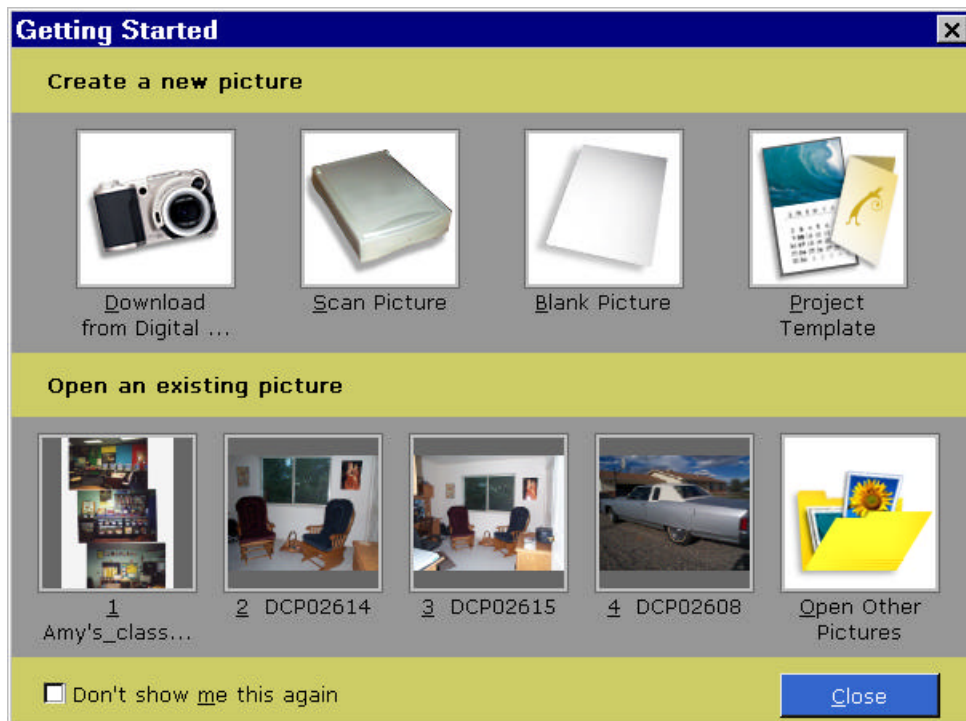
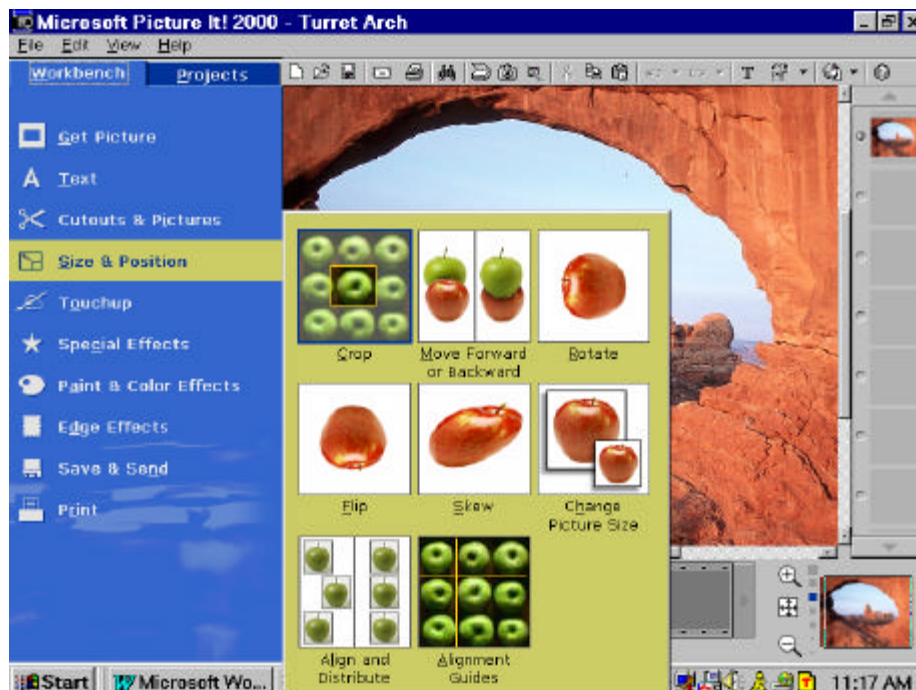

Microsoft Picture It Editing and saving



The starting screen allows you to scan a picture, download from a camera or open an existing picture.

