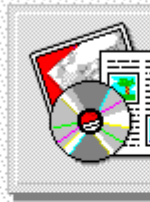


? Help



Search for Help on



Click to look up a
topic in an index



This Help topic contains the macro that opens the Contents topic in a secondary window when the user double-clicks the filename in the File Manager or the Contents button in any other Help topic. When started from EasyPhoto, the Help call bypasses this topic and goes directly to the Contents topic. This avoids the momentary "flash" of the main Help window. However, in this case, the Help window doesn't stay on top. (Apparently, it's necessary to go to a MAIN Help window first before the HelpOnTop can take effect.)



You can look up a Help topic in an alphabetized list, just like you use an index in a book. Here's how you do it:

- 1 Click the Search button at the top of this Help window.
- 2 In the Search dialog box, type the key word you're looking for, or select the word from the alphabetized list.
- 3 Click **Show Topics**.
- 4 Select the Help topic you want to see, and click **Go To**.

Tip If you would prefer to look at Help topics organized by subject area, like the contents of a book, click the **Contents** button in this Help window. Then click the "Using EasyPhoto" button in the Contents window.



You can get step-by-step Help for working with EasyPhoto. Just click a topic.



[Working with the Photo Gallery](#)



[Using photos in your word processor](#)



[Making changes with the Photo Workshop](#)



[Printing photos](#)



[Creating slide shows, screen savers, and wallpaper](#)

Tip You can also look for a topic by keyword. Click **Search** at the top of this window.



You use Photo Galleries to view and organize your photos. Click the topic you want to see.



Working with the Photo Gallery

[Creating a Photo Gallery](#)

[Adding a photo to a Photo Gallery](#)

[Organizing photos in a Photo Gallery](#)

[Saving a Photo Gallery](#)

[Looking at photos in a Photo Gallery](#)



[Using photos in your word processor](#)



[Making changes with the Photo Workshop](#)



[Printing photos](#)



[Creating slide shows, screen savers, and wallpaper](#)



You create a Photo Gallery from one or more photos. How you create the Gallery depends on where you have your photos. Click the topic you want to see.



[Working with the Photo Gallery](#)

Creating a Photo Gallery

[With your Photo Reader](#)

[From photos on a CD](#)

[From photos stored in a directory](#)



[Using photos in your word processor](#)



[Making changes with the Photo Workshop](#)



[Printing photos](#)



[Creating slide shows, screen savers, and wallpaper](#)



Once you create a Gallery, it's easy to add photos. Click the topic you want to see.



[Working with the Photo Gallery](#)

Adding a photo to a Photo Gallery

[Adding a photo with the Photo Reader](#)

[Adding a photo from a CD](#)

[Adding a photo stored in a directory](#)

[Using a photo from another Photo Gallery](#)

[Adding part of a photo to a Photo Gallery](#)



[Using photos in your word processor](#)



[Making changes with the Photo Workshop](#)



[Printing photos](#)



[Creating slide shows, screen savers, and wallpaper](#)



Once you put photos in a Gallery, you can rearrange them easily. Click the topic you want to see.



[Working with the Photo Gallery](#)

Organizing photos in a Photo Gallery

[Moving photos in a Photo Gallery](#)

[Removing a photo from a Photo Gallery](#)

[Moving a photo to another Photo Gallery](#)



[Using photos in your word processor](#)



[Making changes with the Photo Workshop](#)



[Printing photos](#)



[Creating slide shows, screen savers, and wallpaper](#)



To help organize your photos, you can add descriptive titles and captions. You can also find a photo quickly. Click the topic you want to see.



Working with the Photo Gallery

Looking at photos in a Photo Gallery

Opening a Photo Gallery

Finding a photo

Changing the photo's title

Adding a caption to a photo

Getting information about a photo



Using photos in your word processor



Making changes with the Photo Workshop



Printing photos



Creating slide shows, screen savers, and wallpaper



Once you bring your photos into EasyPhoto, you can easily put them into any word-processing document. Click the topic you want to see.



[Working with the Photo Gallery](#)



Using photos in your word processor

[Inserting a photo into a word-processing document](#)

[Inserting part of a photo into a word-processing document](#)

[Making changes to a photo after it's in a document](#)



[Making changes with the Photo Workshop](#)



[Printing photos](#)



[Creating slide shows, screen savers, and wallpaper](#)



The EasyPhoto Workshop gives you the tools to do the things you always wanted to do with your photos, such as adjust the exposure (brightness) or make enlargements (resize). Click the topic you want to see.



[Working with the Photo Gallery](#)



[Using photos in your word processor](#)



Making changes with the Photo Workshop

[Resizing a photo](#)

[Cropping a photo](#)

[Rotating a photo](#)

[Changing the brightness and contrast of a photo](#)

[Adjusting the colors of a photo](#)

[Removing a scratch from a photo](#)

[Fixing a "red-eye" problem](#)

[Flipping a photo](#)

[Looking at a photo in more detail \(zoom\)](#)

[Making changes to part of a photo](#)

[Undoing a change you made to a photo](#)

[Saving the changes you made to a photo](#)



[Printing photos](#)



[Creating slide shows, screen savers, and wallpaper](#)



Once you have your photos in your computer, you might as well have some fun with them. You can show a bunch of photos as a slide show on your computer screen. You can also use some photos as a screen saver. Or, you can use a single photo as the background wallpaper on your Windows desktop. Click the topic you want to see.



[Working with the Photo Gallery](#)



[Using photos in your word processor](#)



[Making changes with the Photo Workshop](#)



[Printing photos](#)



[Creating slide shows, screen savers, and wallpaper](#)

[Showing photos in a slide show](#)

[Sharing a slide show with someone else](#)

[Using photos as a screen saver](#)

[Making Windows wallpaper from a photo](#)

Help Menu



You choose this command to go to the Help Contents, where you can get information about using EasyPhoto, searching for a Help topic, or learning how to use Help.

Tip For general information about the EasyPhoto window you are using, close this Help window and click this button on the toolbar:





You choose this command to see a helpful tip about EasyPhoto.

The tips give you hints about using EasyPhoto, about using your photos creatively, and about how to dress for success.

Tip Here's an easy way to see one of the tips: click the EasyPhoto logo near the top of any [Gallery](#).



This dialog shows you a new tip about using EasyPhoto every time you click the EasyPhoto logo near the top of any Gallery.

If you'd like to see all the tips at one sitting, just keep clicking **Next Tip** in this dialog box.

Note If you'd like to share a great tip about a way you work with EasyPhoto, give us a call at 1-800-275-5734. Let's hear from you.

Note If you don't quite understand the tip or want more details on the feature it describes, click **Contents** at the top of this Help window. Then, click the **Search for Help on** button, and use the index to find the Help topic related to the subject of the tip.



You use this command to see trademark and copyright information and other boring stuff.

Miscellaneous Help Topics



If you have a problem using EasyPhoto, and you can't find the solution in the online Help:



Jot down the steps you did before you ran into difficulties.



Make a note of any messages you saw on the screen.



Call Storm Customer Service. Have EasyPhoto running on your computer when you call.

Customer Service Phone Number

1-415-969-9555

Other Ways to Get Customer Service

You can also send us an e-mail, and we'll get back to you right away. Here are our e-mail addresses:

Internet: support@stormsoft.com

America Online: STORMSOFT

CompuServe: 73060,3227

Prodigy: UEJR16A

If you have a web browser and access to the Internet, take a look at the Storm Home Page at:

<http://www.stormsoft.com/storm/>

Tip You don't have to wait until you have a problem before you call or write us. Feel free to call and talk with us about EasyPhoto or the meaning of life.



You can look up a Help topic in an alphabetized list, much like you use an index in a book. Here's how you do it:



Click the **Search** button at the top of this Help window.



In the Search dialog box, type the key word you're looking for, or select the word from the alphabetized list.



Click **Show Topics**.



Select the Help topic you want to see, and click **Go To**.

Tip If you would prefer to look at Help topics organized by subject area, like the contents of a book, click the **Contents** button in this Help window. Then click the "Using EasyPhoto" button in the Contents window.

This Help topic contains the macro that opens the Walk-Through in a secondary window when the customer clicks on one of the Walk-Through keywords in the Help Search dialog. The customer never sees this topic.


This Help topic contains the macro that opens the Glossary in a secondary window when the customer clicks on one of the Glossary keywords in the Help Search dialog. Without this topic, the Glossary opens in a standard Help window. The customer never sees this topic.



Whatever you're doing in EasyPhoto, Help is just a mouse click away.

If you need Help on: Do this:

The Gallery or Photo

Workshop window In that window, click: 

A menu command Select the command, and press F1.

A dialog box Click the **Help** button in the dialog box

Step-by-step guidance

on using EasyPhoto Click the **Contents** button in this Help window. Then click the "Using EasyPhoto" button in the Contents window. Or, while working in EasyPhoto, choose **Help Topics** from the Help menu.

An unfamiliar word Click the **Glossary** button in this window or in any other Help window. (You can also click on an underlined word in a Help topic to see a definition.)

Tip To look up a Help topic in an alphabetized list, much like you use an index in a book, click the **Search** button in this window or in any other Help window.

Tip You can easily print any individual Help topic. While looking at the topic, choose **Print Topic** from the File menu in the Help window.

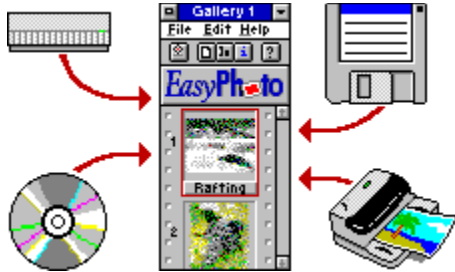
Tip EasyPhoto Help is set to stay on top of other windows, to make it easy for you to read the Help and work in the program at the same time. If you want to let the Help window take its place behind other windows, choose **Always on Top** from the Help menu.

Tip To find out more than you ever wanted to know about standard Windows Help features, press F1 now or in any other Help window.



You use the Photo Gallery to view and organize your photos. For example, you can create a Gallery for photos from your rafting trip on the Rogue River and another Gallery for pictures of your family over the holidays.

You can catalog photos stored on your hard disk, on a diskette, or on a CD. Or, you can use your Photo Reader to add electronic copies of your photos to a Gallery.



The Gallery shows a small representation of each of the photos. A colored border highlights the selected photo.



The small representation of the photo lets you identify the photo without opening the file.

You can give the photo a title and a caption. Click the title bar to see the title card with more information about the photo.

After you put a photo in a Gallery, you can drag and drop it into a word-processing document. You can also double-click the photo in the Gallery to work on it in the Photo Workshop.

Each button on the toolbar is a shortcut to get the job done. When you pause the cursor over the button, a yellow label tells you the name of the button.



Show me how to...

- ▶ [Create a Photo Gallery](#)
- ▶ [Add a photo to a Photo Gallery](#)
- ▶ [Open a Photo Gallery](#)
- ▶ [Organize photos in the Photo Gallery](#)
- ▶ [Use photos as a screen saver](#)

- ▶ Show photos in a slide show
- ▶ Find a photo
- ▶ Get information about a photo



Add a caption to a photo



Change the photo's title



Make changes to a photo



Save a Photo Gallery



You click this button to see a helpful tip about EasyPhoto.

The tips give you hints about using EasyPhoto, about using your photos creatively, and about how to dress for success.

Note



If you want more Help on the Gallery, click



in the Gallery window.

File Menu



You click this button or choose this command to create a new Photo Gallery or open an existing one.

EasyPhoto shows you a dialog box where you can open a Gallery you worked with recently or create a new one.

Show me how to...



Create a Photo Gallery



Open a Photo Gallery



You use this dialog box to create a new Photo Gallery or open an existing one.

