[Show All](#)

About Picture Manager

Using Microsoft Office Picture Manager allows you to have a flexible way to manage, edit, and share your pictures. You can view all your pictures no matter where they are stored; the Locate Pictures feature will even help you find them by doing the searching for you. Office Picture Manager can also automatically perform corrections to your pictures. If you ever need to adjust something more specific, you can choose from several individual picture editing tools. Sharing pictures is more powerful using Office Picture Manager, which allows you to send pictures in e-mail messages or create a Microsoft SharePoint Picture Library on your corporate intranet.

Manage your pictures

Instead of navigating between locations and long lists of folders each time you want to work with pictures, you can add shortcuts to all the locations that contain pictures you often work with. Office Picture Manager respects your current folder hierarchy and does not require you to create new categories or import pictures. Once you add a shortcut, you work with pictures from that location as if you were working from the file system.

Edit your pictures

You can change how your pictures look by adjusting the following settings: brightness and contrast, color, crop, rotate and flip, red eye removal, and resize.

When you have finished editing, you can save the edits to the current file, or you can keep the original file by exporting the changed picture to another file name or to another location.

Share your pictures

Once you have finished editing your pictures, you may want to share them with your workgroup. You can send pictures in e-mail messages or create a SharePoint Picture Library for a rich collaboration experience that features simplified administration and role-based permissioning, as well as a unique

picture management model that enables users to download picture versions at any size or resolution, while efficiently storing the original pictures. When sharing pictures, keep in mind that you can also compress files to a size that is most efficient for the way you intend to use the picture. Smaller file sizes will display more quickly on a Web page, take up less disk space, and, if you are sharing pictures by sending them in an e-mail message, can be delivered faster.

About accessibility for people with disabilities

Microsoft is committed to making products that are [accessible](#) to all people, including those with disabilities.

Accessibility features in Office Picture Manager

Many accessibility features are built right into Microsoft Office Picture Manager. These features are available to everyone, without the need for additional [accessibility aids](#).

[Keyboard shortcuts](#)

Many features and commands are available directly from the keyboard. You can also view and print lists of all the [shortcut keys](#) available.

[Customization options](#)

You can customize Office Picture Manager to better suit your needs. You can zoom in on your pictures to see more detail on the screen, or view the Office Picture Manager interface in [high contrast](#). If you use the Microsoft IntelliMouse or Microsoft IntelliMouse TrackBall pointing device, you can scroll and zoom directly by using the mouse instead of clicking buttons on the screen.

Additional resources

[Information on the Web](#)

If you have access to the World Wide Web, you can learn more about the accessibility features included in Microsoft products from the Microsoft Accessibility Web site. To learn about creating accessible content for your Web pages, refer to the accessibility standards developed by the World Wide Web Consortium.

[Printed information about Microsoft services](#)

More information about Microsoft services for people with disabilities is available in an appendix in the book *Discovering Microsoft Office*, which comes with Microsoft Office. For example, you'll find information about how people who are deaf or hard-of-hearing can contact the Microsoft Sales and Information Center or the Microsoft Support Network. You'll also find information about obtaining Microsoft documentation from Recording for the Blind, Inc., for those who have difficulty reading or handling printed documentation. The appendix also describes third-party hardware and software products that make personal computers easier to use for people with disabilities, and lists organizations to contact for more information.

[System accessibility options](#)

If you own a Microsoft Windows-based computer, you can set or change system accessibility options. Many of these options affect the way you work in Microsoft Office programs. For example, the Microsoft Windows StickyKeys feature is designed for people who have difficulty holding down two or more keys at a time. When a shortcut in an Office program requires a key combination, such as CTRL+P, StickyKeys will enable you to press one key at a time instead of pressing them simultaneously.

Keyboard shortcuts

To print this topic, press TAB to select **Show All**, press ENTER, and then press CTRL+P.

Common Microsoft Office Picture Manager tasks

[Move between panes](#)

F6
    Move clockwise among panes of normal view
SHIFT+F6
    Move counterclockwise among panes of normal view

[Switch views in the preview pane](#)

CTRL+T
    Thumbnail View
CTRL+G
    Single Picture view
CTRL+B
    Filmstrip View

[Zoom in or out on pictures](#)

+
    Zoom in.
-
    Zoom out.
=
    Zoom to fit.

[Select all pictures](#)

CTRL+A

[Select multiple pictures](#)

SHIFT+RIGHT ARROW
    One picture to the right
SHIFT+LEFT ARROW
    One picture to the left

SHIFT+UP ARROW
   One row up
SHIFT+DOWN ARROW
   One row down

[Delete and copy pictures](#)

DELETE
   Delete the selected pictures
CTRL+X
   Cut selected pictures
CTRL+C
   Copy selected pictures
CTRL+V
   Paste cut or copied pictures
CTRL+Z
   Undo the last action

[Send a picture in an e-mail message](#)

Use the following keys when the e-mail header is active. To activate the e-mail header, press SHIFT+TAB as many times as necessary.

ALT+S
   Send the current picture as an e-mail message
CTRL+SHIFT+B
   Open the Address Book
ALT+K
   Check the names on the To, Cc, and Bcc lines against the Address Book
TAB
   Select the next box in the e-mail header or the body of the message when the last box in the e-mail header is active
SHIFT+TAB
   Select the previous field or button in the e-mail header

[Automatically adjust color, brightness, and contrast](#)

CTRL+Q

[Use the Help Pane and Help window](#)

The Help Pane is a [task pane](#) that provides access to all Office Help content. As a task pane, the Help Pane appears as part of the active application. The Help window displays topics and other Help content and appears as a window next to, but separate from, the active application.

In the Help Pane

F1
   Display the Help Pane
F6
   Switch between the Help Pane and the active application
TAB
   Select the next item in the Help Pane
SHIFT+TAB
   Select the previous item in the Help Pane
ENTER
   Perform the action for the selected item
UP ARROW and DOWN ARROW
   In a Table of Contents, select the next and previous item, respectively
LEFT ARROW and RIGHT ARROW
   In a Table of Contents, expand and collapse the selected item, respectively
ALT+LEFT ARROW
   Move back to the previous task pane
ALT+RIGHT ARROW
   Move forward to the next task pane
CONTROL+SPACE
   Open the menu of pane options
CONTROL+F1
   Close and reopen the current task pane
CONTROL+RIGHT ARROW
   Expand a +/- list
CONTROL+LEFT ARROW
   Collapse a +/- list

In the Help window

TAB
>   Select the next hidden text or hyperlink, or **Show All** or **Hide All** at the top
>   of a topic

SHIFT+TAB
>   Select the previous hidden text or hyperlink, or the **Browser View** button at
>   the top of a Microsoft Office Online Web site article

ENTER
>   Perform the action for the selected **Show All**, **Hide All**, hidden text, or
>   hyperlink

ALT+LEFT ARROW
>   Move back to the previous Help topic

ALT+RIGHT ARROW
>   Move forward to the next Help topic

CONTROL+P
>   Print the current Help topic

UP ARROW AND DOWN ARROW
>   Scroll small amounts up and down, respectively, within the currently
>   displayed Help topic

PAGE UP AND PAGE DOWN
>   Scroll larger amounts up and down, respectively, within the currently
>   displayed Help topic

ALT+U
>   Change whether the Help window appears connected to (tiled) or separate
>   from (untiled) the active application

SHIFT+F10
>   Display a menu of commands for the Help window; requires that the Help
>   window have active focus (click an item in the Help window).

