


## Digital Images

This class will cover the basics for saving, manipulating, and using digital images. We will not have time to get into specifics on the cameras that you are using on your own, but I will be glad to discuss any issues that you might have regarding your camera after class or at another time.

For class purposes we will use a photograph taken from the Internet. You can pretend that this is a photograph that you have taken with your camera and downloaded to your computer.

We need a place to save our photos so we can always find them (oh, if I could just follow my own advice). Microsoft is somewhat helpful in that they provide pre-named folders for documents, music, videos, and, oh yeah, pictures. These folders are all conveniently located in a folder called “My Documents”. It is a great idea to keep your pictures in the “My Pictures” folder (usually the default when saving pictures). You can also create folders within this folder to help you stay more organized.

Get a picture and put it in a place that we might actually be able to find again.

- I. Create a folder to hold any pictures that you might use in this class
  - A. Double-click My Documents>Double-Click My Pictures
  - B. Click on File>New>Left-Click on Folder
  - C. Type **Imaging Class** to name the folder
  - D. Press Enter
  - E. You now have a folder for saving your Imaging Class pictures.
  
- II. Find a picture. For our purposes, you will get one from the Internet.
  - A. Open the Internet and go to Google
  - B. Click on Images in the upper left of the screen
  - C. In the search field type *bobcat*
  - D. Click Search Images
  - E. Click on the bobcat image that looks like this,  or choose another image. Note that you are viewing what is referred to as a thumbnail image. A thumbnail is a small representation (dimensions and file size) of the actual image. A thumbnail looks pretty bad when enlarged.
  - F. You want to get to the full size image, so you need to click on the image itself, or “see full-size image”, or go to the page where the actual image resides.
  
- III. Save an image to your computer. (This way you’ll have it for future use.)
  - A. Right-Click on the full-size bobcat image
  - B. Click on Save Picture As
  - C. Find the **Imaging Class** folder that you made earlier
  - D. Name your picture (short name, logical title)
  - E. Click Save




What are some things that can you do with your picture?



I. Using Microsoft Office Picture Manager

Start/Programs/Microsoft Office/Microsoft Office Tools/Microsoft Office Picture Manager

The screenshot shows the Microsoft Office Picture Manager application window. The title bar includes 'Shortcuts...', '100%', 'Edit Pictures...', and 'Auto Correct'. The menu bar contains: Save, Print, E-mail, Cut, Copy, Paste, Delet, Undo, Redo, Zoom, Rotate Left, and Rotate Right. The 'Picture Shortcuts' pane on the left shows a tree view with 'My Picture Shortcuts' expanded to 'My Pictures', which contains folders like 'bobcats', 'buckle', 'camera12-5', 'golf', 'id pics', 'Imaging Class', and 'logos'. The main preview area shows three images: a large black letter 'R' (labeled 'blkR'), a yellow and black bobcat head (labeled 'bobcat2'), and a red and green abstract image. The 'Edit Pictures' task pane on the right is open, showing '1 files selected' and options for 'Correct pictures automatically' (Auto Correct), 'Edit using these tools' (Brightness and Contrast, Color, Crop, Rotate and Flip, Red Eye Removal), and 'Change picture size' (Resize, Compress Pictures). Annotations with arrows point to the 'My Pictures' folder, the 'View' toolbar icons, the 'Edit Pictures' toolbar button, and the 'Edit Pictures' task pane.

Search for pictures.  
The default is My Documents/My Pictures

Picture View: Change how pictures are displayed in the preview pane.  
On the **Views** toolbar, click **Thumbnail** , **Filmstrip** , or **Single Picture** .

**NOTE** To browse through more pictures in the selected folders, click **Next**  or **Previous** .

The Edit Picture option on the toolbar opens the Edit Picture window on the right side of the screen.

Use these tools to adjust the color, brightness, crop, rotate, resize, or compress pictures.

Notes

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## II. Locating a Picture

- A. Use the Picture Shortcut panel on the left to search for a picture. The default location is My Documents > My Pictures.
- B. Clicking the + sign next to a folder will expand that folder. Only folders that contain additional folders have a plus sign.
- C. Find and Click the folder named Imaging Class.
- D. Double click the bobcat picture. The picture should appear in the center frame.

