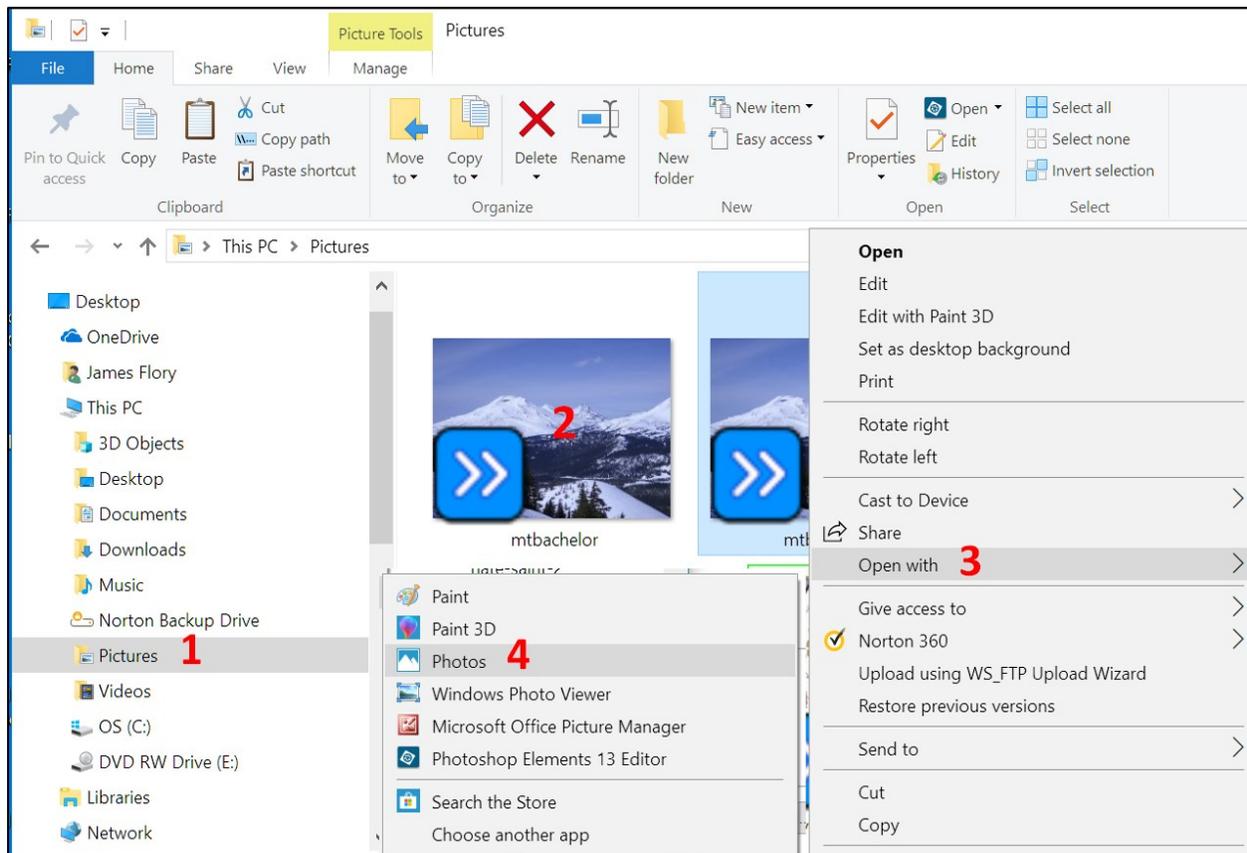


Intro to Windows 10 Photo Editing



To get started editing, go to **FILE EXPLORER** on your task bar.

