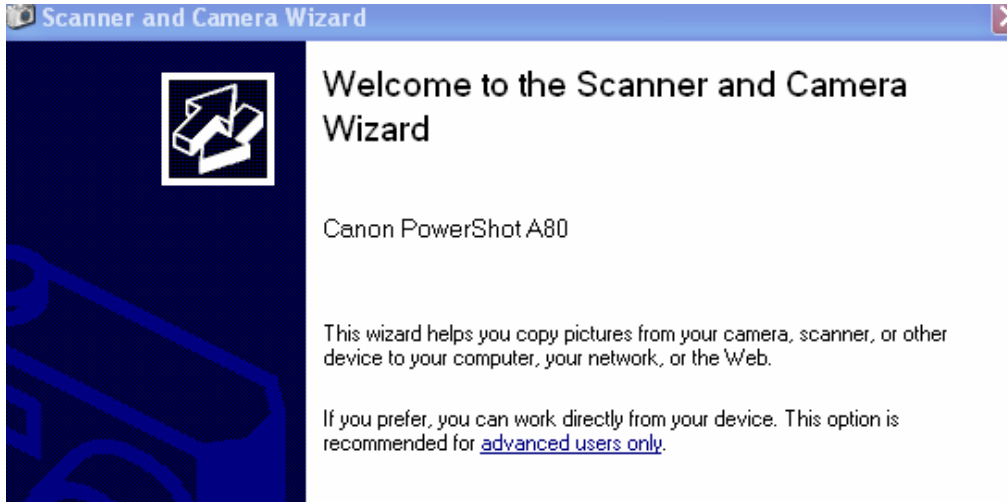


Using Microsoft Office Picture Manager to Organize, View and Edit Software

Downloading Photos

- Launch Picture Manager (Start/My Programs/Microsoft Office/Microsoft Office Tools/ Microsoft Office Picture Manager)
- Connect the camera to the computer, turn it on
 - The camera may need to be set to the View Mode
- The Scanner and Camera Wizard will appear
- Click Next



- Check the pictures to download
- Click Next

Scanner and Camera Wizard

Choose Pictures to Copy
Pictures with check marks will be copied. To rotate a picture or view its properties, click it, and then click the appropriate button.



Clear All | Select All

7 picture(s) selected of 7

- Enter the desired name and location for the pictures
- Click Next
- The pictures will download



- In the Scanner and Camera Wizard Other Options Window, select Other Options, click Next



