

Exercise #7

Cropping, Resizing, and Color Balance

In this exercise you will practice with the cropping, resizing and color balance features of Microsoft Photo Editor software.

A. Select or start the Microsoft Picture Editor software

1. Go to the **File** menu and select **Open**.
2. Navigate to the **ClassPhotos** folder on your desktop.
3. Open the **freepubbest.jpg** file.

B. Crop Image function

1. Click on the **Selection** icon located on the Picture Editor toolbar.
2. Click on the image and drag to select an area to crop.
3. **Right-click** within the selected area and choose **Crop**.
4. Go to the **File** menu and select **Save As...**
5. Save the cropped image as **freepubbestCrop.jpg** in the **ClassPhotos** folder.

To preserve your original, always use **Save As** and rename your file. If you choose **Save**, you will overwrite your original, and possibly lose image data.

C. Resize Image function

1. Open the **freepubbest.jpg** file.
2. Go the **Image** menu and select **Resize...**
3. Change the selection for **Units:** to **Pixels**.
4. Change to **Width:** to **400** Pixels.
5. Go to the **File** menu and select **Save As...**
6. Save the resized image as **freepubbestResized.jpg** in the **ClassPhotos** folder.

D. Adjust Image Balance

1. Open the **freepubbest.jpg** file.
2. Go the **Image** menu and select **Balance...**
3. Try out each slider for **All colors**:
 - a. Brightness
 - b. Contrast
 - c. Gamma
4. Then try out various sliders for each color: Red, Green, Blue
5. When you have altered the image to your satisfaction, go to the **File** menu and select **Save As...**
6. Save the resized image as **freepubbestBalance.jpg** in the **ClassPhotos** folder.

E. Repeat this exercise with one of the images downloaded from the camera.

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BONUS

F. Effects

1. Open the **freepubbest.jpg** file.
2. Go to the **Effects** menu and try out these effects:
 - a. **Stamp...**
 - b. **Stained Glass...**
 - c. **Edge...**
 - d. **Texturizer...**

You can use the **Control-Z** keys to undo your changes after each effect.