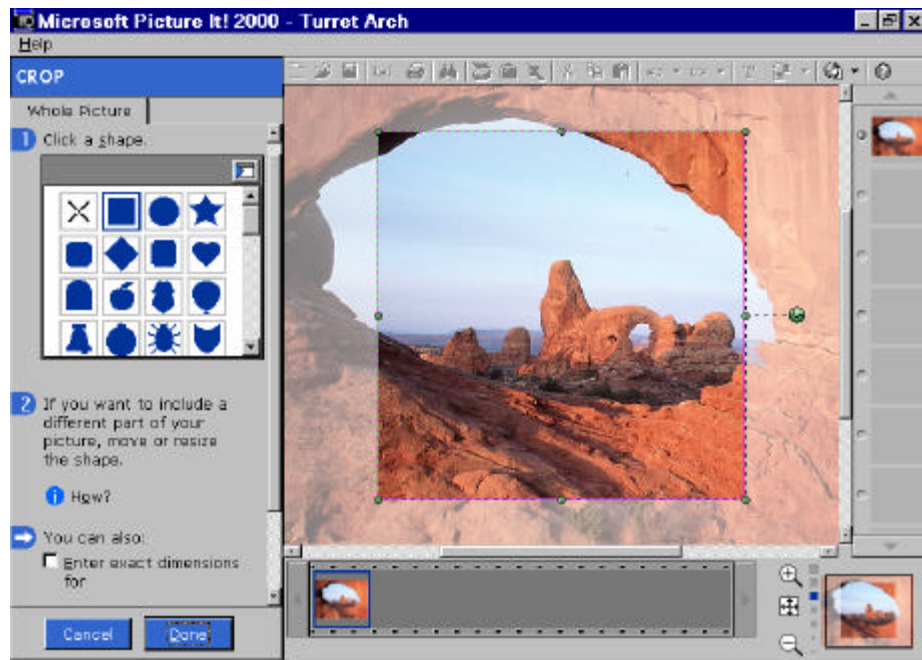


One of the most common functions you will perform with your photos is cropping. This is accessed via the “size and position” menu.

When you choose Crop from the options, you will see this screen.

From it you can choose different cropping shapes and then the shape appears on the picture with the area that will be 'cut' out dimmed.

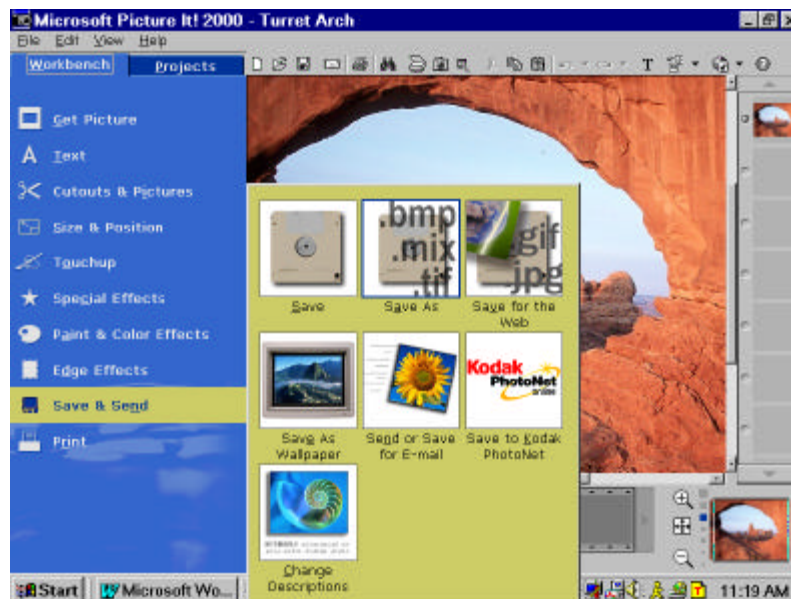
Use the little circles in the corners of your chose object to adjust the size and position of your shape.

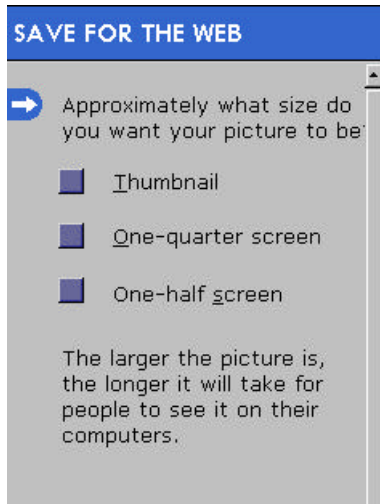


When finished, Click on the Done button.