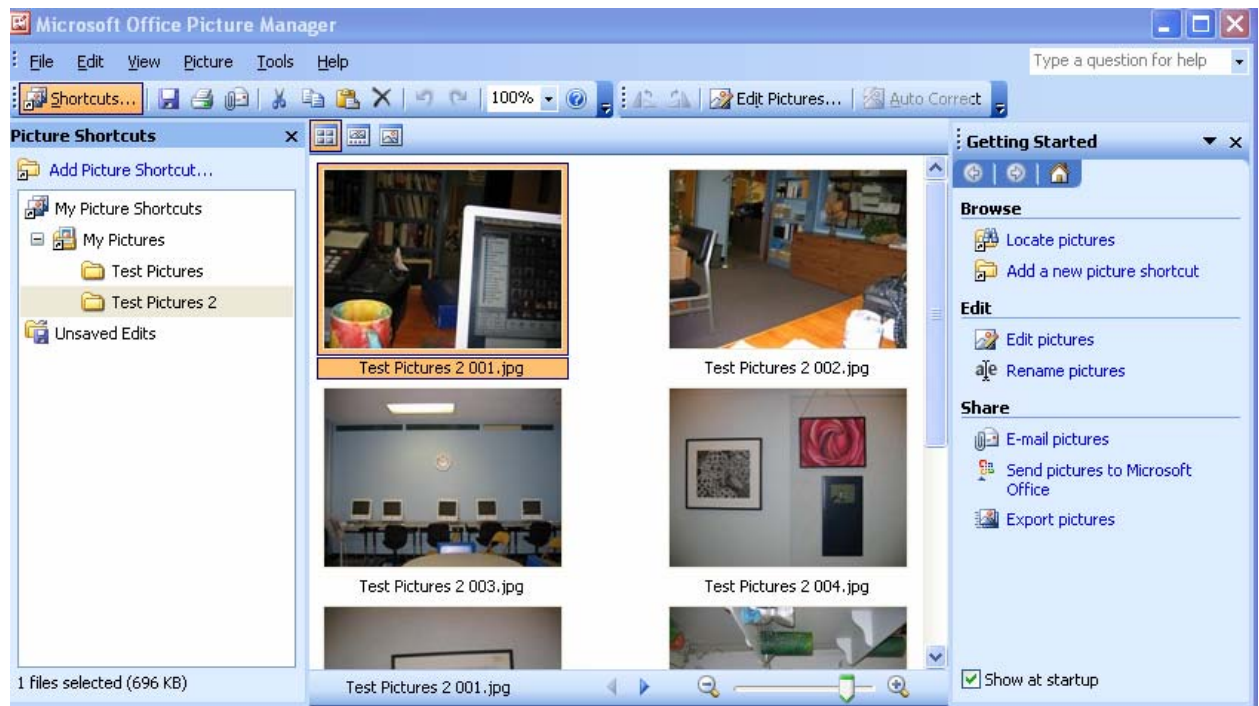
- Click Finish



The folder containing the pictures will open. Close the Window.

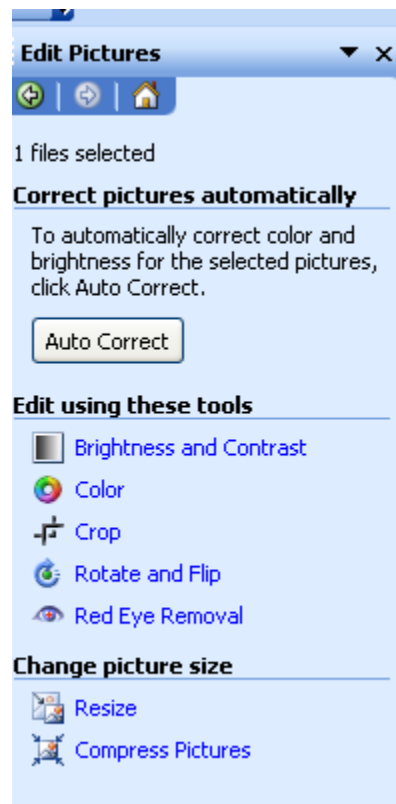
Accessing Downloaded Pictures in Microsoft Office Picture Manager
 Start/ Microsoft Office/ Tools/ Microsoft Office Picture Manager

- On the left side of the Picture Manager window, click the plus sign to expand the My Picture Shortcuts list
- Click the folder containing the desired pictures
 - If you do not see the correct folder of pictures, click Add Picture Shortcut and locate the folder
- Double click a picture to zoom in
- Use the magnifying glass slider at the bottom of the screen to zoom in and out
- Use the View Menu to access thumbnail, filmstrip or single picture view
- Notice the button bar options:
 - Select a picture, click the Rotate buttons
 - Select a picture and click Auto Correct for computer generated editing
 - Click Edit Picture to reveal the editing options
- Notice the available options in the Task Pane on the right, under Getting Started

