

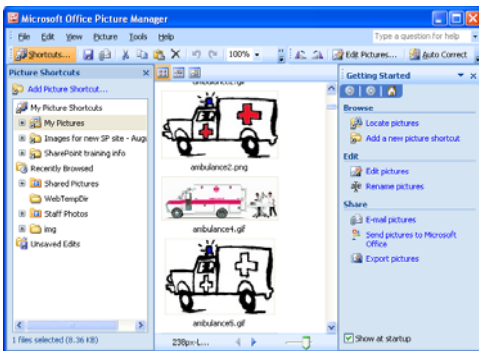



Preparing Photos for use on the websites using Microsoft Picture Manager

Today's new digital cameras and even cell phones can take medium to high resolution photos which are great for making traditional prints. However, when it comes to using your photos on a website or SharePoint site we need to reduce the physical and file size of the photo. Professional website builders and graphic artists have tools like Adobe Photoshop® or Adobe FireWorks® at their disposal to enhance and manipulate photos, but unfortunately these products are very expensive for the average user. Fortunately we have at our disposal, as part of our Microsoft Office Suite, a program which will fill 90% of the needs of the average users. That program is **Microsoft Office Picture Manager** which you will find on your Merced College PC under the  menu, , Microsoft Office, Microsoft Office Tools. (see illustration at bottom of this page).

Once you launch Picture Manager, you see a window like the one shown below.




You can add shortcuts to the folder(s) where your photos are stored by clicking the  link on the upper left part of the screen, and link to the folder where your pictures are stored on your computer.

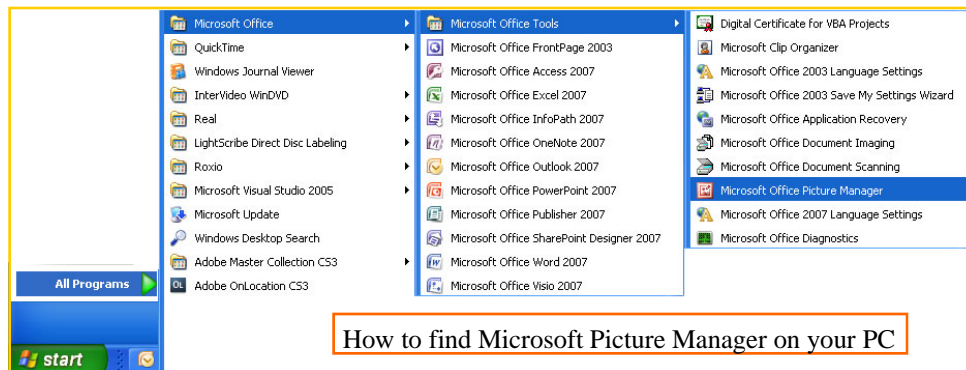
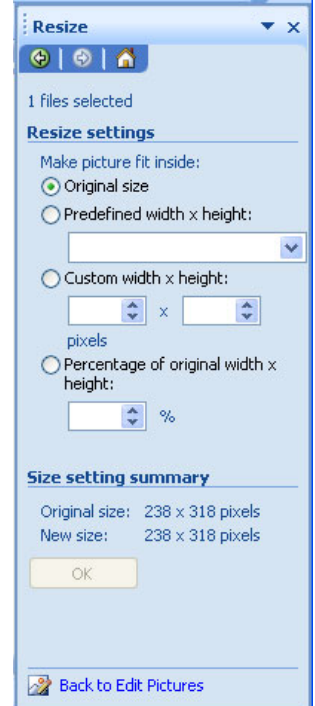
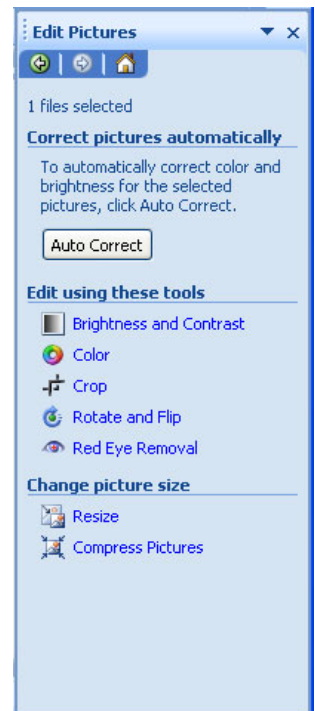
HINT: An easier way to launch Picture Manager

with the photo you are interested in manipulating is to navigate to the folder where your photos are stored, *My Pictures* for example, and then **RIGHT CLICK** on the photo and select **Open With** and then select **Microsoft Office Picture Manager**. This will launch Picture Manager with the photo open and ready to edit.



Once you have the photo open in Picture Manager, click  if the panel is not already open. In the **Edit Pictures** panel you will see all the things you commonly do to a photo to enhance it — Brighten and Darken, Change the Contrast — Crop — Rotate — Remove Red Eye, etc. You will also see **Change Picture Size** which is the main topic of this article. The one you will use most often is **Resize**. (see the example of these panels in the left sidebar of this page) Here you can set the size you want. The measurement is in pixels (Picture Elements). There are 72 pixels to an inch, so a picture size of 144px by 144px would equal 2" x 2". A 4 x 6 inch photo would equal 288px x 432px, and so on. You can also use percentages — if you have an 8 x 10 inch photo and want it to be 4 x 5 inches choose 50% (half the height and width). Open a photo of your choice and play with the settings. You can always **Edit-Undo** or close without saving to revert back to your original photo. Have fun !

HINT: your profile photo on your MySite should always be square since many of the lists display them in square containers
144px by 144px at a minimum and 640px by 640px maximum



How to find Microsoft Picture Manager on your PC