# Chapter 5
MS Picture Manager

Microsoft Office Picture Manager is a software program included with Microsoft Office suite starting with the 2003 version through the 2010 version. It is no longer included with Office 2013 or later. It replaced Microsoft Photo Editor, which had been included with the Microsoft Office suite since Office 97 up to Microsoft Office XP. With Microsoft Office Picture Manager you can easily browse/organize your photos, crop, resize, rotate, flip, convert images between various formats and make changes to color, brightness, hue, contrast and saturation, including automatic adjustments. It has easy-to-use features such as one-click image compression, and resizing to a user's own choice. It does not however, offer any sort of actual drawing or text-editing tools. You can start your Picture Manager program in different ways. One way is using Start button as follows:

Step 1: Click on the **Start** button on the task bar at the bottom-left corner of the screen
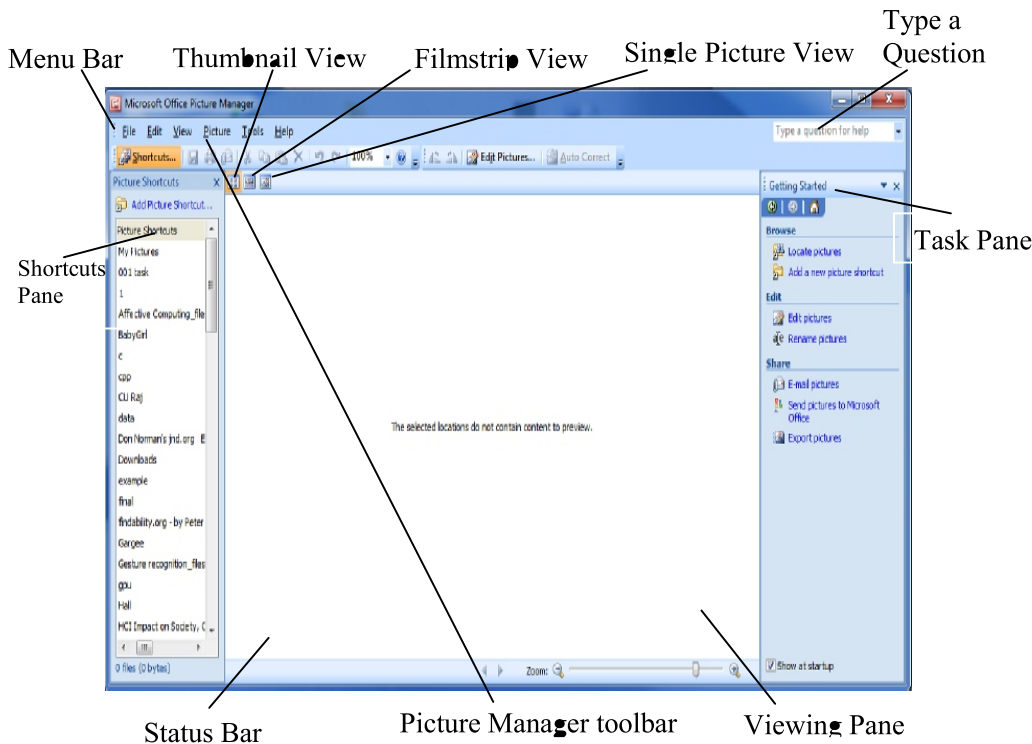
Step 2: Click on **All Programs** option from the menu