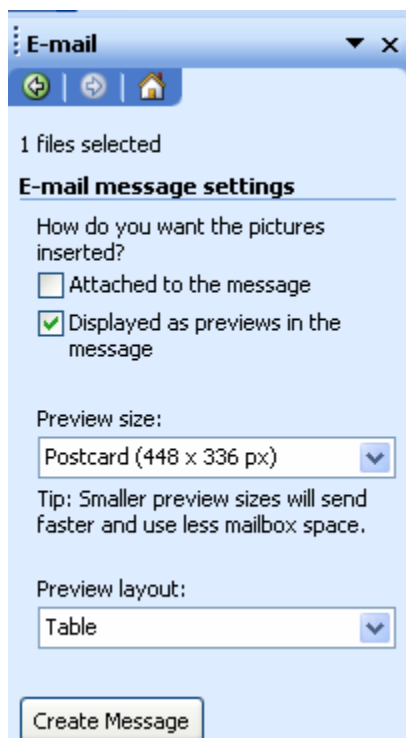


Editing Pictures

- It is a good idea to duplicate any photo you edit using the copy and paste commands from the Edit menu
- Click Edit Pictures on the Task Pane
 - Use the buttons on the Task Pane to adjust color, crop, rotate, flip, remove red eye, resize and compress pictures
- The Home button on the top left will take you back to the Getting Started Menu (above)
- After a picture is edited, it will be placed in an Unsaved Edit folder in the left hand side of the screen
 - Save the edited photos to remove them from this folder
 - Any edited photos that are not saved when the program is exited will be returned to the original folder



Emailing Pictures



- Select the picture(s) to email and click the email icon in the button bar, or Email pictures in the Getting Started Task Pane
- Select the email method, picture size and layout for the email
 - Keep in mind that smaller and fewer pictures are more likely to reach the recipient without problems
 - In some cases it is more expedient to send several emails with fewer pictures to the same recipient
- Click Create Message
 - An email will appear with the desired photos
 - Enter the recipient's address and add a message if desired

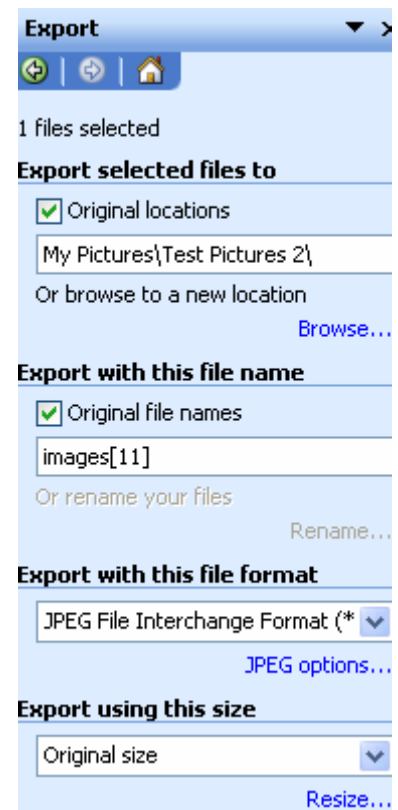
Importing Photos

- From the Internet
 - Locate the photo you wish to import
 - Hold down the control key and hold the mouse down on the image
 - Select Copy image
 - Click in the Photo Manager window
 - Click paste
- From another folder on the hard drive
 - Click Add Picture Shortcut on the left side of the Picture Manager Window
 - Locate the folder to be added
 - Click Add

