

Microsoft Photo Editor (PHOTOED)

Extracted from: <<http://support.microsoft.com/kb/q169938/>>

SUMMARY

Microsoft Photo Editor ships with Microsoft Office 97 and the stand-alone versions of Microsoft Word 97 and Microsoft PowerPoint 97. Microsoft Photo Editor is installed when you perform a custom or complete installation from the compact disc. It does not ship with the stand-alone versions of Microsoft Excel 97, Microsoft Access 97, or as part of the Microsoft Office 97 ValuPack.

Microsoft Photo Editor allows you to customize graphic images you create, scan, or open.

Files Installed by Microsoft Photo Editor

The following files are installed in the C:\Program Files\Common Files\Microsoft Shared\PhotoEd folder:

File Name	Size	Date	Time
Chalkcha.dll	80KB	11/17/96	12:00 AM
Graphicp.dll	77KB	11/17/96	12:00 AM
Notepape.dll	78KB	11/17/96	12:00 AM
Photoed.exe	786KB	11/17/96	12:00 AM
Photoed.srg	10KB	11/17/96	12:00 AM
Stamp.dll	77KB	11/17/96	12:00 AM
Watercol.dll	85.KB	11/17/96	12:00 AM
Emboss.dll	77KB	11/17/96	12:00 AM
Mscreate.dir	0KB	11/23/96	12:14 PM
Photoed.cnt	5KB	11/17/96	12:00 AM
Photoed.hlp	2KB	11/17/96	12:00 AM
Stainedg.dll	90KB	11/17/96	12:00 AM
Texturiz.dll	157KB	11/17/96	12:00 AM

Starting Microsoft Photo Editor

You can run Microsoft Photo Editor using one of the following methods:

Method 1. Run Microsoft Photo Editor as a stand-alone program.

To run Microsoft Photo Editor as a stand-alone program, point to **Programs** on the **Start** menu, and then click **Microsoft Photo Editor**.

Method 2. Run Microsoft Photo Editor from any program that supports OLE.

If you installed Microsoft Word, you can insert files from a scanner, the clipboard, or a blank picture or you can open an existing file using the following steps:

1. On the **Insert** menu, click **Object**.
2. Click the **Create New** tab.
3. In the **Object type** box, click **Microsoft Photo Editor 3.0 Photo** (or **Microsoft Photo Editor 3.0 Scan**), and then click **OK**.
4. In the **New** dialog box, click the option you want, and then click **OK**.
5. On the **File** menu, click **Exit and Return to Document**.

Quitting Microsoft Photo Editor

To quit Microsoft Photo Editor, use either of the following methods:

- On the **File** menu, click **Exit**.
-or-
- On the **File** menu, click **Exit and Return to Document** (or **Exit and Return to Presentation**).

Creating a New Image

1. On the **File** menu, click **New**.
2. In the **Image Type** list, click the type you want.
3. Type the settings you want in the **Resolution, Height, Width, and Unit** boxes and then click **OK**.

Opening an Existing Image

1. On the **File** menu, click **Open**.
2. In the **Look in** box, open the folder that contains the image.
3. In the list of files, select the image you want.
4. Click **Open**.

Previewing an Image Before Opening It

1. On the **File** menu, click **Open**.
2. Select the image you want to preview.
3. Click **Preview**.

The **Preview** dialog box appears. You can crop, resize, or cancel the preview. To crop the image, drag the edge of the frame in the preview window. To resize the image, drag any corner of the frame. To accept the cropping or resizing changes, click **OK**. To cancel the preview, click **Cancel**. To restore the image to its original settings, click **Reset**.

NOTE: You cannot increase the size of the picture and you cannot resize the image proportionately.

4. Click **Open**.

Creating a New Image with a Colored Background

1. On the **File** menu, click **New**.
2. Click **Color**.
3. Click the color you want and then click **OK**.
4. Click **OK** again.