Step 3: Select **Microsoft Office** from the list of programs

Step 4: Click **Microsoft Office Tools** and then click on **Microsoft Picture Manager**
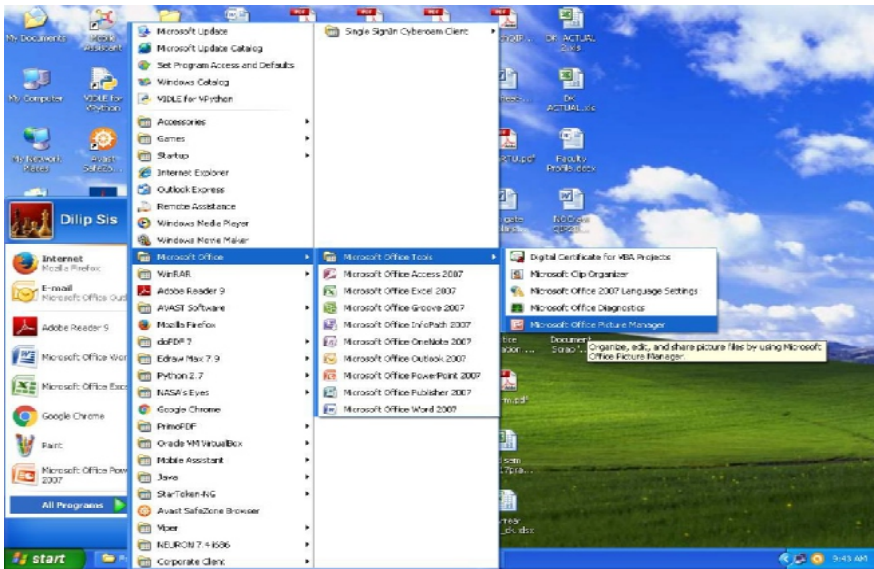
This will launch the Microsoft Picture Manager application and the following Picture Manager window will be shown.

139

5.1 OPEN A PICTURE

Microsoft Office Picture Manager can help you find pictures stored on your computer or a network location, and Office Picture Manager will automatically create picture shortcuts so that you can access your pictures more easily. It has Locate Pictures feature that enables you to find your pictures with powerful search. When you open Picture Manager, it automatically displays the My Pictures folder and any subfolders on your computer. You can add additional Picture Shortcuts to the list so that you can access any images on your computer. To open and edit an image in MS Picture Manager, use following steps:
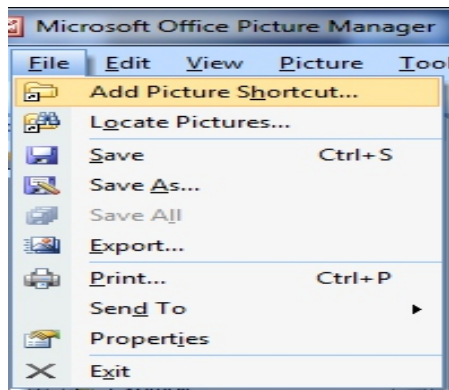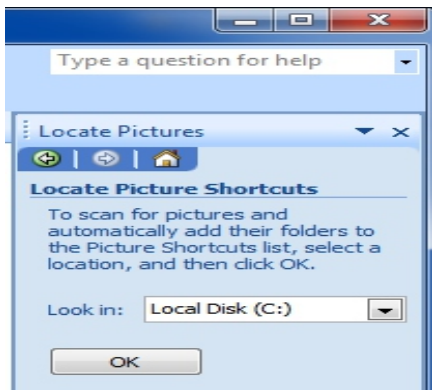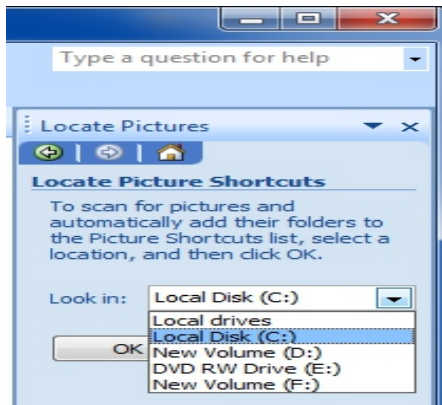Go to Start, All Programs, Microsoft Office Tools, and click Microsoft Office Picture Manager
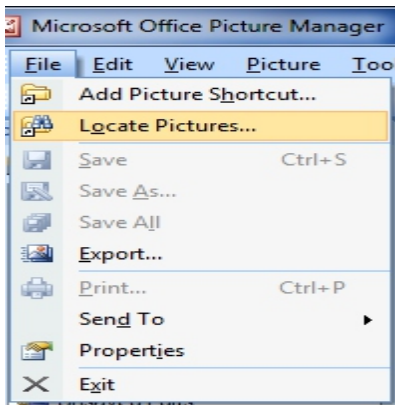**Step 1**: Click on **Add Picture Shortcut**
Step 2: Browse to locate the folder that contains your images
Step 3: Click on **Add**
Step 4: The new folder will appear in the list
Step 5: Double click the image you want to open

