



Microsoft Picture Manager

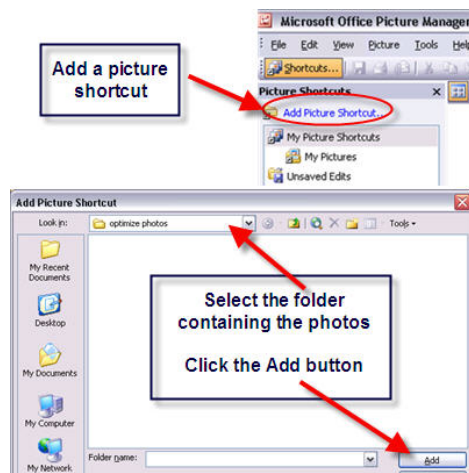
To save room on the storage device or to reduce download time, size your pictures before they are brought into MS Word, Power Point or Dreamweaver. *It is recommended to keep a copy of your pictures in the original size.*

Microsoft Office Picture Manager is one of the additional tools available when you install Microsoft Office 2003.

It is located by choosing:

Start, All Programs, Microsoft Office, Microsoft Office Tools, Microsoft Office Picture Manager.

To access pictures in Picture Manager, you need to first create a shortcut to the folder containing your pictures.



1. Click the **Add Picture Shortcut...** link in the top left corner of the program.
2. Locate the folder containing your pictures and click the **Add** button.
3. The folder is added to the list of picture shortcuts.
4. The folder will open allowing the pictures to be viewed.
5. Select the picture to size. If many or all of your pictures need to be reduced to the same size, you can do this as a group.

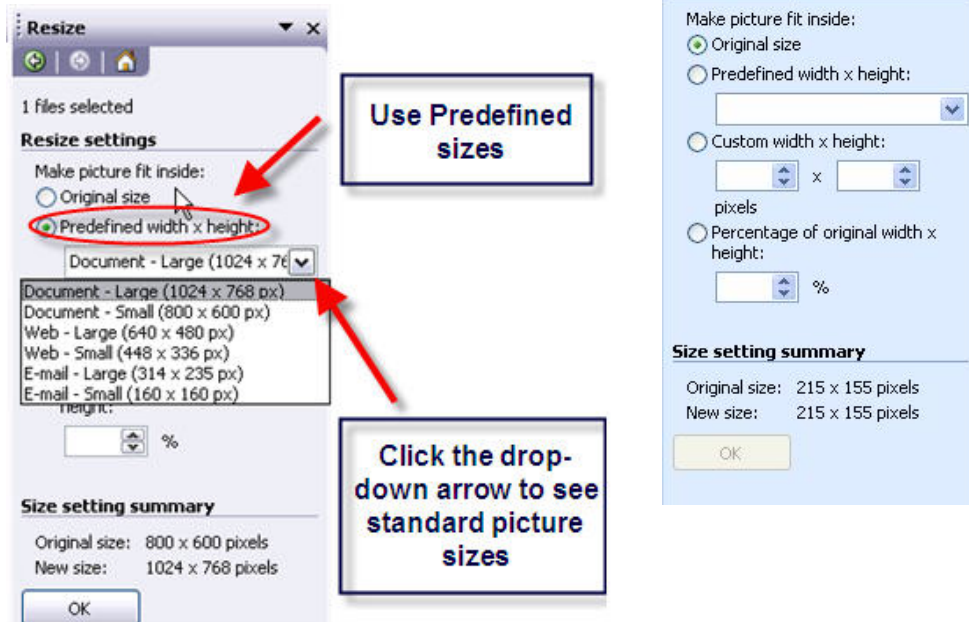
Select the group of pictures and then apply the resizing options. To select more than one picture, hold down the Ctrl key and click on additional pictures.



Resizing a Picture

There are several options for resizing your photos. You can use the predefined settings, manually enter a custom height and width, or enter a percentage of the original height and width.

1. With your picture or group of pictures selected, choose **Picture, Resize**.
2. **Predefined sizes** offer options for the most common sizes for use on a computer. Pick an appropriate size and click **OK**.



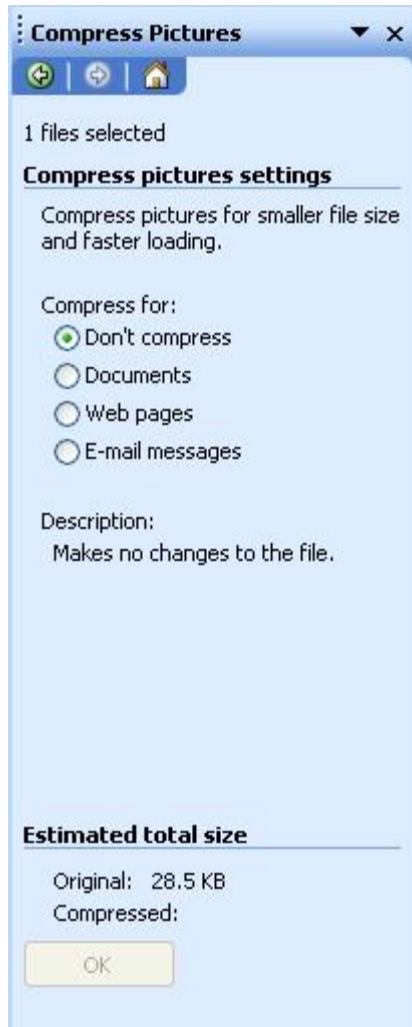
3. If you want a picture or group of pictures sized more specifically then choose **Custom width x height**. Enter a width and the height will change proportionately when you click **OK**. Enter a height and the width will change accordingly.
4. All changes made to the pictures are shown in the *Size setting summary* area of the task pane.

Note: Before saving--it is good practice to preserve the original picture and save the edited picture with a different file name or into a different folder.

5. When changes have been made to a picture, they can either be saved by selecting **File, Save** or discarded by selecting **Edit, Discard Changes**. When changes are made to a picture or a group of pictures, an Unsaved Edit folder appears at the end of the picture shortcuts list. You can **Save All** or **Discard Changes** from here as well.

Compressing a Picture

Compressing a picture is beneficial when you wish to make a picture size smaller to use on a webpage or sent in an email.



1. Select the picture or group of pictures you wish to edit.
2. Choose **Picture, Compress Pictures** to display Compress Pictures task pane.
3. Select the required compression option.
4. Click on **OK**.

Note: Before saving--it is good practice to preserve the original picture and save the edited picture with a different file name or into a different folder.

5. When changes have been made to a picture, they can either be saved by selecting **File, Save** or discarded by selecting **Edit, Discard Changes**. When changes are made to a picture or a group of pictures an Unsaved Edit folder appears at the end of the picture shortcuts list. You can **Save All** or **Discard Changes** from here as well.