

# Using MS Office Picture Manager to View & Edit Photos

Library Computers feature Microsoft Office Picture Manager. This program allows you to view or edit photos on your disc. To begin, follow the instructions below.

The Library cannot guarantee all media and images will be recognized by the computer/program.



To begin, insert the disc containing your picture files. Next, open the Picture Viewer program by double-left-clicking the program icon.

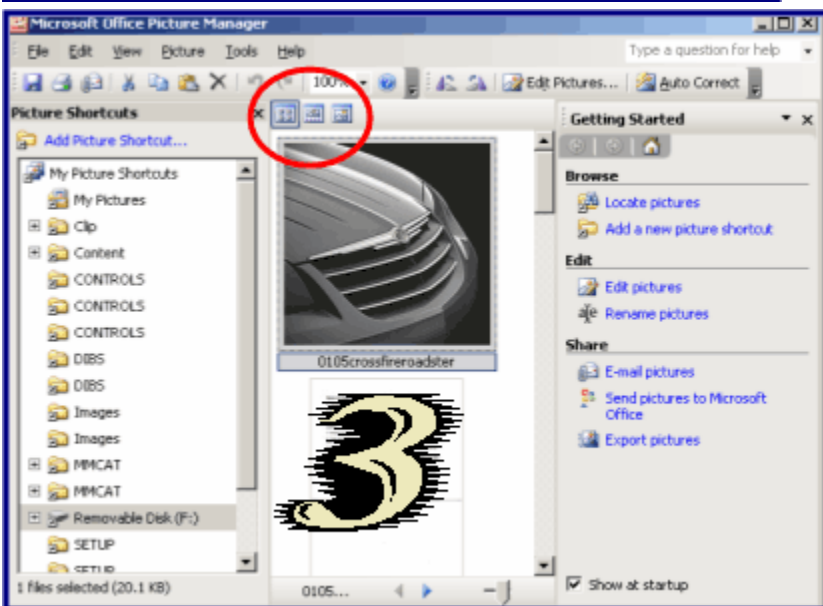
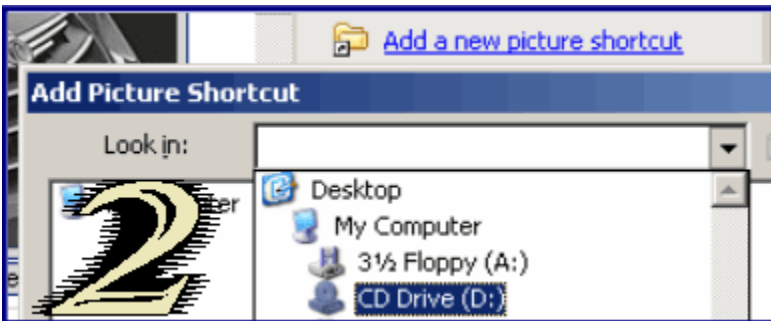
1. You will be required to create a "shortcut" to the location of your pictures. There is no "File-Open" option in this program.

2. To create the shortcut to your pictures, simply click on the "Add a new picture shortcut" link. Choose the location of your picture files; either 3½ floppy(A:) or CD Drive(D:)

3. Once you designate the location of your files, the program will display all images contained in that file location.

**NOTE: Use the buttons directly above your images to select the view mode. Available views are:**

- **Thumbnail**
- **Single image (slide control)**
- **Single image (no control)**



4. Once your images are loaded and showing in the image view, you may choose to perform some basic editing of the images. Click the "Edit Pictures" button, any of the available editing options.

\* Color printouts are available for \$1/page. Ask at desk.

