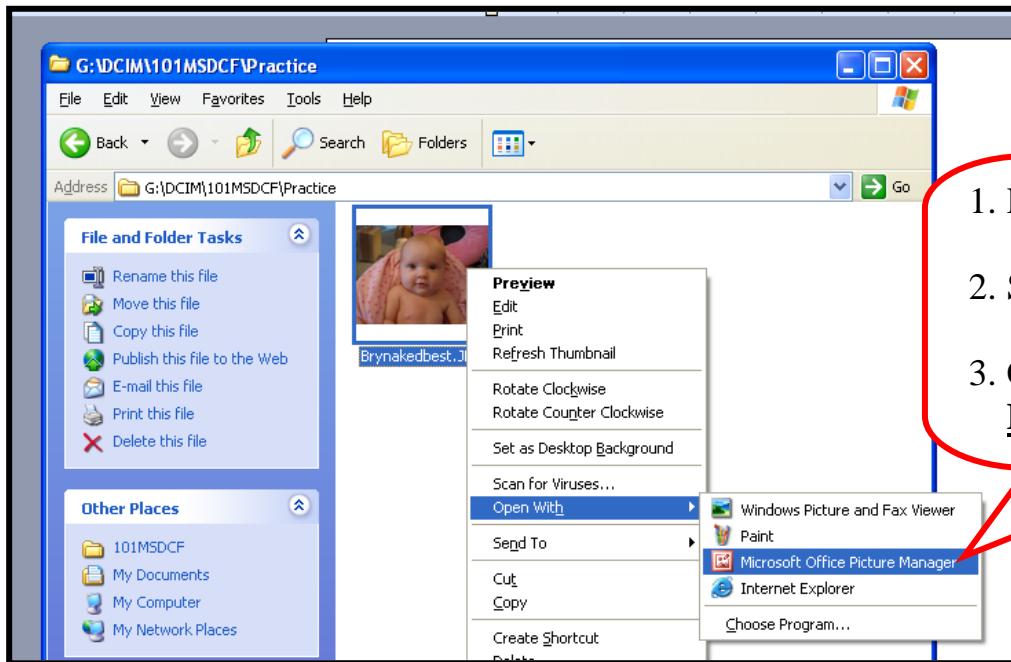
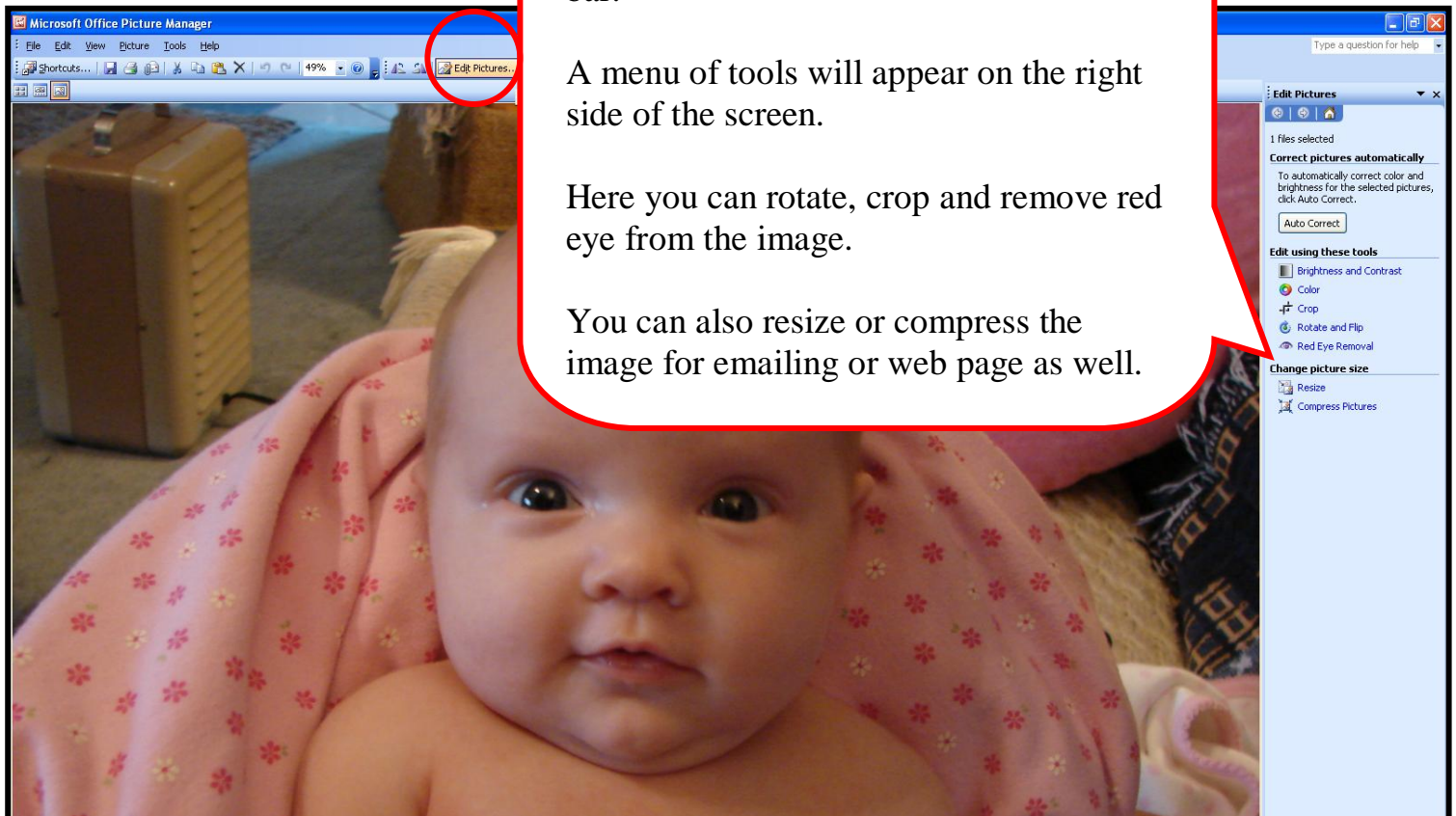


