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PC Photos

Gold Level

Editing and Printing



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Learning Guide

Printing

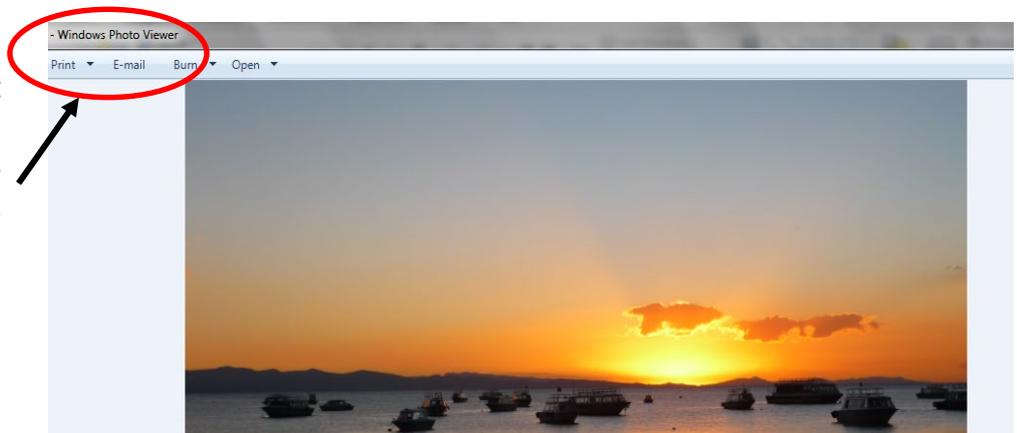


Now your pictures are on your computer you can print them from the comfort of your own home! Most printers can print photos but specialist photo-printers will produce clearer pictures with more vivid colours. Either way you need to purchase **PHOTO PAPER** before printing pictures, so they come out with a professional look and feel.

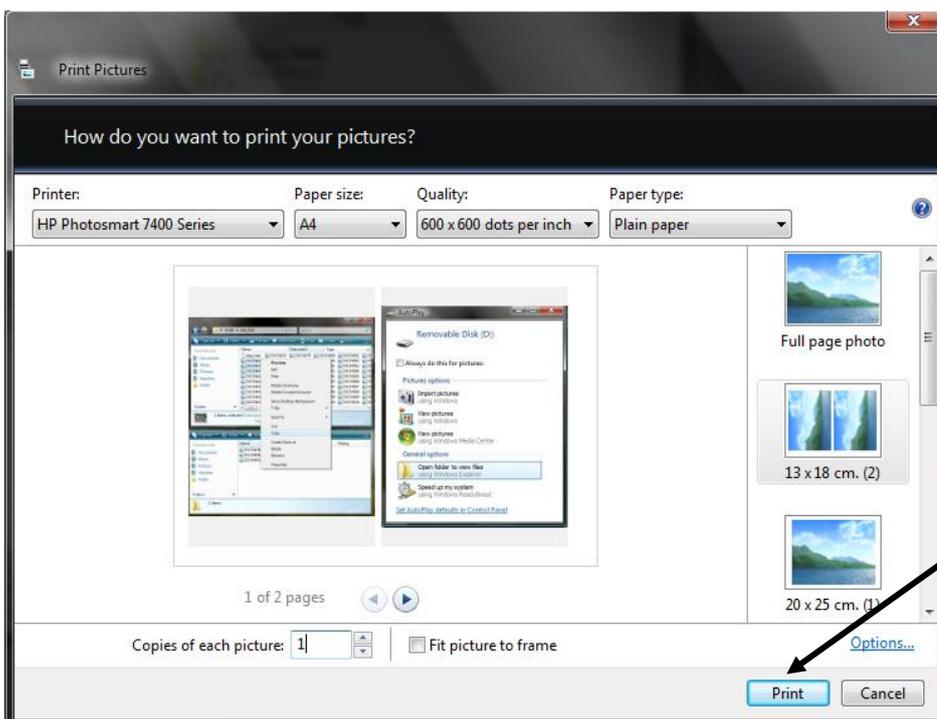
You can buy many different types of photo paper, be it SILK, GLOSSY or MATTE. You also need to make sure you have enough INK in the printer and buy more if you have run out (ask our tutors about this if unsure). You can either buy **BRANDED INK** (i.e. HP or Epson Ink) which is more expensive but reportedly better quality, or **COMPATIBLE INK**, which is non-branded and cheaper but may not last as long.

1. Once you are setup, to print your pictures you need to **OPEN** them first on the picture viewer (double click the photo in the folder to do this).

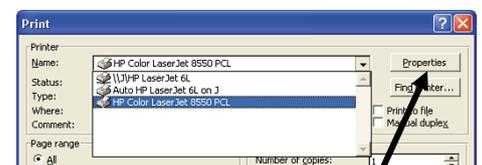
2. Once open press on the **PRINT** option on the top toolbar.



