

Editing and Emailing Pictures

Part III

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Editing and Emailing Pictures

- Many of my friends and acquaintances approach me as to how to edit and email “Pictures” clicked or scanned by them;
- I have thought of preparing the Slideshows as tutorials (*this is third in the series*), so that others may also benefit;
- If you find any problem in the delineations in the guidelines in the next few Slides, kindly approach me without hesitation;
- Suggestions in this behalf would also be welcome:

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Editing Pictures

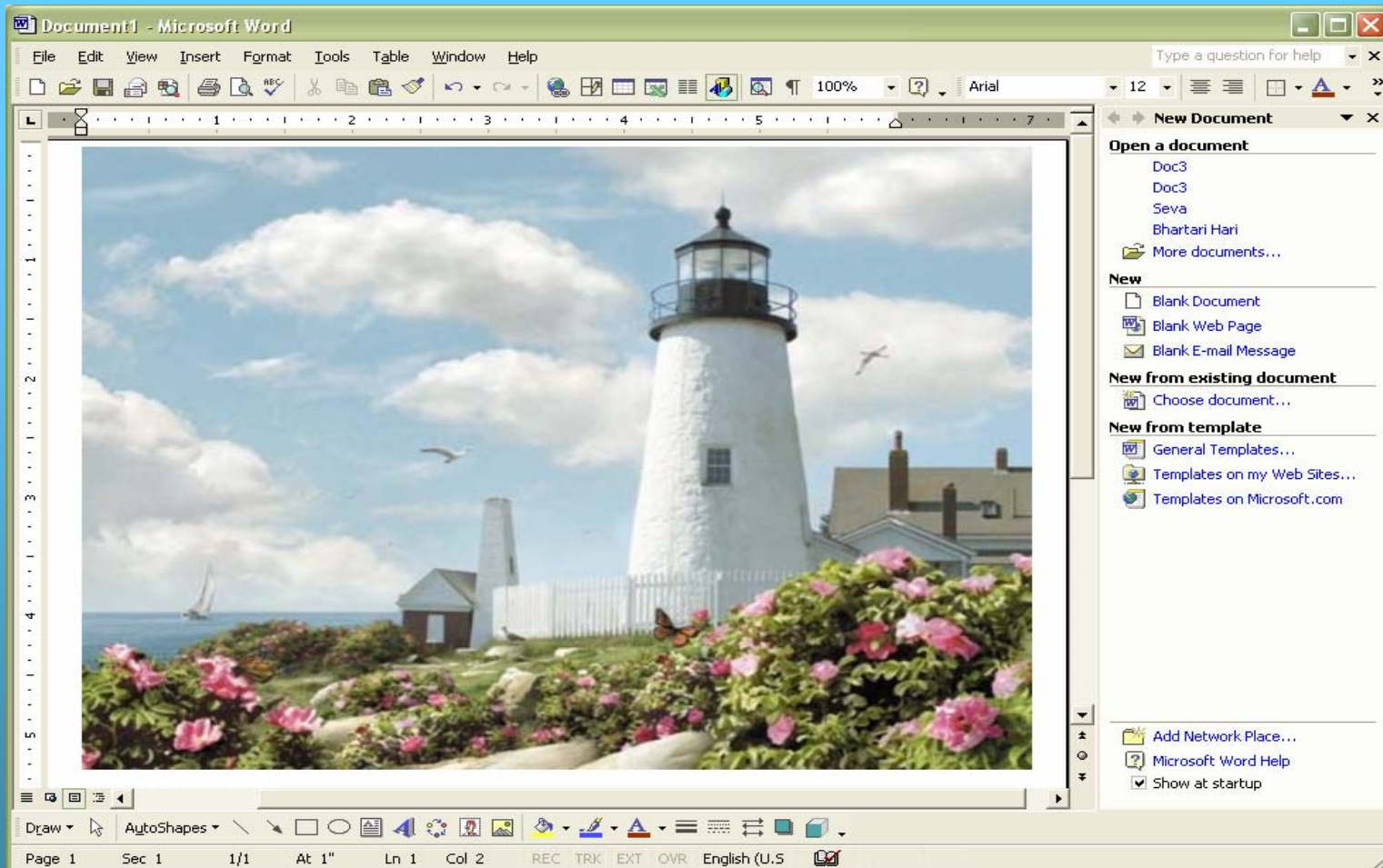
IN MICROSOFT WORD

Continuing with our Endeavor of learning to edit Pictures:

- It will come as a surprise to many a Computer users that the pictures can be easily edited in MS Word too!
- I too hit upon this by accident only while preparing these Tutorials
- Let's see how.