Changing Resolution and Orientation Settings for a Kodak Photo CD Image

1. Select a Kodak Photo CD image.
2. Click **Options**.
3. In the **Resolution** section, click **Default Resolution**, or click one of the options in the **Specific Resolution** list. Click either the **8-bit** or **24-bit** option.
4. In the **Orientation** section, select the type of orientation you want.
5. Click **OK**.

NOTE: Although setting a high resolution improves the quality of the image on the screen and when it is printed, it also increases the file size of the image.

Scanning an Image with Microsoft Photo Editor

1. On the **File** menu, click **Scan Image**.
2. Follow the directions for the scanner.

Selecting a Scanner

1. On the **File** menu, click **Select Scanner Source**.
2. In the **Sources** list, click the scanner you want to use.

NOTE: You can select another TWAIN device, such as a digital camera, instead of a scanner. You can select any TWAIN device that is attached to your computer if it appears in the Sources box. If your scanner is not listed in the **Sources** box, one of the following messages appears:

- The scanner is not TWAIN-compliant. Photo Editor recognizes only TWAIN-compliant scanners.
- or-
- The scanner and its software is not installed correctly. Follow the manufacturer's instructions for installing the scanner and software.

Using the Optimum Scanning Resolution

Use the optimum scanning resolution to keep images from getting unnecessarily large. Do this by matching the scanning resolution to the capacity of the output device. If an image has more resolution than a printer can print, the printer simply ignores the excess. The best scanning resolution is equal to two times the number of lines per inch (lpi) of the printer. The following table will help you select the optimum scanning resolution.

Output device	Output dpi	Output lpi	Scanning dpi
Monitor	96	na	96
Laser printer	300	55-65	120
Laser printer	600	65-85	150
Ink-jet printer	300	50-60	110
Dye sub printer	300	55-70	125
Imagesetter	1250+	120-150	300

NOTE: The figures for scanning dots per inch (dpi) are the most common for that kind of device. Check the user's manual for your printer or monitor if you want to determine the output lpi and scanning dpi more precisely.

Saving a New Image

1. On the **File** menu, click **Save**.
2. Select the folder where you want to save the image.
3. In the **File Name** box, type a name for the image.
4. Click **More** to change the number of colors or compression settings.
5. Click **Save**.

Saving an Existing Image

On the **File** menu, click **Save** or **Save As**.

Setting the Quality Factor for a JPEG Image

1. On the File menu, click Save As.
2. In the **Save As Type** box, click **JPEG File Interchange Format (*.jpg)**.
3. Click **More**.
4. Under **JPEG Quality Factor**, move the slider left to reduce the file size and image quality, or move the slider right to increase the file size and image quality.

Rotating an Image

1. Open or create a new image.
2. On the **Image** menu, click **Rotate**.
3. Select any **Orientation** and **Image** options you want, and then click **OK**.

NOTE: If you select **By Degree** under **Orientation**, type a number or click the arrows to select the degrees you want.

Zooming In or Out of an Image

You can change the magnification using either of the following methods:

- In the **Zoom Control** box on the **Standard** toolbar, type or select the magnification you want.

-or-
- Click the **Zoom** button on the **Standard** toolbar.
 - To zoom in, click the area you want to enlarge.
 - To zoom out, hold down SHIFT and click the area you want to shrink.

When you are done, click the **Zoom** button again to cancel the Zoom feature.

NOTE: While the Zoom feature is selected, each click doubles or halves the magnification within the range of 10 percent to 1600 percent.

Smudging Part of an Image

The Smudge Brush smears or blends adjacent colors when you drag the brush across the image.

1. Click the **Smudge** button on the **Standard** toolbar.
2. Drag the pointer over the area you want to smudge.

Sharpening Part of an Image

The Sharpen Brush increases the difference between adjacent gray values when you drag the brush across the image.

1. Click the **Sharpen** button on the **Standard** toolbar.
2. Drag the pointer over the area you want to sharpen.

Creating Transparent Areas in an Image

You can use transparent areas to integrate an image into your document, presentation, or Web page. For instance, if you have an image of a person with a plain background, such as the sky or a wall, you can make the background color transparent. When the image is printed in a Word document, the background is the color of the paper. In a PowerPoint

presentation or Web page, the transparent area uses the color of the background.

