

# Silver Surfers @ Bedford Vocality Project Training 2007

## Session 3 – Teaching Digital Photography to Older Learners

### Using Microsoft Photo Editor

Microsoft Photo Editor is a program which comes with Windows XP. It is an easy to use program which allows you to edit your photographs in various ways.

### Using Microsoft Photo Editor

You will need to open the program from the icon on your desktop or using the **Start** menu.

If you cannot find the program use the **Search** option from the **Start** menu.



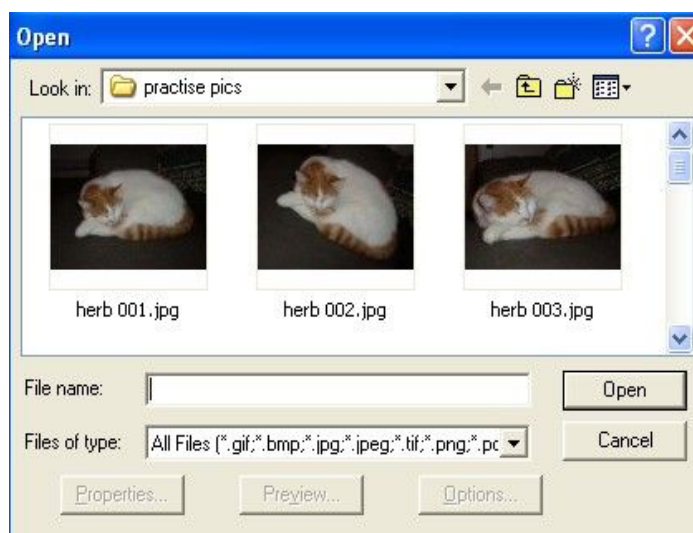
### Open a Picture

Use the **Open** option on the tool bar to find a picture.



Go to the folder **My Documents** and then open the folder **My Pictures**.

You may have created other folders inside My Pictures and so you will need to open the correct folder to find your picture.

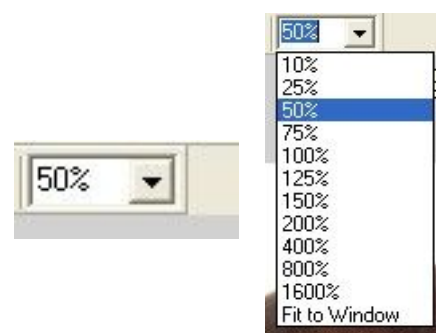


Choose the picture you wish to open by clicking on it and then click the **Open** button.

### Zooming Into the Picture

You may wish to enlarge the picture on the screen.

Use the **Zoom** option on the Toolbar by either typing in a number or dropping down the arrow and choosing your size.



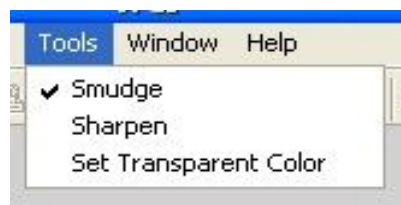
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### Using the Tools to Change your Picture.

Choose the **Tools** option on the **Menu Bar**.

The **Smudge** option allows you to blur the outlines in your picture. Once you have clicked on the **Smudge** option your mouse becomes a hand.



Click and hold your left mouse button down and drag the colours from your picture outwards to blur or expand the edge.

**!! Remember that you can use the BACK button to reverse what you have done.**



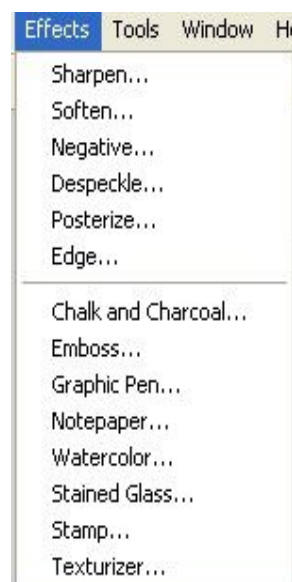
### Using the Effects Tools

The **Effects** menu gives a variety of tools to change your picture.

To use these tools you just need to click on the option you wish to try out. For some photos it will look as if you have not done anything.

#### Try Out

- Edge
- Chalk and Charcoal
- Emboss
- Graphic Pen
- Notepaper – try changing the parameters
- Watercolour
- Stained Glass
- Texturizer

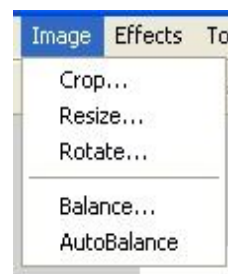


### Using the Image Tools

The **Image** menu gives you addition tools to use.

You may

- Crop** or cut out a part of your picture (save with a new name)
- Resize** your picture larger or smaller keeping the proportions
- Rotate** or turn your picture
- Balance** the shading in your picture, the brightness etc.



**Try Out** all of these on your picture.

**!! Use the Selection Tool to use your mouse for sizing**