5.2 FIND THE PROPERTIES OF PICTURE

Properties of picture include its type, dimensions, size, created and last modified time, location etc. You can find out picture properties by using following steps:
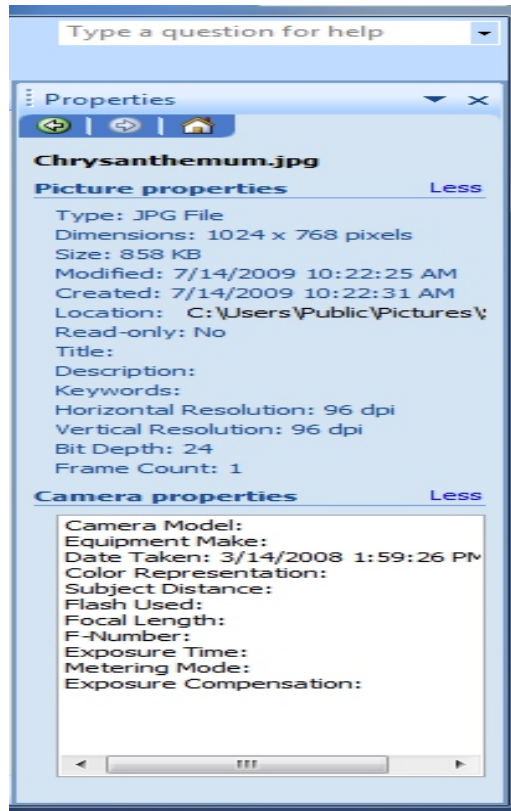
Step 1: Select the picture of which you want to know the properties

Step 2: Click **Properties** in **File** menu

Alternatively, right click on picture and click on **Properties** in the popup menu

Step 3: At the right of the screen, Properties of picture will be visible
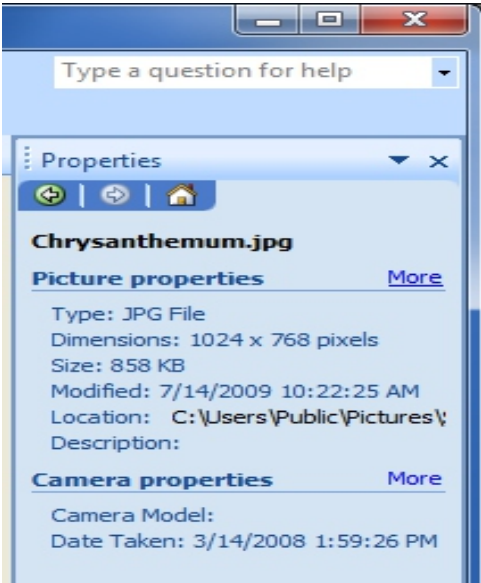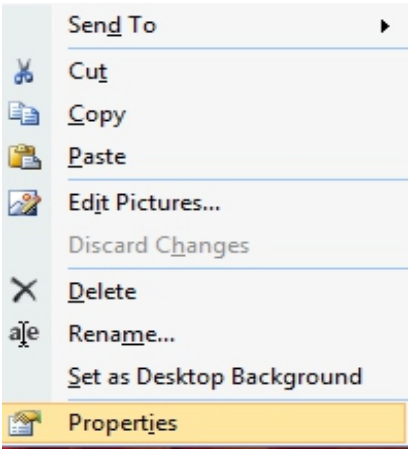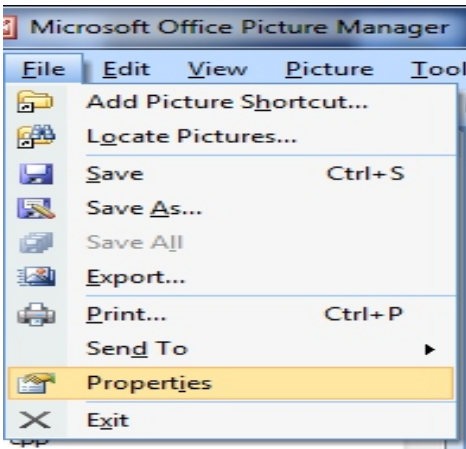
5.3 AUTO CORRECT

Auto Correct feature of Picture Manager will automatically adjust your colors, brightness (the lightness/darkness of the picture overall), and contrast (the difference between the lights and darks in the picture). There may not be a huge change made to the picture depending on your particular picture. If the photo does not look correct after using Auto Correct, you can undo the Auto Correction. To auto correct picture use following steps:

Step 1: Select the picture that you want to auto correct

Step 2: Click **Auto Correct** in **Picture** menu, to see the values that Picture Manager recommends

Step 3: If the photo does not look correct after using Auto Correct, You can undo the Auto Correction by clicking on Edit > Undo or Ctrl-Z

Alternatively, Right click on the photo that you want to auto correct, then in the popup menu click the Edit Pictures, Click **Auto Correct** in the Edit Pictures menu that appears on the left or you can use auto correct short cut command [Ctrl +Q].
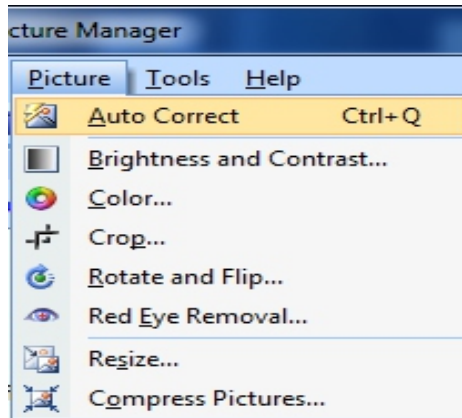
5.4 BRIGHTNESS AND CONTRAST ENHANCEMENT

Brightness is the attribute of visual perception where a source appears to be reflecting light. It is also known as the amount of energy output by a source of light relative to source. The difference between maximum and minimum pixel intensity in derived by Contrast. To adjust brightness and contrast of picture use following steps:

Step 1: Select the picture you want to adjust brightness and contrast

Step 2: Click **Brightness and Contrast** in **Picture** menu

Step 3: At the right of the screen, click the **Brightness and Contrast** link

Step 4: To automatically correct the brightness level for selected picture, click **Auto Brightness** button (Often it makes an over-correction, If you don't like the results you can always undo)

Step 5: In Advance setting, where Milestone, Highlight, and shadow option is visible you can manually adjust them as acquired

143
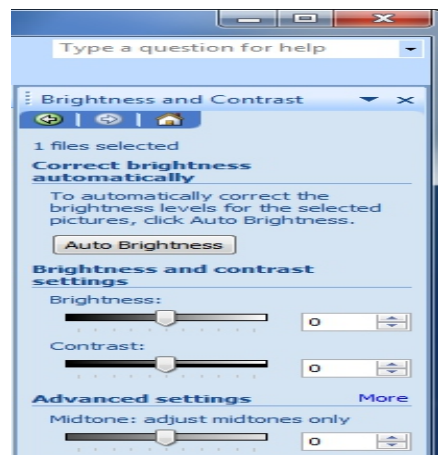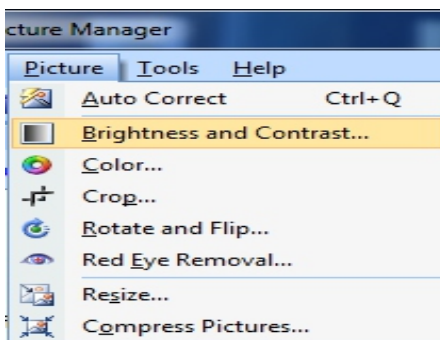
5.5 COLOR ENHANCEMENT

Color enhancement increases the saturation range of the colors in picture. You can automatically correct the color balance for the selected pictures, by clicking **Enhance Color** button shows in right hand side of screen. You can also use Hue and saturation settings to set Amount, Hue, and Saturation. To enhance the color of picture use following steps:

Step 1: Select the picture you want to color enhancement

Step 2: Click **Color** in **Picture** menu

Step 3: At the right of the screen, click the **Color** link

Step 4: Click the **Enhance Color** button, then click inside the image on an area that should be white, (software will automatically adjust the color balance)

Step 5: After that, if you wish, you can fine-tune the adjustment:

