

Getting started with Microsoft Office Picture Manager

Launch Microsoft Office Picture Manager from

Start>Programmes>Microsoft Office Tools>Microsoft Office Picture Manager

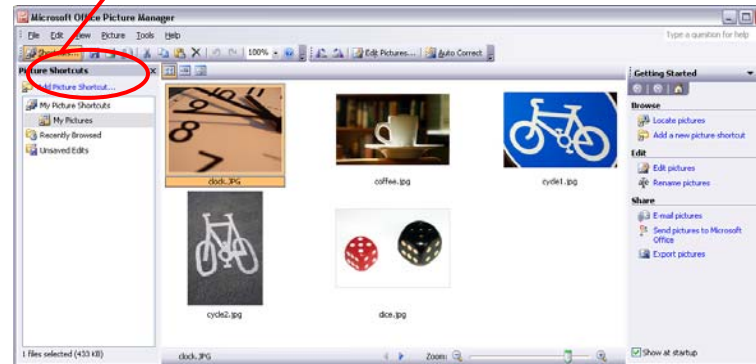
Take a few moments to familiarise yourself with the layout and image correcting options this software provides.

Save an image to My Documents\My Pictures or to your own image folder and have a go at editing it.

For more information on image editing with Microsoft Office Picture Manager see the guide: Editing and resizing an image for inserting into a web page or word document.

To create a shortcut to your images folder click on the Add Picture Shortcut in the Picture Shortcut pane

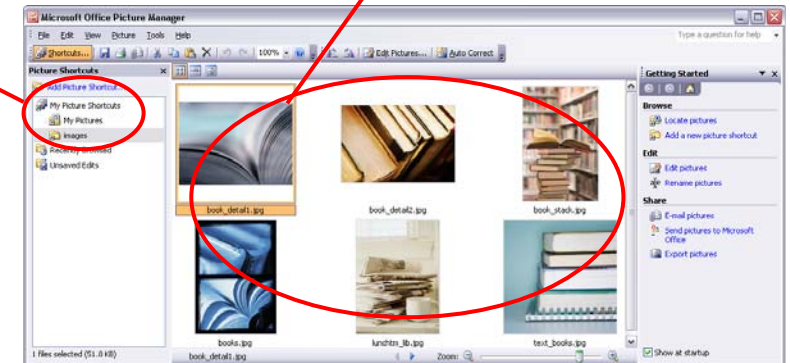
1



2

Your images are displayed in the Preview pane

Access your images folder from the Picture Shortcut pane

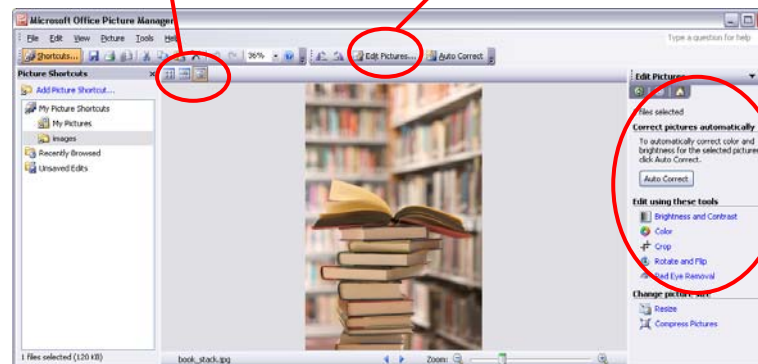


For a close up of your selected image select Single Picture View

Click the Edit option

Click on the image you want to edit

3



4

Image editing options are located in the Getting Started task pane