[Access and use task panes](#)

F6
>   Move to a [task pane](#) from another pane in the program window. (You may
>   need to press F6 more than once.)

>   **Note**   If pressing F6 doesn't display the task pane you want, try pressing

ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.

CTRL+TAB
When a menu or [toolbar](#) is active, move to a task pane. (You may need to press CTRL+TAB more than once.)
TAB or SHIFT+TAB
When a task pane is active, select the next or previous option in the task pane
CTRL+DOWN ARROW
Display the full set of commands on the task pane menu
DOWN ARROW or UP ARROW
Move among choices in a selected submenu; move among certain options in a group of options
SPACEBAR or ENTER
Open the selected menu, or perform the action assigned to the selected button
SHIFT+F10
Open a [shortcut menu](#); open a drop-down menu for the selected gallery item
HOME or END
When a menu or submenu is visible, select the first or last command on the menu or submenu
PAGE UP or PAGE DOWN
Scroll up or down in the selected gallery list
CTRL+HOME or CTRL+END
Move to the top or bottom of the selected gallery list

[Resize and move toolbars, menus, and task panes](#)

1. Press ALT to select the [menu bar](#).
2. Press CTRL+TAB repeatedly to select the [toolbar](#) or [task pane](#) you want.
3. Do one of the following:

   [Resize a toolbar](#)

   1. In the toolbar, press CTRL+SPACE to display the **Toolbar Options** menu.
   2. Select the **Size** command, and then press ENTER.
   3. Use the arrow keys to resize the toolbar. Press CTRL+ the arrow keys

to resize one pixel at a time.

Move a toolbar

1. In the toolbar, press CTRL+SPACE to display the **Toolbar Options** menu.
2. Select the **Move** command, and then press ENTER.
3. Use the arrow keys to position the toolbar. Press CTRL+ the arrow keys to move one pixel at a time. To undock the toolbar, press DOWN ARROW repeatedly. To dock the toolbar vertically on the left or right side, press LEFT ARROW or RIGHT ARROW respectively when the toolbar is all the way to the left or right side.

Resize a task pane

1. In the task pane, press CTRL+SPACE to display a menu of additional commands.
2. To select the **Size** command, press the DOWN ARROW key, and then press ENTER.
3. Use the arrow keys to resize the task pane. Use CTRL+ the arrow keys to resize by one pixel at a time.

Move a task pane

1. In the task pane, press CTRL+SPACE to display a menu of additional commands.
2. To select the **Move** command, press the DOWN ARROW key, and then press ENTER.
3. Use the arrow keys to position the task pane. Use CTRL+ the arrow keys to move one pixel at a time.
4. When you are finished moving or resizing, press ESC.

Use dialog boxes

TAB
  Move to the next option or option group
SHIFT+TAB
  Move to the previous option or option group

CTRL+TAB

 Switch to the next tab in a dialog box

CTRL+SHIFT+TAB

 Switch to the previous tab in a dialog box

Arrow keys

 Move between options in an open drop-down list or between options in a group of options

SPACEBAR

 Perform the action assigned to the selected button; select or clear the check box

First letter of an option in a drop-down list

 Open the list if it is closed and move to that option in the list

ALT+ the letter underlined in an option

 Select an option; select or clear a check box

ALT+DOWN ARROW

 Open a selected drop-down list

ESC

 Close a selected drop-down list; cancel a command and close a dialog box

ENTER

 Perform the action assigned to a default button in a dialog box

[Use edit boxes within dialog boxes](#)

An edit box is a blank in which you type or paste an entry, such as your user name or the [path](#) to a folder.

HOME

 Move to the beginning of the entry

END

 Move to the end of the entry

LEFT ARROW or RIGHT ARROW

 Move one character to the left or right

CTRL+LEFT ARROW

 Move one word to the left

CTRL+RIGHT ARROW

 Move one word to the right

SHIFT+LEFT ARROW

 Select or unselect one character to the left

SHIFT+RIGHT ARROW

Select or unselect one character to the right

CTRL+SHIFT+LEFT ARROW

Select or unselect one word to the left

CTRL+SHIFT+RIGHT ARROW

Select or unselect one word to the right

SHIFT+HOME

Select from the insertion point to the beginning of the entry

SHIFT+END

Select from the insertion point to the end of the entry

[Use the **Save As** dialog box](#)

The **Save As** dialog box supports standard dialog box keyboard shortcuts. (To view standard shortcuts for dialog boxes, see the **Use Dialog Boxes** and **Use Edit Boxes Within Dialog Boxes** sections in the main Keyboard Shortcuts topic.) These dialog boxes also support the shortcuts below.

ALT+1

Go to the previous folder

ALT+2

Up One Level button: open the folder up one level above the open folder

ALT+3

Search the Web button: close the dialog box and open your Web [search page](#)

ALT+4

Delete button: delete the selected folder or file

ALT+5

Create New Folder button: create a new folder

ALT+6

Views button: switch among available folder views

ALT+7 or ALT+L

Tools button: show the **Tools** menu

SHIFT+F10

Display a [shortcut menu](#) for a selected item such as a folder or file

TAB

Move between options or areas in the dialog box

F4 or ALT+I

Open the **Look in** list

F5

Refresh the file list

About menus and toolbars

A menu displays a list of commands. Some of these commands have images next to them so you can quickly associate the command with the image. Most menus are located on the menu bar, which is the toolbar at the top of the screen. Toolbars can contain buttons, menus, or a combination of both.
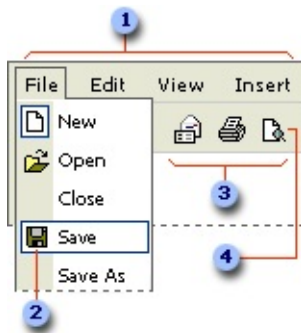
❶ Menu bar

❷ Menu command

❸ Toolbar

❹ Button

Displaying only the commands and buttons that you use

Microsoft Office automatically customizes menus and toolbars based on how often you use the commands. When you first start an Office program, only the most basic commands appear. Then, as you work, the menus and toolbars adjust so that only the commands and toolbar buttons you use most often appear.

Displaying all the commands on a menu

To look for a command that you don't use often or have never used before, click the arrows ⊗ at the bottom of the menu to show all the commands. You can also double-click the menu to expand it. When you expand one menu, all of the menus are expanded until you choose a command or perform another action.