Dialog box options

- | | |
|-----------------------|---|
| Existing Galleries | The list shows you all of the Galleries you've created, starting with the Galleries you used most recently. |
| Create New Gallery | Click to create a new, empty Photo Gallery. Later you can add the photos you want to have in the Gallery. |
| Open Selected Gallery | Click to open the Gallery selected in the list. You can also double-click a Gallery name to open it. |

Note EasyPhoto comes with more than 100 photos organized into a sample Gallery to get you started. You can use this Gallery, which also shows up in the list, just like any Gallery you create.

Show me how to...



Create a Photo Gallery



Open a Photo Gallery



Use photos as a screen saver



You asked to open a Gallery that is stored in a place where EasyPhoto can't work. Before EasyPhoto can open this Gallery, it needs to move it to the directory where all the other Galleries are stored.

Click **OK** to let EasyPhoto move the Gallery and open it for you. As an added benefit, the next time you start EasyPhoto, you'll find this Gallery in the Gallery list. You'll be able to open it from there.

Click **Cancel** if you don't want to open the Gallery now.



You choose this command to save the current Photo Gallery.

If you've not saved this Gallery before, EasyPhoto asks you for a name. That's reasonable, isn't it?

Show me how to...



Save a Photo Gallery



You use this dialog box to name the Photo Gallery you've created.

Type any name you want, up to 32 characters, in the box.



Uh-oh. You typed a Gallery name that you've already used for another Photo Gallery.

Click **OK** and then type another name. Be creative.

You might also want to open that other Gallery (now that you know there IS another Gallery) and see what's going on.



You choose this command to make a Windows screen saver from the photos in this Gallery.

From then on, whenever your computer remains inactive for 5 minutes (or for whatever time you have set in the Windows Control Panel), the photos in this Gallery appear, one by one, like a slide show on your screen.

Note To change the screen saver, you can add photos to or remove photos from this Gallery. Or, you can make another Gallery the screen saver by choosing this command from that Gallery. You remove a screen saver by using the Desktop controls in the Windows Control Panel.

Note The screen saver works even if EasyPhoto is not open at the time.

Note If you installed a screen saver program from another company, you might need to turn it off before you can see your EasyPhoto screen saver. Try the steps above first. If you don't see your photos, then try turning off the other screen saver.

Tip Forget which Gallery you're using as a screen saver? Choose **Create or Open Photo Gallery** from the File menu, and look in the list of existing Galleries. The note, "screen saver", identifies the Gallery you're using as the screen saver.

Show me how to...



Use photos as a screen saver



Turn off a screen saver



Open a Photo Gallery



You choose this command to show the photos in this Gallery as a slide show on your computer screen. EasyPhoto shows the photos one by one, each one for about 10 seconds.

During the slide show, EasyPhoto gives you a small set of controls, like those on a VCR, which you can use to control the show manually if you want.

After the show, EasyPhoto returns to the Gallery.

Tip During a slide show, EasyPhoto also displays a caption for each photo. Add your own captions to photos before you look at the slide show. Otherwise, EasyPhoto just uses the photo's title or filename. You can also turn off the captions with the slide show controls.

Show me how to...



Show photos in a slide show



Share a slide show with someone else



Add a caption to a photo



Change the photo's title



You choose this command to make a slide show from the photos in this Gallery and save it to a diskette, for example, to give to someone else.

EasyPhoto creates the slide show and puts it on the diskette in drive A.

Tip You can give a slide show of your photos to a friend, even if they don't have EasyPhoto on their computer. When you create the slide show, EasyPhoto automatically includes a copy of the EasyPhoto Slide Show viewer, which lets anyone with Windows play the slide show.

Tip You can fit a slide show with up to 24 photos on a single diskette. If you want to show more photos, create another Gallery and make a second slide show.

Tip To see how the slide show will look before you give it to someone else, choose **Display Gallery as Slide Show** from the File menu.

Tip Before you make a slide show, add captions your photos. EasyPhoto shows the captions along with the photos.

Show me how to...



Share a slide show with someone else



Show photos in a slide show



Add a caption to a photo



Create a Photo Gallery



Add a photo to a Photo Gallery



You click this button or choose this command to add one or more photos to a Photo Gallery you created. EasyPhoto shows you a dialog box where you tell EasyPhoto where to get the photos.

Show me how to...



Add a photo to a Photo Gallery



Create a Photo Gallery



You use this dialog box to add photos to a [Photo Gallery](#).

Click one of the three buttons to tell EasyPhoto where to find the photos you want to add. You can get photos by using your [Photo Reader](#) or from photos in a [digital camera](#), from a [CD](#), or from a directory on your hard disk (or diskette).

Once you click a button, EasyPhoto shows you a dialog box where you can add photos to the Gallery.

Tip If you don't have a Photo Reader but want to find out how to get one, [click here](#).

Show me how to...



[Add a photo to a Photo Gallery](#)



You use this dialog box to put photos stored in a directory on your hard disk (or diskette) into a Photo Gallery.

Dialog box options

- | | |
|----------------|---|
| Directories | Select (double-click) the directory that has the photos you want to add to the Gallery. If the photos are in a directory on another drive, use the drives list to select the drive. |
| List of photos | Select the photos you want to add to the Gallery. The list shows all of the photos (in <u>formats</u> that EasyPhoto understands) in the directory you selected. To select more than one photo, hold down the Ctrl key while you click the photo <u>filenames</u> . |
| Always Preview | Select the check box to see what each photo looks like as you select it. To preview just the selected photo, click inside the preview frame. |
| Add | Click to add the selected photos to the Gallery and close this dialog box. |
| Add All | Click to add all of the photos shown in the list, whether or not they are selected, to the Gallery and close this dialog box. |

Show me how to...



Create a Photo Gallery



Add a photo to a Photo Gallery



You use this dialog box to add a photo to the page. Once you've added the photo, you can double-click it at any time to open EasyPhoto and make changes to the photo, without leaving the other program.

Dialog box options

- | | |
|----------------|--|
| Directories | Select (double-click) the directory that has the photos you want to add. If the photos are in a directory on another drive, use the drives list to select the drive. |
| List of photos | Select the photo you want to add. The list shows all of the photos (in <u>formats</u> that EasyPhoto understands) in the directory you selected. |
| Always Preview | Select the check box to see what each photo looks like as you select it. To preview just the selected photo, click inside the preview frame. |
| Insert Photo | Click to add the selected photo to the page and close this dialog box. |

Show me how to...



Position photos in a document



You use this dialog box to put photos stored on a Kodak Photo CD into a Photo Gallery.

Dialog box options

- | | |
|----------------|---|
| List of photos | <u>S</u> elect the photos you want to add to the Gallery. The list shows all of the photos on the CD. To select more than one photo, hold down the Ctrl key while you click on the photo numbers. |
| Photo preview | Shows you what the selected photo looks like. |
| Add | Click to add the selected photos to the Gallery and close this dialog box. |
| Add All | Click to add all of the photos shown in the list, whether or not they are selected, to the Gallery and close this dialog box. |

Show me how to...



Create a Photo Gallery



Add a photo to a Photo Gallery



You use this dialog box to put photos stored on a CD into a Photo Gallery.

Dialog box options

- | | |
|----------------|---|
| Directories | Select (double-click) the directory that has the photos you want to add to the Gallery. |
| List of photos | Select the photos you want to add to the Gallery. The list shows all of the photos in the directory you selected. To select more than one photo, hold down the Ctrl key while you click on the photo <u>filenames</u> . |
| Always Preview | Select the check box to see what each photo looks like as you select it. To preview just the selected photo, click inside the preview frame. |
| Add | Click to add the selected photos to the Gallery and close this dialog box. |
| Add All | Click to add all of the photos shown in the list, whether or not they are selected, to the Gallery and close this dialog box. |

Show me how to...



Create a Photo Gallery



Add a photo to a Photo Gallery



EasyPhoto keeps track of your photos stored on CDs by the name you give the CD.

Type a name for this CD. It can be anything you want, up to a limit of 32 characters. Go wild.



You use this dialog box to make an electronic copy of a photo with your Photo Reader and then put the photo into a Photo Gallery.

Dialog box options

- Preview area** This box shows you how to put the photo into the Photo Reader and tells you when the Photo Reader has warmed up and is ready to copy. After you start copying, this box shows the progress as the Photo Reader copies the photo.
- Speed indicator** (Only available while you're using the Photo Reader manually) When using the Photo Reader by hand, move the Photo Reader slowly to keep the indicator in the green.
- Add to Gallery** Click this button, after the Photo Reader stops copying, to put the photo into the current Gallery.

Show me how to...



Create a Photo Gallery



Add a photo with the Photo Reader



Use the Photo Reader manually



You use this dialog box to give a name to the photo you just copied with the Photo Reader.

Type any name you want, up to 32 characters, in the box.

The name you type becomes the title for the photo, which shows on the title bar beneath the photo in the Gallery.

Note EasyPhoto automatically creates a standard eight-character filename from the name you type, so that Windows can keep track of it, and stores the photo in the \EZPHOTO\PHOTO directory.



You use this dialog box to name the photos you're adding to the Photo Gallery.

Type any name you want, up to 30 characters, in the box. EasyPhoto uses this name as a prefix and adds a sequential number on the end to distinguish each photo.

The names become the titles for the photos, which show on the title bar beneath each photo in the Gallery. You can change these titles later.

Note EasyPhoto automatically creates standard eight-character filenames from the name you type, so that Windows can keep track of the photos, and stores them in the \EZPHOTO\PHOTO directory.

Show me how to...



Change the photo's title



You use this dialog box to select a scanner, such as the EasyPhoto Reader, or a digital camera to use to put photos into a Photo Gallery.

The list shows the scanners and digital cameras connected to your computer. Click the one you want to use, and then click **OK**.



You choose this command to remove the selected photo from the Gallery. The selected photo has a colored (highlighted) border and a highlighted title.

If you want to remove a photo and put it on the Windows Clipboard, to use it somewhere else, choose **Cut** from the Edit menu.

Note EasyPhoto removes the photo only from the current Gallery. You can still keep the photo in other Galleries.

Note For photos you have stored on your hard disk in the EasyPhoto PHOTO directory, if the photo is not in any other Gallery, EasyPhoto asks whether you want to delete it from the disk. You must keep each photo in at least one Gallery. This is EasyPhoto's way of keeping unused photos from cluttering up your hard disk.

Show me how to...



Remove a photo from a Photo Gallery



Move a photo to another Photo Gallery



You have asked to remove a photo from this Gallery, and it's not in any other Gallery. You can do that, but EasyPhoto will need to delete the photo from your hard disk as well. This is EasyPhoto's way of keeping unused photos from cluttering up your disk.

Click **OK** to remove the photo from the Gallery and delete it from the disk as well.

Click **Cancel** to keep the photo in the Gallery.

Note If you want to keep the photo but delete the Gallery, first move this photo to another Gallery.

Show me how to...



Move a photo to another Photo Gallery



You choose this command to give a different name to the current Photo Gallery.

EasyPhoto shows you a dialog box where you can type the new name.



You use this dialog box to give the current Photo Gallery a new name.

Type any name you want, up to 32 characters, in the box.



You choose this command to get rid of a Photo Gallery.

EasyPhoto shows you a dialog box where you select the Gallery you want to delete.

Note When you delete a Gallery, you don't delete or damage any of the photos that you had cataloged in that Gallery. It's sort of like if you were to take all the pictures out of your baby album and then burn the album. You still have the pictures. The album is history.

Note If the Gallery you ask to delete has photos that you added with your Photo Reader and the photos are not in any other Gallery, EasyPhoto asks whether you want to delete those photos from your hard disk. You must keep each photo in at least one Gallery. This is EasyPhoto's way of keeping unused photos from cluttering up your disk.



You use this dialog box to get rid of a Photo Gallery.

Select the Gallery you want to delete in the list of Galleries. Then click **Delete**.

Note If the Gallery you ask to delete has photos that you added with your Photo Reader and the photos are not in any other Gallery, EasyPhoto asks whether you want to delete those photos from your hard disk. You must keep each photo in at least one Gallery. This is EasyPhoto's way of keeping unused photos from cluttering up your disk.