Tip: Another way is to simply press the **RIGHT** mouse button on the photo in the folder and choose the **PRINT** option on the menu. Both these methods will bring up the menu screen below.



3. You will then be presented with the print menu (as shown on the left here), from which you have several options to choose - including printer, paper size, quality of print, paper type, print layout and number of copies. **CLICK** and select the options which are relevant to the picture that you are printing. Select the number of copies and then **CLICK PRINT** (or **OK** in Windows XP).



In Windows XP with the exception of number of copies, you will find most of the options listed above by **CLICKING** on the **PROPERTIES** button in the top right corner of the window.

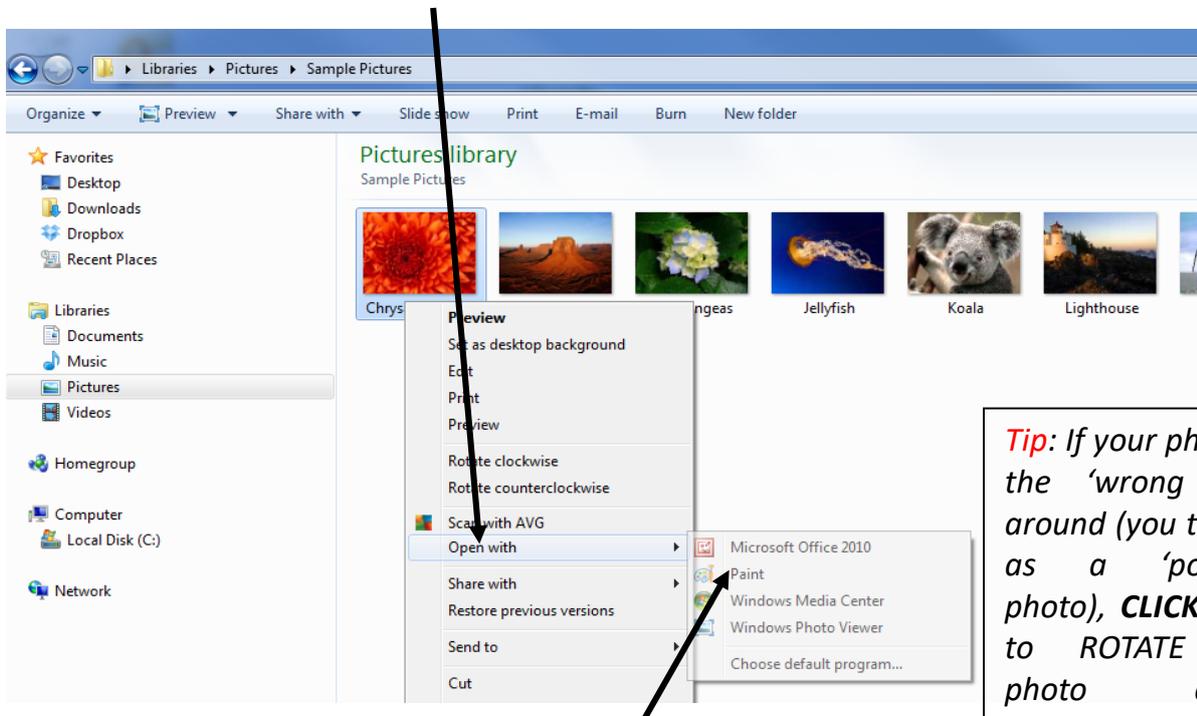
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Editing photos

Windows also provides the ability to edit your photos. You can lighten a dark photo, or darken one that is too bright, crop to remove someone or something that you don't want in the photo or remove/reduce 'red eyes' sometimes caused by flash photography. You can even reduce the size of the photo file (in data terms) so that you can fit more photos on an email, CD or memory stick.

1. Before you start you have to open the Windows photo editing program, which is in OFFICE.
2. Right **CLICK** on the photo that you want to edit to bring up a drop down menu.
3. **CLICK** on the option OPEN WITH and a second menu will appear.



Tip: If your photo is the 'wrong way around (you took it as a 'portrait photo), CLICK here to ROTATE the photo either CLOCKWISE or ANTICLOCKWISE.