When you click a command on the expanded menu, the command is immediately added to the short version of the menu. If you do not use the command often, it is dropped from the short version of the menu.

[Positioning toolbars on the same row](#)

Toolbars can be positioned next to each other in the same row. For example, the **Standard** toolbar is positioned next to the **Formatting** toolbar when you first start a Microsoft Office program. When you put multiple toolbars in the same row, there might not be enough room to display all of the buttons. If there isn't enough room, the buttons that you have used most recently are displayed.

[Seeing all of the toolbar buttons](#)

You can resize to display more buttons, or you can show all buttons on a toolbar. To see a list of buttons that won't fit on a built-in, [docked toolbar](#), click **Toolbar Options** at the end of the toolbar. When you use a button that is not displayed on the toolbar, that button is moved to the toolbar, and a button that has not been used recently is dropped to the **Toolbar Options** list.

About editing pictures

You can use Microsoft Office Picture Manager to make corrections to your pictures such as fixing brightness, color, or removing red eyes. To save time, select all the pictures you want to correct at one time, then use Auto Correct or one of the individual picture editing tools.

The editing tools available in Office Picture Manager include:

- **Brightness and contrast**   Allows you to adjust the difference between light and dark tones. You can use this feature to correct pictures that appear too light or too dark.
- **Color**   Allows you to adjust the hue and saturation. You can use this feature to correct pictures with colors that are tinted or dull.
- **Crop**   Allows you to crop out unwanted parts of a picture. You can use this feature to correct pictures that contain distracting elements.
- **Rotate and Flip**   Allows you to rotate pictures or flip them on the current axis of the picture. You can use this feature to correct pictures that you have taken sideways for a portrait orientation.
- **Red eye removal**   Allows you to remove the red from your picture subjects' eyes caused by the camera's flash. You can use this feature to correct red eyes wherever they appear.
- **Resize**   Allows you to change the dimensions of a picture. You can use this feature to enlarge a picture for printing or reduce it to send in e-mail messages or share on the Internet.
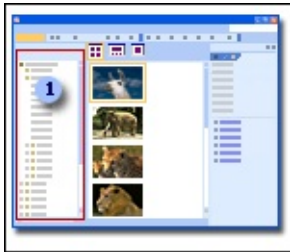
About viewing pictures

Microsoft Office Picture Manager makes it easy to find, view, and edit your pictures.

[**Picture Shortcuts** pane](#)

The **Picture Shortcuts** pane is where you add shortcuts to folders that contain the pictures you want to work with.

The **Picture Shortcuts** pane

[**Preview** pane](#)

The **preview** pane is where the pictures display. You can change how they appear by selecting options on the **Views** toolbar.
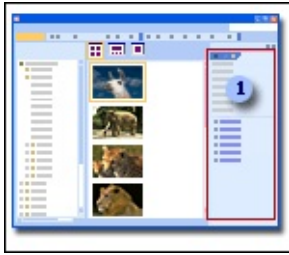

Views toolbar

preview pane

[**Editing** task pane](#)

The **Editing** task pane is where the editing tools are located that enable you to make corrections to your pictures.

Editing task pane

[Choosing picture views](#)

Office Picture Manager gives you three options for viewing your pictures: Thumbnail, Filmstrip, and Single Picture. Which view is best to use depends on how many pictures you need to see at once and how much detail you need to see for each picture.

[Thumbnail view](#)

This view displays miniatures of the pictures in the selected folders so you can see and work with many pictures at once. This view is best for browsing through a set of pictures to find the ones you want to work with and for applying the same edit to multiple pictures at once.

[Filmstrip view](#)

This is a combination of the Thumbnail and Single Picture views. This view is best when you need to edit multiple pictures, but you also need to see the details

as you're editing. Instead of displaying one picture at a time, you can display several thumbnails at once and quickly focus on the one you want to edit.

[Single Picture view](#)

This view displays a single picture in large scale. This view is best when you need to see fine details as you edit.

Note In each of these views, you can use the [zoom](#) feature to magnify a picture or see more of the picture at a reduced size.

About unsaved edits

As you edit pictures using Microsoft Office Picture Manager, your unsaved changes are recorded to help you keep track of your editing work.

Viewing edits   The **Unsaved Edits** folder is a view of all changes you have made to your pictures. It allows you to see all the pictures you have changed, as long as you have not closed the Office Picture Manager program, no matter where the picture is stored. If you want to see all changes made at a particular location, look for folders which appear bold in the **Picture Shortcut** pane. These folders will also show the number of unsaved pictures in parentheses. Within the folder, individual file names that have been edited will also appear in bold and with an asterisk.

Saving edits   Office Picture Manager will let you save a copy of your picture or replace your original with an edited version. You can save a picture as soon as you have finished editing it, or at any time later, as long as you have not closed the Office Picture Manager program. The following options are available for saving edits to selected pictures:

- **Save** replaces the original picture with the edited picture.
- **Save All** replaces all originals with the changes you made during the program session.
- **Save As** saves the edited picture as a new picture file. You can optionally save the picture with a different file name than the original and to a different location.
- **Export** saves the edited picture with a different file name, file format, or to a different location.

Select pictures

1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

   [How?]

   1. In the **Picture Shortcuts** pane, under **Picture Shortcuts**, click **Add Picture Shortcut**.
   2. Browse to the folder that contains the pictures you want to work with.
   3. Click **Add**.
2. Select the folders containing the pictures you want to work with.

   [How?]

   Do one of the following in the **Picture Shortcuts** list:
   - To work with pictures in one folder, select the folder.
   - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
   - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, and then select each additional folder you want to work with.

   When multiple folders are selected, all the pictures from the selected folders are displayed in their current sort order in the preview pane.

3. Select the pictures you want to work with.

   [How?]

   Do one of the following in the preview pane:
   - To select one picture, click the picture. In Thumbnail or Filmstrip view, click **Next** ▶ or **Previous** ◀ to change the picture selected. If you are working in Single Picture view, the current picture is selected

by default.

- To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
- To select multiple pictures that are not next to each other, in Thumbnail or Filmstrip view, select one picture, hold down CTRL, and then select each additional picture you want to work with.
- To select all the pictures, in Thumbnail or Filmstrip view, click **Select All** on the **Edit** menu.

Note You will lose the selection on multiple pictures if you switch to Single Picture view.

Change how pictures are displayed in the preview pane

- On the **Views** toolbar, click **Thumbnail** , **Filmstrip** , or **Single Picture** .

Note To browse through more pictures in the selected folders, click **Next** or **Previous** .