Exporting and Converting Photos

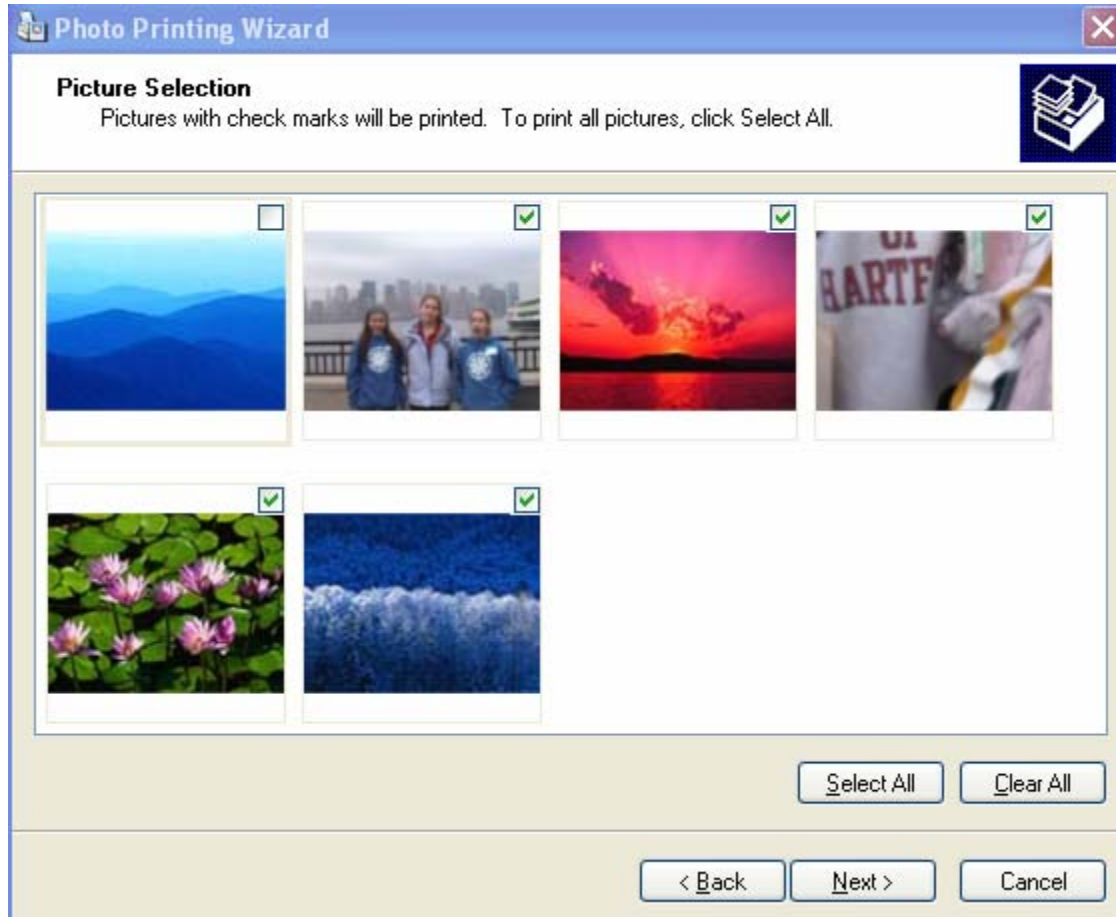
Photos can be used in documents and stored in other places easily. In most cases, a drag and drop will be sufficient.

- Drag photos from the Photo Manager Window to the desktop, a document or a folder
- To convert photos to another file format, select the desired images and select Export from the File Menu
- Select the location, file names, export format and export size
- Click OK
- The files will be exported to the specified location
- If you select the same name and place, Picture Manager will ask before replacing the old files