Edit and Print Pictures using Microsoft Office Picture Manager



1. Right click on the picture.
2. Scroll down to **Open with>**
3. Choose **Microsoft Office Picture Manager.**

***Note:** If this is not a choice then select Choose Program and locate under Program Files.*



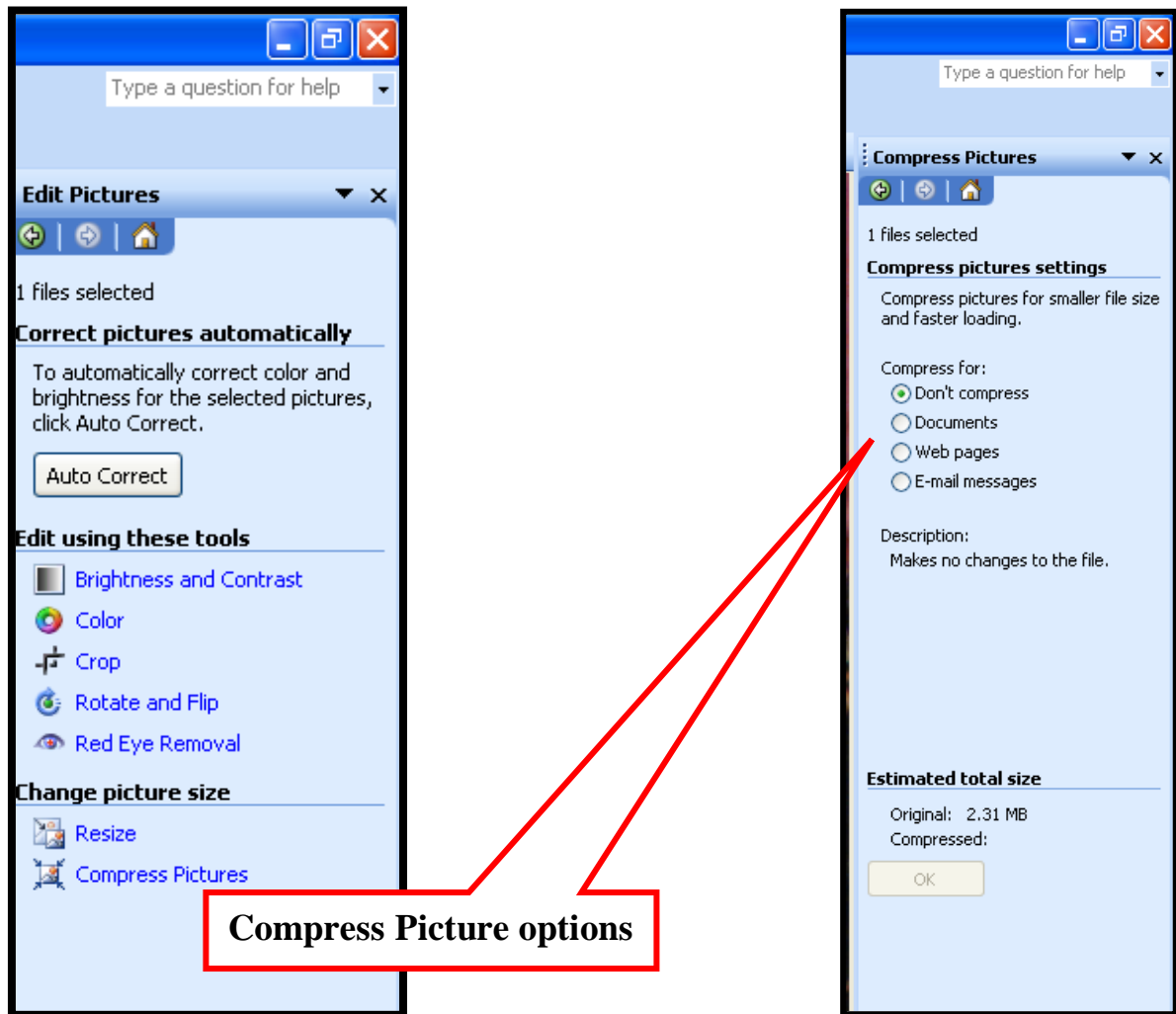
Click on **Edit Picture** in the top menu bar.