1. Click the **Set Transparent Color** button on the **Standard** toolbar.
2. Click the area of the image you want to make transparent.

The **Change Color to Transparent** dialog box appears. The preview window shows the color that changes to transparent when you click **OK**. You can also increase the range of colors that become transparent or change the degree of transparency.

NOTE: Transparency is saved in different ways by different graphics file formats.

3. Click **OK**.

Adjusting the Brightness, Contrast, and Gamma of an Image

The Brightness control changes the amount of white in all colors and shades of gray.

1. Click the **Image Balance** button on the **Standard** toolbar.
2. Move the Brightness slider to the right to increase the brightness, or move the slider to the left to decrease the brightness. To adjust all colors, select **All Colors** in the lower-left list before moving the slider. To adjust the color channels separately, select **Red**, **Green**, or **Blue** before moving the slider.

The Contrast control changes the difference between adjacent colors or shades of gray.

1. Click **Image Balance** on the **Standard** toolbar.
2. Move the Contrast slider to the right to increase the contrast, or move the slider to the left to decrease the contrast. To adjust all colors, select **All Colors** in the lower-left list before moving the slider. To adjust the color channels separately, select **Red**, **Green**, or **Blue** before moving the slider.

The Gamma control changes the contrast in the dark areas of the image.

1. Click **Image Balance** on the **Standard** toolbar.
2. Move the Gamma slider to the right to increase the gamma, or move the slider to the left to decrease the gamma. To adjust all colors, select **All Colors** in the lower-left list before moving the slider. To adjust color channels separately, select **Red**, **Green**, or **Blue** before moving.

To Select All or Part of an Image

- To select the entire image, click **Select All** on the **Edit** menu.
- To select part of an image, click the **Select** button on the **Standard** toolbar, and then draw a box over the area you want.

Resizing a Selection

- To move one side of the selection's bounding outline, move the pointer over the sizing handle on that side until the pointer changes to a double-headed arrow, and then drag the handle.
- To change the height and width simultaneously, drag a corner handle.

Copying All or Part of an Image

1. Select all of the image by clicking **Select All** on the **Edit** menu. Or select part of an image by clicking the **Select** button on the **Standard** toolbar and then drawing a box over the area you want.
2. On the **Edit** menu, click **Copy**.
3. Open the document or image you want to copy the selection into.
4. On the **Edit** menu, click **Paste**.

Moving and Pasting a Selection Within the Same Image

1. Select the part of the image you want to move and paste.
2. Move the selection to a new location.
3. Paste the selection by clicking the **Select** button on the **Standard** toolbar.

Moving All or Part of an Image to a Different Image or File

1. Select all or part of the image.
2. On the **Edit** menu, click **Cut**.
3. Open the image or file you want to move the selection into.
4. On the **Edit** menu, click **Paste**.

TIP: After the selection appears in the new image or file, you can drag it to another location within the new image or file.

Erasing All or Part of an Image

1. Select all or part of the image.
2. On the **Edit** menu, click **Cut**.

Canceling or Removing a Selection

To cancel an active selection, press the ESC button on your keyboard.

To cancel an existing selection and make a new one, draw a box over the new area you want to select.

NOTE: You must draw the boundary for the selection outside of the existing selection.

To remove a selection you just pasted, click the **Undo** button on the **Standard** toolbar.

Using Undo or Redo for the Last Action

- To cancel the last action, click the **Undo** button on the **Standard** toolbar.
- To restore the last action, click the **Redo** button on the **Standard** toolbar.

Using Undo to Restore Multiple Changes

To restore all the changes you made to an image since the last time you saved it, click **Revert** on the **File** menu.

Adjusting the Image Quality Automatically

To automatically adjust the brightness and contrast levels of an image, click **AutoBalance** on the **Image** menu.

Resizing an Image

1. On the **Image** menu, click **Resize**.
2. Type a new measurement or percentage for the width and height.
3. Select any other options you want.
4. Click **OK**.