Save a picture

[Replace the originals of specific pictures with their edited versions or preserve the originals and create new files in a new file format](#)

1. Select the picture you want to work with.

   [How?](#)

   - To select one picture, click the picture. In Thumbnail or Filmstrip view, click **Next** ▶ or **Previous** ◀ to change the selection. If you are working in Single Picture view, the current picture is selected by default.
   - To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
   - To select multiple pictures that are not next to each other, in Thumbnail or Filmstrip view, select one picture, hold down CTRL, then select each additional picture you want to work with.
   - To select all the pictures, in Thumbnail or Filmstrip view, on the **Edit** menu, click **Select All**.
2. 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.

Discard changes

1. To view changes that have not been saved, click the **Unsaved Edits** folder in the **Picture Shortcuts** pane.
2. Do one of the following:
   - To discard specific picture edits, select the picture, right-click it, and then click **Discard Changes**.
   - To discard all the picture edits in the **Unsaved Edits** folder, right-click the folder, and then click **Discard all changes**.

Note If you click **Delete** instead of **Discard Changes**, both your original picture and your picture edits will be sent to the **Recycle Bin**.

Copy a picture

1. Select the pictures you want to copy.

   [How?]

   1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

      [How?]

      1. In the **Picture Shortcuts** pane, click **Add Picture Shortcut**.
      2. Browse to the folder you want to create a shortcut to.
      3. Click **Add**.

      The new shortcut appears in the **Picture Shortcuts** list.

   2. Select the folders containing the pictures you want to work with.

      [How?]

      Do one of the following in the **Picture Shortcuts** list:
      - To work with pictures in one folder, select the folder.
      - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
      - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, then select each additional folder you want to work with.

      Note When multiple folders are selected, all the pictures from the selected folders display in their current sort order in the preview pane.

   3. Select the pictures you want to work with.

[How?](#)

Do one of the following in the preview pane:

- To select one picture, click the picture. In Thumbnail or Filmstrip view, click **Next** ▶ or **Previous** ◀ to change the selection. If you are working in Single Picture view, the current picture is selected by default.
- To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
- To select multiple pictures that are not next to each other, in Thumbnail or Filmstrip view, select one picture, hold down CTRL, then select each additional picture you want to work with.
- To select all the pictures, in Thumbnail or Filmstrip view, click **Select All** on the **Edit** menu.

2. On the **Standard** toolbar, click **Copy** 🖹.
3. Click the folder where you want to paste the copy, and then click **Paste** 📋.

Notes

- Alternatively, you can copy the picture by dragging it to another folder. If you want to move the picture rather than copy it, hold down SHIFT while you drag the picture to the new folder.
- You can also copy a picture to another Microsoft Office program. Select the picture you want to copy, click **Copy** 🖹, switch to the other program, and then click **Paste** 📋.

Resize a picture

1. Select the pictures you want to work with.

   [How?]

   1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

      [How?]

      1. In the **Picture Shortcuts** pane, under **Picture Shortcuts**, click **Add Picture Shortcut**.
      2. Browse to the folder that contains the pictures you want to work with.
      3. Click **Add**.
   2. Select the folders containing the pictures you want to work with.

      [How?]

      Do one of the following in the **Picture Shortcuts** list:
      - To work with pictures in one folder, select the folder.
      - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
      - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, and then select each additional folder you want to work with.

      When multiple folders are selected, all the pictures from the selected folders are displayed in their current sort order in the preview pane.

   3. Select the pictures you want to work with.

      [How?]

Do one of the following in the preview pane:

- To select one picture, click the picture. In Thumbnail or Filmstrip view, click **Next** ▶ or **Previous** ◀ to change the picture selected. If you are working in Single Picture view, the current picture is selected by default.
- To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
- To select multiple pictures that are not next to each other, in Thumbnail or Filmstrip view, select one picture, hold down CTRL, and then select each additional picture you want to work with.
- To select all the pictures, in Thumbnail or Filmstrip view, click **Select All** on the **Edit** menu.

2. On the **Formatting** toolbar, click **Edit Pictures**.
3. In the **Edit Pictures** task pane, click **Resize**.
4. Select the options you want.

   Note   Office Picture Manager will always preserve the aspect ratio when resizing a picture.

Note You can undo an edit by clicking the corresponding **Undo** command on the **Edit** menu. Edits will not be saved until you save them. You can save your changes either immediately after editing the picture or at any time before closing Microsoft Office Picture Manager.

Rotate or flip a picture

1. Select the pictures you want to work with.

    [How?]

    1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

        [How?]

        1. In the **Picture Shortcuts** pane, under **Picture Shortcuts**, click **Add Picture Shortcut**.
        2. Browse to the folder that contains the pictures you want to work with.
        3. Click **Add**.
    2. Select the folders containing the pictures you want to work with.

        [How?]

        Do one of the following in the **Picture Shortcuts** list:
        - To work with pictures in one folder, select the folder.
        - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
        - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, and then select each additional folder you want to work with.

        When multiple folders are selected, all the pictures from the selected folders are displayed in their current sort order in the preview pane.

    3. Select the pictures you want to work with.

        [How?]

Do one of the following in the preview pane:
- To select one picture, click the picture. In Thumbnail or Filmstrip view, click **Next** ▶ or **Previous** ◀ to change the picture selected. If you are working in Single Picture view, the current picture is selected by default.
- To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
- To select multiple pictures that are not next to each other, in Thumbnail or Filmstrip view, select one picture, hold down CTRL, and then select each additional picture you want to work with.
- To select all the pictures, in Thumbnail or Filmstrip view, click **Select All** on the **Edit** menu.

2. On the **Formatting** toolbar, click **Edit Pictures**.
3. In the **Edit Pictures** task pane, under **Edit using these tools**, click **Rotate and Flip**.
4. Do one of the following:
   - Click **Rotate left** or **Rotate right**. If you click the option more than once, the picture will continue to rotate in the same direction.
   - Click the up arrow in the **By degree** box to rotate the picture to the right, or click the down arrow in the **By degree** box to rotate the picture to the left. You can also type a value in the **By degree** box to rotate the picture a specific number of degrees.
   - Click **Flip horizontal** or **Flip vertical**.

Note You can undo an edit by clicking the corresponding **Undo** command on the **Edit** menu. Edits will not be saved until you save them. You can save your changes either immediately after editing the picture or at any time before closing Microsoft Office Picture Manager.

Fix red eye

1. Select the picture you want to work with.

   [How?]

   1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

      [How?]

      1. In the **Picture Shortcuts** pane, under **Picture Shortcuts**, click **Add Picture Shortcut**.
      2. Browse to the folder that contains the pictures you want to work with.
      3. Click **Add**.
   2. Select the folders containing the pictures you want to work with.

      [How?]

      In the **Picture Shortcuts** list, do one of the following:
      - To work with pictures in one folder, select the folder.
      - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
      - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, and then select each additional folder you want to work with.

      When multiple folders are selected, all the pictures from the selected folders are displayed in their current sort order in the preview pane.

   3. Select the picture you want to work with.

      [How?]

- If you're working in Filmstrip view, click the picture. If you're working in Single Picture view, the picture is selected by default. To move the selection, click **Next** ▶ or **Previous** ◀ .