You've asked to delete a Photo Gallery that you have open.

It's OK to do that. EasyPhoto is just checking to make sure you don't delete a Gallery that you're still working with.

Click **OK** to delete the open Gallery. Click **Cancel** to return to the Delete Photo Gallery dialog box and choose another Gallery to delete.



A check mark next to this command shows that EasyPhoto displays this Photo Gallery every time you start the program. That's the way EasyPhoto starts out with each Gallery.

To turn off **Show at Startup**, choose this command. To turn it on again, choose it again.

Show me how to...



Show a Gallery when EasyPhoto starts



If this button is selected (pressed down) or a check mark shows next to this command, the Photo Gallery stays on top (in front of) all other windows. That's the way EasyPhoto starts out with each Gallery you create.

To turn off **Always on Top**, click the button (the button comes back up) or choose this command. To turn it on again, click it or choose it again.

Tip Keep the Gallery "always on top" when you're putting photos in a word-processing document. Put the Gallery up in the corner while you work in the word processor. When you're ready to insert a photo, just drag it from the Gallery.

Show me how to...



Insert a photo into a word-processing document



You use this command to close the current Photo Gallery.

If you've made changes to the Gallery, EasyPhoto asks you whether you want to save those changes before you close it.

After you've closed all but the last Gallery, this command changes from **Close** to **Exit**, which both closes the Gallery and exits EasyPhoto.

Edit Menu



You use the **Undo** command to reverse the last change you made. The command tells you exactly what you are undoing, such as **Undo Move Photo**.

Once you undo a change, the command name changes to **Redo**. Choose **Redo** to restore the change, essentially undoing the undo. This lets you change your mind, if that's what you need to do.

If you haven't made any changes, the command name says **Can't Undo**.



You choose this command to remove the selected photo (the one with a colored border) from the Gallery and place it on the Clipboard. You can then move (paste) the photo to another Gallery or to any other Windows application that can accept photos.

The cut photo stays on the Clipboard until you cut or copy something else. There's only room for one selection on the Windows Clipboard.

If you want to remove a photo but not put it on the Clipboard, choose **Delete Photo from Gallery** from the File menu.

Show me how to...



Move a photo to another Photo Gallery



You choose this command to make a copy of the selected photo (the one with a colored border) in the Gallery and place it on the Clipboard. You can then paste the photo and its information (title and caption) into another Gallery or to any other Windows application that can accept photos. This is one way to add photos to another Gallery.

The copied photo stays on the Clipboard until you cut or copy something else. There's only room for one selection on the Windows Clipboard.

Tip Although you can copy and paste photos in the Gallery, drag and drop is a whole lot easier. The "Show me how" below gives the steps.

Show me how to...



Use a photo from another Photo Gallery



You choose this command to move a copy of the Clipboard contents to the current Gallery.

The Clipboard contains whatever you last cut or copied. This might be a photo image from another Gallery, a photo file, or even some text from a word-processing document. But, in the Photo Gallery, you can only paste photo files or Gallery images of photos into the current Gallery.

Note This command is available only if you've cut or copied a photo or part of a photo.

Note If you paste a photo file, such as a BMP file, into the Gallery, EasyPhoto first asks you to save the photo with a unique name. EasyPhoto doesn't save the actual photo file in the Gallery, only a small representation of the photo and information about where it's saved.

Show me how to...



Move a photo to another Photo Gallery



Use a photo from another Photo Gallery



You choose this command to look for a photo in the current Photo Gallery or in all of your Galleries.

EasyPhoto shows you a dialog box where you tell EasyPhoto what to look for.

Show me how to...



Find a photo



You use the **By Words** tab of this dialog box to look for photos based on certain words contained in the photo title or caption.

Dialog box options

- Search words** In the box, type the words that you think are contained in the title or caption of the photo you're looking for. You can type a word, word fragment, or a phrase. EasyPhoto treats multiple words as a phrase, rather than searching for any of the words individually. Capitalization doesn't matter.
- Where to look** Select one of the two radio buttons to have EasyPhoto look in just the current Photo Gallery or in all of your Galleries.
- Find** After you tell EasyPhoto what to look for and where to look, click this button to start the search.

Note EasyPhoto copies all photos that contain the words you typed into a new Gallery.

Tip You can also search for photos by example, meaning that you can find photos similar in appearance to the selected photo. Click the **By Example** tab in this dialog box. For Help with options on that tab, click Help there.

Show me how to...



Find a photo



Add a caption to a photo





Change the photo's title



You use the **By Example** tab of this dialog box to look for photos that appear similar to the selected photo in the [Photo Gallery](#).

Dialog box options

- Example photo Shows the photo that EasyPhoto will use as a guide photo when looking for similar photos. EasyPhoto looks for photos with similar colors.
-  Use these buttons to select another photo in the Gallery without going back to the Gallery.

- Where to look Select one of the two radio buttons to have EasyPhoto look in just the current Photo Gallery or in all of your Galleries.
- Find After you tell EasyPhoto what to look for and where to look, click this button to start the search.

Note EasyPhoto puts all photos it thinks are similar to your selected guide photo into a new Gallery. The most similar photo comes first.

Tip You can also search for photos that contain certain words in the [title](#) or [caption](#). Click the **By Words** tab in this dialog box. For Help with options on that tab, click Help there.

Show me how to...

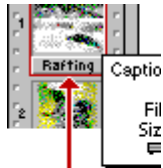


[Find a photo](#)



You click this button or choose this command to change the photo title or to add or change the photo caption.

The photo title shows on the title bar beneath each photo in the Gallery. If you don't change it, the title is the photo's filename. You see the caption on the title card, which shows when you click the title bar.



You can add a caption.

The title is by default the photo's filename, but you can change it.

Show me how to...



Add a caption to a photo



Change the photo's title



You use this dialog box to change the photo title or to add or change the photo caption.

Dialog box options

- Title** In the box, type a title of up to 32 characters for the photo. About 12 characters of the photo title show on the title bar beneath each photo in the Gallery. If you don't change it, the title is the photo's filename.
- Caption** In the box, type a caption of up to 256 characters for the photo. To start a new paragraph, press Ctrl+Enter.
- Previous** Click to edit the photo information for the previous photo in the Gallery.
- Next** Click to edit the photo information for the next photo in the Gallery.

Note The photo information also includes the photo's filename, file size, and where the photo file is stored (hard disk, diskette, or CD), but you can't edit this information.

Note Long captions might not fit on the title card. If you don't see the whole caption you typed, you can always come back to this dialog box to read it.

Show me how to...



Add a caption to a photo



Change the photo's title



You choose this command to open the selected photo in the Photo Workshop, where you can make changes to the photo. For example, you can tone down some weird colors or make the photo larger or smaller.

Tip You can also double-click the photo image in the Gallery to open it in the Photo Workshop.

Show me how to...



Make changes to a photo



The photo you asked to open in the Photo Workshop or to put in a document is stored on a CD. This dialog box tells you the name of the CD. Before EasyPhoto can show you the photo, you need to put that CD in your CD-ROM drive. After you do that, click **OK**.

If you've already put the CD in the drive, check to make sure you've got the right CD and that the drive is functioning properly.



The photo you asked to open in the Photo Workshop or to put in a document is stored on a diskette. This dialog box tells you the photo's filename. Before EasyPhoto can show you the photo, you need to put the diskette with that photo in your floppy drive.

If you've already put the diskette in the drive, check that it's the right diskette (they all look alike, don't they?) and that the drive door is closed.



The photo you asked to open in the Photo Workshop or to put in a document was stored on your hard disk. EasyPhoto looked for it in the place it used to be but couldn't find it there.

Either you moved or deleted the photo.

If you moved it, click **Find File**. EasyPhoto shows you the Find File dialog box, where you can browse through your directories to locate the file. When you find the file, select it and click **OK**. EasyPhoto will automatically remember where it is from now on.

If you deleted the file but have a backup copy, click **Cancel**. Then copy the photo back to its old directory and you're in business.

If you deleted the file and don't have a backup copy, you're out of luck. That's a case where EasyPhoto can't help you. Sorry.



You use this dialog box to tell EasyPhoto where to find a photo that you moved.

Dialog box options

- | | |
|----------------|--|
| Directories | Select (double-click) the directory that now has the photo EasyPhoto is looking for. If the photo is in a directory on another drive, use the drives list to select the drive. |
| List of photos | Select the photo EasyPhoto is looking for. The list shows all of the photos (in formats that EasyPhoto understands) in the directory you selected. After you select the photo, click OK . |
| Always Preview | Select the check box to see what each photo looks like as you select it. To preview just the selected photo, click inside the preview frame. |

Note Once you put the photo back in the Gallery, EasyPhoto will automatically remember where its file is stored from now on. You don't have to go through this every time you want to use the photo.



You create a Gallery to view and organize your photos. You can create a Gallery:



With your Photo Reader



From photos on a CD



From photos stored in a directory on your hard disk (or diskette)

You can also create an empty Gallery and fill it with photos later.

Show me how to...



Create a Photo Gallery from photos stored in a Directory



Create a Photo Gallery from photos on a CD



Create a Photo Gallery with my Photo Reader



Create an empty Photo Gallery



From any Photo Gallery, click



Click **Create New Gallery**.



Click



In the Add Photos to Gallery dialog box, click the **Hard Disk or Diskette** button.

5

In the Add Photos from Directory dialog box, select (double-click) the directory that has the photos you want to put in the new Gallery.

If the directory is on another disk drive, first select that drive and then select the directory.

6

Select the photos you want to put in the new Gallery.

Click the photo's filename to select it. To select more than one photo, hold down the Ctrl key while you click the filenames.

7

Click **Add**.

EasyPhoto adds the photos you selected to the new Gallery and closes the dialog box.

Tip To see what each photo looks like as you select its filename, select the **Always Preview** check box. To preview just a single photo, select its filename and then click inside the preview frame.

Tip To add all photos in the list to the Gallery, after step 5, click **Add All**. You don't have to select the photos first.



You can create a new Gallery with your own photos you had put on a Kodak Photo CD or with professional photos from a CD you bought.

To create a Gallery from a CD:



Insert the CD into your computer's CD-ROM drive.



From any Photo Gallery, click



Click **Create New Gallery**.



Click



5

In the Add Photos to Gallery dialog box, click the **CD** button.

6

In the Add Photos from CD dialog box, either click **Add All** to add all photos in the list of photos to the new Gallery, or, to add just some of the photos, select the ones you want and click **Add**.

To select a photo, if you have a Photo CD (with a list of photo numbers), you simply click the photo's number. The photo numbers in the list match the numbers on the Photo CD jewel box.

If you have another type of CD (with lists of both directories and photo filenames), you need to first select (double-click) the directory that has the photos you want to put in the new Gallery. Then click the photo's filename to select it.

To select more than one photo, hold down the Ctrl key while you click the photo numbers or filenames.

EasyPhoto adds the photos you selected to the new Gallery and closes the dialog box.

Tip To see what each photo looks like as you select its filename, select the **Always Preview** check box. To preview just a single photo, select its number or filename and then click inside the preview frame.



You use the Photo Reader to make an electronic copy of a photo to use, for example, in your word-processing documents. As you use the Photo Reader, you can create a new Gallery to organize the photos you copy.

To use the Photo Reader to add photos to a new Gallery:



Connect your Photo Reader. To do this, follow the steps in the booklet, "Using Your EasyPhoto Reader", which came in the EasyPhoto Reader box.



Back at your computer screen, from any Photo Gallery, click



Click **Create New Gallery**.



Click



5

In the Add Photos to Gallery dialog box, click the **Photo Reader or Camera** button.