Cropping an Image

1. Click the **Select** button on the **Standard** toolbar, and draw a box around the area of your image you want to keep.
2. On the **Image** menu, click **Crop**.
3. Select the options you want, and then click **OK**.

NOTE: You can combine cropping and matting to create attractive framing effects.

Changing the File Format of an Image

1. On the **File** menu, click **Save As**.
2. In the **Save As Type** box, click the file format type you want.

Changing the File Properties

1. On the **File** menu, click **Properties**.
2. Under **Image**, in the **Type** list, select the type of image you want.

If you select **Palette or 256 color (8 bit)**, do the following:

- a. Click **Custom**.
- b. Select the number of colors.
- c. Click **OK**.

If you select one of the other options, do the following:

- a. Select **Palette or 256 color** in the **Type** box.
- b. Click **Custom**.
- c. For fewer than 256 colors, click **Variable** and type a number in the **Number of Colors** box.

NOTE: The Standard palette type has 256 colors, which is the default setting for the Palette image type.

If you select **Monochrome**, do the following:

- a. Click **Custom**.
- b. Select the halftone options.
- c. Click **OK**.

Changing the Resolution of an Image

1. On the **File** menu, click **Properties**.
2. In the **Resolution** box, type the value you want.
3. Click **OK**.

Apply Artistic Effects

The artistic effects commands are located below the separator line on the **Effects** menu.

1. Select all or part of an image.
2. On the **Effects** menu, click the effect you want to apply.
3. Make any adjustments you want.
4. Click **Preview**.
5. Click **Apply**.

Applying Special Effects

The special effects commands are located above the separator line on the **Effects** menu.

1. Select all or part of an image.
2. On the **Effects** menu, click the effect you want to apply.
3. Make any adjustments you want.

Printing an Image

If you don't need to change the printer settings, click the **Print** button on the **Standard** toolbar.

If you need to change the printer settings, click **Print** on the **File** menu, and then do any of the following:

- To center the image on the page, click **Center**.
- To set a fixed position, type a measurement or click the arrows to change the measurement in the **Top** and **Left** boxes under **Position**.
- To set a fixed size for the printed image, type a measurement or click the arrows to change the measurement in the **Width** and **Height** boxes under **Size**.
- To automatically resize the image to fill the page, click to select the **Fit To Page** check box.
- To resize the image disproportionately, click to select the **Allow Distortion** check box.

Sending an Image by E-mail

You can send an image as an e-mail attachment, using the following steps:

1. On the **File** menu, click **Send**.
2. Your e-mail program starts, a new message is created, and the image is attached to the message.
3. Send as you normally send e-mail.

Keyboard commands

Action -----	Shortcut -----
Create a new image	CTRL+N
Open an existing image	CTRL+O
Save an image	CTRL+S
Revert to the original settings	CTRL+R
Print an image	CTRL+P
Cut a selection to the Clipboard	CTRL+X
Copy a selection to the Clipboard	CTRL+C
Paste the Clipboard contents	CTRL+V
Select all	CTRL+A
Undo the previous action	CTRL+Z
Redo the previous undo	CTRL+Y
Help	F1

Troubleshooting

- Photo Editor does not open an image. This behavior can occur when either of the following is true:
 - The proper import filter may not be installed on your computer. To install the graphics import filter rerun Setup in maintenance mode and select the filter you want.
 - or-
 - The image may have been saved in an unrecognized graphics file format. Some file formats, especially TIFF and some others, are adapted for specialized purposes. Some of the adaptations are not recognized by standard import filters. Usually these images can be opened only by the program that created them.
- The document or presentation file size is getting too large.

Large images, or a large number of images, can slow performance when you scroll, print or perform other normal operations. You can reduce the size of your images using any of the following methods:

 - Change an image to true color, palette, grayscale, or monochrome.
 - Reduce the resolution and resize the image.
 - Use the optimum scanning resolution.

NOTE: To reduce the size of your images even more, paste the image into your document or presentation instead of using OLE.