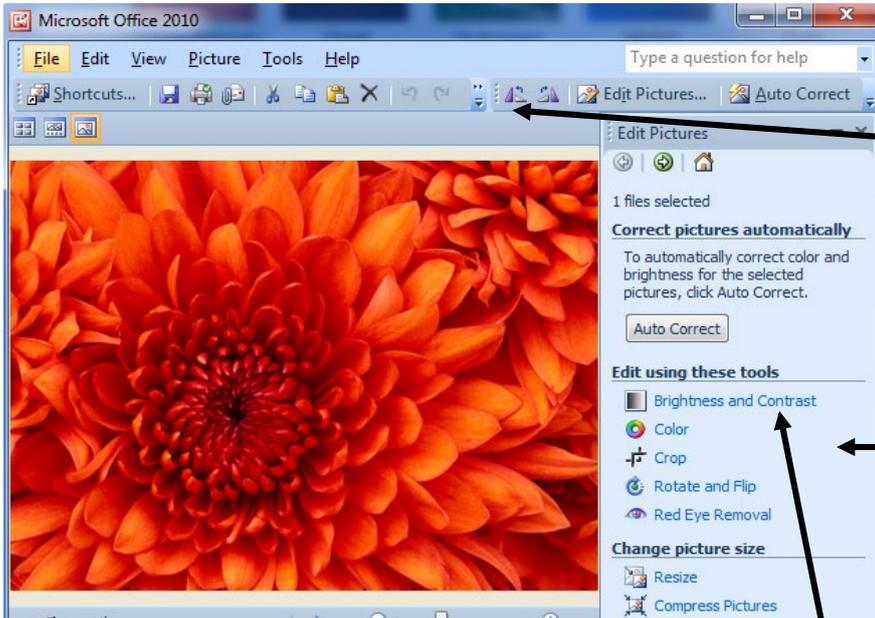
4. Next **CLICK** on MICROSOFT OFFICE 2010/2007/2003.
5. Your photo editing program will open as below:



Now we will look at how we can edit your photos.

6. The simplest way of editing your photos is to let Windows do it for you. **CLICK** on AUTO CORRECT and Windows will amend the colour, brightness and contrast to what it thinks are the best settings for each photo.

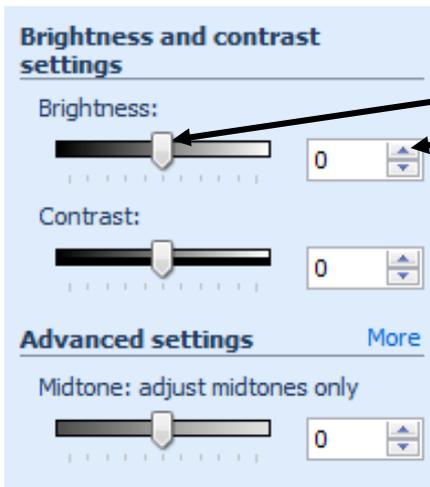
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*Tip: Remember Windows is not always right and sometimes the photo may look rather 'unnatural'. If this is the case and you don't like it simply **CLICK UNDO CHANGES** to remove the changes.*

13. You can also edit different elements of your photo individually using the menu here. **CLICK** on **EDIT PICTURES** on the toolbar

8. Choose the type of editing tool you want to use (e.g. BRIGHTNESS AND CONTRAST) and **CLICK** that option. You will then see a box like that below left.

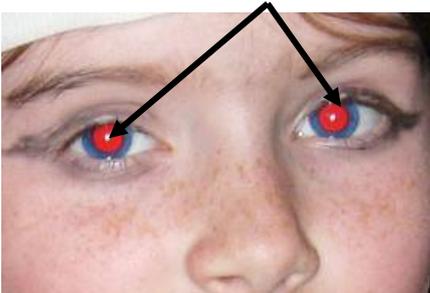


9. To amend the BRIGHTNESS & CONTRAST or COLOUR either **CLICK** and **HOLD DOWN** on the SLIDER and move left or right to reach the desired level or **CLICK** on the UP or DOWN ARROW to increase or decrease the level.

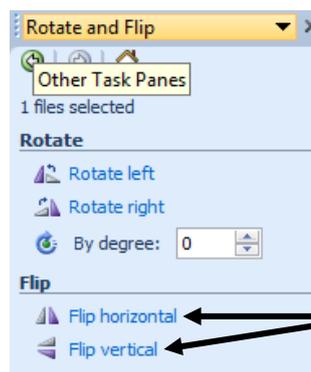
10. To return to the main menu **CLICK** on the BACK button.

11. To CROP a photo **CLICK** on CROP. Then **CLICK** and **HOLD DOWN** on one of the corner or side markers and DRAG inwards to remove the part of the photo you don't want. Then let go. Repeat on different sides if necessary. Then **CLICK** OK to finish

12. To remove/reduce red eyes sometimes caused by flash photography, **CLICK** on RED EYE REMOVAL. A new CURSOR (rather like a gun sight) will appear when you move the mouse over the photo. Simply centre this over each eye and **CLICK**.



14. Finally when you have finished editing your photo **CLICK** SAVE.



13. We looked at rotating photos on the photo viewer. You can do the same here by **CLICKING** on ROTATE AND FLIP. To FLIP the photo (like a mirror image) **CLICK** to choose either HORIZONTAL or VERTICAL.