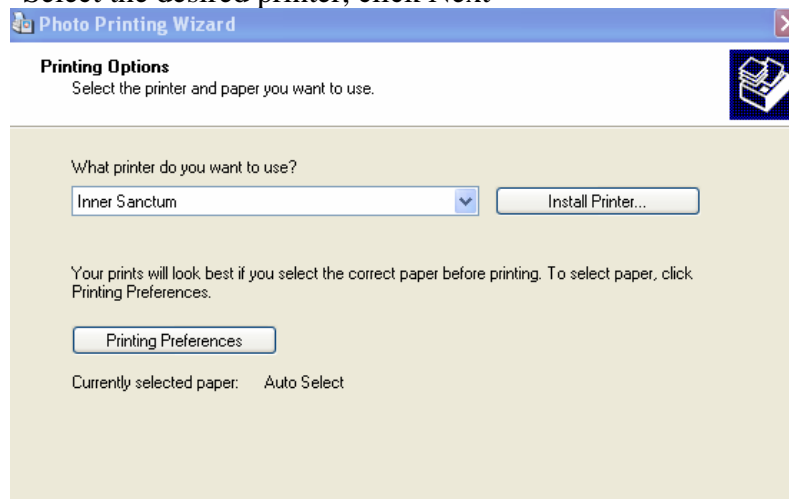


Printing Photos

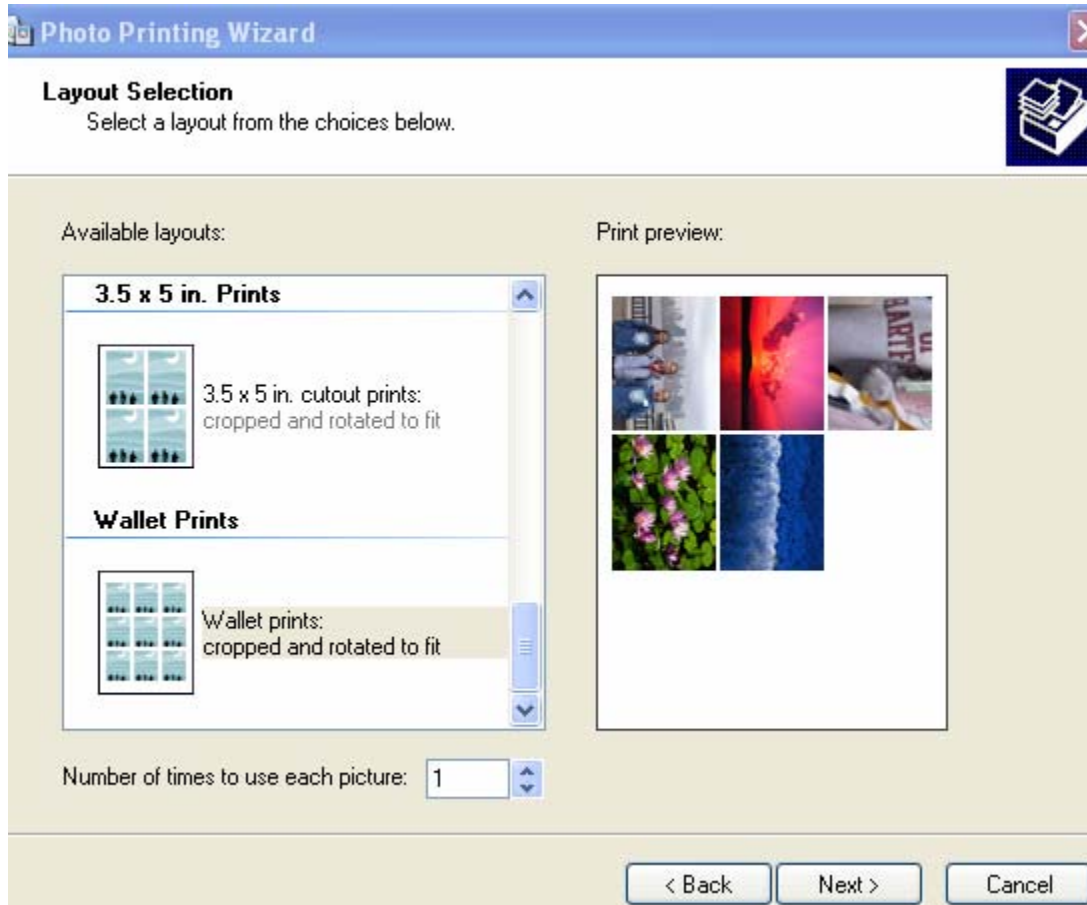
- Select the folder of photos to be printed
- Select Print from the File menu
- The Photo Printing Wizard will appear
- Click Next



- Check the photos to print, click Next
- Select the desired printer, click Next



- Choose the desired layout and number of times to use each picture
- Click Next



Click Finish