

# **Editing Pictures with Microsoft Paint And Microsoft Photos Applications**



## Microsoft Paint

- Microsoft Paint is built into Windows 10
- It has been a part of Windows since 1985
- Paint 3D is an enhanced version of Paint but is not Paint itself
- Paint can be used to do simple cropping and editing of pictures
- Paint can open and save the following formats: .BMP, JPEG, GIF, PNG and TIFF

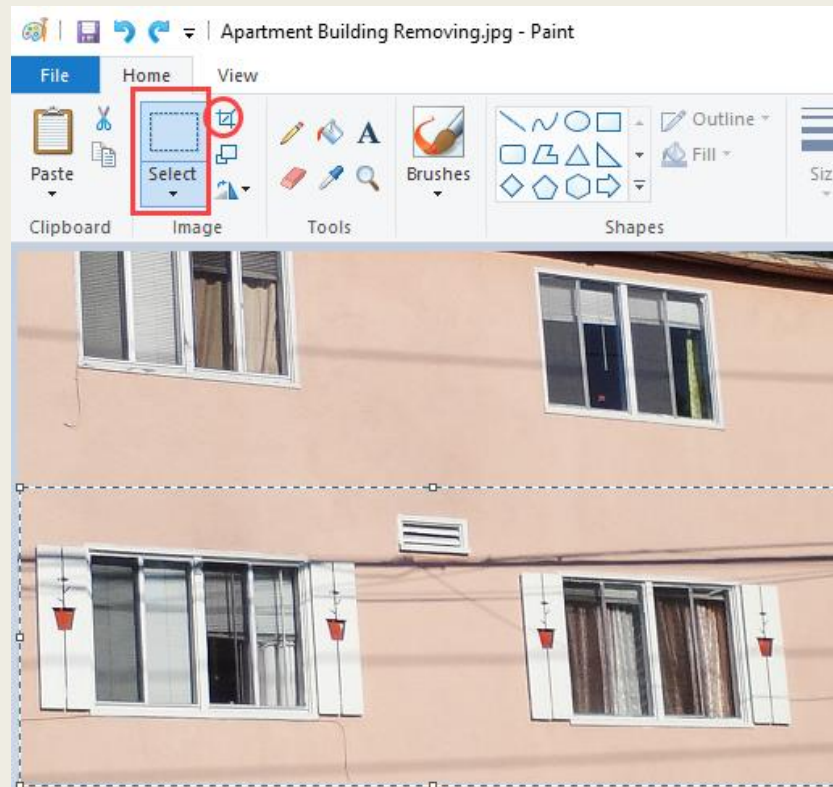
## Microsoft Photos

- Built into Windows 10
- Introduced in Windows 8
- Is a photo viewer and editor that does some things better than Paint
- Is a tool to edit and enhance photos as well as a photo organizer

# Cropping

What is cropping? Cropping is when you want to focus on a certain part of the picture and remove unnecessary parts of the picture.

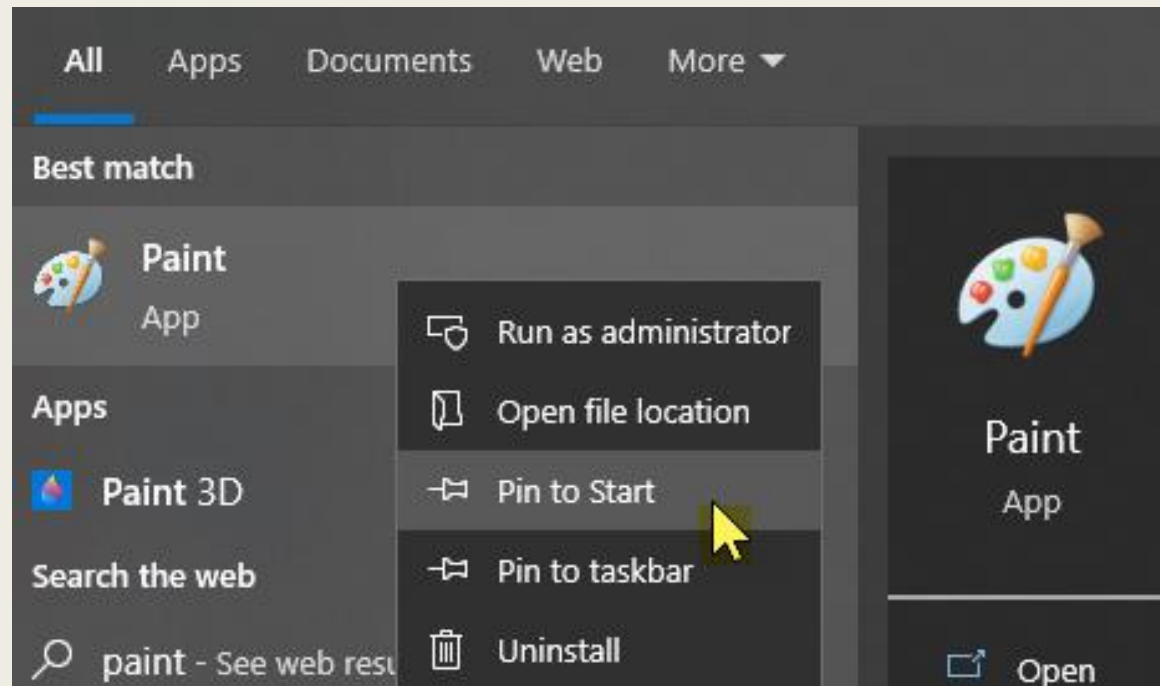
1. Start Paint by clicking the start button and typing the word Paint, click on Paint
2. Browse to the picture you wish to edit
3. Click the Select tool using the rectangular selection and draw a box around the portion of the picture that you'd like to keep, then press the Crop icon




