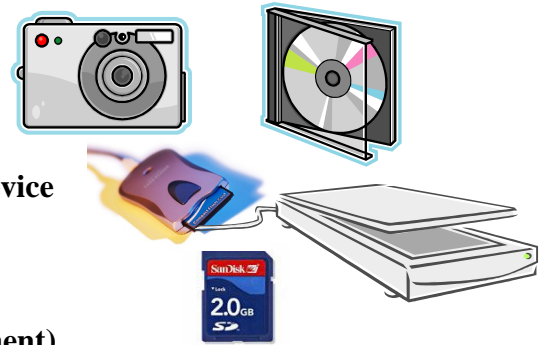


SOFTWARE FOR EDITING DIGITAL PHOTOS

1. You can transfer photos to your computer from:
 - a. Your digital CAMERA with cable to computer
 - b. MEMORY CARD from camera into printer or computer slots
 - c. MEMORY CARD from camera into a card reader device
 - d. PHOTO CD
 - e. SCANNER
 - f. Another computer via USB FLASH DRIVE
 - g. E-MAIL you receive (double click to open an attachment)
 - h. The INTERNET (right click on a photo you want; choose "Save As" or "Copy")



2. You can edit photos using any of the free or costly software for editing photos.
 - a. Picasa2 (from Google), free
 - b. Dell Snapfire program that comes with your Dell computer, free
 - c. HP Photo and Imaging program that comes with your HP computer, free
 - d. Microsoft Digital Image Suite 2006, about \$50
 - e. Microsoft Picture It (cheaper version of Dig. Image Suite) \$20
 - f. Corel Photo Suite, about \$30
 - g. PaintShop Pro, about \$50
 - h. Adobe Photoshop Elements, about \$100
 - i. Adobe Photoshop, about \$600

(Which is the best? Most photographers and artists prefer Adobe Photoshop, but the learning curve is very steep. Photoshop Elements is judged best among the remaining choices.)

3. I am using Microsoft's Digital Image Suite 2006 (available in computer room) to demonstrate.

4. Preparing to Edit Photos:

Use "**File**" Menu / "**Import**" to get photos from a scanner, camera, photo CD, memory card, or USB drive onto your computer's hard drive.

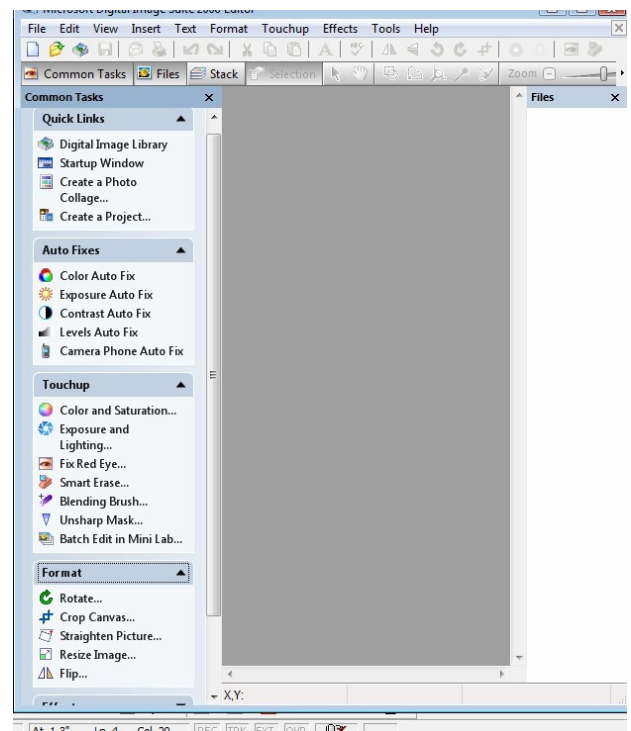
Use "**File**" Menu / "**Open**" to open photos from your hard drive to the Work Area for editing

5. In Microsoft photo editing software, three buttons open and close the palettes:

Common Tasks the **Files** the **Stack**

6. You have a separate program for sorting and finding your photos: "Library" by Microsoft, or "Album" by Adobe, and other names in other programs.

