



Tech Tips & Tricks



A new tech tip every week! This week: **Microsoft Office Picture Manager**

The tips will include how-tos for various applications used in the classroom or in the office.

Week of February 11–17, 2013

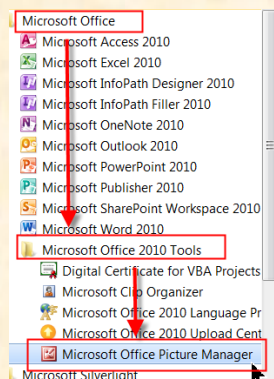
What is Microsoft Picture Manager and how do I find it?

By Marilyn Cook

Microsoft Office Picture Manager is a basic image editing and image management program included with Microsoft Office suite versions 2003 and 2010. This program has easy-to-use features which allow you to crop, resize, and correct your photos.

To open Picture Manager

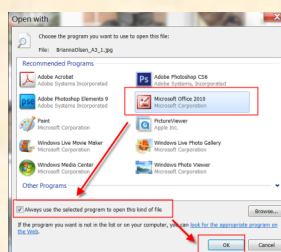
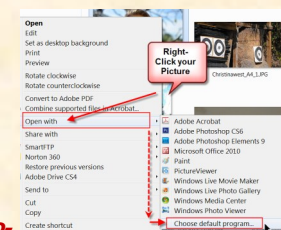
- ⇒ From the **Start** menu, click **All Programs** or **Programs**
- ⇒ Click on **Microsoft Office**
- ⇒ Click on **Microsoft Office 2010 Tools**
- ⇒ Select **Microsoft Office Picture Manager**



You could also type **Picture Manager** in the Search Box

To make **Picture Manager** your default photo editor

- ⇒ On your computer, locate the picture you want to work with.
- ⇒ **Right-click** your picture.
- ⇒ Select **Open with**
- ⇒ Click on **Choose default Program...**
- ⇒ Click on the **Microsoft Office 2010** icon
- ⇒ Place a check by **Always use the selected program to open this kind of file**
- ⇒ Click **OK**



How to locate your pictures in Picture Manager.

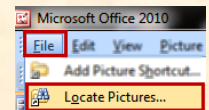
By Liz Craft

You can locate your pictures by using features in Picture Manager.

Search for images

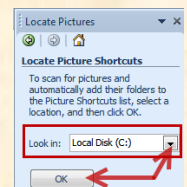
⇒ Find Picture Manager by using the methods described in the adjacent article. Launch the program.

⇒ Click on **'File'** and click on **'Locate Pictures...'**



⇒ Click on the arrow next to **Local Disk (C:)** if you would like to search in a different location.

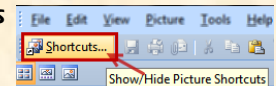
⇒ Click on **OK** and Picture Manager will search for images located in the chosen location.



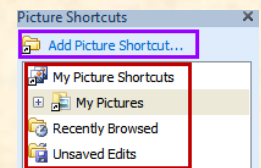
Use Shortcuts to locate images

⇒ On the toolbar click on **'Shortcuts...'**

⇒ You will see that **'My Pictures'** is already available as a shortcut. Click on the plus sign next to **My Pictures** to see folders and images in this location.



⇒ Click on **'Add Picture Shortcut...'** if you would like to add another location on your computer containing images.



Change View

⇒ Click on the **View Symbols** to change your image view to thumbnails, film-strip view, or single image view.