6

Place the photo, face up, in the Photo Reader. The left edge of the photo goes in first. When the warm-up message says the Photo Reader is ready, press the Start button on the top of the Photo Reader. The photo preview box in the Photo Reader dialog box shows the progress as the Photo Reader copies the photo into your computer. EasyPhoto uses Storm Software's ClearScan to get the sharpest, brightest copies of your photos.

If you don't like the results (for example, the photo's upside-down), you can stop the Photo Reader by pressing the Start button again. Click **Cancel**, and then start over with this step.

7

When the Photo Reader stops, click **Add to Gallery** to put the photo in the new Gallery.

8

At the Name Photo dialog, type a name for the photo.

EasyPhoto shows you the new Gallery with the photo you just copied. You can add more photos to this Gallery with the Photo Reader. Check out "Other good stuff" below.

9

To add more photos to the Gallery, repeat steps 6-8. When you're finished, click **Close**.

Tip You can also use a digital camera to put photos into your computer. Follow these general steps and any special instructions that came with your camera.

Tip If you don't have a Photo Reader but want to find out how to get one, [click here](#).

Tip After you put the photo into your computer, you can use the Photo Workshop to make changes. For example, you can lighten a photo that's too dark or crop a photo.

Other good stuff...



[Using the Photo Reader manually](#)



[Making changes to a photo](#)



From any Photo Gallery, click



Click **Create New Gallery**.

Tip Some people like to drag photos from the Windows File Manager to the Gallery. You can position the Gallery and File Manager windows side by side and drag the filename of a photo (or even several photos) to the Gallery.

Other good stuff...



Adding a photo to a Photo Gallery



Once you create a Photo Gallery, you can add photos to it at any time. You can add photos:



With your Photo Reader



From a CD



Stored in a directory on your hard disk (or diskette)



From another Photo Gallery

You can also add part of a photo to a Gallery.

Show me how to...



Add a photo with the Photo Reader



Add a photo from a CD



Add a photo stored in a directory



Use a photo from another Photo Gallery



Add part of a photo to a Photo Gallery



In the Photo Gallery, click



In the Add Photos to Gallery dialog box, click the **Hard Disk or Diskette** button.



In the Add Photos from Directory dialog box, select (double-click) the directory that has the photo you want to add the Gallery.

If the directory is on another disk drive, first select that drive and then select the directory.



Select the photo you want to add to the Gallery.

Click the photo's filename to select it. To select more than one photo, hold down the Ctrl key while you click the filenames.

5

Click **Add**.

EasyPhoto adds the photo(s) you selected to the current Gallery and closes the dialog box.

Tip To see what each photo looks like as you select its filename, select the **Always Preview** check box. To preview just a single photo, select its filename and then click inside the preview frame.

Tip To add all photos in the list to the Gallery, after step 3, click **Add All**. You don't have to select the photos first.



To any Gallery you can add your own photos you had put on a Kodak Photo CD. Or, you can add professional "stock" photos from a CD you bought.

To add photos from a CD:



Insert the CD into your computer's CD-ROM drive.



In the Photo Gallery, click



In the Add Photos to Gallery dialog box, click the **CD** button.



In the Add Photos from CD dialog box, either click **Add All** to add all photos in the list of photos to the new Gallery, or, to add just some of the photos, select the ones you want and click **Add**.

To select a photo, if you have a Photo CD (with a list of photo numbers), you simply click the photo's number. The photo numbers in the list match the numbers on the Photo CD jewel box.

If you have another type of CD (with lists of both directories and photo filenames), you need to first select (double-click) the directory that has the photos you want to put in the new Gallery. Then click the photo's filename to select it.

To select more than one photo, hold down the Ctrl key while you click the photo numbers or filenames.

EasyPhoto adds the photo(s) you selected to the current Gallery and closes the dialog box.

Tip To see what each photo looks like as you select its filename, select the **Always Preview** check box. To preview just a single photo, select its number or filename and then click inside the preview frame.



You use the Photo Reader to make an electronic copy of a photo to use, for example, in your word-processing documents. So that you can work with the photo in your computer, you add it to a Gallery.

To use the Photo Reader to add a photo to a Gallery:



Connect your Photo Reader. To do this, follow the steps in the booklet, "Using Your EasyPhoto Reader", which came in the EasyPhoto Reader box.



Back at your computer screen, open the Photo Gallery where you want to add the photo.



Click



In the Add Photos to Gallery dialog box, click the **Photo Reader or Camera** button.



Place the photo, face up, in the Photo Reader. The left edge of the photo goes in first. When the warm-up message says the Photo Reader is ready, press the Start button on the top of the Photo Reader.

The photo preview box in the Photo Reader dialog box shows the progress as the Photo Reader copies the photo into your computer. EasyPhoto uses Storm Software's ClearScan to get the sharpest, brightest copies of your photos.

If you don't like the results (for example, the photo's upside-down), you can stop the Photo Reader by pressing the Start button again. Click **Cancel**, and then start over with this step.

6

When the Photo Reader stops, click **Add to Gallery** to put the photo in the current Gallery.



At the Name Photo dialog, type a name for the photo.

8

To add more photos to the Gallery, repeat steps 5-7. When you're finished, click **Close**.

Tip You can also use a digital camera to put photos into your computer. Follow these general steps and any special instructions that came with your camera.

Tip If you don't have a Photo Reader but want to find out how to get one, [click here](#).

Tip After you put the photo into your computer, you can use the Photo Workshop to make changes. For example, you can lighten a photo that's too dark or crop a photo.

Other good stuff...



[Using the Photo Reader manually](#)



[Making changes to a photo](#)



[Creating a Photo Gallery with your Photo Reader](#)



You can catalog a photo in more than one Gallery. For example, you might want to keep that Patagonian train picture in both your "trains" Gallery and your "vacation '95" Gallery. You have just the one photo file, but each Gallery contains a reference to it.

Once you add the photo to one Gallery, you can easily copy it to another.

To copy a photo from one Gallery to another:



Arrange the two Gallery windows so that they are side by side on the screen.



Select the photo you want to copy, and drag it to the other Gallery.

EasyPhoto copies the small representation of the photo as well as the title and caption.

Note You can also use the Edit menu to cut and paste photos in the Gallery, but why bother? Drag and drop is a whole lot easier.

Other good stuff...



Adding a photo to a Photo Gallery



Moving a photo to another Photo Gallery



Opening a Photo Gallery



Let's say you have a snapshot of Ben and Jerry, which is a great picture, but you want to also have a photo of just Ben, without Jerry or the ice cream. Easy!

To add part of a photo to a Gallery:



Double-click the photo in the Gallery to open it in the Photo Workshop.



Select the part of the photo you want to make into a separate photo.



Click



Drag the selection to a Gallery, either the one with the original photo or another one.



When EasyPhoto asks for a name for the "new" photo, type an eight-character filename (such as, BENSOLO), and select a directory where you want to store it.

Note You are simply copying part of a photo. You in no way damage the original photo.

Note EasyPhoto stores the photo in JPEG format and automatically adds the .JPG extension to the filename you type. But if you like, you can select another file format (for example, Windows bitmap--BMP) in step 5.

Other good stuff...



Opening a photo in the Photo Workshop



Selecting part of a photo



Using a photo from another Photo Gallery



You're never stuck with the order of the photos in a Gallery. You can:



Move a photo to another position in the same Gallery



Move a photo to a different Gallery



Remove a photo from the Gallery

Show me how to...



Move photos in a Photo Gallery



Move a photo to another Photo Gallery



Remove a photo from a Photo Gallery



You can rearrange the photos in a Gallery. To move a photo, drag it to a new position. As you drag, a black horizontal line marks the new position of the photo. After you drop the photo in its new location, the photo numbers change to show the new order of photos in the Gallery.

Note You can also use the Edit menu to cut and paste photos in the Gallery, but why bother? Drag and drop is a whole lot easier.

Other good stuff...



Using a photo from another Photo Gallery



Moving a photo to another Photo Gallery



Select the photo you want to remove.



Choose **Delete Photo from Gallery** from the File menu.

Note When you use your Photo Reader to add photos to a Gallery, EasyPhoto stores them in a special place: the PHOTO directory on your hard disk. When you ask to delete one of those photos from a Gallery, EasyPhoto checks to see whether the photo is in any other Gallery. If so, EasyPhoto removes the photo from the current Gallery but leaves the photo file in the PHOTO directory. It's like taking a picture out of your grandmother's photo album; you still have the picture, but the album has a blank page with a faded area where the photo used to be. If the photo is not in any other Gallery, EasyPhoto asks whether you want to delete it from the hard disk. You must keep each photo in at least one Gallery. This is EasyPhoto's way of keeping unused photos from cluttering up your disk.

Note For photos stored on a CD, deleting a photo from a Gallery never deletes the original photo.

Note EasyPhoto doesn't remove a photo that you have open in the Photo Workshop.



Arrange the two Gallery windows so that they are side by side on the screen.



Select the photo you want to move, and press the Alt key while you drag the photo to the other Gallery.

EasyPhoto adds the small representation of the photo, as well as the title and caption, to the second Gallery while deleting it from the first.

Note You can also use the Edit menu to cut and paste photos between Galleries, but why bother? Drag and drop is a whole lot easier.

Other good stuff...



Using a photo from another Photo Gallery



Moving photos in a Photo Gallery



To save a Photo Gallery:



In the Photo Gallery window, choose **Save Gallery** from the File menu.

Note When you save a Gallery for the first time, EasyPhoto asks you to name the Gallery. You can choose any name, up to 32 characters, that means something to you.



In any Photo Gallery window, click



In the Create or Open Photo Gallery dialog box, select the Gallery you want to open.

The list of existing Galleries shows those that you've made, plus the sample Gallery that comes with EasyPhoto, starting with the Gallery you used most recently.



Click **OK**.

Tip When you start EasyPhoto, it automatically opens all Galleries that are marked as "show at startup". For Galleries that you seldom use, you can turn off "show at startup" to reduce the clutter on your desktop. Choose **Show at Startup** from the File menu.

Other good stuff...



Creating a Photo Gallery



Showing a Gallery when EasyPhoto starts



You can search through your Galleries for a photo that has a certain word or phrase in the title or caption. You can also look for "sister" photos that resemble the selected photo.

To look for a photo with certain words in the title or caption:



In the Photo Gallery, choose **Find Photos** from the Edit menu.



Click the **By Words** tab of the Find Photo dialog box.



Type the key word or phrase you're looking for.



Tell EasyPhoto where to look. You can have it search either just the current Gallery or in all Galleries.



Click **Find**.

EasyPhoto shows you a new Gallery with copies of all photos that have a match with your search words.

To look for photos that resemble the selected photo:



In the Photo Gallery, select the photo whose sisters you want to find.



Choose **Find Photos** from the Edit menu.



Click the **By Example** tab of the Find Photo dialog box.



Tell EasyPhoto where to look. You can have it search either just the current Gallery or in all Galleries.



Click **Find**.

EasyPhoto shows you a new Gallery with copies of all photos that resemble the example photo.

Other good stuff...



Adding a caption to a photo



Changing the photo's title



When you first add a photo to a Gallery, EasyPhoto shows the photo's filename on the title bar. You can change the title to something more meaningful to you.

To change the photo's title:



Click the photo in the Gallery to select it.



Click



In the Edit Photo Information dialog box, type a title in the box.

You can type up to 32 characters for the title, but there's room to show only about 12 characters on the title bar in the Gallery.



Click **C**lose.

Tip To quickly change several titles, use the **P**revious and **N**ext buttons to move to other photos in the Gallery without closing the dialog box.

Tip You can also add a caption for the photo. However, you can't edit the photo's filename, path, or where the photo file is stored (hard disk, diskette, or CD).



You can add a caption, or notes, to a photo. The caption shows as part of the photo information you see when you click the title bar in the Photo Gallery. You can also show the caption in EasyPhoto slide shows and screen savers.

To add a photo caption:



Click the photo to select it.



Click



In the Edit Photo Information dialog box, type a caption, up to 256 characters, in the box. (To start a new paragraph, press Ctrl+Enter.)



