

Intro to Digital Photo Editing Computer Class- Rockaway Township Library

OVERVIEW OF PHOTO EDITING SOFTWARE OPTIONS

- Windows program installed on your computer as part of software package
- CD provided with your digital camera
- CD provided with your printer/scanner/copier equipment (eg. HP Photosmart)
- Free editing software you can download (eg, Picasa from Google)
- Software to buy as download or CD (eg. Adobe PhotoShop Elements or CS3)

Software varies widely in the number of editing features and technical savvy required.

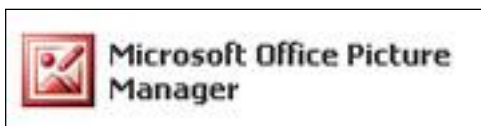
TIP! Any Basic Photo Editing Software you pick should include tools to

- Automatically fix common problems: Red Eye, Lighting, Color
- Manually edit and adjust color, brightness, orientation, and cropping
- Resize a photo file to share in emails, on the web, as photo prints
- Organize photo files on your computer
- Help and support links with update potential

What extra features are included in Intermediate-Advanced software?

Saving photo file in multiple formats (eg. JPG, GIF, PNG, BMP)
Retouching; Combining photos; Special effects; Adding text to a photo;
Taking Computer Screenshots.

THIS CLASS WILL Demonstrate 2 Photo Editing programs:



Included in Microsoft Office software on Windows XP and Vista systems



Free Online Photo editing site <http://picnik.com>

TOPICS TO BE COVERED IN THIS CLASS

- ✓ How to transfer photos from camera to computer
- ✓ My Pictures file
- ✓ Overview of Microsoft Office Picture Manager software tools
- ✓ Hands-on practice on basic editing functions with Picture Manager
- ✓ Auto Correct, Rotate, Crop, Delete, Brightness
- ✓ Resizing photos in Picture Manager
- ✓ Red Eye Removal and Manual Color Adjustments
- ✓ Saving photos on the computer
- ✓ Printing photos on paper
- ✓ Intro to Free Online Photo Editing software PICNIK
- ✓ Recommended websites for more information

WAYS TO TRANSFER PICTURES FROM YOUR CAMERA

1. Attach USB port to your camera and plug into computer



2. Insert camera memory card into a photo printer (eg. HP PhotoSmart units)
3. Photos can be saved onto a Flash Drive and transferred to the computer

HOW to Open PICTURE MANAGER From START (green button bottom left)

Point to [All Programs] then [Office] then [Office Tools] then Click [Office Picture Manager]



Picture Manager opens to 3 panes:

- 1) **Picture Shortcuts**
- 2) **Preview**
- 3) **Getting Started**

PICTURE SHORTCUTS - Find and select pictures you want to work with in the pane. Picture Manager will scan for folders that contain pictures, and add shortcuts



PREVIEW PANE displays the pictures in 3 views.

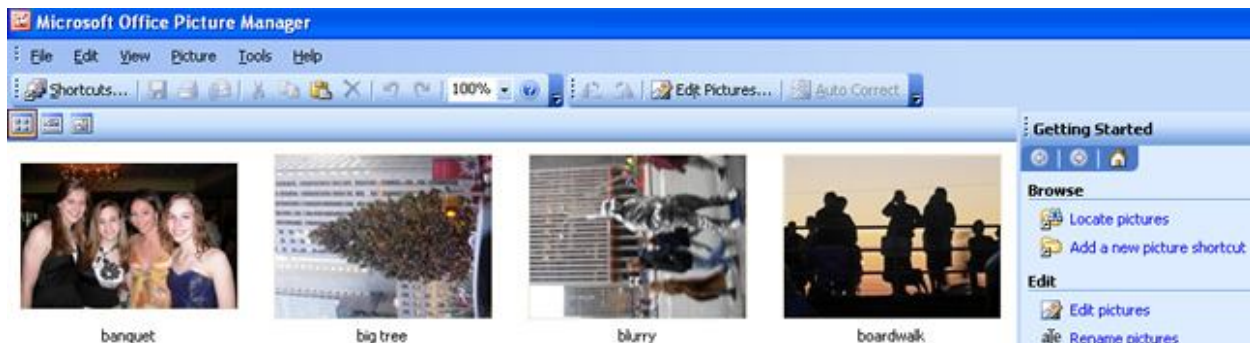
You can zoom in or out to magnify a picture or see more of it at a reduced size.

Picture Views (L to R)

Thumbnail, Filmstrip, Single Picture

GETTING STARTED pane shows the main tasks you can do with Picture Manager.

--LOCATE pictures -- Add a SHORTCUT -- EDIT pictures -- RENAME pictures



Edit Several Pictures at the Same Time



You can edit multiple pictures at once or edit pictures one at a time.