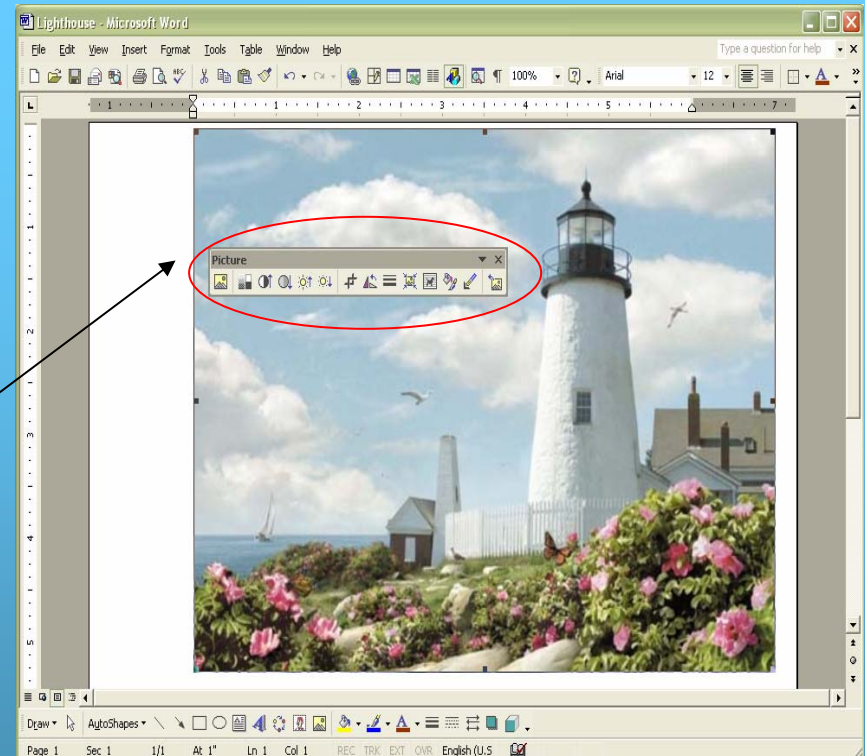
Editing Pictures



Editing Pictures

- In the previous Slide, what we did was to “Copy” a picture and “Paste” it on a Blank MS Word Document
- I think, the steps for this must be quite familiar to the readers of this Tutorial, so we shall not dwell upon them.
- Now, “Right Click” on the Picture;
- We get a “Tool Bar” (in red circle)

(See next Slide)



Editing Pictures

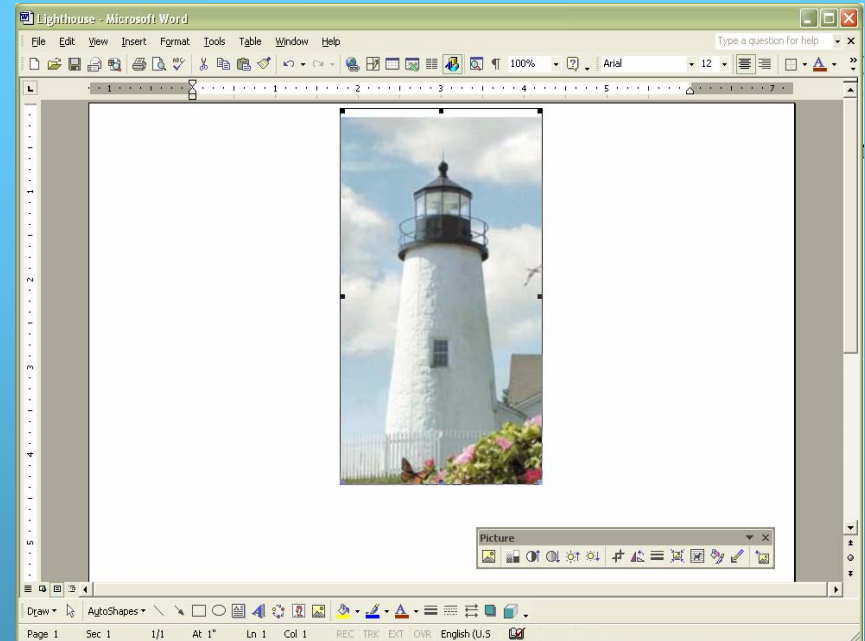
- See a close up of the “Picture Tool Bar”;
- You will see a “Cropping Tool”, (encircled in red);
- Click on it, and you will be able to “Crop” the Picture in the MS Word Document to the desired effect;
- See the next Slide.



