
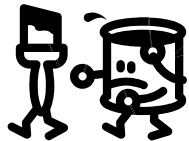


PAINT (con.)

Free-Form Selection Tool

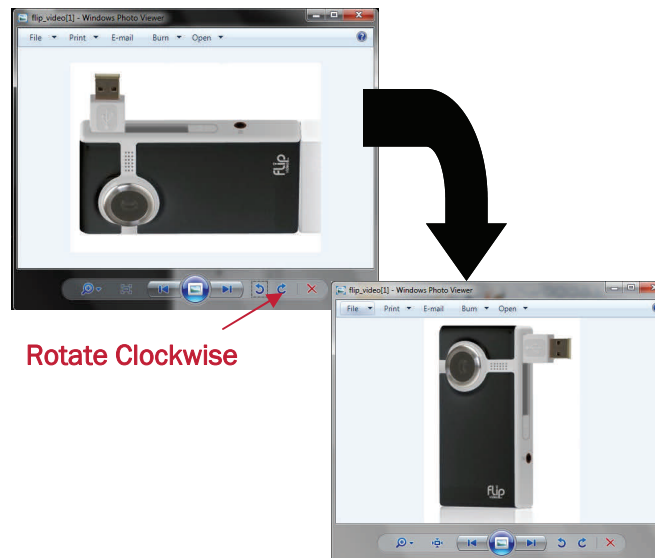
1. Choose the Free-form Selection tool. 
2. Click and drag to select a section of the image to move, remove or edit.
3. To remove hit [Delete], to move click and drag and to edit it go to **Image >** and select the appropriate option(s).



MICROSOFT XP

Rotation of an Image

1. Open **My Computer** and navigate to the location of the picture file.
2. Right click the image and click **Preview** to open *Windows Picture and Fax Viewer*.
3. Click the **ROTATE CLOCKWISE** or **ROTATE COUNTERCLOCKWISE** buttons as needed to rotate the image to the correct position.



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Basic Picture Editing in Microsoft Paint and Windows 7



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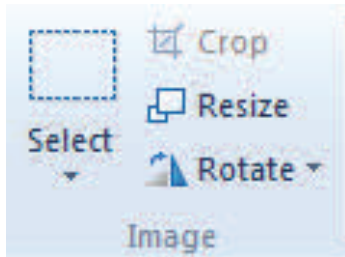
MICROSOFT PAINT

For this guide, we will be using *Microsoft Paint* to crop, resize, and rotate images. Although other programs are available that do the same things, Paint is a program that is available to anyone running the Windows operating system. Microsoft Paint can be found under **Start > All Programs > Accessories > Paint**.

Cropping an Image

Cropping is the process of decreasing the size or cutting a part out of an image.

1. Open the image in Microsoft Paint.
2. Click the SELECT button and drag around the area you wish to keep.

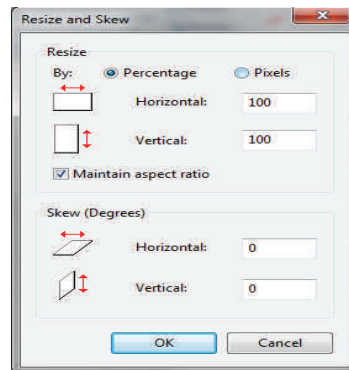


Warning: This will save the picture as a Bitmap, which may be too large to be practical. Look at **Saving a Picture for the Web** for how to correct this

3. After the image is cropped go to the **Edit** menu, click **Copy To** and save the image as a new file. You will have to enter a new file name.
4. Open the newly saved file. It should be a cropped version of the original.

Resizing

1. Open the image in Microsoft Paint
2. Click the **Resize** button



Type numbers into the horizontal and vertical boxes. The smaller the number the smaller the picture, the bigger the number the bigger the picture.

Warning: The number in both the horizontal and vertical boxes must be the same or the picture will become distorted.

Saving a Picture for the Web

A picture being used on the web must be saved as either a **GIF** or a **JPEG**. **GIF** files have the smallest file size, but use fewer colors. **JPEG** files use more colors, but also tend to have a larger file size. To convert a picture to one of these formats, choose the drop down file type box from the **File > Save As** menus.

Rotating

1. Open the image in Microsoft Paint.
2. Go to the **Image** menu, click **Flip/Rotate**.
3. Choose the **Rotate by angle** option then decide how many degrees you need to rotate by.
4. After choosing an angle measurement click **OK**.