



Microsoft Picture Manager -- With Microsoft Office Picture Manager you can manage, edit, share, and view your pictures from where you store them on your computer. The Locate Pictures feature helps you find your pictures with powerful search, and when you find them, Picture Manager can correct your pictures, if needed. Use the picture editing tools to crop, expand, convert to black & white, or copy and paste.

Microsoft Picture Manager is installed with all Microsoft Office Suites and can be used on individual images.

Start Picture Manager from the Start menu.

Step by Step Procedure for Conversion to Black & White (B & W) for the Sample Image Using Microsoft Picture Manager

The following procedure is written specifically for

1. Use the following instructions to start Picture Manager:

From the Start menu, select All Programs.
Click to open the Microsoft Office folder.
Click to open the Microsoft Office Tools folder.
Click Microsoft Office Picture Manager.

2. Use the following instructions to start Picture Manager from an image on your computer.

On your computer, locate the picture you want to work with.
Right-click the picture.
From the menu, select Open With, then click Microsoft Office Picture Manager.

3. By using the Edit and Picture menus, you can change how your pictures look by adjusting the following settings:

Brightness and contrast
Color
Crop
Rotate and flip
Red-eye removal
Resize your picture

4. Convert your pictures from color to a black & white (monochrome) look by adjusting the following settings:

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

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

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.

When you have finished editing, you can save the changes. Click Save to save your changes, or use Save As to create a new image, while keeping the original.

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