I wish to keep this part of the picture →

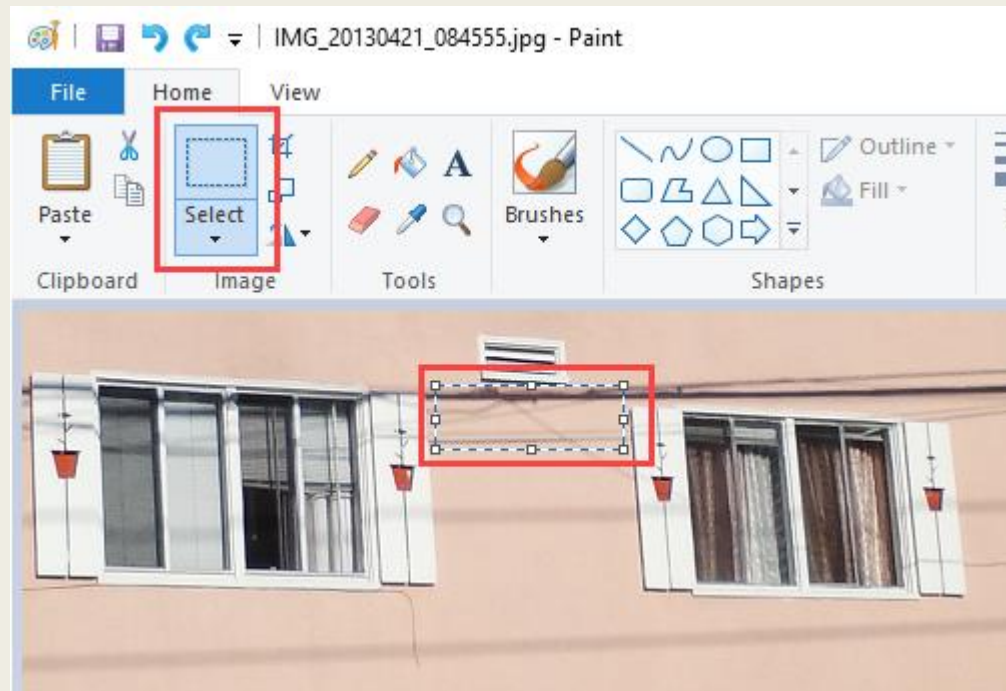
**Tip:** You can add Paint to the Start menu by following these steps:

1. Click the Start button and type the word Paint
2. Paint will appear at the top of the list
3. Right click on the App and choose Pin to Start
4. Paint will now be one of your options on the Start menu