You can toggle back and forth from a library programs to a photo editor programs.



HOW TO IMPROVE YOUR PHOTOS:

- 1. Do not waste time on bad photos!** Delete them immediately from your camera, and delete them from your hard drive as you find them there. Bad photos = out of focus, ugly people, people turned away from camera, boring subject matter, etc. etc. Keep only your best shots.
2. Use your photo editing software on your photos before taking them to be printed, or printing them yourself, or uploading them to printing services on the 'net. Prints online cost about 15-19 cents each. Prints at Walgreens or Walmart also cost about 15-19 cents each.
3. Use "File" menu / "**SAVE AS**" to save your photos as you edit them. This preserves your originals (which are analogous to negatives from a film roll) and gives your edited photos new names.

Steps to Photo Editing:



First, using the "**FORMAT**" palette (4th from top), rotate your photo if needed, crop your photo, straighten your photo if needed, resize photos depending on whether you plan to print them, email them, or just include them in a documents.

CROPPING:

–If you plan to **print** your photos, use the "**CROP CANVAS**" tool to make them 4x6" or 5x7" or 8x10".

–If you plan to **email** your photos, use "**RESIZE IMAGE**" to decrease resolution to 72 dpi or less and reduce photo size. Or use File menu, "Save for Email or Web" (Many programs have an "email" setting for saving photos)

STRAIGHTEN: If your photo has a horizon, water level, or architectural line as you look straight at the subject or background, use the "**STRAIGHTEN PICTURE**" tool.

Second, AUTO FIXES:

Correct the brightness and contrast of your photo using Autofixes palette, "**Exposure Auto Fix**" If it still needs brightening or darkening, use **Touchup** palette, "**Exposure and Lighting**"

Correct the color in the photo using Auto Fixes palette, "**Color Auto Fix**" If you don't like the result, use the **UNDO** button (backward pointing arrow in toolbar at top). If it still needs color correction, use **Touchup** palette, "**Color and Saturation**"

You can try the Contrast Autofix and Levels Autofix, but often they make a photo less appealing, so use the UNDO button (or Ctrl + Z) liberally.

Third, Touch up any areas of your photo that need special attention.

Use the “**TOUCHUP**” Palette tools to improve the appearance of your subjects.

“**FIX RED EYE**” If your photo has a person or animal with red eyes, use the Fix Red Eye tool to get rid of the red.

“**SMART ERASE**” to take out unwanted objects in a simple background

“**BLENDING BRUSH**” to smooth edges and cover up wrinkles and spots

“**UNSHARP MASK**” to sharpen images

“**CLONE BRUSH**” and “**BLUR**” and other great tools are in the “**TOUCH UP**” menu at top of screen.

(Note: DON'T EVER USE “Batch Edit in Mini Lab”)

Fourth, **PRINT** your photos using File menu, “Print,” “Print multiple pictures or on special paper.” Or upload them to an online printing service such as Shutterfly, Club Photo, Photo Pro, etc.

Other Ways to Use Your Photos:

Make a **SLIDESHOW** of them using **File** Menu, “**Digital Image Library**”. Then click on “**Photo Story**” from the menu bar.

Make a **MONTAGE** of your photos by dragging one photo from the FILES palette right on top of a photo in the Work Area. Resize the top image as necessary. Add more photos on top, if you wish. To see or change the layer order of your montage photos, click on “**STACK**” in the menu bar. A “**STACK**” palette opens, showing the layers of your montage. (Or the simple way, click on “Make a Photo Collage” in the File menu.)

Make a **CALENDAR** or **GREETING CARD** using “Create a Project” from the File menu.

Or **EMAIL** your photos using your Internet Service Provider. In some email programs, you can actually **Insert** your photos right into your email. Check the menu bar or interface for “**INSERT**”.

Or **Attach** your photo(s) to your email by clicking on “**ATTACH**” or “**ATTACH FILE**” or “**ATTACHMENT**” or some similar wording. Then select the photo files to be attached. (Note: You cannot attach an OPEN photo file, so close all your photos before attempting to send them via email.)

ENJOY YOUR DIGITAL PHOTOS!