1. Click on **PICTURES**.

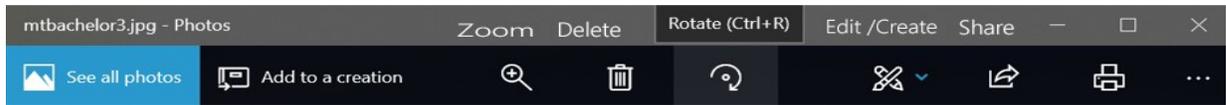
For each photo you want to edit, (one at a time) do this:

2. **RIGHT** click on the picture –

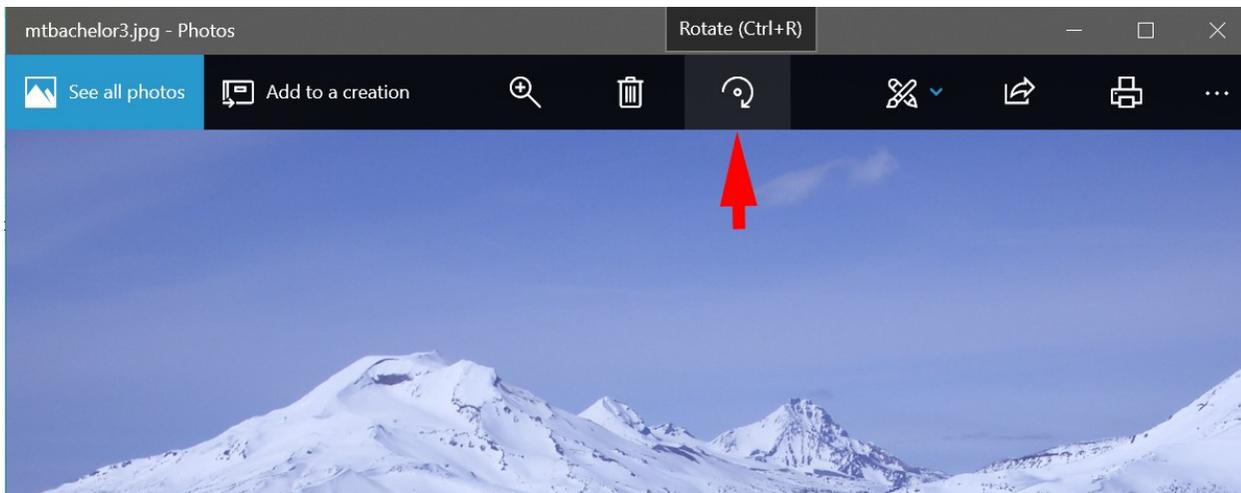
3. On the new popup menu window that appears.
Click on **OPEN WITH**

4. Click **PHOTOS**

This opens the picture in the Windows 10 Photo editor work space. Notice that it has various icons on the top of the page to help you edit pictures.



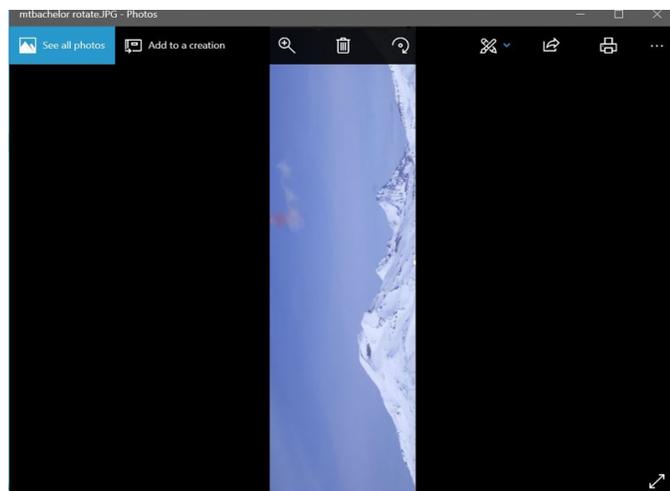
One of these icons shows a circular arrow which lets you rotate a picture even if you are not doing further editing.



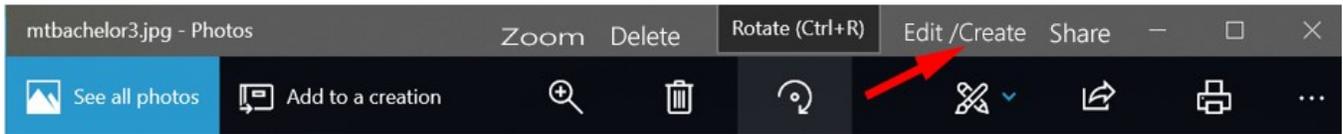
Example of one rotate click on the rotate icon.

This is useful in changing a picture from landscape view to a portrait view.