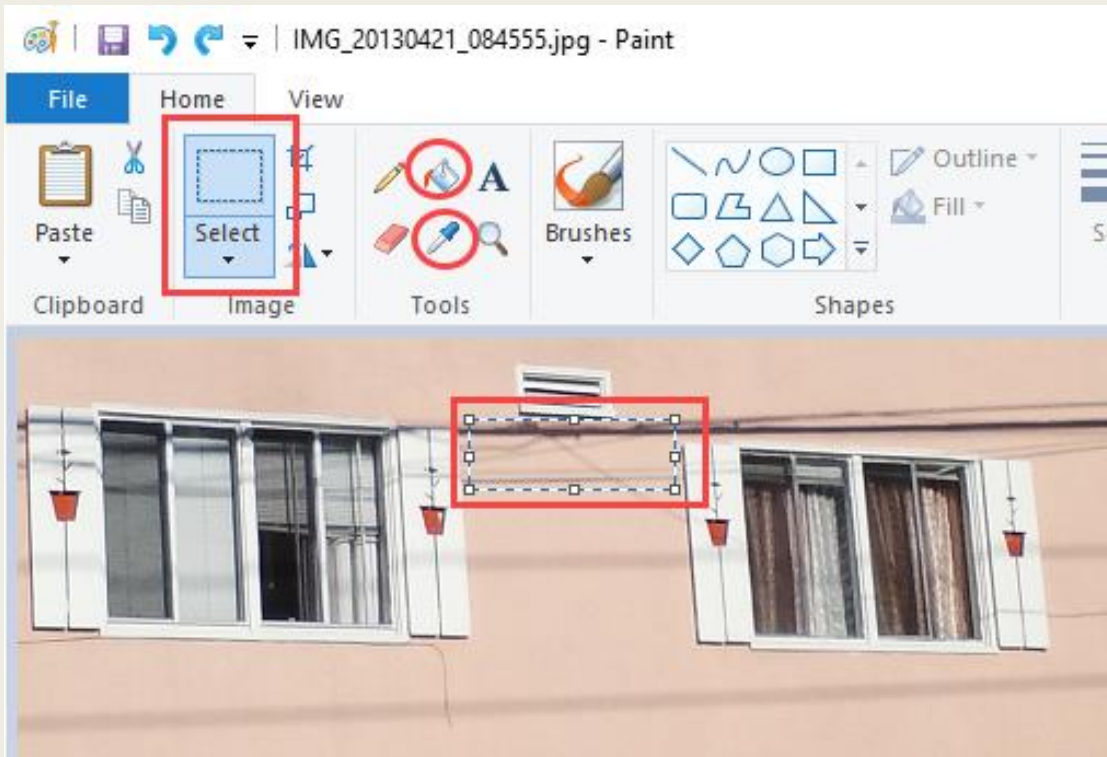
## Removing unwanted items, Part 1 of 2

1. Open a picture from within Paint
2. If the picture doesn't fit on the screen, reduce the size so you can work with it by sliding the scale in the lower right of the Paint window 
3. Click on Select and draw a box around the item you want to remove, then press the delete button



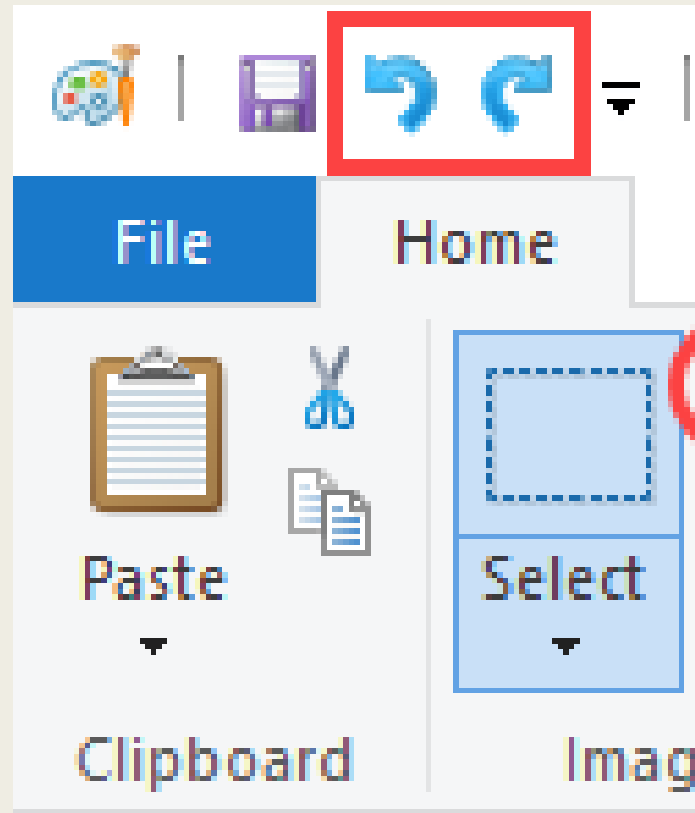
## Removing unwanted items, Part 2 of 2

5. Press the eye dropper icon and click on either a color from the color pallet or click on a section of the picture that has the color you'd like to use
6. Click on the bucket icon and click inside the white space
7. Save your picture before continuing
8. Continue to do the select/eye dropper, delete and bucket process to get rid of anything you don't want and don't forget to save the document