Click **Close**.

Tip To quickly add several captions, use the **Previous** and **Next** buttons to move to other photos in the Gallery without closing the dialog box.

Tip You can also change the title of the photo. However, you can't edit the photo's filename, path, or where the photo file is stored (hard disk, diskette, or CD).



In the Photo Gallery, click the photo's title bar. EasyPhoto shows you the title card, with this information:



A caption you added



The photo's filename and full path



The photo's file size (how much space it takes up on disk)



Where the photo is stored (hard disk, diskette, CD)



For photos on CDs, whether that CD is in the CD-ROM drive

Tip If the caption is too long to fit on the title card ("..." shows at the end of the caption), choose **Edit Photo Information** from the Edit menu to look at the text in a larger dialog box.

Other good stuff...



Changing the photo's title



Adding a caption to a photo



This part's easy. You can drag and drop a photo from the Photo Gallery and put it into any word-processing document, such as a letter in Microsoft Word 6.0 for Windows.

To drag and drop a photo into a document:



Arrange the windows so that you can see both the Gallery and word processor windows.



Drag the photo from the Gallery to the word processor.

The cursor changes to an hourglass briefly while EasyPhoto and the word processor talk to each other, and then to the drop cursor to show that you can insert the photo.



Still holding down the mouse button, position the drop cursor where you want the photo, and then release the mouse button to "drop" the photo into the document.

EasyPhoto puts a copy of the photo into the word processor. With most word processors, such as Word 6.0 for Windows, EasyPhoto puts the photo in a frame, and text wraps around this frame. You can move or resize this frame.

- Tip** Some older word processors, those that don't use the new OLE 2.0 technology, don't allow you to drag and drop photos. If you try it, the cursor changes to a "can't drop here" cursor. If that happens to you, you can still put a photo in your document. It just takes a few more steps. See the step-by-step instructions by clicking the topic below, "Inserting a photo the long way".
- Tip** You can also drag and drop a photo, or part of a photo, from the Photo Workshop. The steps are the same.
- Tip** Your word processor treats a photo just like any other picture or clip art. You can use your word processor's tools to move or resize the photo. For the specifics, see the online Help for your word processor.

Other good stuff...



[Inserting a photo the long way](#)



[Positioning photos in a document](#)



[Inserting part of a photo into a word-processing document](#)



If your word processor doesn't allow you to drag and drop a photo from EasyPhoto, follow these steps to put a photo into your document.



In the Photo Gallery or Photo Workshop, select the photo, or part of the photo, you want.



Choose **Copy** from the Edit menu.



In the word processor, position the cursor where you want to put the photo.



Choose **Paste** or **Paste Special** from the Edit menu.

Tip Your word processor treats a photo just like any other picture or clip art. You can use your word processor's tools to move or resize the photo. For the specifics, see the online Help for your word processor.



You have a great photo of yourself, but what you really need is just the head shot to put in a resume. No problem.

To put part of a photo into a document:



Double-click the photo in the Gallery to open it in the Photo Workshop.



Select the part of the photo you want to make into a separate photo.



Click



Arrange the windows so that you can see both the Photo Workshop and word processor windows.



Drag the selection to the word processor.

The cursor changes to an hourglass briefly while EasyPhoto and the word processor talk to each other, and then to the drop cursor to show that you can insert the photo. Continue to hold down the mouse button.



When the drop cursor is over the spot where you want the photo, release the mouse button. EasyPhoto puts a copy of the selected part of the photo into the word processor.

Tip Some older word processors, those that don't use the new OLE 2.0 technology, don't allow you to drag and drop photos. If you try it, the cursor changes to a "can't drop here" cursor. If that happens to you, you can still put a photo in your document. It just takes a few more steps. See the step-by-step instructions by clicking the topic below, "Inserting a photo the long way".

Tip If you want to save part of a photo to use it again in another document, add the selected part to a Photo Gallery.

Tip Your word processor treats a photo just like any other picture or clip art. You can use your word processor's tools to move or resize the photo. For the specifics, see the online Help for your word processor.

Other good stuff...



Selecting part of a photo



Inserting a photo the long way



Adding part of a photo to a Photo Gallery



If you decide you don't like the way a photo looks in your document, you don't have to delete it and start all over. You can make changes to the photo in place.

To make changes to a photo in a document:



Double-click the photo

The Photo Workshop opens, either inside your word processor or in a separate window. Use the Workshop tools to make any changes you want. When you're finished, click anywhere in the document outside the photo to go back to your word processor. (If the photo opened in a separate window, choose **Update and Return** from the File menu to go back to your word processor.)

To replace a photo with another:



In the word processor, select the photo.



Drag and drop (or copy and paste) the new photo from the Gallery or Workshop to the word processor.

Note After you put a photo in a document, you can use your word processor to resize the photo. Select the photo and then drag a corner handle until the photo is the size you want. You can't use the Photo Workshop to resize the photo there.

Other good stuff...



Making changes to a photo



Resizing a photo



Positioning photos in a document



Inserting a photo into a word-processing document



In the Photo Workshop, click a selection button.

Click: **To:**



Select a rectangular area



Select a freeform area



Drag the mouse to select the area of the photo you want to keep.



Click



EasyPhoto deletes everything outside the selected area.

Note If you crop a freeform area, EasyPhoto encloses it in an invisible rectangular frame. When you put the cropped photo in a document, text wraps around the frame; it doesn't follow the contours of the cropped photo.

Other good stuff...



Opening a photo in the Photo Workshop



Selecting part of a photo



Deleting part of a photo



Resizing a photo



In the Photo Workshop, click



Drag a handle to change the size of the photo.

As you move the mouse, an outline of the photo shows what's happening, and the status bar keeps you up-to-date on the actual photo size.



When the photo outline is the size you want, release the mouse button.



You can continue to adjust the size (repeat steps 1-3), or press the Esc key (or click another button in the toolbar) when you're done resizing the photo.

Note EasyPhoto keeps the proportions of the photo as you change the size.

Note After you put a photo in a document, you can use your word processor to resize the photo. Select the photo and then drag a corner handle until the photo is the size you want. You can't use the Photo Workshop to resize the photo there.

Tip Resizing a photo changes the dimensions so that you can, for example, fit it better into a letter or report. If you just want to magnify a photo to check the detail or work on a small area, use the **Zoom** commands instead.

Other good stuff...



Opening a photo in the Photo Workshop



Cropping a photo



Looking at a photo in more detail (zoom)



Positioning photos in a document



In the Photo Workshop, click



Drag any handle to turn the photo.

As you move the mouse, an outline of the photo shows what's happening, and, for the technically inclined, the status bar keeps you up-to-date on the precise rotation angle, in degrees.



When the photo outline is the angle you want, release the mouse button.



You can continue to rotate the photo (repeat steps 1-3), or press the Esc key (or click another button in the toolbar) when you're done rotating the photo.

Other good stuff...



Opening a photo in the Photo Workshop



Flipping a photo



In the Photo Workshop, choose a Flip command from the Photo menu.

Choose: **To:**

Flip Horizontally Flip the current photo end for end, creating a mirror image of the photo

Flip Vertically Flip the current photo top to bottom

Tip If you are putting a photo into a document, you can flip the photo horizontally to change its composition so that it fits better with the layout of the document. For example, you want to put a picture of your grandmother on the left side of a letter, but the only picture you have shows her facing left, off the page. For a better design, flip the photo so that she faces toward the center of the page.

Tip Flipping a photo vertically is similar to rotating. To decide which works best for you, think of it like this: flipping creates a mirror image, which changes the composition of a photo. Rotating, in contrast, keeps the same arrangement of elements on the photo, but just turns everything upside down.

Other good stuff...



Opening a photo in the Photo Workshop



Rotating a photo



Brightness, also called exposure, is the amount of light in a photo. Contrast is the difference between the light and dark areas of a photo. You can fix minor exposure problems. You can also make that picture of Seattle in winter look like Fiji. Well, almost.

To change the brightness and contrast:



In the Photo Workshop, click



In the dialog box, drag the **Brightness** and **Contrast** sliders to make changes. (You can also click the slider bar, and the slider will move to that spot.)

The **Before** and **After** samples show you what the photo looks like now and how it will look if you actually make these changes.



Click **OK** to make the changes to the photo and close the dialog box.

Tip You can also change the brightness and contrast of just a selected part of the photo. Just make a rectangular or freehand selection before you start with step 1.

Tip For a quick way to start over with the original slider settings, click **Restore**.

Other good stuff...



Opening a photo in the Photo Workshop



Selecting part of a photo



Adjusting the colors of a photo



In the Photo Workshop, click



In the dialog box, drag the **Red**, **Green**, and **Blue** sliders to change the proportion of each color in the photo. (You can also click the slider bar, and the slider will move to that spot.)

The **Before** and **After** samples show you what the photo looks like now and how it will look if you actually make these changes.



Click **OK** to make the changes to the photo and close the dialog box.

Tip You can also change the colors of just a selected part of the photo. Just make a rectangular or freehand selection before you start with step 1.

Tip For a quick way to start over with the original slider settings, click **Restore**.

Other good stuff...



Opening a photo in the Photo Workshop



Selecting part of a photo



Changing the brightness and contrast of a photo



In the Photo Workshop, click



Drag the mouse to select the area of the photo that has the scratch.



Click



In the dialog box, drag the sliders until the scratch disappears in the **After** sample.

The **Before** and **After** samples show you what the photo looks like now and how it will look if you actually make these changes.



Click **OK** to make the changes to the photo and close the dialog box.

Tip Start out with fairly low settings for **Width** (size of the scratch) and **Sensitivity**. Move the sliders only to the point where the scratch just disappears.

Tip For a quick way to start over with the original slider settings, click **Restore**.

Other good stuff...



Opening a photo in the Photo Workshop



Selecting part of a photo



In the Photo Workshop, click



Drag the mouse to select the area of the photo that has the red-eye problem. You don't have to get too precise, just close enough that EasyPhoto can distinguish between red eyes and red poppy flowers.



Click



In the dialog box, drag the slider until the eyes look normal in the **After** sample. The **Before** and **After** samples show you what the photo looks like now and how it will look if you actually make these changes.



Click **OK** to make the changes to the photo and close the dialog box.

Tip Start out with a fairly low setting for **Color Correction**. Move the slider only to the point where the red-eye effect just disappears.

Tip For a quick way to start over with the original slider settings, click **Restore**.

Other good stuff...



Opening a photo in the Photo Workshop



Selecting part of a photo



Adjusting the colors of a photo



In the Photo Workshop, click



Click the zoom cursor on the center of the area you want to view in detail.
EasyPhoto increases the magnification of the photo.



Continue to click with the zoom cursor until you can see the detail you want, or up to a maximum magnification of about 8x.

Tip You can zoom out the same way. Click:



Tip To return quickly to normal view, without any magnification, choose **Actual Size** from the View menu.

Tip Magnifying a photo this way doesn't change the actual dimensions. If you want to change the size of a photo, to fit it into a report, for example, use the Resize command.

Other good stuff...



Opening a photo in the Photo Workshop



Resizing a photo



You can make these changes to a part of the current photo:



Adjust the colors



Change the brightness and contrast



Remove a scratch



Remove a red-eye problem

The idea is that first you select the part of the photo you want to work on. Then you follow the same steps you normally use to change the entire photo. Click one of the topics below for the step-by-step details.

Show me how to...



Open a photo in the Photo Workshop



Select part of a photo



Adjust the colors of a photo



Change the brightness and contrast of a photo



Remove a scratch from a photo



Fix a "red-eye" problem



If you make a mistake or simply don't like the results of the change you make in the Photo Workshop, choose **Undo** from the Edit menu to reverse the change. It's like it never happened.

The **Undo** command tells you exactly what you are undoing, such as **Undo Crop**.