   Note You can't fix red eyes using Thumbnail view.

2. On the **Formatting** toolbar, click **Edit Pictures**.
3. In the **Edit Pictures** task pane, under **Edit using these tools**, click **Red Eye Removal**.
4. Click all the red eyes you want to fix.

5. If you want to clear the eye markers, click **Reset Selected Eyes**.
6. When you are ready to make the correction, click **OK**.

Notes

- You can undo an edit by clicking the corresponding **Undo** command on the **Edit** menu. Edits will not be saved until you save them. You can save your changes either immediately after editing the picture or at any time before closing Microsoft Office Picture Manager.

- Red eye removal can only be performed on one picture at a time.

Crop a picture

1. Select the pictures you want to [crop](#).

    [How?](#)

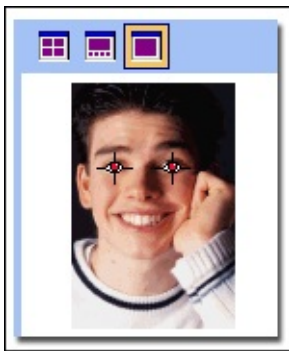   1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

        [How?](#)

        1. In the **Picture Shortcuts** pane, click **Add Picture Shortcut**.
        2. Browse to the folder you want to create a shortcut to.
        3. Click **Add**.

        The new shortcut appears in the **Picture Shortcuts** list.

    2. Select the folders containing the pictures you want to work with.

        [How?](#)

        Do one of the following in the **Picture Shortcuts** list:
        - To work with pictures in one folder, select the folder.
        - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
        - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, then select each additional folder you want to work with.

        Note When multiple folders are selected, all the pictures from the selected folders display in their current sort order in the preview pane.

    3. Select the pictures you want to work with.

[Select one picture](#)

- If you are working in Filmstrip view, click the picture. If you are working in Single Picture view, the picture is selected by default. To change the selection, click **Next** ▶ or **Previous** ◀ .

[Select multiple pictures](#)

If you want to use crop handles to mark the area to crop, the pictures you select must be the same size. If you select pictures of different sizes, you can only crop pictures by specifying an aspect ratio, such as 3X5, and a landscape or portrait orientation.

1. Switch to Filmstrip view.
2. Do one of the following:
   - To select multiple pictures that are next to each other, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
   - To select multiple pictures that are not next to each other, select one picture, hold down CTRL, and then select each additional picture you want to work with.
   - To select all the pictures, click **Select All** on the **Edit** menu.

   Note You can't crop pictures using Thumbnail view.

2. On the **Formatting** [toolbar](#), click **Edit Pictures**.
3. In the **Edit Pictures** task pane, under **Edit using these tools**, click **Crop**.
4. Specify how you want to crop the pictures:

[Use the cropping handles](#)

You can use this procedure if one picture is selected or if multiple pictures of the same size are selected.
- Drag the cropping handles to change the picture to the dimensions you want.

[Specify an aspect ratio and orientation](#)

You can use this procedure if one or more pictures are selected. If multiple

pictures of different sizes are selected, this is the only way you can crop all the images at once.

- In the **Aspect Ratio** box, select the ratio you want to use, and then select the **Landscape** or **Portrait** orientation.

5. To crop your picture, click **OK**.

Notes

- You can undo an edit by clicking **Undo Crop** on the **Edit** menu. The edits to the pictures will not be saved until you explicitly save them.
- To crop one side of the picture, drag the center handle on that side inward. To maintain the <u>aspect ratio</u> of the current crop region, either hold down the SHIFT key while dragging any handle, or specify an aspect ratio in the **Aspect ratio** box. To maintain the center point of the crop region, hold down the CTRL key while dragging any handle.

Adjust brightness

1. Select the pictures you want to work with.

         [How?](#)

   1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

            [How?](#)

      1. In the **Picture Shortcuts** pane, click **Add Picture Shortcut**.
      2. Browse to the folder you want to create a shortcut to.
      3. Click **Add**.

      The new shortcut appears in the **Picture Shortcuts** list.

   2. Select the folders containing the pictures you want to work with.

            [How?](#)

      Do one of the following in the **Picture Shortcuts** list:
      - To work with pictures in one folder, select the folder.
      - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
      - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, then select each additional folder you want to work with.

      Note When multiple folders are selected, all the pictures from the selected folders display in their current sort order in the preview pane.

   3. Select the pictures you want to work with.

[How?](#)

Do one of the following in the preview pane:
- To select one picture, click the picture. In Thumbnail view or Filmstrip view, click **Next** ▶ or **Previous** ◀ to change the selection. If you are working in Single Picture view, the current picture is selected by default.
- To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
- To select multiple pictures that are not next to each other, in Thumbnail or Filmstrip view, select one picture, hold down CTRL, and then select each additional picture you want to work with.
- To select all the pictures, in Thumbnail or Filmstrip view, click **Select All** on the **Edit** menu.

2. On the **Formatting** [toolbar](#), click **Edit Pictures**.
3. In the **Edit Pictures** [task pane](#), under **Edit using these tools**, click **Brightness and contrast**.
4. Do one of the following:
    - To automatically correct the brightness levels of the picture, under **Correct brightness automatically**, click **Auto Brightness**.
    - To manually adjust [brightness](#), move the **Brightness** slider or enter a number in the box next to the slider.
    - To manually adjust [contrast](#), move the **Contrast** slider or enter a number in the box next to the slider.
    - To manually adjust [midtones](#), move the **Midtones** slider or enter a number in the box next to the slider.
    - To manually adjust [highlights](#), click **More** next to **Advanced Settings**, and then move the **Highlight** slider or enter a number in the box next to the slider.
    - To manually adjust [shadows](#), click **More** next to **Advanced Settings**, and then move the **Shadow** slider or enter a number in the box next to the slider.

Note You can undo an edit by clicking the corresponding **Undo** command on the **Edit** menu. The edits to the pictures will not be saved until you explicitly save them.

Adjust color

1. Select the pictures you want to work with.

   [How?]

   1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

      [How?]

      1. In the **Picture Shortcuts** pane, click **Add Picture Shortcut**.
      2. Browse to the folder you want to create a shortcut to.
      3. Click **Add**.

      The new shortcut appears in the **Picture Shortcuts** list.

   2. Select the folders containing the pictures you want to work with.

      [How?]

      Do one of the following in the **Picture Shortcuts** list:
      - To work with pictures in one folder, select the folder.
      - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
      - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, then select each additional folder you want to work with.

      Note When multiple folders are selected, all the pictures from the selected folders display in their current sort order in the preview pane.