A menu of tools will appear on the right side of the screen.

Here you can rotate, crop and remove red eye from the image.

You can also resize or compress the image for emailing or web page as well.

Screen shot of options for editing a picture.



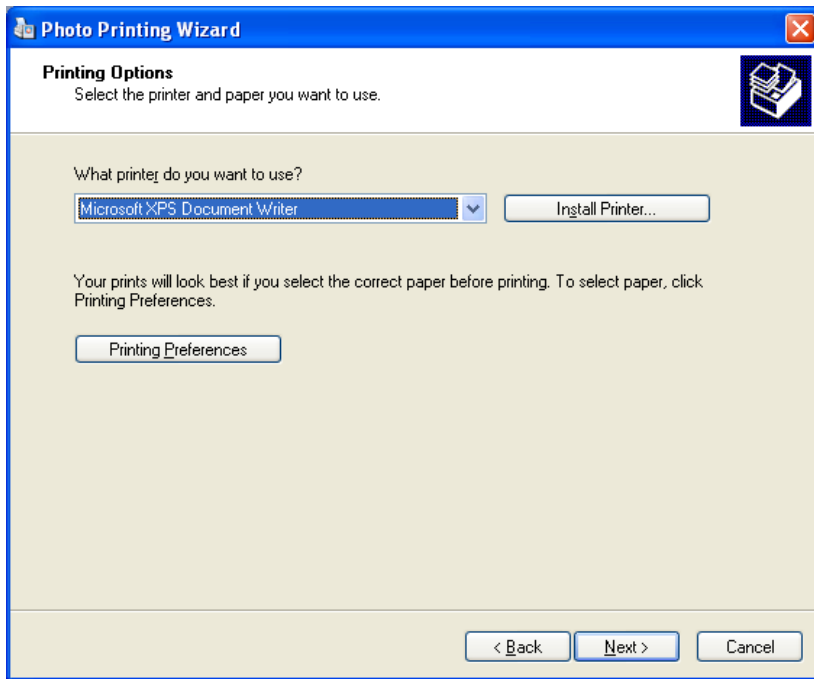
Printing Options- Very Nice Feature

To see all your printing options, click on **File** in the menu bar and choose **Print**.