Click [**Edit pictures**]
Highlight to [**Select all**] Click [**AutoCorrect**]

AutoCorrect fixes Brightness, Color, Contrast.

Brightness and contrast Use this to correct pictures that are too light or too dark (MIDTONES!)

Color Adjust **hue** and **saturation** to correct pictures with colors that are tinted or dull

Crop Cut out unwanted parts of a picture & enlarge part of picture you like

Rotate and Flip Rotate Left, Right, or Diagonally. Vertical pictures show up sideways when you upload.

Red eye removal Remove the red from your picture subjects' eyes caused by the camera's flash. Either "Autofix" or move cursor to Red Eye Area one eye at a time (**WARNING--This sometimes changes face color around eye!**)

TO Undo On top menu bar next to **[File]** Click **[Edit]** and **[Undo]** to cancel any correction you don't like

SELECTING PICTURES to Edit

To select one picture, click the picture.

In Thumbnail or Filmstrip view Click **Next**  or **Previous**  to change picture
If you in Single Picture view, the current picture is selected by default

To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.

RESIZING the Picture to Save & Share

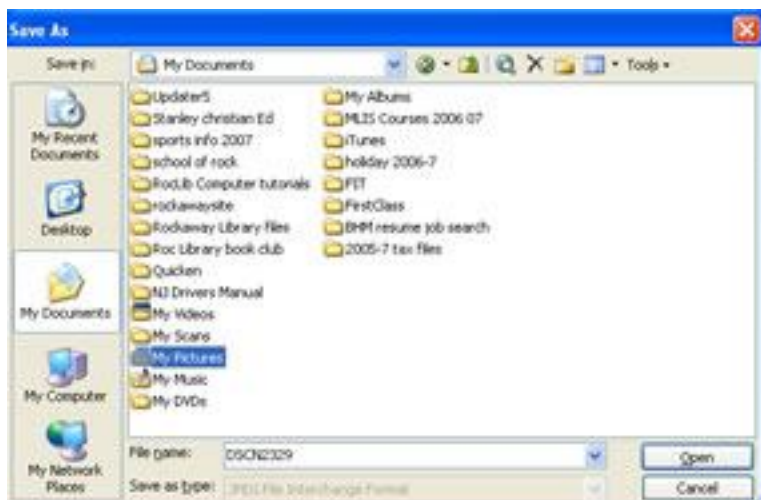


Resize

Allows you to change picture dimensions to enlarge a picture for printing or reduce it to send in e-mail or post online.



SAVING PHOTOS on Picture Manager



Click [**File**] Highlight [**Save As**]

Click [**My Documents**] Hlglight [**My Pictures**] Click [**Open**]

Rename your photo in **File Name box** from a number to short descriptive phrase

Click [**Save**] and photo will be saved in My Pictures folder

OR, You can create new separate folders for pictures by date, theme

PRINTING PHOTOS with Microsoft Printing Wizard

Go to [**File**] Click [**Print**] OR Click **Print Icon** on toolbar **AND**

Photo Printing Wizard Opens--Asks you to pick Printer option

MANY LAYOUT Options: Full Page (8 1/2x11") 8x10,5x7, 4x6, Wallet



For More Help with MS Picture Manager, Click Help in program or visit Microsoft Website
<http://office.microsoft.com/en-us/help/CH010344601033.aspx>

NOW We'll try a FREE, Easy to Use Online Photo Editor

PICNIK offers all the basic features on Picture Manager PLUS you can Sharpen Images, Add Text on Pictures, Add lots of Special Effects to your pictures, and Upload pictures to FLICKR, PiCASA to share online

Go to PICNIK <http://www.picnik.com>

We will work with a Demonstration Photo on the rightside of their page

You can use PICNIK for free, but will need to set up an Account

LINKS to ARTICLES about Free Photo Editing Downloads for Windows

<http://graphicssoft.about.com/od/pixelbasedwin/tp/freephotoedw.htm>

<http://www.consumersearch.com/www/software/photo-editing-software/reviews.html>

<http://photo-editing-software-review.toptenreviews.com/>

Downloads to Other Free Photo Editing Software

1) Google's PICASA for Photo Organizing <http://picasa.google.com/>

2) PAINT.NET http://www.download.com/Paint-NET/3000-2192_4-10338146.html

3) Serif Photo Plus <http://www.freeserifsoftware.com>

A Few Sites For Photo Sharing Online

1) FLICKR <http://www.flickr.com/>

2) Photobucket <http://photobucket.com/>

3) Webshots <http://www.webshots.com/>

4) Picasa <http://picasa.google.com>