## III. Editing Pictures - Click the Edit Pictures button on the toolbar. A panel will open on the right side of the screen. Use the following options to practice editing your picture.

- A. **Brightness and contrast** - Allows you to adjust the difference between light and dark tones. You can use this feature to correct pictures that appear too light or too dark.
- B. **Color** - Allows you to adjust the hue and saturation. You can use this feature to correct pictures with colors that are tinted or dull.
- C. **Crop** - Allows you to crop out unwanted parts of a picture. You can use this feature to correct pictures that contain distracting elements.
- D. **Rotate and Flip** - Allows you to rotate pictures or flip them on the current axis of the picture. You can use this feature to correct pictures that you have taken sideways for a portrait orientation.
- E. **Red eye removal** - Allows you to remove the red from your picture subjects' eyes caused by the camera's flash. You can use this feature to correct red eyes wherever they appear.
- F. **Resize** - Allows you to change the dimensions of a picture. You can use this feature to enlarge a picture for printing or reduce it to send in e-mail messages or share on the Internet.
- G. **Compress** - If you plan to share your pictures in Microsoft Office documents, on Web sites, or in e-mail messages, you may want to reduce the size or dimension of your pictures.

**NOTE** You cannot use Picture Manager to make images transparent, add text to pictures, or scan images.

## IV. Saving Pictures

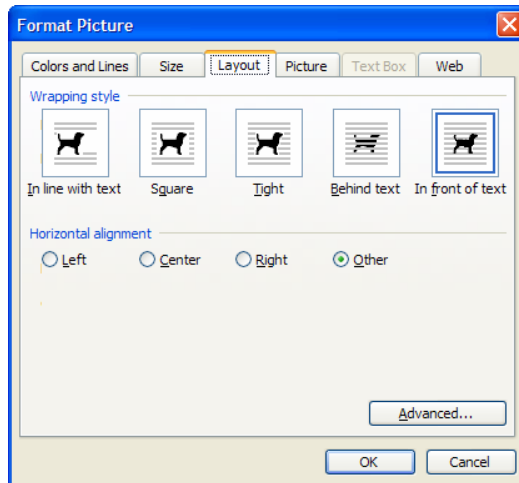
- A. Click File>Save As
  - NOTE** If you just click Save, you write over the top of the original.
- B. Choose the **Imaging Class** folder.
- C. Name the file differently than the original.  
Example: *bobcat\_redo*

**NOTE** You can't email directly through this program. You need to save your picture and then attach to your email.

## Using images in Word and PowerPoint

### V. Copy and Paste from the Internet to Word or PowerPoint


- A. Go to the Internet and find a picture or use one on your computer
- B. Right-Click on the picture and choose Copy
- C. Open Word and go to Edit>Paste
- D. Right-Click on your picture and go to Format Picture
- E. Check out all of the options, especially under the layout tab
- F. If you change your wrapping style to In Front of Text you can move your picture anywhere you want



### VI. Inserting a picture

- A. Open Word
- B. Click on Insert>Picture>From File
- C. Go find the bobcat picture that you saved earlier
- D. Click on the bobcat picture>Click Insert

### VII. Manipulating your pictures in Word, PowerPoint,....

- A. Click on your picture
- B. Look for this toolbar 
- C. If you don't see it go to View>Toolbars>Click on Picture
- D. Experiment with the options

**TRY THIS** - You can use Microsoft Office Picture Manager to make corrections to your pictures such as fixing brightness, color, or removing red eyes. To save time, select all the pictures you want to correct at one time (in thumbnail view), then try Auto Correct or one of the individual picture editing tools.

Please keep in mind that there are rules and laws that pertain to the use of other people's work. We will not be discussing this at length in this class, but I would like to suggest that you go to a few websites and learn the basics. We need to try and set good examples for our students in regard to this issue. Here are some sites to check out later.

<http://fairuse.stanford.edu/>

<http://www.umuc.edu/library/copy.shtml>

[http://www.education-world.com/a\\_curr/curr280.shtml](http://www.education-world.com/a_curr/curr280.shtml)

For users who want to know more about images, pixels, resolution, and file size -

<http://www.rcps.org/rhs/Resolution/index.htm>