   3. Select the pictures you want to work with.

[How?](#)

Do one of the following in the preview pane:
- To select one picture, click the picture. In Thumbnail view or Filmstrip view, click **Next** ▶ or **Previous** ◀ to change the selection. If you are working in Single Picture view, the current picture is selected by default.
- To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
- To select multiple pictures that are not next to each other, in Thumbnail or Filmstrip view, select one picture, hold down CTRL, and then select each additional picture you want to work with.
- To select all the pictures, in Thumbnail or Filmstrip view, click **Select All** on the **Edit** menu.

2. On the **Formatting** [toolbar](#), click **Edit Pictures**.
3. In the **Edit Pictures** [task pane](#), under **Edit using these tools**, click **Color**.
4. Do one of the following:
   - To automatically adjust the color balance, click **Enhance Color**, then click an area of the picture that should be white.
   - To manually adjust the [hue](#) intensity, move the **Amount** slider or type a number in the box next to the slider.
   - To manually adjust the hue color, move the **Hue** slider or type a number in the box next to the slider.
   - To manually adjust the [saturation](#), move the **Saturation** slider or type a number in the box next to the slider.

Notes

- You can undo an edit by clicking the corresponding **Undo** command on the **Edit** menu. The edits to the pictures will not be saved until you explicitly save them.
- Automatic color adjustment can only be performed on one picture at a time.
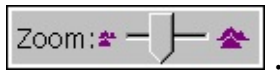
Zoom in or out on a picture
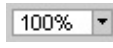
You can zoom in to magnify a picture or zoom out to see more of the picture at a reduced size.

Do one of the following:

- To change the magnification level gradually, in Filmstrip or Single Picture view, use the **Zoom** slider

   .

- To view a picture at a specific percentage, in Filmstrip or Single Picture view, on the **Standard** toolbar, click the arrow next to the **Zoom** box , and select the setting you want.

Notes

- Zooming in or out on a picture only affects how you view it in the preview pane; it does not change the size of the picture in the file or how it will print.
- If you zoom in or out on pictures in Thumbnail view, you will zoom in or out on all pictures at once.

Troubleshoot working with pictures

Viewing and Organizing Pictures

[Some files are not appearing in the preview pane.](#)

The default setting in Office Picture Manager displays only picture file types. You can change the default so Office Picture Manager shows all file types.

- On the **View** menu, click **Show Pictures only** to clear the check mark next to the command.

[A red X is displayed instead of the picture I want to work with.](#)

The file you are attempting to view may be corrupt. Verify that you can open it in another program.

[A menu command or toolbar button isn't enabled for the picture I want to work with.](#)

You may need to select the picture, or the item you selected is not in a format that you can edit in Office Picture Manager.

Editing Pictures

[I don't like the way an edit turned out.](#)

- On the **Edit** menu, click the appropriate **Undo** command.

[I can't find a way to adjust highlights and shadows in the **Brightness and Contrast** task pane.](#)

You need to display the settings in the task pane.

- Next to **Advanced settings**, click **More**.

[I tried to crop my picture, but now its dimensions are all wrong.](#)

You can maintain the same [aspect ratio](#) while cropping a picture by holding down the SHIFT key while dragging any handle.

[The red eye removal feature did not remove the red eyes in my picture.](#)

The red eye markers may not have been centered correctly. On the **Red Eye Removal** [task pane](#), click **Reset Selected Eyes**, and then try centering the eye markers directly over the pupils of the eyes you want to fix.

[Undo cancels the edits on all the pictures I edited](#)

The **Undo** command affects all the pictures that are currently selected. If you want to undo the edits on a specific picture or pictures, make sure only those pictures are selected before you click the command.

Sharing Pictures

[I sent a picture in an e-mail message, but the recipient received the file in a different format.](#)

Some e-mail systems convert image files when they are sent in e-mail messages. Make sure that the recipient is able to receive messages in the format you specified.

[I sent a picture in an e-mail message, but the recipient cannot open the picture as a file.](#)

Make sure you check the **Attached to the message** check box on the **E-mail** task pane if you want the recipient to receive the picture as a file.

[I made a change to a picture in Microsoft Office Picture Manager, but the change is not appearing in the Windows SharePoint Services picture library.](#)

In the Microsoft Windows SharePoint Services picture library, you may need to refresh the page.

About compressing pictures

If you plan to share your pictures in Microsoft Office documents, on Web sites, or in e-mail messages, you may want to reduce the size or dimension of your pictures to work more efficiently. For example, if you take pictures with a digital camera that creates large files, putting those files into a Microsoft Word document can make the Word document difficult to manage because of its increased file size. You may want to reduce the file size of your pictures so that they load faster on Web sites or reduce the dimensions of your pictures so that they fit better in a browser window.

You can change both file size and picture dimensions by compressing the files to a smaller JPG format. Microsoft Office Picture Manager automatically determines the amount of compression after you specify how you intend to use the pictures. The aspect ratio of your pictures will always be maintained. If your picture is already smaller than the compression option you have chosen, no resizing or compression will be performed.

Compress a picture

The compression options in Microsoft Office Picture Manager reduce both file size and picture dimensions based on how you intend to use the picture, such as in Web pages or e-mail messages.

1. Select the pictures you want to compress.

   [How?](#)

   1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

      [How?](#)

      1. In the **Picture Shortcuts** pane, click **Add Picture Shortcut**.
      2. Browse to the folder you want to create a shortcut to.
      3. Click **Add**.

      The new shortcut appears in the **Picture Shortcuts** list.

   2. Select the folders containing the pictures you want to work with.

      [How?](#)

      Do one of the following in the **Picture Shortcuts** list:
      - To work with pictures in one folder, select the folder.
      - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
      - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, then select each additional folder you want to work with.

      Note When multiple folders are selected, all the pictures from the

selected folders display in their current sort order in the preview pane.

3. Select the pictures you want to work with.

[How?]

Do one of the following in the preview pane:
- To select one picture, click the picture. In Thumbnail view or Filmstrip view, click **Next** ▶ or **Previous** ◀ to change the selection. If you are working in Single Picture view, the current picture is selected by default.
- To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
- To select multiple pictures that are not next to each other, in Thumbnail or Filmstrip view, select one picture, hold down CTRL, and then select each additional picture you want to work with.
- To select all the pictures, in Thumbnail or Filmstrip view, click **Select All** on the **Edit** menu.

2. On the **Picture** menu, click **Compress Pictures**.
3. Do one of the following:
   - To compress your pictures for insertion into a document, under **Compress for**, click **Documents**.
   - To compress your pictures for publication on a Web page, under **Compress for**, click **Web pages**.
   - To compress your pictures for sending in an e-mail message, under **Compress for**, click **E-mail messages**.
4. Click **OK**.

Note   You can undo compression by clicking **Undo Compress Picture** on the **Edit** menu. Compression changes will not be saved until you explicitly save them. You can save your compression changes either immediately after performing them, or at any time before closing Office Picture Manager.

Export pictures

Export pictures when you want to simultaneously save multiple pictures to a new location or with different names, sizes, or file formats.

