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The following document will show you how to perform some basic photo editing on your computer using free software bundled on the CD in this brochure. The software that we will be working with is called FastStone Viewer. You can find more info at www.faststone.org.

Things to remember before you start editing your photos. While editing a photo make sure to have a copy of the original in place that you can easily remember. You can think of this as a digital negative. If you were to make changes to your photo and later realized that you didn't like the changes that were saved, you can restore it to the original state. Also make sure that while you're editing your photo, to save your progress often. Some photo edits can be quite time consuming. If the power was to go out, or your computer crash while you were in the middle of your edit and you hadn't saved, your progress would be lost. Another suggestion is while saving your photos from your digital camera to your computer, choose meaningful names for your files, rather than the default names (which most of the time looks like random letters and numbers) so your photos are organized and easily searchable.

Some of the most common questions regarding photo editing are:

1. How do I crop a photo?
2. How do I Resize a photo?
3. How do I adjust the Brightness/Contrast of a photo?
4. How do I remove "red eye" in a photo?
5. How do I save a photo in black and white?

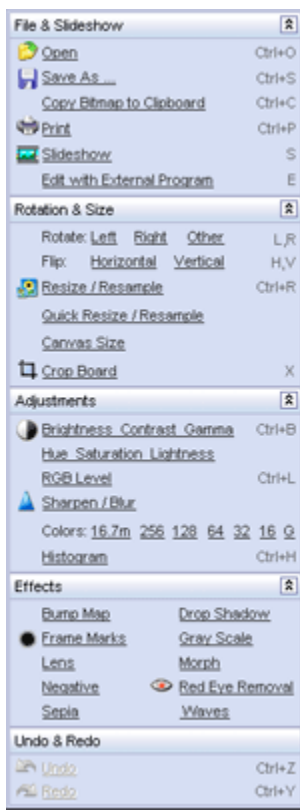
This "how to" will cover the five questions outlined above. Cropping a photo is to cut off the sides of an image to make it a desired size, or to remove a portion of the image completely. To do this open up FastStone and browse to the image that you want to crop and open it by double clicking on the photo. You now should be in full screen mode with a magnifying glass as your cursor. Move your cursor to the bottom left portion of your screen. The toolbar below should appear.



Click on the crop button and move up to your photo. Left click and hold and drag the selection box over the part of the photo that you want to keep and release the left mouse button. You can fine tune your selection by moving your cursor over one of the white boxes along the outside of the selection square and dragging it in the appropriate direction. Once you have selected the portion of the photo that you want to keep Click on the crop button. You have now deleted the unwanted portions of the photo.

Resizing an image is an easy task, but remember that changing the size of an image too much could make it look pixilated and grainy, depending on the quality of the original and the percentage of the size change. To resize an image browse to the photo that needs resized. If you are already in full screen mode, you can open a new file by moving your cursor to the top left of the screen and a navigation window will appear. After you have the photo open that you want to edit, click on the resize button in your toolbar. This will bring up a new window allowing you to resize your photo by pixels, percentage, print size, or by a preset resolution. There are a couple of things to keep in mind when changing the image size. If you are going to email or post the images on the internet you will want to make sure that the size of the file is not too large. At the top it shows you what the current file size is and what the file size will be if you choose to resize the photo. Also there is a check box toward the bottom left of the screen called “Preserve Aspect Ratio”. If this box is checked then while you are resizing an image the resolution ratio will stay the same. This allows the photo to not look stretched or squished while editing. For most editing you will want to keep this box checked.

Often times photos are too light or too dark. Being able to edit the brightness and contrast is key to fix this problem. Open the photo that needs adjusted. Then if you move your cursor to the left of the screen a new toolbar window will appear.



From this toolbar select the brightness, contrast and gamma link. This will open a new window that will allowing you to edit these properties. Use the slider bars to manipulate the photo to your satisfaction. Also on that window is a before and after of what you photo will look like if you decide to save the changes. The after window will update in real time to allow you to see the changes that are being made.

One of the most annoying occurrences of photo taking is “red eye”. This program allows the removal of red eye easily and effectively. Open a photo that has some one with red eye in it and zoom in on their eyes. Select the red eye removal tool in either of the two toolbars already mentioned. Move you cursor to the center of the subject’s eye. Now click and drag your

cursor around the red portion of the eye and release. Now click the remove red eye button and repeat for other red eye problems. You don't have to be exact in selecting the red portion of the eye. This tool will only remove red pigmentations allowing for fast and effective removal of red eye.

One common edit made to photos is to save them in black and white. This is the easiest edit that you will make today. Open your photo that you wish to convert to black and white and select the Gray Scale link on the left hand toolbar. It's that easy. If you don't like how the black and white looks on that photo you can simply undo your edit by clicking the Undo button toward the bottom of the left hand toolbar.

There are many more features and tools added to this program, making it a great tool for photo editors because of its functionality, and best of all it's completely free!