



## Cropping and Resizing Digital Pix with MS Photo Editor or Picture Manager

Go to Start > Programs > Microsoft Office > Microsoft Office Tools > Microsoft Photo Editor or Picture Manager. Most digital cameras are megapixel cameras, so the pictures they take have millions of pixels (mega = million—but you knew that). Megapixel pix use megabytes of your computer's memory to display, hence looooooong download times and absurdly big printouts unless... **you resize them!**

Open your photo (img\_001swallowtail.jpg or whatever) in MS Photo Editor or Picture Manager. (Office 2000 has Photo Editor; Office 2003 has Photo Manager.)

Note the size in the % box (if you make it 100%, you'll see the actual size of the photo). Change the % so it looks like a good size to you. Then go to Image > Resize and make the % the same as it was in the regular view. Then hit Enter. Your picture will be waaaaay too small, but don't despair: make the % 100 again. Happy? Save the pic as something like "4web\_img\_001swallowtail.jpg"  
**DON'T SAVE OVER YOUR ORIGINAL!**  
Unhappy? Exit without saving and try again or give up and contact me (see below).

### —or you crop them

Open the digital photo in MS Photo Editor. Decide what the important part of the picture is that you'd like to keep. Click on the rectangular selection tool. Press and drag a dotted rectangle across the part you want. Drag the handles at the corners and midpoints until you're happy. Then go to Image > Crop and you'll get a window with a lot of choices (just hit Enter—you can always undo with Ctrl-Z if it doesn't look right) Happy? Save the pic as something like "4web\_whatever.jpg"  
**Make sure you give it a new name! DON'T SAVE OVER YOUR ORIGINAL!**  
Unhappy? Exit without saving and try again or give up and contact me (see below).

### —or do both: crop first to get the good part, then resize



To get pixels, all you have to do is tell the resize window you want pixels instead of inches. (For web stuff, 150-200 pixels is a good maximum width.)

These pictures were taken in late Spring 2005 on Lower Table Rock in Jackson County, Southern Oregon.

