

Resizing and Managing Your Photos

Using Office 2003

1. Open Microsoft Office Picture Manager. (Go to the **Start Menu: All Programs: Microsoft Office: Microsoft Office Tools: Microsoft Office Picture Manager**)
2. Select your photo (if you don't already have it in the viewing pane from previous use) by clicking on the FILE menu and choosing "Add picture shortcut". You will get a drop down menu allowing you to select your photo from whatever drive you have it saved on. Select your photo by double clicking on it. To select more than one photo at a time, hold down the Control Key while you select photos, and only let up on it when you are done. Don't double click, in this case. Notice that you can scroll through the photos using the arrow keys on the window pane at the bottom of the screen. (**NOTE:** Using Windows Vista, I find that my entire "pictures" folder comes up when I choose add Shortcut in a viewing pane on the left side of the screen, and I only need to click on the folder I want). **NOTE:** If you don't know the location of the picture file you want to use, you can try "Locate Pictures"; but it does a search of your hard drive to look for your subject. Very time consuming!!
3. If you want to save BOTH the original AND the changes, make sure you do a COPY and PASTE of your original photo. Just create a copy and paste it into the viewing pane. (You can also use the "undo" button if you forget).
4. From the **Picture Menu**, select **Resize**; or get **Resize** by clicking "Edit" in the right navigation pane.
5. On the right navigation pane, you now see options for resizing. The easiest one to use is the **Predefined Height and Width** button. The options available are Large or Small Document size, Large or Small web site (best for website publication), or Large or Small email. Select one. Not what you wanted? The "undo" arrow becomes your best friend!!
6. Save your work by choosing **Unsaved Edits** in the left hand pane, and using the File Menu to save your work. Notice that if you go to the View Menu you can click on Thumbnails and see all your photos. When you scroll over a photo and pause, the properties appear, including the pixel size.

Using Office 2007

1. Open Microsoft Office Picture Manager. (Go to the **Start Menu: All Programs: Microsoft Office: Microsoft Office Tools: Microsoft Office Picture Manager**)

2. Directions are the same as above. Note in #2 above navigating in Windows Vista.

Notice that you can do the same thing under the picture menu with “Compress Picture”.

No Office? No Problem!

If you don't own a copy of Microsoft Office and you have Windows XP, try using Photo Gadget. It's a free download for XP (or Photo Gadget Pro for Vista has a small cost). This is what Frank Miracola had to say about Photo Gadget in his blog:

Like most, I now have wonderful digital camera and take all my photos at the highest quality possible. I am sure that sounds familiar to many. Taking high quality photos is a good thing especially if you want to print large images or you want to zoom and crop your photos. The only problem is that if I want to share my photos the files sizes can get a bit overwhelming. I found a solution. It is a free program called **Photo Gadget**. On their website it states that Photo Gadget's “purpose is to make the process of resizing many pictures at once incredibly easy”. I can honestly say it could not be easier.

Just go to their [site](#), download the software and you are ready to go. The program has four default sizes, 800x600, 1024x768, 240x320 or 320x240 along with a custom size option. Once the program is downloaded, it fully integrates with Windows Explorer. You will not start Photo Gadget to get it to work. Instead, find the folder with your images, highlight the ones you want resized and right-click. One of the options will be “Photo Gadget Picture Resize”. Just pick your image size and the location you want to save the images to and in an instant they will be saved in the size you selected. You even have the option of overwriting the originals. Using [Photo Gadget](#) to resize your images could not be easier or faster.

Organizing Your Photos

I keep all my student photos in a file folder on a shared drive in our network. Students are able to access the shared drive folder but not modify it. This way, they can access photos of themselves for reports, projects, etc. I name it by year and add subfolders as need for things such as portraits (beginning of year head shots), field trips, camp, etc.

If you are organizing your photos only on your own computer, here are some XP suggestions from Microsoft easily adaptable to Vista computers.

<http://www.microsoft.com/windowsxp/using/digitalphotography/learnmore/folders.msp>

If your server at school will allow access, there are many good photo sharing websites. I use [Flickr.com](#) for all my personal photos, even though it is blocked at school.

Other things to try

In Microsoft Office Picture Manager, you can rotate, crop, autocorrect, adjust color, brightness and contrast, and remove red eye in the Picture Menu or by selecting the drop down menu in the right hand pane. Who needs Photo Shop Elements? ☺