☐ Use the Amount slider to adjust the degree to which you apply the correction

☐ Use the Hue slider to tint the overall color bias in the image

☐ Use the Saturation slider to decrease or increase the color intensity of the entire image
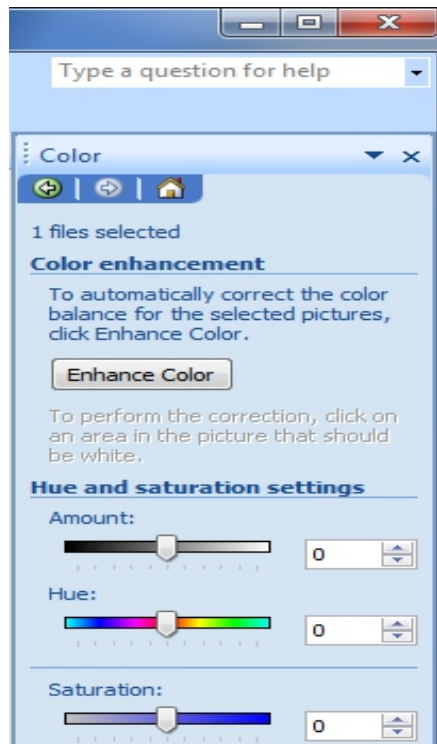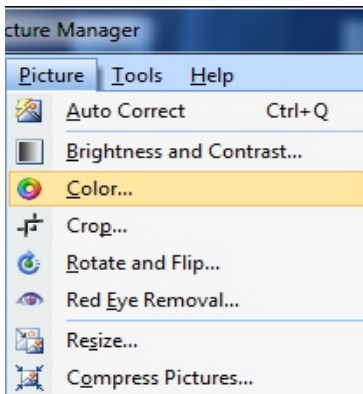
5.6 CROP SETTINGS

Cropping is an easy yet important step to consider when editing photos. You can use the cropping tools to trim and remove unwanted, to improve framing, accentuate subject matter or to change aspect ratio. To apply the crop setting on picture use following steps:

Step 1: Select the picture you want to crop

Step 2: Click **Crop** from **Picture** tab

Step 3: At the right of the screen, click the **Crop** link

Step 4: Edges and corners will appear around the image, Drag these cropping handles to change the picture to the dimensions you want

- Adjust from the corners to preserve proportions
- Adjust from the sides to change the proportions
- Drag from inside the image to move the crop box
- If you would like to crop to a standard aspect ratio such as 4 x 6, or 5 x 7, under Crop Settings, make a selection from the drop-down Aspect Ratio menu

Step 5: When you are satisfied with your selection click "OK"

145
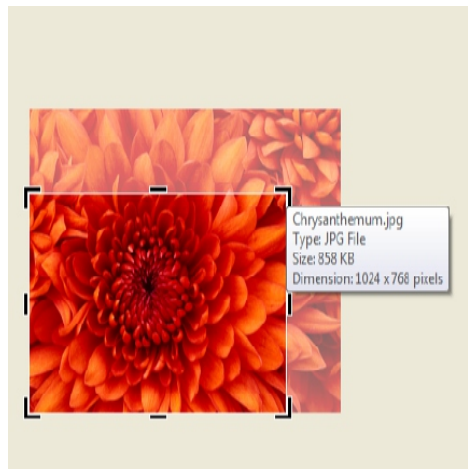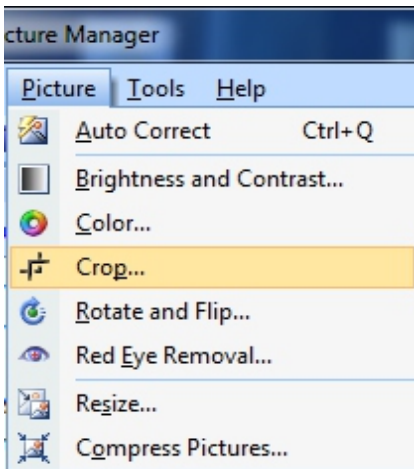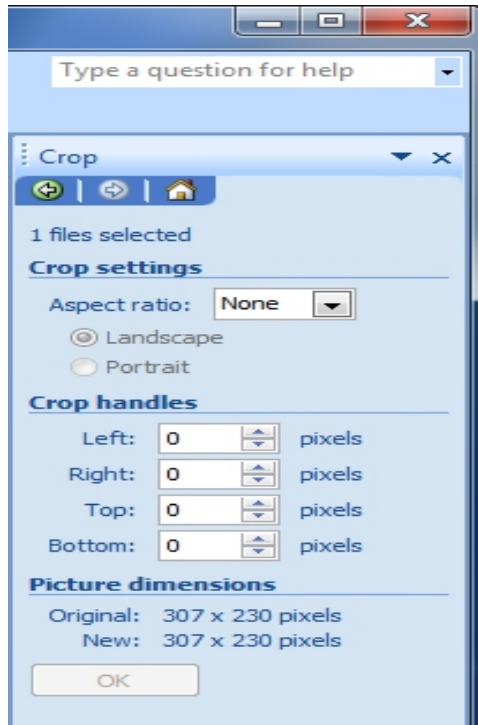
5.7 ROTATE AND FLIP SETTINGS