1. Select the pictures you want to export.

   [How?](#)

   1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

      [How?](#)

      1. In the **Picture Shortcuts** pane, under **Picture Shortcuts**, click **Add Picture Shortcut**.
      2. Browse to the folder that contains the pictures you want to work with.
      3. Click **Add**.
   2. Select the folders containing the pictures you want to work with.

      [How?](#)

      Do one of the following in the **Picture Shortcuts** list:
      - To work with pictures in one folder, select the folder.
      - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
      - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, and then select each additional folder you want to work with.

      When multiple folders are selected, all the pictures from the selected folders are displayed in their current sort order in the preview pane.

3. Select the pictures you want to work with.

 How?

Do one of the following in the preview pane:
- To select one picture, click the picture. In Thumbnail or Filmstrip view, click **Next** or **Previous** to change the picture selected. If you are working in Single Picture view, the current picture is selected by default.
- To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
- To select multiple pictures that are not next to each other, in Thumbnail or Filmstrip view, select one picture, hold down CTRL, and then select each additional picture you want to work with.
- To select all the pictures, in Thumbnail or Filmstrip view, click **Select All** on the **Edit** menu.

2. On the **File** menu, click **Export** to open the **Export** task pane.
3. To select an export location, do one of the following:
   - To replace multiple pictures with the selected versions, make sure the **Original locations** check box is selected.
   - To export pictures to a new location, clear the **Original locations** check box, and type a path name in the text box or click **Browse**.
4. To export using different file names, do one of the following:
   - To export pictures with their original file names, make sure the **Original file names** check box is selected.
   - To export with different file names using a default numbering sequence, type a new name in the text box.
   - To export with different file names using a custom numbering sequence, click **Rename**, and then select the options you want.
5. To export in a format different from the original, select another file format from the **Export with this file format** list.
6. To export a size different from the original picture, select one of the options in the **Export using this file size** list.

Locate pictures

Microsoft Office Picture Manager can help you find folders with pictures stored on your computer or a network location, and Office Picture Manager will automatically create picture shortcuts so that you can access your pictures more easily.

1. On the **File** menu, click **Locate Pictures**.
2. In the **Locate Pictures** [task pane](#), if you know which drive or network location you want to search, click the arrow next to **Look in**, and then select it from the list.

   Note If you are not sure which local drives may contain pictures, select **Local drives** to search all local drives.

3. Click **OK**.

Create or link to a SharePoint picture library

If you need to share your pictures with team members or business partners, creating a picture library in Microsoft Windows SharePoint Services can provide a rich collaboration experience.

[Create a SharePoint picture library](#)

1. In the **Picture Shortcuts** pane, click **Add Picture Shortcut**.
2. In the **Folder name** box, type the address of the top-level Web site or subsite where you want to create the picture library.
3. Click **Add**.
4. Right-click on the picture shortcut you just added, and then click **New folder**.
5. Type a name for the library, and then click **Create**.

[Link to an existing SharePoint picture library](#)

1. In the **Picture Shortcuts** pane, click **Add Picture Shortcut**.
2. In the **Folder name** box, type the address of the picture library.
3. Click **Add**.

Note   You can add a folder to the picture library by right-clicking the picture shortcut, and then clicking **New Folder**.

Add a picture shortcut

A picture shortcut is a link to a folder on your computer or at a network location. (It is not the actual folder.) To view pictures in a folder, you must add a picture shortcut that points to the folder.

1. In the **Picture Shortcuts** pane, under **Picture Shortcuts**, click **Add Picture Shortcut**.
2. Browse to the folder that contains the pictures you want to work with.
3. Click **Add**.

Remove a picture shortcut

Removing a picture shortcut will remove it from the **Picture Shortcuts** pane, but it will not delete the folder from your computer or network location.

1. In the **Picture Shortcuts** pane, select the shortcut you want to remove.
2. Right-click the folder, and click **Remove Shortcut**.

Note If you click **Delete**, the folder will be sent to the **Recycle Bin**, rather than removed from the **Picture Shortcuts** pane.

Show or hide the Picture Shortcuts pane

The **Picture Shortcuts** pane appears by default.

- To show or hide the **Picture Shortcuts** pane, click **Shortcuts** on the **View** menu.

Sort pictures

By default, pictures are sorted in alphabetical order by file name.

- On the **View** menu, point to **Sort By**, and then select the option you want.

Rename pictures

1. Select the pictures you want to rename.

    [How?]

    1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

        [How?]

        1. In the **Picture Shortcuts** pane, click **Add Picture Shortcut**.
        2. Browse to the folder you want to create a shortcut to.
        3. Click **Add**.

        The new shortcut appears in the **Picture Shortcuts** list.

    2. Select the folders containing the pictures you want to work with.

        [How?]

        Do one of the following in the **Picture Shortcuts** list:
        - To work with pictures in one folder, select the folder.
        - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
        - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, then select each additional folder you want to work with.

        When multiple folders are selected, all the pictures from the selected folders display in their current sort order in the preview pane.

    3. Select the pictures you want to work with.

[How?](#)

Do one of the following in the preview pane:

- To select one picture, click the picture. In Thumbnail view or Filmstrip view, click **Next** ▶ or **Previous** ◀ to change the selection. If you are working in Single Picture view, the current picture is selected by default.
- To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
- To select multiple pictures that are not next to each other, in Thumbnail or Filmstrip view, select one picture, hold down CTRL, then select each additional picture you want to work with.
- To select all the pictures, in Thumbnail or Filmstrip view, click **Select All** on the **Edit** menu.

2. Right-click to display the shortcut menu, and then select **Rename**.
3. In the **Rename** [task pane](#), type a new name for your pictures.
4. Specify what you want to do with the new name:

[Replace the existing name with the new name](#)

- Click **Replace existing file name**.

[Add the new name at the beginning of the existing file name](#)

- Click **Precede existing file name**.

[Add the new name at the end of the existing file name](#)

- Click **Follow existing file name**.

5. Specify whether you want automatic numbering in the file name.
   - Select or clear the **Add sequential numbers** check box. If you select the check box, select the remaining options you want.

Note As you select renaming options, the resulting file names are displayed on the **Rename** task pane under **Preview**. Make sure the names appear the way you want before saving your changes.

View file properties

1. On the **File** menu, click **Properties**.
2. To see an expanded set of picture or camera properties, click **More** in the **Properties** [task pane](#).

Notes

- To collapse a list of properties after expanding it, click **Less**.
- Some properties, such as Title, Keywords, Subject, and Description, may not have a value because the property isn't supported for the type of file you are viewing, or the property wasn't set before you opened the file in Microsoft Office Picture Manager.

Change file type associations

Changing file type associations allows you to specify which kinds of picture files your computer will automatically open with Microsoft Office Picture Manager.

1. On the **Tools** menu, click **File Types**.
2. Select the check boxes for the format types you want to be opened with Office Picture Manager.

