



# Photo Editor Basics

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**Microsoft® Photo Editor**, packaged as part of Microsoft® Office and Microsoft® PowerPoint, can be used to create, edit, and save digital photographs and other image files. By the time you complete this guide, you will be able to open and edit a photograph, add special effects, and save it in a variety of file formats.



## Reference!

Photo Editor can open, edit, and save files in the following formats: Graphics Interchange Format (GIF), JPEG, Bitmap (BMP), TAG, Portable Network Graphics (PNG), Kodak Photo CD, or PC Paintbrush.



## Reference!


Use the **Smudge** tool to blend adjacent colors. Use the **Sharpen** tool to increase the difference between adjacent gray colors.

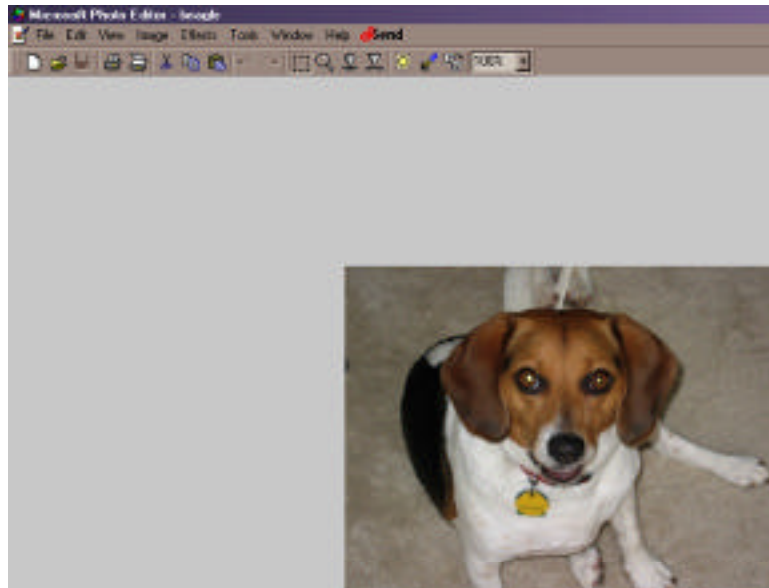


## Reference!

The **Set Transparent** tool will change the specified color to clear. This is particularly useful if you have extra white space around your picture. Click the **Set Transparent** button, then click the white area.

## Open an Image

1. Open Photo Editor.
2. Click the **Open** button on the toolbar. 
3. Select the file *"beagle.jpg"* provided with this guide.
4. Click **Open**.



5. Place your pointer over each button on the toolbar without clicking to see its purpose.