Once you undo a change, the command name changes to **Redo**. Choose **Redo** to restore the change, essentially undoing the undo. This lets you compare two versions of the photo.

Tip If you really get lost and want to start over, close the Photo Workshop without saving the changes. Then open the photo again in the Workshop.



You can save the changes and replace the original photo, or you can save the changes with a new name or file format, creating another photo.

To save the changes and replace the original photo:



Click



EasyPhoto saves the photo and updates its small representation in the [Photo Gallery](#).

To save the changes with a new name:



Choose **Save As** from the File menu.



Type a new filename in the **File Name** box.



If you want, change the file format or the drive and directory where you want to store the photo.



Click **OK**.

EasyPhoto saves the new photo and puts a small representation of it in the Photo Gallery.

Note If the original photo came from a CD, you can't replace the photo. That's because CDs are designed so that you can only look at the photos, not make changes to them. To save the changes to the photo, save the photo on your hard drive or a diskette.

Note If you're working with a photo from within a word-processing document, you can't save it with a new name or format. You can only save the changes you make by replacing the original photo.

Tip You can save a copy of your photo in Windows BMP file format, for example, to use in another program that reads Windows bitmaps. Just follow the second set of steps and select **Bitmap Files** as the file type in step 3.



Open the photo you want to print in the Photo Workshop. (Double-click the small representation of the photo in the Photo Gallery.)



In the Photo Workshop, make any changes you want to the photo, such as cropping a portion or resizing it.



If you want to change the paper size and orientation, click **Print Setup** from the File menu.



Choose **Print** from the File menu.

EasyPhoto prints a single copy of your photo, using ClearPrint to get the best results from your printer.



You can show a group of your favorite photos as a slide show on your computer. EasyPhoto shows each photo for about 10 seconds and then moves on to the next. During the slide show, EasyPhoto gives you a small set of controls, like those on a VCR, which you can use to control the show manually if you want.

To show your photos in a slide show on your computer:



Create a Photo Gallery with the photos you want to use in the slide show.



Choose **Display Gallery as Slide Show** from the File menu.



While the slide show is playing, you can use the slide show controls to control the show manually. For example, you can pause the show or set it to show the photos just once instead of in a repeating loop. To see what each control does, hold the mouse pointer over the control.



When you're finished viewing the slide show, click the Stop button, or press Esc.

Tip During a slide show, EasyPhoto can display a caption for each photo. Add your own captions to photos before you look at the slide show. Otherwise, EasyPhoto just uses the photo's title. You can also turn off the captions with the slide show controls.

Tip It's seldom a good idea to show your friends more than 3 hours of vacation slides at one time.

Other good stuff...



Creating a Photo Gallery



Adding a photo to a Photo Gallery



Sharing a slide show with someone else



Adding a caption to a photo



Changing the photo's title



Using the keyboard to control a slide show



You can put a slide show of your photos on a diskette and give to a friend or family member to play on their computer, even if they don't have EasyPhoto on their computer.

To create a slide show for someone else:



Create a Photo Gallery with the photos you want to use in the slide show.



Choose **Save Slide Show to Diskette** from the File menu.



Insert a blank diskette into drive A, and click **OK**.

EasyPhoto creates the slide show and puts it on the diskette. EasyPhoto also includes a copy of the EasyPhoto Slide Show viewer, which lets anyone with Windows play the slide show.



At the confirmation message, click **OK**.

Tip You'll find some nifty diskette labels in the EasyPhoto box. You can use these labels when you send a slide show to friends.

Tip When you give your friend the diskette with the slide show, explain how to play the show. Your friend needs to put the diskette in the drive, and then run the EasyPhoto Slide Show program, which is called EZVIEWER.EXE. When they see the EasyPhoto Slide Show viewer, they choose **Play Slide Show** from the File menu to start the show.

Tip You can fit a slide show with up to 24 photos on a single diskette. If you want to show more photos, create another Gallery and make a second slide show.

Tip To see how the slide show will look before you give it to someone else, choose **Display Gallery as Slide Show** from the File menu.

Tip Before you make a slide show, add captions your photos. EasyPhoto shows the captions along with the photos.

Other good stuff...



Creating a Photo Gallery



Adding a photo to a Photo Gallery



Adding a caption to a photo



Changing the photo's title



Showing photos in a slide show



Using the keyboard to control a slide show



You can make a Windows screen saver from the photos in any Gallery.

From then on, whenever your computer remains inactive for 5 minutes (or for whatever time you have set in the Windows Control Panel), the photos in that Gallery appear, one by one, like a slide show on your screen.

To make a Windows screen saver from your photos:



Create a Photo Gallery with the photos you want to use as the screen saver.



Choose **Use Gallery as Screen Saver** from the File menu.

EasyPhoto creates the screen saver and does all the magic stuff behind the scenes to install the screen saver on your Windows desktop.

Note To change the screen saver, you can add photos to or remove photos from this Gallery. Or, you can make another Gallery the screen saver by choosing the **Use Gallery as Screen Saver** command from that Gallery. You remove a screen saver by using the Desktop controls in the Windows Control Panel.

Note The screen saver works even if EasyPhoto is not open at the time.

Note If you installed a screen saver program from another company, you might need to turn it off before you can see your EasyPhoto screen saver. Try the steps above first. If you don't see your photos, then try turning off the other screen saver.

Tip Forget which Gallery you're using as a screen saver? Choose **Create or Open Photo Gallery** from the File menu, and look in the list of existing Galleries. The note, "screen saver", identifies the Gallery you're using as the screen saver.

Other good stuff...



Creating a Photo Gallery



Adding a photo to a Photo Gallery



Adding a caption to a photo



Changing the photo's title



Turning off a screen saver



You can make Windows wallpaper from the current photo in the Photo Workshop.

To make Windows wallpaper from one of your photos:



Open the Photo Gallery with the photo you want to use as the wallpaper.



Double-click the photo to open it in the Workshop.



In the Workshop, choose **Install as Wallpaper** from the File menu.
EasyPhoto tells Windows to use the photo as the background for your desktop.

Note You can make another photo the wallpaper by choosing this command while the new photo is opened in the Photo Workshop. You remove the wallpaper by using the Desktop controls in the Windows Control Panel.

Note The wallpaper remains on the desktop, even if you remove the photo from the Gallery.

Other good stuff...



Removing a photo from Windows wallpaper



To select a square or rectangular area:



In the Photo Workshop, click



Press and hold the left mouse button as you drag the mouse from any corner of the area you want to select to the opposite corner.



Release the mouse button.

EasyPhoto draws a frame to show the area you selected.

To resize a rectangular selection:



Drag anywhere on the border of the selection frame.

To select an irregularly shaped area:



In the Photo Workshop, click



Press and hold the left mouse button as you drag the mouse around the perimeter of the area you want to select.



Release the mouse button.

EasyPhoto draws a frame to show the area you selected.

To start a new selection:



After clicking a selection button, click outside the current selection and then redraw another one.

To add to an existing selection or create more than one selection area:



Hold down the Shift key as you draw another selection frame.

To deselect part of an existing selection:



Hold down the Alt key as you draw another selection frame. The second selection frame deselects that part of the original selection.

To cancel a selection:



Choose **Deselect** from the Edit menu (or press the Esc key). Nothing remains selected.

-or-



Choose **Select Entire Photo** from the Edit menu. The entire photo is selected.

-OR-



After clicking a selection button, click outside the current selection.



You bring a photo into the Photo Workshop to make changes to the photo. For example, you can remove a scratch from that picture from your family reunion.

You can make changes to a photo you see in a Photo Gallery. You can also make changes to a photo after you've inserted it into a word-processing document.

If the photo is in a Photo Gallery:



Double-click the photo

-or-



Choose **Edit Photo in Workshop** from the Gallery's Edit menu

If the photo is in a word-processing document:



Double-click the photo



You bring a photo into the Photo Workshop to make changes to the photo. Here's what you can do to a photo:



Resize it



Crop the photo



Rotate it



Change the brightness and contrast



Adjust the colors



Remove a scratch



Fix a red-eye problem



Flip a photo

Show me how to...



Resize a photo



Crop a photo



Rotate a photo



Change the brightness and contrast of a photo



Adjust the colors of a photo



Remove a scratch from a photo



Fix a "red-eye" problem



Flip a photo



You can remove a selected part of a photo. This is the opposite of cropping, which deletes everything outside the selected area.

To delete part of a photo:



In the Photo Workshop, click a selection button.

Click: **To:**



Select a rectangular area



Select a freeform area



Drag the mouse to select the area of the photo you want to delete.



Choose **Cut** from the Edit menu, or press the Delete key.
EasyPhoto deletes everything inside the selected area.

Tip If you cut part of the photo, EasyPhoto stores that piece on the Clipboard. You can paste it into another photo, to the Photo Gallery, or to any other Windows application that can accept photos.

Other good stuff...



Opening a photo in the Photo Workshop



Selecting part of a photo



Cropping a photo



Resizing a photo



To see a helpful hint about EasyPhoto:



Click the EasyPhoto logo near the top of any Gallery.

The tips give you hints about using EasyPhoto, about using your photos creatively, and about how to dress for success.

Tip You can also choose **EasyPhoto Tips** from the Help menu in either the Gallery or the Workshop to see a hint.



When you first start EasyPhoto, the Photo Gallery is set to stay in front of all other windows. With the Gallery in front, it's easy to drag and drop photos to your word-processing documents. Sometimes, you might want to let the Gallery fall behind the other windows.

To hide the Gallery:



Choose **Always on Top** from the File menu.

-or-



Click



The next window you select will come in front of the Gallery.

Note To keep the Gallery on top again, choose the command or click the button again. When the button is depressed, and a check mark shows next to the command, the Gallery is set to stay on top.

Tip You can also minimize the Gallery window to keep it out of the way. (The minimize button is in the upper-right corner of the Gallery window.) Double-click the minimized Gallery to restore it to its original size.

Other good stuff...



Inserting a photo into a word-processing document



If you get tired of the photo you put on your Windows wallpaper, you have a couple of choices for getting rid of it. If you just want another photo as wallpaper, open the photo in the Photo Workshop and make it into wallpaper the same way you did with the previous photo. But, if you decide you don't want to see any photo on your desktop, you can change the wallpaper to something else...or to nothing at all.

To change the Windows wallpaper:



In the Windows Program Manager, double-click the **Control Panel** icon. (You'll find the Control Panel icon in one of the Windows Program Groups.)



In the Control Panel window, double-click the **Desktop** icon.



In the **Wallpaper** group, select another bitmap file in the **File** list.

If you're feeling conventional, pick one of the standard Windows wallpapers. (Argyle is especially tacky.) If you want bare walls, select **None** (at the top of the list).

For more Help on other Desktop options, click **Help** in the Desktop dialog box.



Click **OK**.

Note You can follow these steps word for word if you're using Windows 3.x. If you've upgraded to Window 95, the principles are the same even though some of the details will differ. For example, to find the Control Panel, you point to **Settings** on the Start menu.

Other good stuff...



[Making Windows wallpaper from a photo](#)



Once you put a photo into a word-processing document, you can arrange the layout of the photo and text. Here's how to handle photos in a couple of popular word processors.

Microsoft Word 6.0 for Windows

When you drag and drop a photo into Word, EasyPhoto automatically puts the photo in a frame. Text automatically wraps around the frame.

To move the photo, click it in Word and drag it to another position.

To resize the photo, click it and drag one of the handles at the corners.

Microsoft Works 3.0 for Windows

When you drag and drop a photo into Works, EasyPhoto places the photo where you were last working in the Works document, in-line with text. The line spacing increases to make room for the photo.

To move the photo, go to Page Layout view (choose **Page Layout** from the View menu). Then, click the photo and drag it to another position. You can't move the photo below the last paragraph on a page.

To resize the photo, click it and drag one of the handles at the corners.