Graphic file types

The following table describes what you can do with various graphic file types in Microsoft Office Picture Manager.

File type	What you can do
JPEG	View, edit, and compress the files.
WMF/EMF	View and compress the files. You can also save the file to a format that Office Picture Manager lets you edit.
TIFF	View and edit the first page only and compress the files.
GIF	View, edit, and compress the files. You cannot view the animation for an animated GIF. The image will be static. If you edit the file and save over the original file, you will lose the animation.
PNG	View, edit, and compress the files.
BMP	View, edit, and compress the files.

Note Non-graphic file types and unsupported graphic file types have limited functionality. You can view a list of these files, but you cannot view or edit their content in Office Picture Manager.

Show only pictures or all file types in a folder

The default setting in Microsoft Office Picture Manager displays only picture file types. For example, a picture shortcut folder may contain a Microsoft Word document, but you will not see that file represented in the folder contents. You can change the default setting so that Office Picture Manager shows all file types.

- On the **View** menu, click **Show Pictures only**.

If no check mark appears next to the command, Office Picture Manager will display all supported file types in a folder. If a check mark appears next to the command, Office Picture Manager will display only picture file types in a folder.

Show or hide file names under pictures

When you are working in Thumbnail or Filmstrip view, file names display under each picture by default. You can hide the file names to fit more files in the view.

- On the **View** menu, click **Show File Names**.

Notes

- If no check mark appears next to the command, Microsoft Office Picture Manager won't display the file names. If a check mark appears next to the command, Office Picture Manager will display the file names.
- If you hide file names, you can still see them under the preview pane when a picture is selected.

Print a picture

1. Select the pictures you want to work with.

   [How?]

   1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

      [How?]

      1. In the **Picture Shortcuts** pane, under **Picture Shortcuts**, click **Add Picture Shortcut**.
      2. Browse to the folder that contains the pictures you want to work with.
      3. Click **Add**.
   2. Select the folders containing the pictures you want to work with.

      [How?]

      Do one of the following in the **Picture Shortcuts** list:
      - To work with pictures in one folder, select the folder.
      - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
      - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, and then select each additional folder you want to work with.

      When multiple folders are selected, all the pictures from the selected folders are displayed in their current sort order in the preview pane.

   3. Select the pictures you want to work with.

      [How?]

Do one of the following in the preview pane:

- To select one picture, click the picture. In Thumbnail or Filmstrip view, click **Next** ▶ or **Previous** ◀ to change the picture selected. If you are working in Single Picture view, the current picture is selected by default.
- To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
- To select multiple pictures that are not next to each other, in Thumbnail or Filmstrip view, select one picture, hold down CTRL, and then select each additional picture you want to work with.
- To select all the pictures, in Thumbnail or Filmstrip view, click **Select All** on the **Edit** menu.

2. On the **File** menu, click **Print**.
3. Select the options you want.

Note In order to print files in Microsoft Office Picture Manager, your computer must be running Microsoft Windows XP or later.

Send pictures in e-mail messages

This procedure applies only if you are using Microsoft Office Outlook 2003 as your e-mail program.

1. Select the pictures you want to send.

   [How?](#)

   1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

      [How?](#)

      1. In the **Picture Shortcuts** pane, under **Picture Shortcuts**, click **Add Picture Shortcut**.
      2. Browse to the folder that contains the pictures you want to work with.
      3. Click **Add**.
   2. Select the folders containing the pictures you want to work with.

      [How?](#)

      Do one of the following in the **Picture Shortcuts** list:
      - To work with pictures in one folder, select the folder.
      - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
      - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, and then select each additional folder you want to work with.

      Note When multiple folders are selected, all the pictures from the selected folders are displayed in their current sort order in the preview pane.

3. Select the pictures you want to work with.

[How?](#)

Do one of the following in the preview pane:
- To select one picture, click the picture. In Thumbnail or Filmstrip view, click **Next** ▶ or **Previous** ◀ to change the picture selected. If you are working in Single Picture view, the current picture is selected by default.
- To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
- To select multiple pictures that are not next to each other, in Thumbnail or Filmstrip view, select one picture, hold down CTRL, and then select each additional picture you want to work with.
- To select all the pictures, in Thumbnail or Filmstrip view, click **Select All** on the **Edit** menu.

2. On the **Standard** [toolbar](#), click **Mail Recipient** ☷.
3. In the **E-mail** [task pane](#), select the settings you want, and then click **Create Message**.

Note If you select the **Attached to the message** check box, a new e-mail message opens in Outlook with the **Attachment Options** task pane displayed. Select the options you want to use.

Send pictures to another Office program

1. Select the pictures you want to send.

   [How?]

   1. Make sure the folders that contain the pictures you want to work with are displayed in the **Picture Shortcuts** pane. If the folders aren't listed, add them to the pane.

      [How?]

      1. In the **Picture Shortcuts** pane, under **Picture Shortcuts**, click **Add Picture Shortcut**.
      2. Browse to the folder that contains the pictures you want to work with.
      3. Click **Add**.
   2. Select the folders containing the pictures you want to work with.

      [How?]

      Do one of the following in the **Picture Shortcuts** list:
      - To work with pictures in one folder, select the folder.
      - To work with pictures in multiple folders that are next to each other, select the first folder in the group, hold down SHIFT, and then select the last folder in the group.
      - To work with pictures in multiple folders that are not next to each other, select one folder, hold down CTRL, and then select each additional folder you want to work with.

      Note When multiple folders are selected, all the pictures from the selected folders are displayed in their current sort order in the preview pane.

3. Select the pictures you want to work with.

    [How?]

    Do one of the following in the preview pane:
    - To select one picture, click the picture. In Thumbnail or Filmstrip view, click **Next** ▶ or **Previous** ◀ to change the picture selected. If you are working in Single Picture view, the current picture is selected by default.
    - To select multiple pictures that are next to each other, in Thumbnail or Filmstrip view, select the first picture in the group, hold down SHIFT, and then select the last picture in the group.
    - To select multiple pictures that are not next to each other, in Thumbnail or Filmstrip view, select one picture, hold down CTRL, and then select each additional picture you want to work with.
    - To select all the pictures, in Thumbnail or Filmstrip view, click **Select All** on the **Edit** menu.
2. On the **File** menu, point to **Send To**, and then click **Microsoft Office**.
3. Do one of the following:

    [Send to an existing file]

    1. Make sure the file is open on your computer.
    2. Under **Insert into an open file**, click the arrow, and then select the file you want to insert the pictures into.

        Note You can only send pictures to a file that's open in Microsoft Word or Microsoft PowerPoint.

    [Send to a new file]

    - Under **Insert into a new**, click the type of file you want to insert pictures into.
4. Do one of the following:
    - To send pictures with the default program settings, click **Send**.
    - To send pictures with different program-specific settings, click **Options**, select the settings you want, click **OK**, and then click **Send**.

Note The options vary depending on the program you are sending the pictures to.