Rotation has three options as: **Rotate Left**, **Rotate Right**, and rotate **By degree**. You can perform many times rotation as acquired by click these options. Flip option is used to make changes the direction of picture. Flip have two options as: **Flip horizontal**, **Flip vertical**. To apply the Rotate and Flip setting on picture use following steps:

Step 1: Select the picture you want to rotate and flip

Step 2: Click **Rotate and Flip** in **Picture** menu

Step 3: Do one of the following:

　□　To rotate the picture, click **Rotate left** or **Rotate right**, as required (If you click the option more than once, the picture will continue to rotate in the same direction)

　□　Click the up arrow in the **By degree** box to rotate the picture to the right, or click the down arrow in the **By degree** box to rotate the picture to the left, you can also type a value in the **By degree** box to rotate the picture a specific number of degrees

　□　To flip the picture, Click **Flip horizontal** or **Flip vertical** as required

146
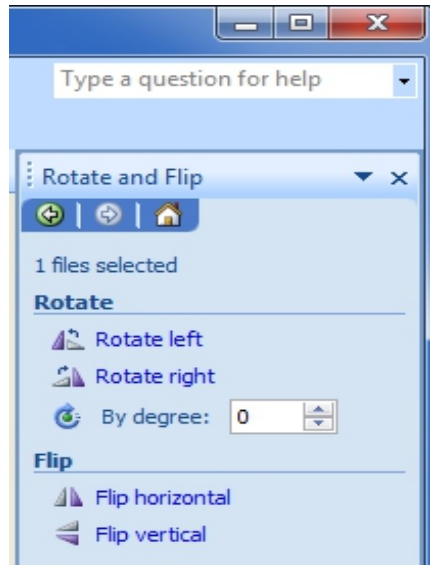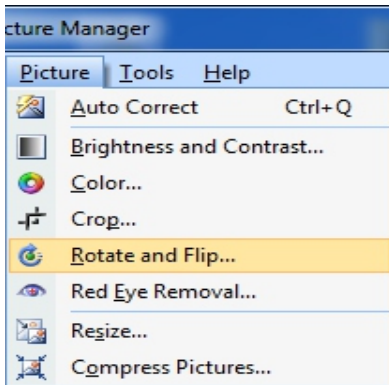
5.8 RESIZE SETTINGS

One problem you normally face during uploading a picture on web page or attaching it to email or when using picture from your digital camera, is the size of the picture. The dimensions are often too large, and the physical size is also too large to use it in presentations and documents. You can resize and compress your pictures so that the overall size of your presentations and documents is manageable. To resize the picture use following steps:

Step 1: Select the picture you want to resize

Step 2: Click **Resize** in **Picture** menu

Step 3: At the right of the screen, under **Change Picture Size**, click **Resize**
(The Size setting summary at the bottom of the Resize task pane lets you compare the original and new size)

Step 4: Choose a method (other than original size) and make settings:

☐ The **Predefined width x height** menu provides typical sizes as may be found on the web or in documents for print
Documents: Fits within 1024 x 768 pixels best for placing an image in a Word doc or PPT presentation
Web Pages:Fits within 448 x 336 pixels for on-screen display on Web Pages or in E-mails compressed to load quickly
E-mail messages: Fits within 160 x 160 pixels for thumbnail display, best for faster loading and for small file size

147

- **Custom width x height** lets you enter pixel dimensions (enter just the new height or width, Aspect ratio will be preserved, as indicated in the Size setting summary at the bottom of the resize task pane)
- **Percentage of original** scales the image by percent