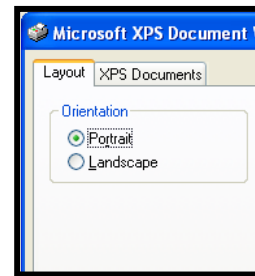


The ***Photo Printing Wizard*** window will come up as shown on the left.

Click **Next**.



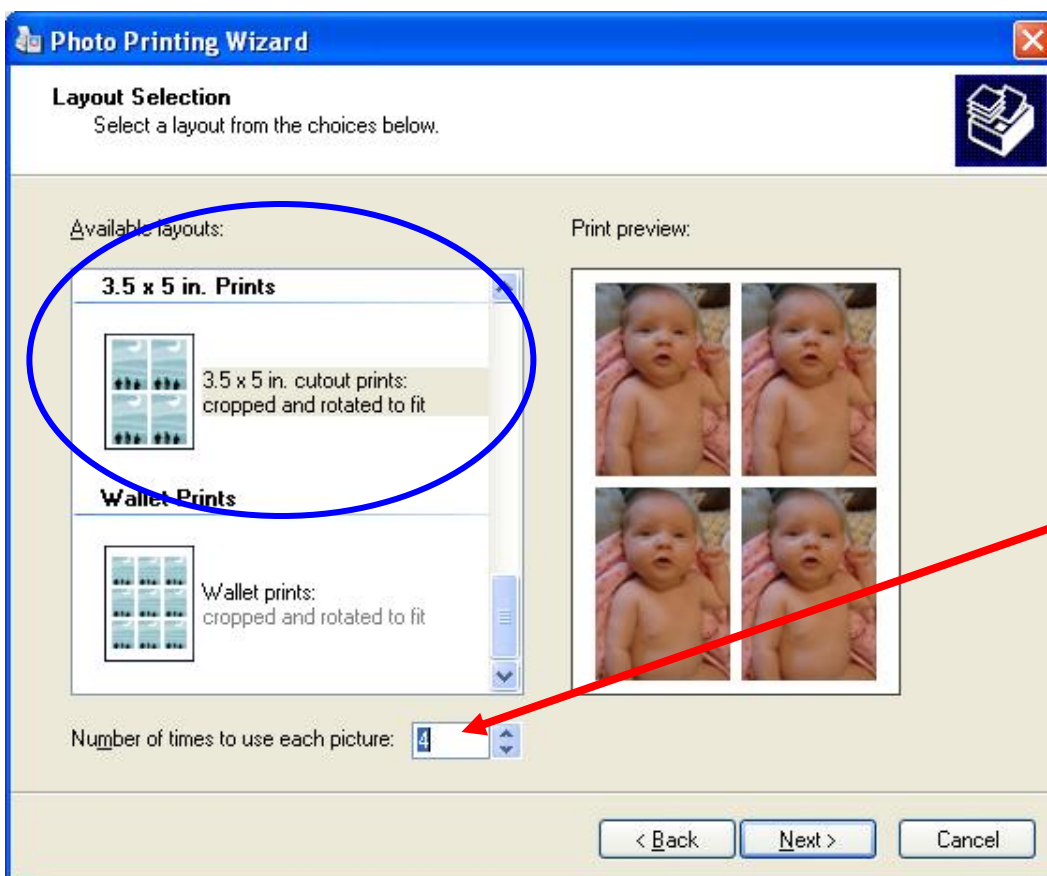
Click on Printing Preferences



Under the **Layout tab**, you can choose Portrait or Landscape.

Click **OK**.

Click on **Next**



Layout Selection

Choose the **size you want**.

Example here: 3.5 X 5

Choose **how many** pictures you want per page (that will fit.)

