



taken in late Spring 2005 on Lower Table Rock in Jackson County, Southern Oregon.

## Cropping & Resizing Digital Pix with Microsoft Office Picture Manager

If you have a Macintosh, no worries: you can do all this stuff in iPhoto.

Go to Start > Programs > Microsoft Office > Microsoft Office Tools > Microsoft Office Picture Manager. Most digital cameras are megapixel cameras, so the pictures they take have millions of pixels (mega = million—but you knew that). Megapixel pix use megabytes of your computer's memory to display, hence looooooong download times and absurdly big printouts unless... **you compress or resize them!**

Open your photo in Microsoft Office Picture Manager. Click on Edit Picture. To reduce something for email or PowerPoint, just hit the compress option and tell it what the destination is (email, document, or web).

### resize

Note the size in the % box (if you make it 100%, you'll see the actual size of the photo).

Change the % so it looks like a good size to you.

Then go to Image > Resize and make the % the same as it was in the regular view. Hit Enter.

Your picture will be waaaaay too small, but don't despair: make the % 100 again.

Happy? **DON'T SAVE OVER YOUR ORIGINAL!** Save the pic with Save As call it something like "4web\_img\_001swallowtail.jpg"

**Exit without saving changes** (if you save the changes, you will wipe out your original!)

### —or crop

Open the digital photo in Microsoft Office Picture Manager.

Decide what the important part of the picture is that you'd like to keep.

Click on the rectangular selection tool

Press and drag a dotted rectangle across the part you want.

Drag the handles at the corners and midpoints until you're happy.

Then go to Image > Crop and you'll get a window with a lot of choices (just hit Enter—you can always undo with Ctrl-Z if it doesn't look right)

Happy? Save the pic as something like "4web\_whatever.jpg"

**Make sure you give it a new name! DON'T SAVE OVER YOUR ORIGINAL!**

**Exit without saving changes** (if you save changes, you'll lose the original!)

### —or do both: crop first to get the good part, then resize



To get pixels, all you have to do is tell the resize window you want pixels instead of percent.

Note that you can also do red-eye removal, and fuss with contrast, auto brightness, and rotation.