Step 5: Once you have entered the new dimensions, click **ok** to resize the image
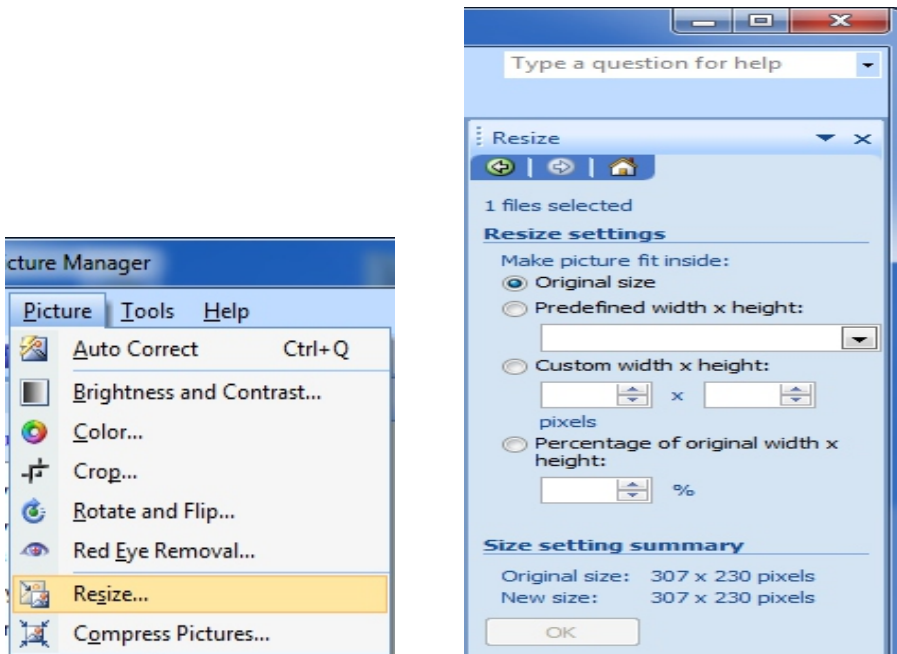
5.9 COMPRESS SETTINGS

Picture compression is use to reduce the size of picture in bytes of a graphics file without degrading the quality of the picture to an unacceptable level. The Compress pictures command simultaneously resizes the image using standard built-in sizes, and compresses the image data so that it takes up less disk space. To compress the picture use following steps:

Step 1: Select the picture you want to compress

Step 2: Click **Compress Picture** in **Picture** menu

Step 3: At the right of the screen, under **Compress Picture** , click **Compress for** (The Size setting summary at the bottom of the Resize task pane lets you compare the original and new size)

Step 4: Choose option to **Compress for**:
- **Don't Compress:** to remain the same size of picture
- **Documents**: Fits within 1024 x 768 pixels best for placing an image in a Word doc or PPT presentation

148

- **Web Pages**:Fits within 448 x 336 pixels for on-screen display on Web Pages or in E-mails compressed to load quickly
- **E-mail messages**: Fits within 160 x 160 pixels for thumbnail display, best for faster loading and for small file size

