. Also, Picture dimensions can highlight how to reduce overall pixel size.

Compress Pictures is another way to reduce file size. Notice how the original file size in this example goes from 15.2 KB to 100 KB

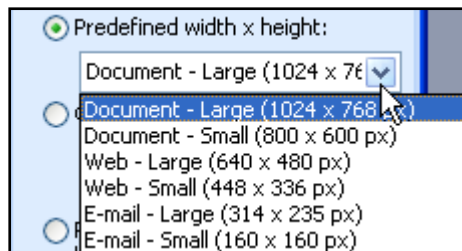


Microsoft Office Picture Manager continued . . .

Resize Task Panel:



Here is another way to change the size of a picture using predefined calculations for different purposes.



Renaming Task Panel:

Pictures can be renamed and automatically numbered using this feature.

- First select all the pictures you want renamed, and then activate the Rename Task Pane.
- The numbering can be applied to the beginning of the filename or end.
- The Preview located at the bottom shows what will happen to your original pictures.