To make the text wrap smoothly around the photo, select the photo and then choose **Picture/Object** from the Format menu. Go to the **Text Wrap** tab of the dialog box. Under **Wrap**, choose **Absolute**, and click **OK**.

WordPerfect 6.1 for Windows

When you drag and drop a photo into WordPerfect, EasyPhoto places the photo where you drop it on the page.

To move the photo, click it in WordPerfect and drag it to another position.

To resize the photo, click it and drag one of the handles at the corners.

To make the text wrap smoothly around the photo, select the photo and then choose **Edit Box** from the Graphics menu. In the toolbar that WordPerfect puts up, click the **Wrap** button. Then, in the Wrap Text dialog box, choose how you want text to wrap around the photo and click **OK**.



Although it's simpler and more precise to let your Photo Reader work automatically, sometimes you might want to use the Photo Reader by hand. For example, you can copy a part of a large photo or piece of art that won't fit in the Photo Reader.

To use the Photo Reader manually:



Connect your Photo Reader. To do this, follow the steps in the booklet, "Using Your EasyPhoto Reader", which came in the EasyPhoto Reader box.



Separate the Photo Reader from the feeder (bottom part). (The booklet tells you how to do this, too.)



Back at your computer screen, open the Photo Gallery where you want to put the photo.



Click



In the Add Photos to Gallery dialog box, click the **Photo Reader or Camera** button.



Place the photo, face up, on your desk, and lay the Photo Reader on it. Look through the gray plastic cover to line it up with the edge of the photo. When the warm-up message says the Photo Reader is ready, press the Start button on the top of the Photo Reader, and start moving the Photo Reader slowly and smoothly across the photo.

The speed indicator bar shows how you're doing. Try to keep the indicator in the green. If the indicator moves into the yellow, slow down.

When you get to the end, press the Start button again to stop. Or, wait a few seconds without moving the Photo Reader, and it stops copying automatically.

If you don't like the results, which you can preview in the dialog box, click **Cancel**, and then start over with this step.



Click **Add to Gallery** to put the photo in the current Gallery.



At the Name Photo dialog, type a name for the photo.



To add more photos to the Gallery, repeat steps 6-8. When you're finished, click **Close**.

Tip If you don't have a Photo Reader but want to find out how to get one, [click here](#).

Other good stuff...



[Creating a Photo Gallery with your Photo Reader](#)



[Adding a photo with the Photo Reader](#)



When you first create a Photo Gallery, EasyPhoto sets it to show on your desktop every time you start the program. So the Gallery is right at hand when you need it. But if you have a lot of Galleries, you might want to automatically open only the ones you use most often. The others you can open just when you need them.

To turn off "show at startup" for a Gallery:



Go to the Gallery you don't want to show at startup.



In the File menu, a check mark next to **Show at Startup** shows that the Gallery is set to open automatically when EasyPhoto starts. Choose this command to turn it off.

To turn "show at startup" back on for a Gallery:



Open the Gallery you want to show at startup.



Choose **Show at Startup** from the file menu.

The check mark next to the command shows that the Gallery is set to open automatically when EasyPhoto starts.

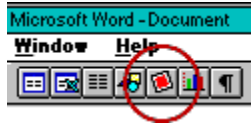
Other good stuff...



[Opening a Photo Gallery](#)



With Microsoft Word 6.0 for Windows, EasyPhoto adds a button to the toolbar. You can use this button as a shortcut for starting EasyPhoto without going back to the Program Manager.



To start EasyPhoto from Microsoft Word 6.0:



Click the EasyPhoto button in the Word toolbar.

Note If you are using a word processor other than Word 6.0, you need to start EasyPhoto the standard way, by double-clicking the EasyPhoto icon in the Program Manager.



If you get tired of the photos you're using as your Windows screen saver, you change them or turn it off.

If you just want to use different photos as the screen saver, open the screen saver Gallery and change the photos. Or, make another Gallery the screen saver. But, if you decide you don't want to see any photos as your screen saver, you can simply turn it off.

To turn off the EasyPhoto screen saver:



In the Windows Program Manager, double-click the **Control Panel** icon. (You'll find the Control Panel icon in one of the Windows Program Groups.)



In the Control Panel window, double-click the **Desktop** icon.



In the **Screen Saver** group, select **None** in the **Name** list.

Or, you can select any of the other available screen savers in the list. You can even select Flying Windows if you have a high tolerance for kitsch.



Click **OK**.

Note When you turn off the EasyPhoto screen saver, you don't damage the photos you were using. The photos remain safely in their Gallery, and you can use them as a screen saver or in your documents at any time.

Note You can follow these steps word for word if you're using Windows 3.x. If you've upgraded to Window 95, the principles are the same even though some of the details will differ. For example, to find the Control Panel, you point to **Settings** on the Start menu.

Other good stuff...



[Using photos as a screen saver](#)



When you display a slide show of your photos on your computer, EasyPhoto provides a small set of controls, like those on a VCR, which you can use to control the show manually if you want. But you can also hide the controls and use the keyboard to control the show.

To do this:	Press this key:
Hide the controls	Alt+F4
Go to the next slide	Right arrow key
Go to the previous slide	Left arrow key
Pause/Play	Enter (acts as a toggle)
Stop the show	Esc
Redisplay the controls	Any other key

Other good stuff...



Showing photos in a slide show



Sharing a slide show with someone else



Your Photo Reader came set to create photos with a resolution of 133 dpi (dots per inch), which gives good detail yet keeps the file size small. You can change this default resolution.

To change the resolution of the Photo Reader:



Exit EasyPhoto.

Before you exit, you might want to print this Help topic so that you don't have to remember all the steps. To print the topic, choose **Print Topic** from the File menu.



Using any simple text editor, such as Windows Notepad, open the EZPHOTO.INI file. You'll find the EZPHOTO.INI file, as well as Notepad, in your WINDOWS directory.



At the line that reads "PHOTOREADER_RESOLUTION", replace the dpi setting with another number, up to a maximum of 1200 dpi.



Save the file and exit the text editor.



Start EasyPhoto.

From now on, all photos you copy with the Photo Reader will have the resolution you specified. You can change the resolution again at any time.

Tip Go easy when changing to a higher resolution. Past a certain resolution you really can't see an improvement in photo quality, but working with high-resolution photos bogs down your computer and can eat up a lot of hard disk space. As a practical matter, a resolution of 133 dpi works fine for viewing photos on your screen. For printing photos with some high-quality printers, you might see a slight improvement with resolutions up to 200 dpi. If you want to try using resolutions other than 133 dpi, try copying the same photo at several different resolutions. Then, to get the best performance, choose the lowest resolution that gives you the quality you want.

Note In step 3, if you don't see the line that reads "PHOTOREADER_RESOLUTION" in your EZPHOTO.INI file, close the file and use the Photo Reader to copy a photo at the standard resolution. Then come back to this set of steps. You must use your Photo Reader at least once before you can change the resolution.



Click an underlined word to see its definition.

A

Add Photos to Gallery button

Adjust Color button

application

B

brightness

Brightness/Contrast button

buttons on the toolbar

C

caption

CD

ClearPrint

ClearScan

Clipboard

contrast

crease

Create or Open Photo Gallery button

crop

Crop button

D

desktop

digital camera

drag

drag and drop

drop cursor

E

Edit Photo Information button

extension

F

file format

filename

flip

frame

G

Gallery

Gallery name

H

handles

I

J

jewel box

JPEG

K

Kodak Photo CD

L

M

marquetry

Move button

N

O

obtund

OLE

P

pathname

photo caption

Photo Gallery

photo number

Photo Reader

photo title

Photo Workshop

Q

R

red-eye

Remove Red-Eye button

Remove Scratch button

resize

Resize button

resolution

rotate

Rotate button

rubber chicken

S

Save button

scan

scanner

scratch

screen saver

select

Select Freehand button

Select Rectangle button

Show Help button

slide show

slide show controls

slide show viewer

startup

T

text wrap

title bar

title card

toolbar

TWAIN

U

V

W

wallpaper

word wrap

X

Y

yoicks

Z

Zoom In button

Zoom Out button



Add Photos to Gallery button...

...looks like this. Click it to add one or more photos to the current Gallery. You'll find it on the Photo Gallery toolbar.



Adjust Color button...

...looks like this. Click it to change the colors of a photo. You'll find it on the Photo Workshop toolbar.

application...

...a computer software program, such as Microsoft Works for Windows or WordPerfect or...well, EasyPhoto.

brightness...

...the amount of light in a photo, also called "exposure" by photographers.



Brightness / Contrast button...

...looks like this. Click it to change the brightness or contrast of a photo. You'll find it on the Photo Workshop toolbar.

buttons on the toolbar...

...the square boxes, with little pictures on them, below the menus in EasyPhoto. Each button gives you a short-cut. Hold the mouse cursor over any button to see its name, and, in the Photo Workshop, look in the status bar to see what the button does.

CD...

...compact disc that stores photos and other information. (Your EasyPhoto program came on a CD.)

ClearPrint...

...the neat bit of technology, developed at Storm Software, that EasyPhoto uses to get the best results out of your printer. You can't see it or touch it, but it's the reason your printed photos, and documents with photos, come out looking so nice.

ClearScan...

...another neat bit of technology, developed at Storm Software, that EasyPhoto uses to get the best results out of your Photo Reader or a scanner. With ClearScan, the photos you copy into your computer come out sharp and clear, with colors as bright and vivid as in the original photo.

Clipboard...

...a temporary storage place that Windows uses to let you move information. When you cut, copy, and paste, you are using the Clipboard.

contrast...

...the difference between the light and dark areas of a photo. The lower the contrast, the more blah-gray the photo.

crease...

...what happens to your photo when your Aunt Louise sits on it. If you make an electronic copy of the photo with the Photo Reader, the crease might show as a white line. Fix it as you would a scratch, in the Photo Workshop.



Create or Open Photo Gallery button...

...looks like this. Click it to create a new Photo Gallery or open an existing one. You'll find it on the Photo Gallery toolbar.

crop...

...to trim and discard the outer edges of a photo, leaving only the smaller area that interests you. For example, you can crop a birthday photo to show just the cake. Use the Photo Workshop.

Also, something that farmers harvest, but that has nothing to do with photos.



Crop button...

...looks like this. Click it to delete all but the selected part of a photo. You'll find it on the Photo Workshop toolbar.

desktop...

...in Windows, the background of the computer screen. Program icons and windows appear on top of the desktop. When you first install Windows, the desktop is a gray background. You can cover it with a Windows pattern, such as Scottie dogs, or use EasyPhoto to display one of your photos on the desktop. Now, really, which would you prefer?

digital camera...

...a camera that records photos in a way that can be used by computers, rather than on conventional negatives or slides.

drag...

...an action you do with a mouse. To drag, click and hold down the left mouse button and then move the mouse.

drag and drop...

...a way of copying something from one window to another on your screen using the mouse. To drag and drop a photo, for example, click and hold down the left mouse button on the photo. Then move the mouse. The mouse cursor changes to show you're moving the photo. When the photo is over the place you want to drop it, release the mouse button. (Some older computer programs don't let you drag and drop. In that case you can copy and paste photos.)



drop cursor...

...when you drag and drop to copy a photo from one window to another, the mouse cursor changes shape to show that the window is ready to receive the photo. (Some older computer programs don't let you drag and drop.)



Edit Photo Information button...

...looks like this. Click it to change the title or caption of a photo. You'll find it on the Photo Gallery toolbar.

extension...

...the last three characters, after the period, in Windows filenames. The extension usually shows the file format. For example, the extension ".BMP" indicates a Windows bitmap file, and the extension ".JPG" indicates the JPEG file format used by EasyPhoto.

file format...

...the internal structure of a file stored on your computer. Each software program, such as EasyPhoto, can read and write specific formats. If you're technically minded, you might care that EasyPhoto can write photos in JPEG (.JPG), Windows bitmap (.BMP), and "device-independent bitmap" (.DIB). EasyPhoto can read photos in those three formats, plus TIFF (.TIF), GIF, and Kodak Photo CD (.PCD). If you're not technically minded, don't worry about it. EasyPhoto takes care of formats without your having to do anything special.

filename...