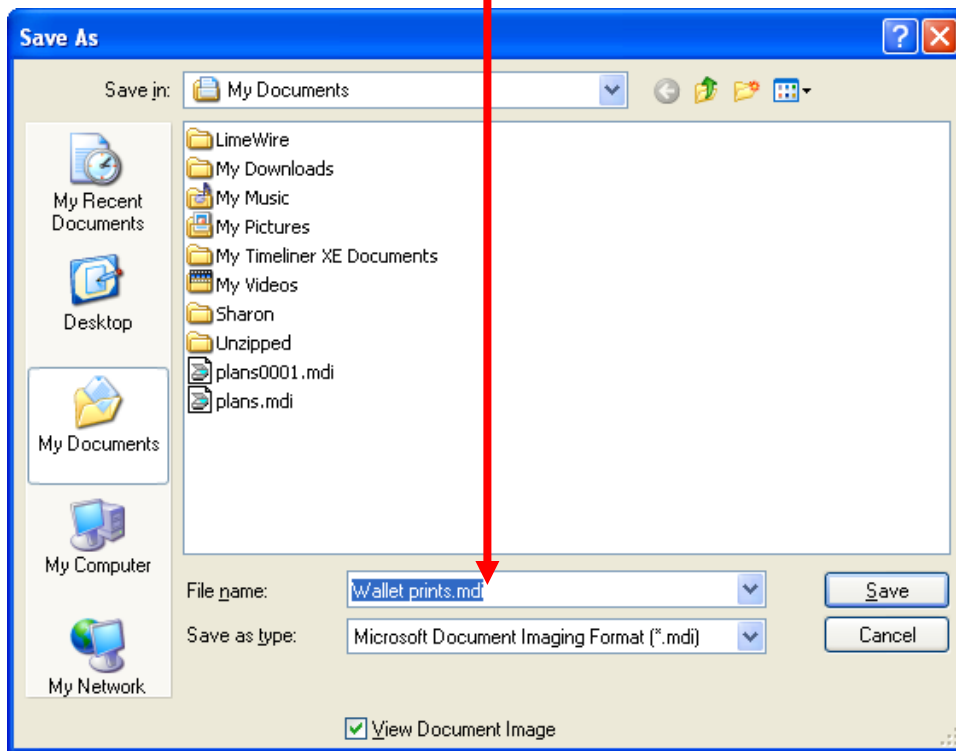
Here I chose 4.

Click **Next**.

It will bring up a window prompting you to save this as a mdi file.

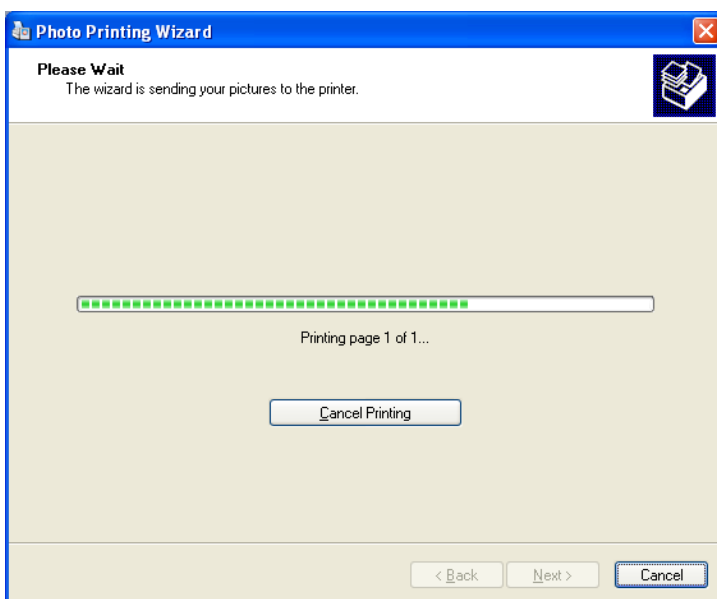
You can rename it if you like. (The default comes up to Wallet Prints.mdi)

Then click **Save**.



You will now have this file if you ever want to print this picture again.

Pictures will automatically print.



Click **Finish**