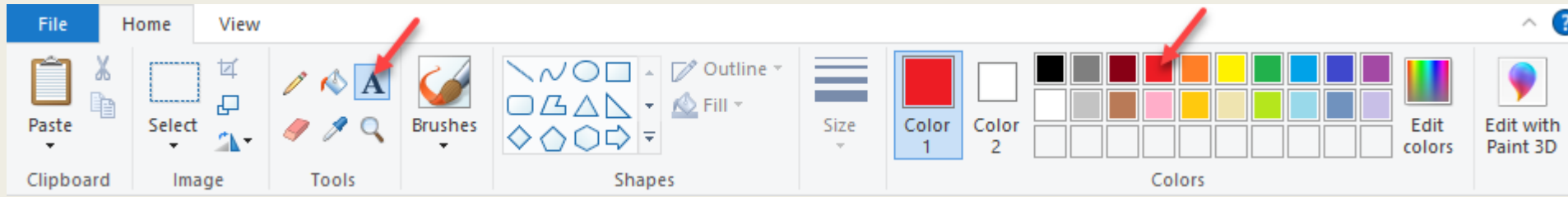
## The Undo and Redo Buttons

In practically all programs, there are buttons you can use to fix any mistakes you may have accidentally done. These buttons are the Undo and Redo buttons. If you delete a portion of the picture but then decide you shouldn't have, just click the Undo button and the last thing you deleted will be restored.

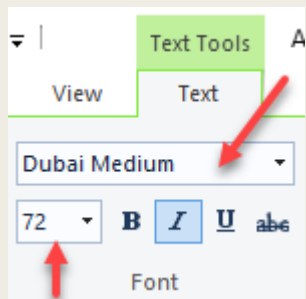


# Adding Text to your photo

1. Open the picture in Paint
2. Click the Text tool and click a color from the pallet

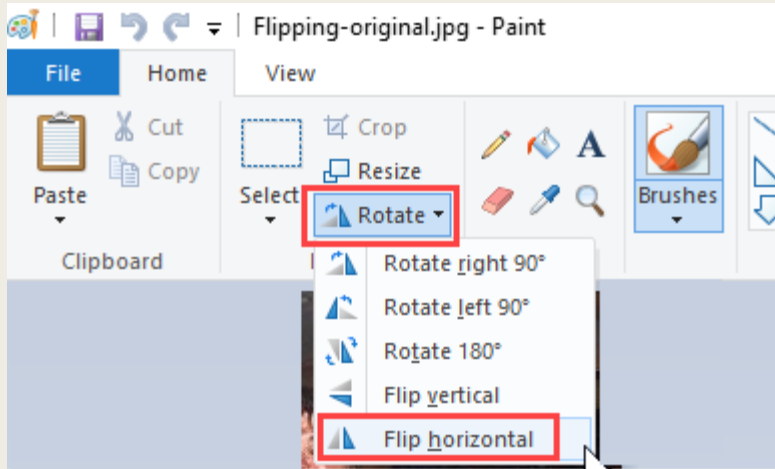


3. Click in an area of the picture to begin your text
4. Choose which font and size you'd like to use
5. Begin typing the text you want to put on the picture



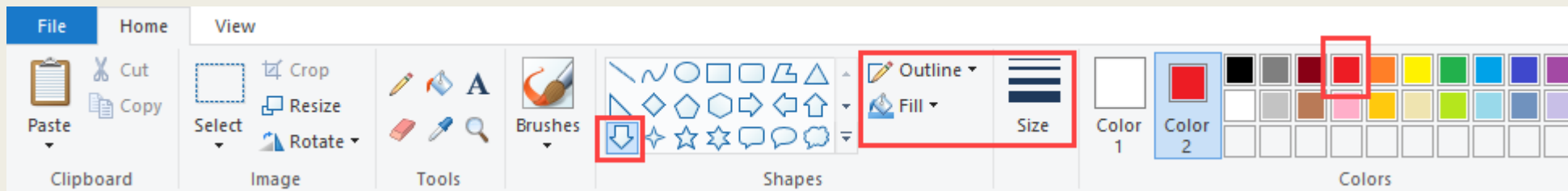
# Flipping a picture

1. Open the picture in Paint
2. Click on the Rotate button, then click on Flip horizontal



## Adding symbols to a picture

1. Open the picture in Paint
2. In this example, let's add an arrow by clicking on the arrow symbol, click on Outline to choose an option, choose the size of the arrow and finally click a color for the arrow