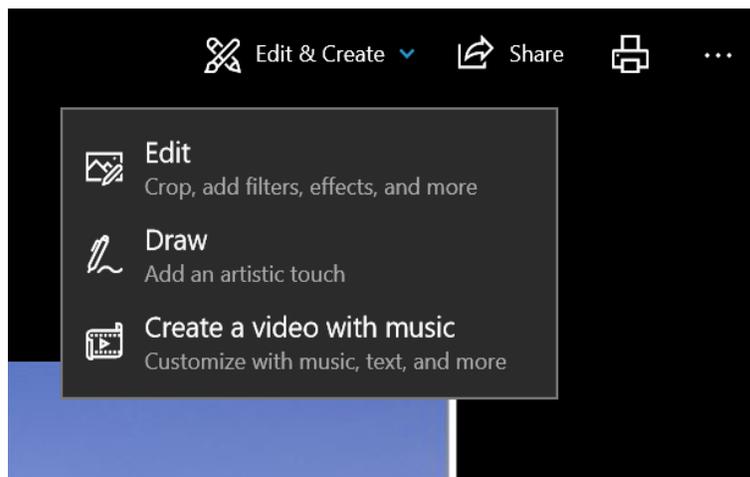
Each click on the rotate icon rotates the image an additional 90 degrees.



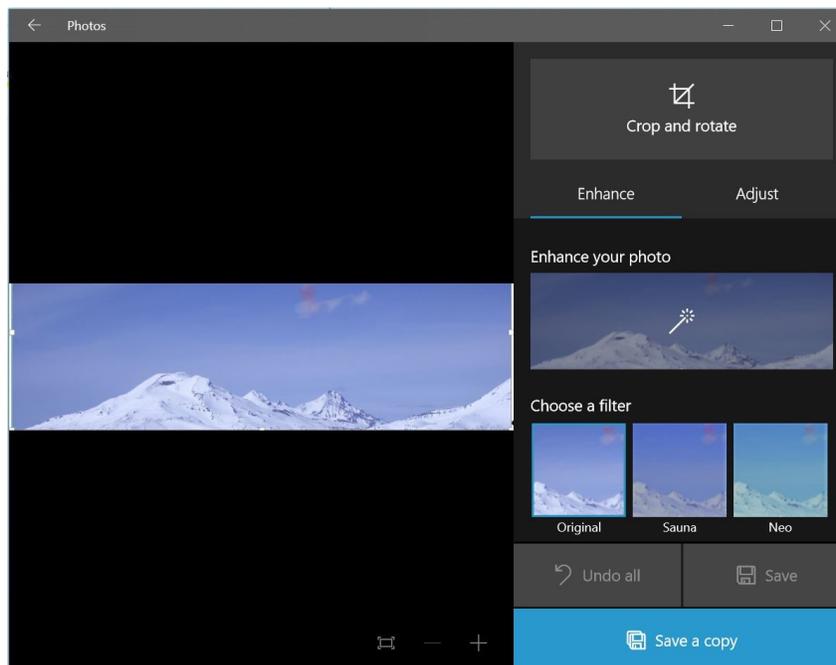
Now for the editing tools:



