Editing Pictures for Your Website with Microsoft Picture Editor

Resize a picture

1. Select the pictures you want to work with.

2. On the **Formatting** toolbar, click **Edit Pictures**.

3. In the **Edit Pictures** task pane, under **Change picture size**, click **Resize**.

4. Select the options you want.

   NOTE   Picture Manager preserves the aspect ratio when resizing a picture.

NOTE To undo an edit, click the **Undo** command on the **Edit** menu. Edits will not be saved until you save them.

Change a color picture to black and white

1. Select the picture you want to work with, and then on the **Formatting** toolbar, click **Edit Pictures**.

2. In the **Edit Pictures** task pane, under **Edit using these tools**, click **Color**.

3. Under **Hue and saturation settings**, type *-100* in the **Saturation** settings text box or move the slider all the way to the left.

NOTE To undo an edit, click the **Undo** command on the **Edit** menu. Edits to pictures are not saved until you save them.

Replace the original, or preserve the original and create a new file

1. Do one of the following:

   ▪ To replace the original pictures with their edited versions, click **Save** on the **File** menu.

   ▪ To keep the original pictures and create new files in a new file format, click **Export** on the **File** menu. Select the options you want.

Replace all the original pictures at once with their edited versions

Using this procedure, you don't have to select each file first.

On the **File** menu, click **Save All**.

Create a new file in the same format for one picture

Only one picture can be selected when you do this procedure.

On the **File** menu, click **Save As**.

NOTE To see the edited pictures that haven't been saved yet, click the **Unsaved Edits** folder.