



Enhance Your Photos

There are several very good software programs which you can purchase to help you edit your photographs. But that's not necessary for most people who just want to crop or tweak their photos in a fairly straight forward way.

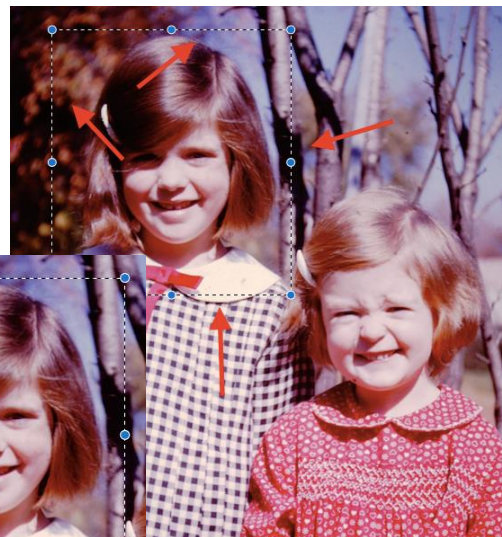
If you have an Apple computer, the program that is pre-installed on your computer is **Preview**. If you have a computer running Microsoft Windows, the program is **Paint**.

Let's first look at **Apple's Preview**...



To Crop:

1. Move the mouse above and to the left of the area that you would like to crop
2. Click and drag across the area until desired area is contained in that box
3. Release the mouse
4. Click **Tools**
5. Click **Crop**



Well done!

When you click on **Tools** in the Menu Bar you can also choose to **Adjust Color** and **Adjust Size** of the image as well as **Rotate Left** or **Right** and even **Flip Horizontal** or **Vertical**.

The best way to get familiar with these editing tools is to open a photo and simply play with it. Try everything out. Get a feel for what tools you might like to use and take notes so you don't forget what you liked. (You can print this and write on the backside.)


Tools	Window	Help
Show Inspector		⌘I
Show Magnifier		⌘M
Adjust Color...		⌘C
Adjust Size...		⌘S
Text Selection		
✓ Rectangular Selection		
Annotate		▶
Add Bookmark		⌘D
Rotate Left		⌘L
Rotate Right		⌘R
Flip Horizontal		
Flip Vertical		
Crop		⌘K

1.

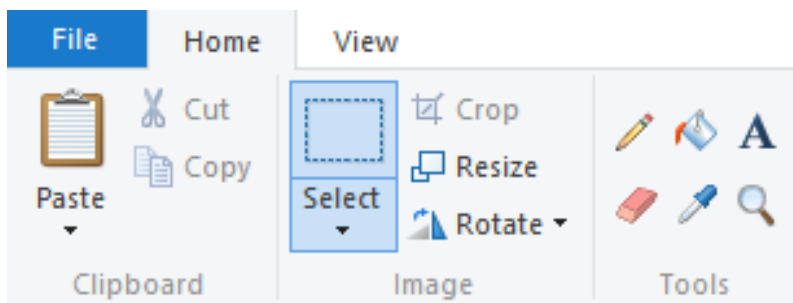
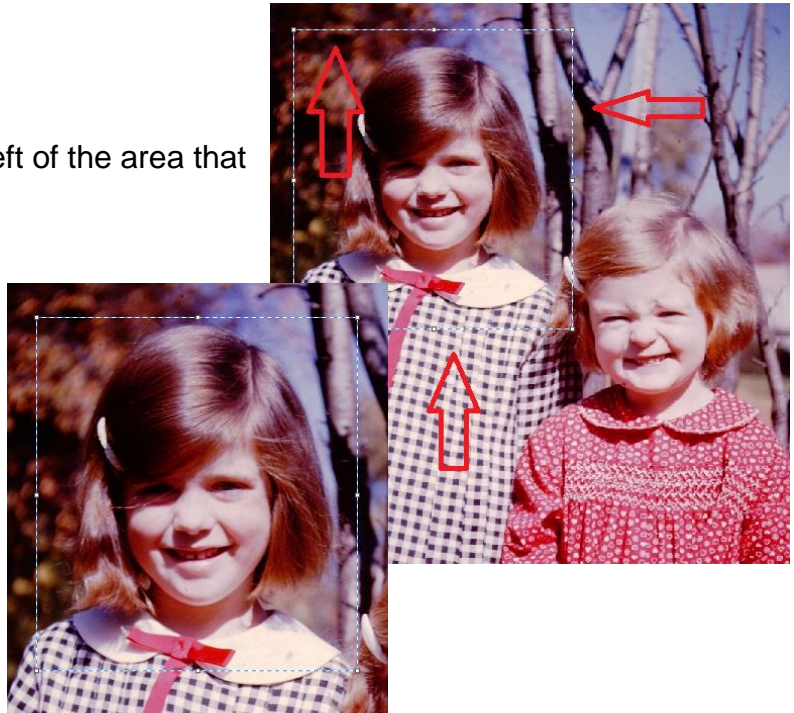


For those of you with a computer running **Microsoft Windows**, let's look at **Paint**...

To Crop:

1. Move the mouse above and to the left of the area that you would like to crop
2. Click and drag across the area until desired area is contained in that box
3. Release the mouse
4. Click **Crop**  **Crop**

Well done!



The Microsoft **Paint Ribbon** offers you the tools to **Resize** and **Rotate** your image.

The best way to get familiar with these editing tools is to open a photo and simply play with it. Try everything out. Get a feel for what tools you might like to use and take notes so you don't forget what you liked. (You can print this and write on the backside.)