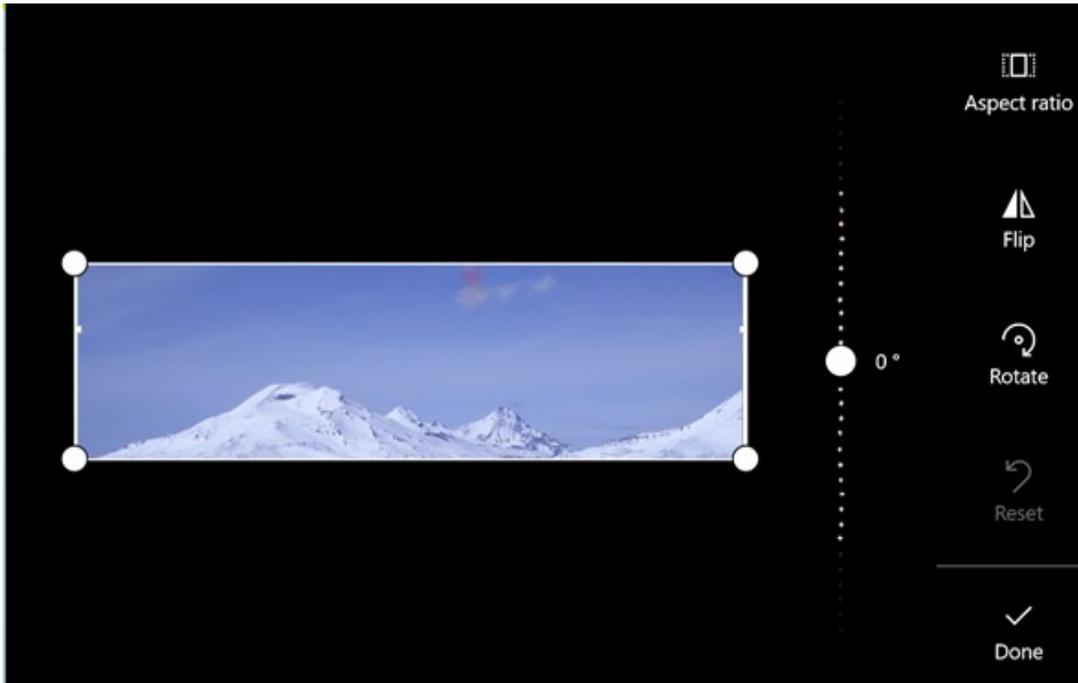
Click **EDIT & CREATE**



Then click **EDIT to continue**



To **CROP** a photo: - Click on **CROP and ROTATE** icon.



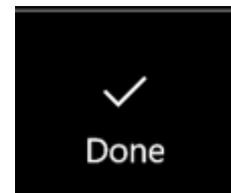
Click on **ASPECT RATIO** icon to change the size and shape of the picture.
Click the **SIZE/SHAPE** you want from the **drop down list**
or **DRAG** the edges of the picture box.

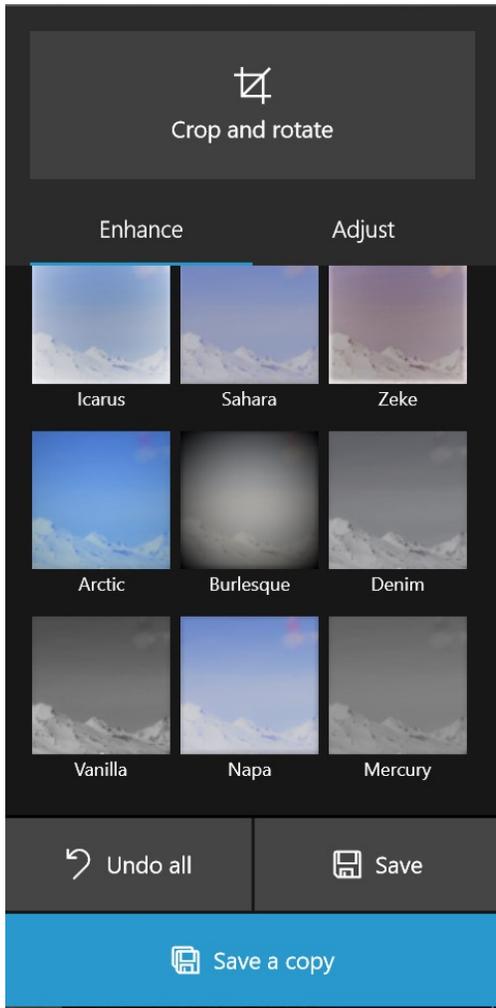
To **STRAIGHTEN** a photo: -

Click on the **DEGREE LINE** to tilt the picture, this moves the round white tilt control up or down.