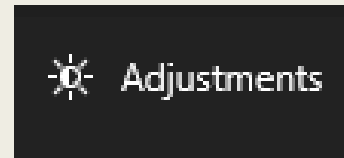


## Fixing the brightness of a picture

1. Open the picture using the **Photos** app
2. Click the Edit & Create button, and choose Edit



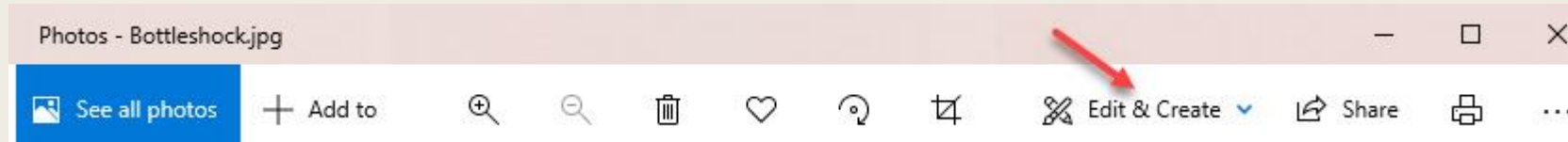
3. Click the Adjustments button
4. Slide the Light bar to adjust



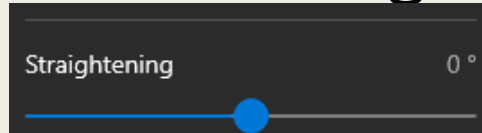
# Straightening a picture

This is a handy tool to straighten a picture that may have been taken crooked

1. Open the picture using the **Photos** app, click Edit & Create, choose Edit

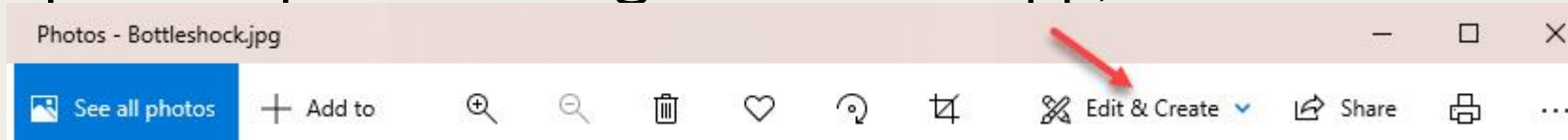


2. Use the Straightening tool to adjust the picture until it is level



# Adjusting color of a picture

1. Open the picture using the **Photos** app, click Edit & Create, choose Edit





2. Use the Filters option to adjust the colors including turning the picture into black & white

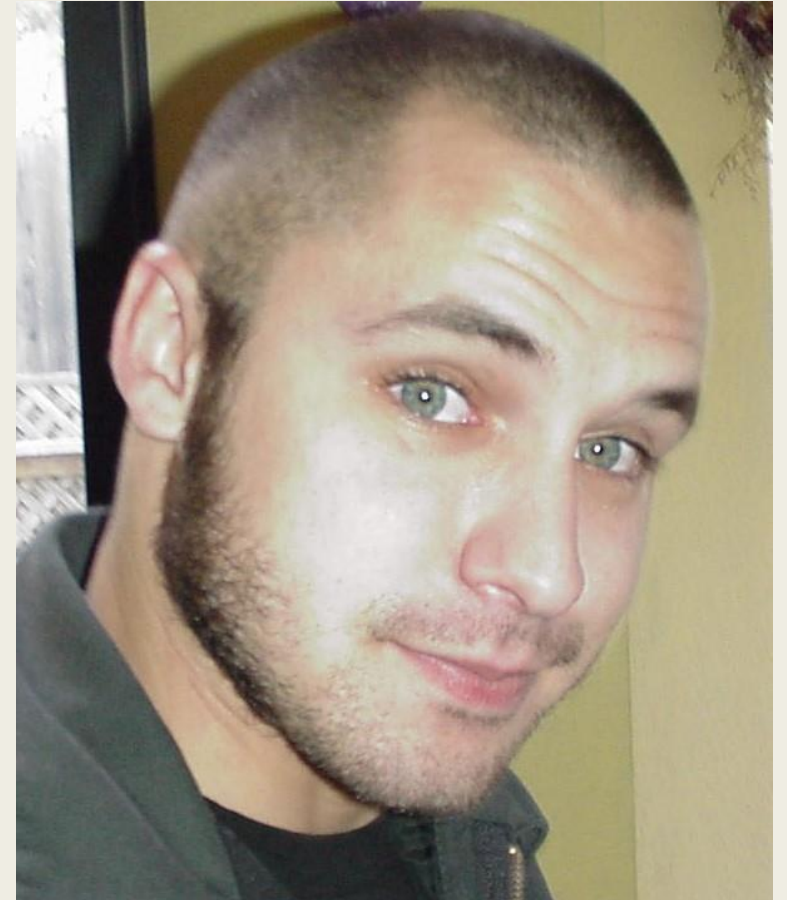
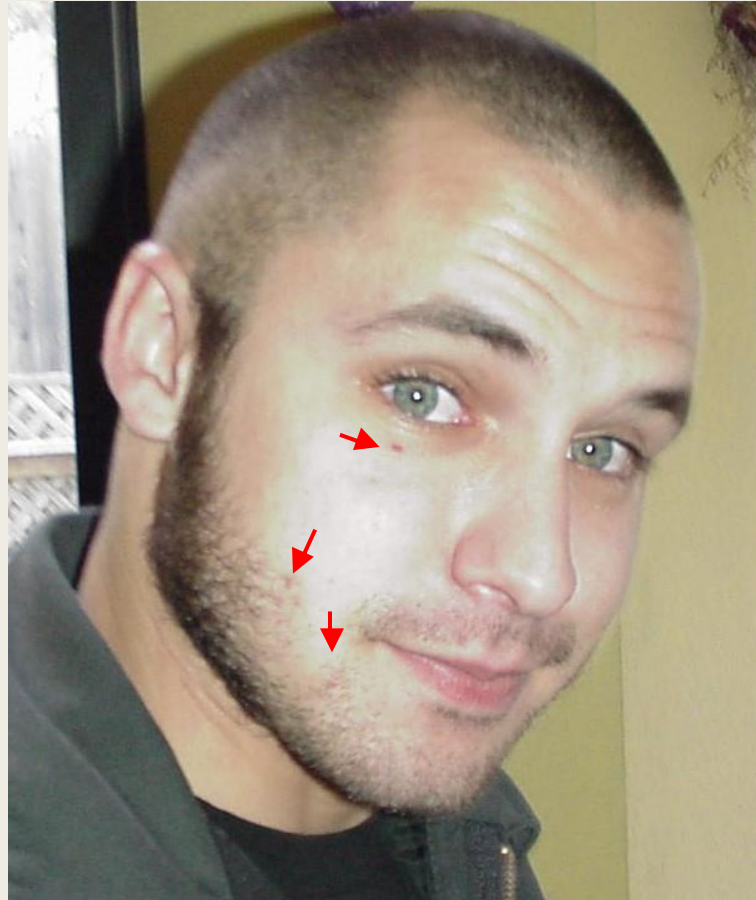


3. Click on one of the filters to give the photo a unique look, for example, turning a color photo into black and white for a different dramatic effect.



## Fixing spots and blemishes

1. Open the picture in Photos app
2. Click on Adjustments 
3. Click Spot fix 
4. Place circle over the spot or blemish you wish to erase and left click



## Creating a video with music

1. Create a folder with all the pictures you'd like to make a movie of
2. Open the first picture in Photos app
3. Click Edit & Create and then Create a video with music
4. Type in a name for the video
5. Add all of the pictures you wish to use into the Project library by clicking the Add button and adding the pictures from the folder you created in step 1
6. Click on one pictures and drag it to the box at the bottom of the page
7. Add options to the pic from the Duration, Text, Motion, 3D effects and filters buttons
8. Drag the second picture to the bottom box and do the same thing.
9. Continue adding the pictures and options until you are done with all of the pictures
10. Click on Background music button at the top of the page and choose a song.  
Click the triangle to hear the song sample
11. Click Done then click Finish video in the upper right corner, click Export