Compression Options

JPEG. Reduces the number of bits in the image by eliminating repetitive image data or image data that is hard to see. JPEG can achieve much greater compression than other methods, but the results may not be fully reversible. At higher compression ratios (greater than 20:1), JPEG degrades the quality of the image. JPEG is available only for true color images.

LZW (Lempel-Zif compression). Translates common patterns in an image into short codes. LZW is best at preserving all the image data and achieving good compression, but it does not achieve the high compression ratios that JPEG does. LZW is available for monochrome, grayscale, palette, and true color images. GIF and interlaced GIF use LZW compression.

LZW and Differencing. Compresses the differences between adjacent pixels instead of the actual value of the distance between them. Differencing enhances LZW compression. LZW and Differencing is available for grayscale, palette, and true color images.

RLE (Run Length Encoding). Associates a count with a pixel value. For example, a line of 250 blue pixels is encoded by the number 250, followed by the numerical value for blue. RLE gives good compression ratios for images that have large blocks of constant color. RLE is available for monochrome images as well as palette and true color Windows Bitmap (*.bmp) images.

CCITT Group 3 and Group 4. Uses modified Huffman encoding, in which pixels are compressed based on a table of patterns that represents the typical patterns in an image. These are facsimile-compatible compression routines. CCITT is available for monochrome images only. CCITT Group 3 provides good results with text but poor results with images. CCITT Group 4 compresses an image in two dimensions and usually produces a higher compression ratio than Group 3. Many programs support Group 3 but not Group 4.

Saving Transparency in an Image

Microsoft Photo Editor supports three file formats that save transparency: CompuServ GIF (**GIF**), Tagged Image File Format (**TIFF**), and Portable Network Graphics (**PNG**). Transparency in an image is saved in two ways: as a transparent color or in an alpha channel.

GIF saves images as monochrome (line art) or 8-bit (grayscale or 256-color) images. GIF saves all transparency values by substituting a transparent color in place of the designated color. If you are concerned about loss of image data, use TIFF or PNG to save your image. If you prefer GIF and want to preserve all the image data, save a copy of your image in another format before saving transparency conversions in GIF.

TIFF saves images as monochrome, 8-bit, or 24-bit (true color) images. In 24-bit images, TIFF saves transparency in an alpha channel. For monochrome and 8-bit TIFF images, however, Microsoft Photo Editor does not save transparency.

PNG saves images as 8-bit or 24-bit images. In 24-bit images, PNG saves transparency in an alpha channel. In 8-bit images, PNG substitutes a transparent color on the palette.

For additional information about Microsoft Photo Editor, please see the following articles in the Microsoft Knowledge Base:

165812 OFF97: Photo Editor Is Not Installed by the ValuPack
<<http://support.microsoft.com/kb/165812/EN-US/>>

165696 OFF97: How to Configure Setup.stf to Exclude Photo Editor
<<http://support.microsoft.com/kb/165696/EN-US/>>

162380 OFF97: Setup Performs Typical Installation by Default
<<http://support.microsoft.com/kb/162380/EN-US/>>

157196 OFF97: Photo Editor Opens First Image in Multifile Selection
<<http://support.microsoft.com/kb/157196/EN-US/>>

163305 WD97: Not Enough Memory with Effect Preview in Photo Editor
<<http://support.microsoft.com/kb/163305/EN-US/>>

169059 PE:97: Photo Editor Cannot Open Shortcut When Dragged
<<http://support.microsoft.com/kb/169059/EN-US/>>

166339 WD97: Opening a JPEG File in Photo Editor Causes an Error
<<http://support.microsoft.com/kb/166339/EN-US/>>

93359 Word for Windows Does Not Support TWAIN Protocol
<<http://support.microsoft.com/kb/93359/EN-US/>>

163458 WD97: Err Msg: 'Unable to Open Selected TWAIN Source' in Word 97
<<http://support.microsoft.com/kb/163458/EN-US/>>

165079 WD97: 'From Scanner' Missing from Insert Picture Menu
<<http://support.microsoft.com/kb/165079/EN-US/>>

APPLIES TO

- Microsoft Photo Editor 3.01

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