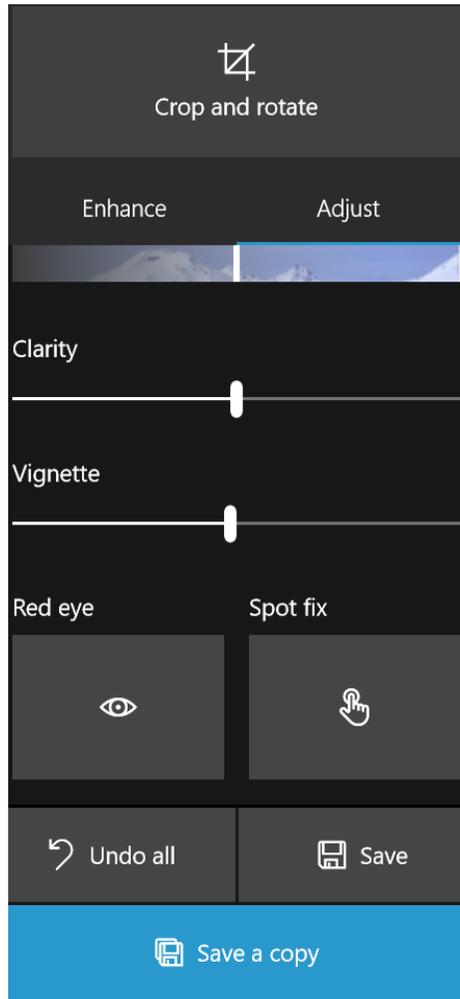
To **FLIP** a photo left to right: - Click on the **FLIP** icon

Click the Done icon at the bottom right corner of the screen to visit the Enhance or Adjust Menus which you will find pictured on the next page.





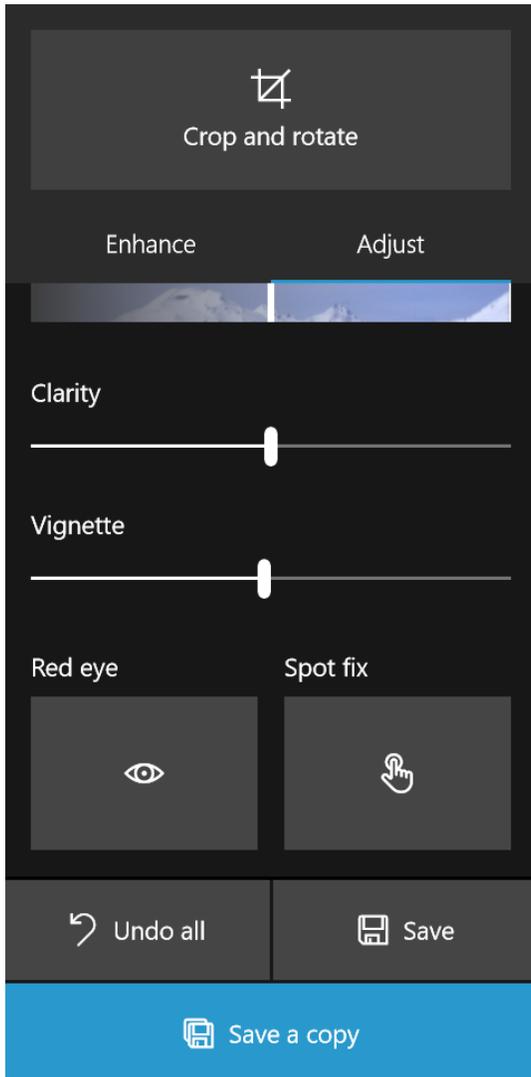
Enhance Menu



Adjust Menu

To **ENHANCE** (brighten, etc):
Click the **MAGIC WAND** in the ENHANCE box
or “fine tune” this if you wish

Go to the next page.



To **ADJUST** photos in other ways:
Click **ADJUST** to fix LIGHT, COLOR, CLARITY, and VINETTE
(notice extra choices hiding under arrows (>))

- Click **ADJUST** to fix **RED EYE**
- Click **ADJUST** to fix **SPOTS** on skin

Remember to SAVE a copy when you are done.

Helpful photo editing reminders:

- a. Consider making a copy of a photo before you edit it. (Right click-COPY...Right click PASTE)...protect the original
- b. When using cropping tools or the zoom button, you can drag the photo inside the picture box for proper positioning. (focus on the important part of the picture)
- c. “Redo arrows” and “Reset all” arrows help you perfect your editing choices. (or change your mind)
- d. When you are satisfied, click “DONE”...then SAVE it.
- e. “Save” and “Save a Copy” allow you to decide how you want to save your photos in your computer (original vs. edited version...or both)
- f. Or you can “Redo all” and start over.

Have fun with your photos!

Dianne 982-0051