Explore the many functions available on the 'workbench' of Microsoft Picture It! to further customize and optimize your photo.

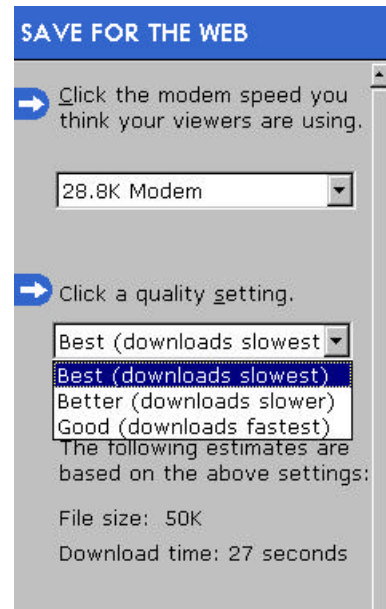
Now comes the technical part – Saving your Photos





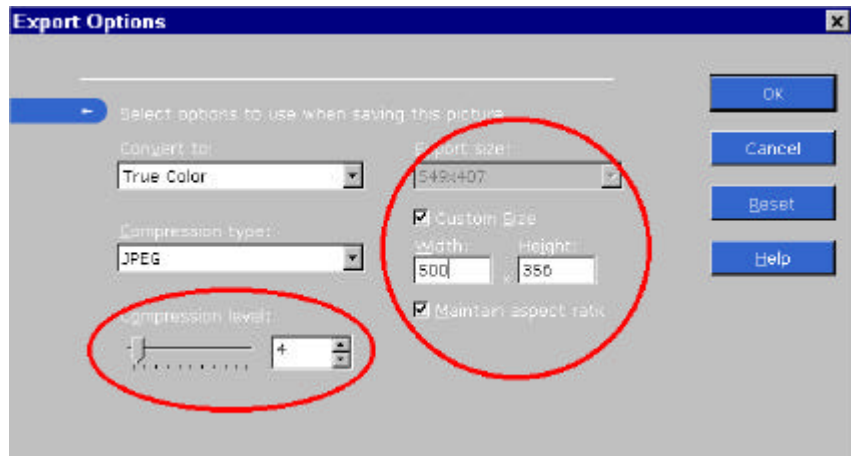
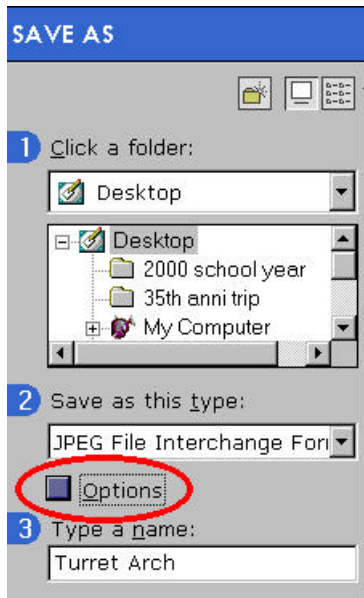
If you are in a hurry and don't want to worry about settings and options and just want to email a photo, then follow these steps:

1. Click on the Save and Send button on the main screen (see previous page)
2. Click on Save for the Web
3. Choose the One-quarter screen option for a 'wallet' size photo or choose the One-half screen option for a more standard sized snapshot



4. On the next screen, you will be asked to choose a modem speed and quality setting. I suggest using either the 28.8 K modem or 56 K speed and the "Best" quality.
5. On the final screen, you will be asked where to save the file and what to name it.

If you want more control on saving your pictures, follow these steps:



1. Click on the Save and Send button on the main screen (see previous page)
2. Click on SAVE AS

3. Choose your destination (folder) to save the photo, choose JPEG in Step 2, and give it a name.
4. BEFORE clicking the SAVE button, Click on the Options button and you can choose a compression level and customize the size of your photo. I suggest using a level 5 or below compression, and use the following grid to determine what size is best for your photo:

The size (resolution) that you save your picture as is determined by the use of the picture:

Email	~ 400 pixels wide (or long if a portrait)
Print	~ 1200 pixels wide maximum (about 8")
Clip Art	~ 250 pixels wide
Web photo	~ 150 pixels wide then link it to whatever size you want