

## Cropping photos using Microsoft Photo Editor.

If you have got a newish Microsoft computer then you should have a program called Microsoft Photo Editor. You can do some basic photo fiddling with it.



1. Find the photo you want to edit
  - a) Open My Pictures.
  - b) Click on your folder.
  - c) Find the photo you want to edit. If you can't see the photos properly click on 'View' and select 'Thumbnails'.
  
2. Open in Photo Editor
  - a) Right click once on your chosen photo.
  - b) Left click once on the 'Open with' option on the list.
  - c) You will get a list of all the programs on your computer, select Microsoft Photo Editor.
  - d) This will open your photo in the Photo Editor package.
  
3. Selecting the area you want to crop.
  - a) On the second toolbar at the top you will see a button that looks like a box with broken lines.
  - b) If you hover the mouse over it you see it says 'Select'.
  - c) Click on 'Select' then move the mouse onto the photo.
  - d) Click on the top left area of the photo you want crop and holding the mouse button down drag the mouse over the photo to the bottom right of the area you want to crop.
  - e) This takes some practice, if it goes wrong, just click on the Select button again and have another go.
  - f) You will see little square blocks in the corners and sides of the selected area. You can click on these and drag them to change the shape of the area.
  
4. Create a new picture file with your cropped photo.
  - a) Once the cropped area is selected, click on 'Edit'
  - b) Click on 'Copy'
  - c) Click on 'Edit' again
  - d) Click on 'Paste as new image'
  - e) You will find the cropped area is open as a new file.
  - f) Click on 'File' then 'Save As'
  - g) Save in your folder in My Pictures. Give the file a new name.
  - h) Close down Microsoft Photo Editor.

If you have time, open up a photo in Microsoft Photo Editor and have a play with the other features.