Step 5: Once you have entered the new dimensions, click **ok** to resize the image
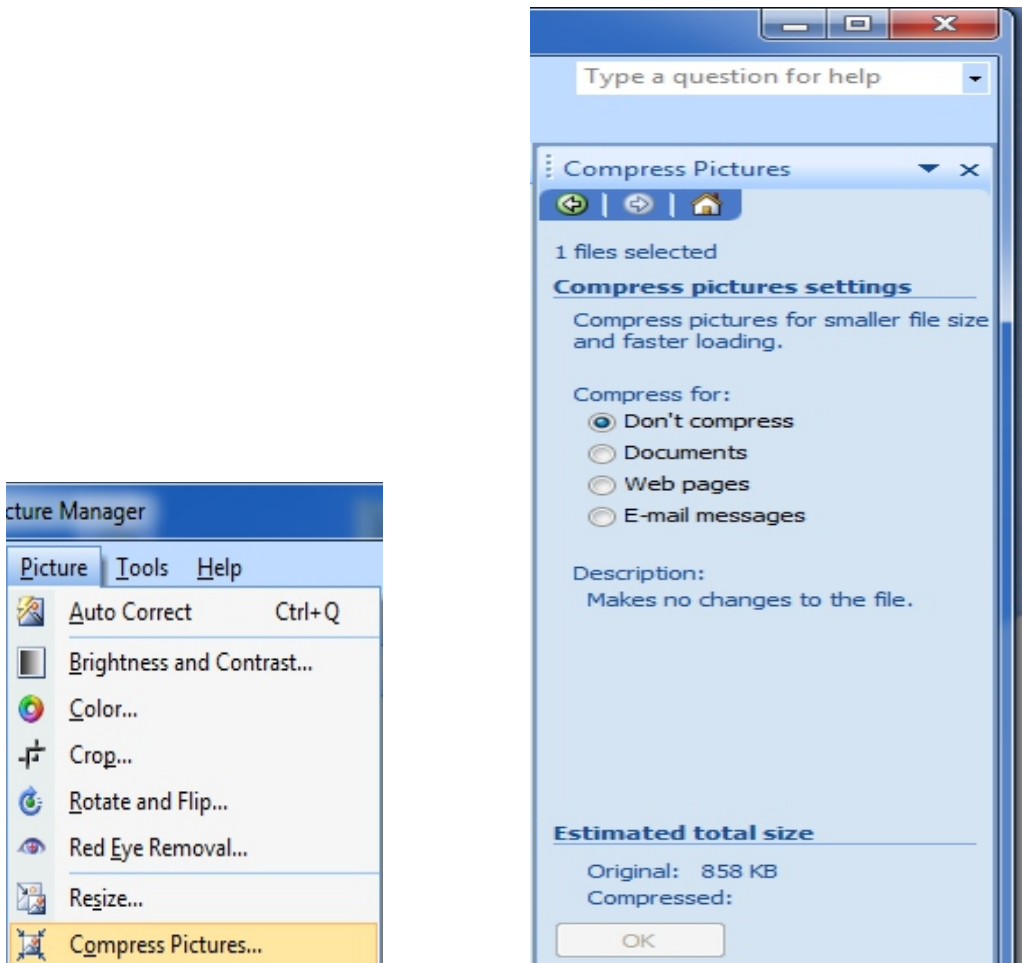
Important Points:

- Using Microsoft Office Picture Manager, you can easily browse/organize your photos, crop, resize, rotate, flip, convert images between various formats and make changes to color, brightness, hue, contrast and saturation, including automatic adjustments.

- Auto Correct feature of Picture Manager will automatically adjust your colors, brightness, and contrast.
- Properties of picture include its type, dimensions, size, created and last modified time, location etc.
- Brightness is the attribute of visual perception where a source appears to be reflecting light.
- Color enhancement increases the saturation range of the colors in picture.
- Cropping is use to trim and remove unwanted to improve framing, accentuate subject matter or change aspect ratio.
- Rotation has three options as: Rotate Left, Rotate Right, and rotate By degree.
- Flip option is use to make changes the direction of picture.
- Flip have two options as: Flip horizontal, Flip vertical.

Practice Questions

Objective type questions:

Q1. Which is not an option in compress settings?
- e. Documents
- f. Web pages
- g. Original size
- h. E-mail messages

Q2. How many options does Flip setting have in MS picture manager?
- a. 7
- b. 2
- c. 4
- d. 8

Q3. Which option is not available in Rotation setting of MS picture manager?
- a. Rotate Left
- b. Rotate Right
- c. By degree
- d. By angle

Q4. Flip option is use to make
- e. changes the direction of picture
- f. changes the size of picture
- g. changes the overall size of picture
- h. changes the physical size of picture

Q5.Auto correct short cut command is
   a. Ctrl +C
   b. Ctrl +Q
   c. Ctrl +K
   d. Ctrl +A

Very short answer type questions:
Q1. What is the Contrast of a picture?
Q2.What do you mean by picture brightness?
Q3.Why we use flip option?
Q4.What Color enhancement does?
Q5. What Auto Correct feature of Picture Manager does?

Short answer type questions:
Q1. What are the usages of Microsoft Office Picture Manager?
Q2.Why you use Hue slider in MS Picture Manager?
Q3. How you can open a picture in MS Picture Manager?
Q4.What are properties of picture? How you can find the properties of picture in
      Picture Manager?
Q5. Why we use resize settings in MS picture manager?

Essay type questions:
Q1. Explain Auto correct feature of Picture Manager.
Q2.How you can enhance the brightness and contrast of picture in MS Picture
Manager?
Q3.Explain color enhancement in detail.
Q4. What is a crop setting? Explain the need of crop settings.
Q5.Explain the purpose of rotate and flip settings.
Q6. Why we use compress settings? Write down the steps to compress a picture.

Answers key for objective questions

Q1: c
Q2: b
Q3: d
Q4: a
Q5: b