Editing Pictures

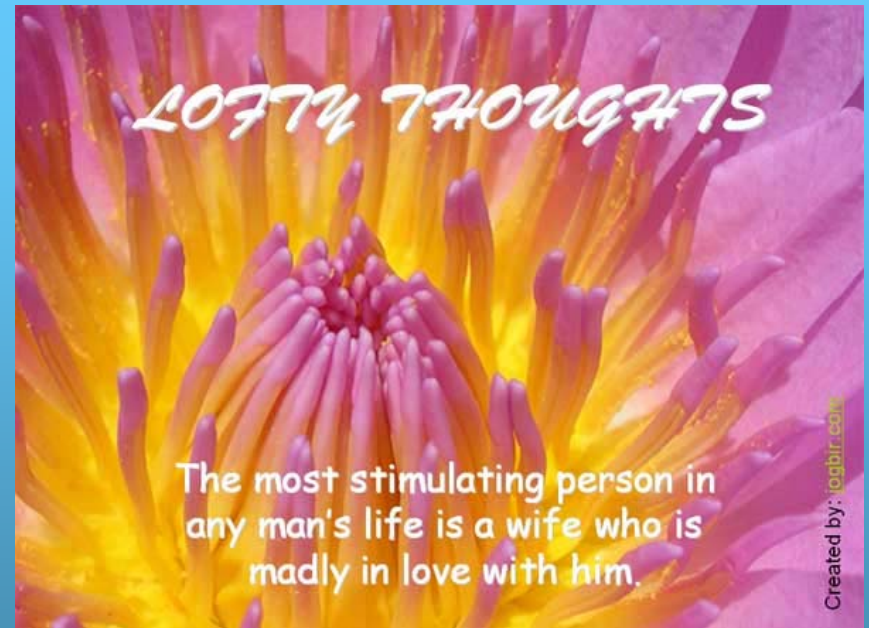
Saving the Edited Picture

- After you have “Cropped” the Picture to the desired effect, you must save it:
- The Picture can be saved by Clicking open “File” Menu and Sub Menu “Save As”;
- Let’s say you save it as “Lighthouse.doc”



Editing Pictures

- The “Cropped” Picture in MS Word will be much easy to upload with your email
- And it will be easier for the recipient to download it!
- Consult the Previous Two Tutorials for “Emailing the Pictures”;
- Links to the Tutorials have been provided on the next Slides.



Emailing in Yahoo

- Link to Tutorial:
http://www.jogbir.com/Editing_and_Emailing-Part I

Note: While you can edit a Picture in “Microsoft Photo Editor”, same results can be achieved by working in Microsoft Office Picture Manager”.

Try for yourself if it is available on your System.



Emailing in Google

- Link to Tutorial:
[http://www.jogbir.com/
Editing_and_Emailing
-Part II](http://www.jogbir.com/Editing_and_Emailing-Part_II)

Note: While sending Pictures in Word Document, you may add maximum number of pictures !



Visit Our Website

- In case you find any problems, kindly do not hesitate to correspond with Navtej Singh. The Email address is :

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You may visit our Website and see some nice things posted therein:

www.jogbir.com