...the name your computer uses to keep track of a file, such as a photo file. With Windows 3.x, you can use names of up to eight characters plus a three-character extension. With Windows 95, you can use longer filenames.

flip...

...to turn a photo end for end (flip horizontally) or top to bottom (flip vertically), creating a mirror image of the original photo. You use the Workshop to flip photos.

frame...

...in a word-processing document, a box that holds a photo so that you can easily change its position. When you move the frame, the word processor automatically makes room for it at the new location.

Gallery name...

...a descriptive name you give to a collection of photos in a Photo Gallery. The name can be up to 32 characters.

handles...

...small indicators that show you can use the mouse to change a photo in the Photo Workshop. Handles appear when you are resizing or rotating a photo or making a rectangular selection.

In your word processor, handles show when you select a photo you inserted with EasyPhoto. You drag a corner handle to resize the photo.

jewel box...

...the plastic box that holds a CD. For Photo CDs, the jewel box shows small, numbered prints of the photos on the CD. (You have to think of your photos as jewels for the term to make any sense.)

JPEG...

...a file format (with the filename extension .JPG), which EasyPhoto uses to store photos in your computer. With the JPEG format, EasyPhoto can compress your photos, saving space on your hard disk, without sacrificing photo quality. And those initials? **J**oint **P**hotographic **E**xperts **G**roup, which sounds like a government agency but it's not.

Kodak Photo CD...

...a compact disc, created with Kodak technology, that can store your photos. You take your film, negatives, or slides to a film developer, and later they give you back a disc you can slip into your computer's CD-ROM drive.

marquetry...

...an inlay of ivory or wood used to decorate furniture. (This has nothing to do with photos. We just thought you'd like to know.)



Move button...

...looks like this. Click it to drag a photo to a document or to the Photo Gallery. You'll find it on the Photo Workshop toolbar.

obtund...

...to dull or deaden, as in: watching TV obtunds creativity.

OLE...

...stands for **O**bject **L**inking and **E**mbedding, which is just computer-speak for one of the ways two modern Windows programs can talk to each. When you put a photo into Word, for example, EasyPhoto uses OLE to tell Word that it will take care of the photo. So, when you go to print the document, Word handles the text, but when it gets to the photo, it tells EasyPhoto, "OK, you take over." That's why you get such great results printing photos, whether from Word or anywhere else. EasyPhoto is doing the work. (And you thought we were going to talk about another kind of bull!)

pathname...

...the complete name and location of a file. The pathname includes not only the filename but also the drive and directory where the file is stored on your computer.

photo caption...

...a short description or notes you can add for a photo. The caption shows when you click the title bar beneath the photo in the Gallery. EasyPhoto also shows these captions when you show photos as a slide show or as a screen saver.



Photo Gallery...

...a place where you store your photos in EasyPhoto. You use the Gallery to view and organize collections of photos.

photo number...

...the number, to the side of the photo in the Gallery, that shows the relative position of the photo in the Gallery.



Photo Reader...

...a simple, compact, easy-to-use piece of computer hardware that lets you make electronic copies of your photos and put them into your computer.

photo title...

...a word or two that identifies the photo in the Gallery. The title shows on the title bar beneath the photo. When you first add a photo to a Gallery, the title is simply the filename. You can change the title to something better.

Photo Workshop...

.....a place where you make changes to your photos in EasyPhoto. You use the Workshop to crop, resize, rotate, remove scratches, and adjust the color or brightness and contrast of photos.

red-eye...

...the problem you have when you take flash pictures of people with some cameras. The flash reflects off the eye in such a way that everyone looks like some strange alien or a reptile. You can use the Workshop to fix a red-eye problem in a photo.



Remove Red-Eye button...

...looks like this. Click it to fix a red-eye problem in a photo. You'll find it on the Photo Workshop toolbar.



Remove Scratch button...

...looks like this. Click it to remove the selected scratch from a photo. You'll find it on the Photo Workshop toolbar.

resize...

...to change the size of a photo, either to enlarge or reduce it. You use the Photo Workshop to resize photos.



Resize button...

...looks like this. Click it to change the size a photo. You'll find it on the Photo Workshop toolbar.

resolution...

...the amount of detail in a photo. The higher the resolution, the more detail, but the slower the performance and the larger the file on your hard disk. For example, the EasyPhoto Reader is set to create photos with a resolution of 133 dpi (dots per inch), which gives good detail yet keeps the file size small. You can change the resolution of the Photo Reader, up to 1200 dpi if you want.

rotate...

...to turn a photo clockwise or counter-clockwise. You use the Photo Workshop to rotate photos.



Rotate button...

...looks like this. Click it to turn a photo clockwise or counter-clockwise. You'll find it on the Photo Workshop toolbar.

rubber chicken...

...a sight gag that for some reason invariably makes people laugh. Skeptical? Check out the photo of the rubber chicken, which is #87 in the **Photo Clip-Art** Gallery.



Save button...

...looks like this. Click it to save any changes you made to the photo. You'll find it on the Photo Workshop toolbar.

scan...

...the technical term for using the Photo Reader to convert photos and other printed art into an electronic form that you can use in your computer. Common usage: "Honey, I just scanned the kids."

scanner...

...the technical, generic term for the EasyPhoto Reader and related devices, which convert photos and other printed art into an electronic form that you can use in your computer.

scratch...

...what happens to your photo when your visiting 3-year-old niece finds a sharp pointy object next to your shoebox full of photos. If you make an electronic copy of the photo with the Photo Reader, the scratch usually shows as a white line. Fix it in the Photo Workshop, and next time be more careful about what you leave lying around the house.

screen saver...

...a series of photos or other moving pattern that shows on your computer screen whenever you don't move the mouse or type for some time. The idea is to keep the display moving to prevent damage to the monitor. Sure you could use flying waffle irons as your screen saver, but aren't your own photos more interesting?

select...

...to pick or choose an object on screen. Usually, you click the object with the mouse to select it.

Also, in the Photo Workshop, "select" means to pick out part of a photo, by defining a rectangular or freeform area. You click the Select Rectangle or Select Freehand button to begin drawing a selection.



Select Freehand button...

...looks like this. Click it to select an irregular area of a photo. You'll find it on the Photo Workshop toolbar.



Select Rectangle button...

...looks like this. Click it to select a rectangular area of a photo. You'll find it on the Photo Workshop toolbar.



Show Help button...

...looks like this. Click it to get Help on the Photo Gallery or Photo Workshop. You'll find it on the Photo Gallery and Workshop toolbars.

slide show...

...a way to display a whole Gallery full of photos one by one on your computer screen. You can also copy a slide show to a diskette and give it to a friend to look at on another computer.



slide show controls...

...a small set of VCR-like controls that appear on your screen whenever you play a slide show. You can use the controls to move among the photos or to stop the show. Or, you can ignore the controls and just let the slide show play automatically.

slide show viewer...

...a small EasyPhoto program that displays a slide show on any computer, even if EasyPhoto is not installed. For example, when you make a slide show and copy it to a diskette to share with a friend, EasyPhoto also puts the viewer on the diskette. Your friend doesn't need EasyPhoto to see the slide show.

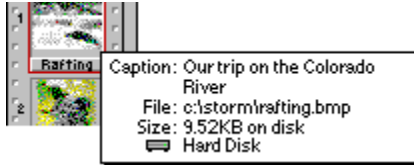
startup...

...when you run the EasyPhoto program. At startup EasyPhoto shows you all Galleries that are marked "show at startup".



title bar...

...a button, beneath each photo in the Gallery, which shows the title of the photo. You click the button to see more information about the photo. You can change the title to anything you want.



title card...

...shows the photo caption (a brief description of the photo), the photo's filename, and where the photo file is stored (hard disk, diskette, or CD). To display the title card, click the title bar beneath the photo.

toolbar...

...the row of buttons below the menus in EasyPhoto. Each button gives you a short-cut. Hold the mouse cursor over any button to see its name, and, in the Photo Workshop, look in the status bar to see what it does.

TWAIN...

...the standard "language" that the Photo Reader uses to communicate with your computer. Most digital cameras and other similar devices use this same standard, and in fact, those other "TWAIN devices" work great with EasyPhoto.

Some people will tell you that TWAIN stands for **T**echnology **W**ithout **A**n **I**mportant **N**ame, but here's a secret: the people who designed TWAIN just made up the name. Maybe they were all fans of "Huckleberry Finn".

wallpaper...

...a photo or other picture that you use to cover up the boring gray background of the Windows desktop on your computer screen. Do you really want Window "red bricks" as the wallpaper? Of course not. Use EasyPhoto to make wallpaper from one of your photos. It's easier than putting up wallpaper in your kitchen, and there's no messy paste that sticks in your hair.

wrap...

...the flow of text around a photo in a word-processing document. Without word wrap, text stops above the photo and starts again below the photo, even if the photo only takes up part of the line width. Most word processors let you turn word wrap on or off.

yoicks...

...a hunting cry, used in the old days, to urge the dogs after the fox. (This has nothing to do with photos. It's just that the Y section of the Glossary was looking a little sparse.)



Zoom In button...

...looks like this. Click it to magnify your view of the part of the photo you click. You'll find it on the Photo Workshop toolbar.



Zoom Out button...

...looks like this. Click it to reduce the magnification of the part of the photo you click. You'll find it on the Photo Workshop toolbar.

Miscellaneous pop-ups go below here:



How to get a Photo Reader

With a Photo Reader, you can make electronic copies of your photos (or anything else on paper, for that matter) and store them in your computer. You can buy a Photo Reader from Storm Software. Call 1-800-275-5734.

pop-up definition...

...gives the definition of an unfamiliar word in a window like this. Click anywhere with the mouse to close this pop-up window.



You use the Photo Workshop to make changes to photos. For example, you can crop your ski photo and rotate it a bit before you put it in a letter to your friends. They'll never suspect you were just on the bunny slope. Here are some other things you can do:



Resize, rotate, or flip the photo



Adjust the colors or change the brightness or contrast



Remove a scratch (or "crease") from the photo



Get rid of ugly "red-eye" effects

When changing a photo, the toolbar is your friend. Each button is a shortcut to get the job done. To learn about each button, use the mouse to put the cursor over the button. A yellow label tells you the name of the button, and the status bar tells you what it does.



By default, changes you make apply to the whole photo. But you can also change just part of the photo. Use the Selection buttons to select a rectangular or an irregularly shaped area.



Click to select a rectangular area.

Click to select an irregularly shaped area.

If you make a mistake or simply don't like the change you made, you can back up a step. Choose **Undo** from the Edit menu.

After you get the photo the way you like it, you can drag and drop it into a word-processing document. You can save the changes you made to the photo, either replacing the old one or making a new one, or you can discard your changes. You can also print the photo. Or, for something a little more fun, make the photo into the Windows wallpaper on your computer desktop.

Show me how to...



Resize a photo



Crop a photo



Rotate a photo



Change the brightness and contrast of a photo



Adjust the colors of a photo



Remove a scratch from a photo



Fix a "red-eye" problem



Flip a photo



Making changes to part of a photo



Undo a change I made to a photo



Look at a photo in more detail (zoom)



Save the changes I made to a photo



Print a photo



Make Windows wallpaper from a photo

File Menu



You click this button or choose this command to save the changes you made to the photo. When you save the changes, you replace the original photo.

If you want to save the changes as a new photo, but keep the original too, choose **Save As** from the File menu.

Note This command is available only if you've made changes to the photo.

Note If the original photo came from a CD, you can't replace the photo. That's because CDs are designed so that you can only look at the photos, not make changes to them. To save the changes to the photo, save the photo on your hard drive or a diskette.

Note EasyPhoto can't save photos with TIFF, GIF, or Photo CD file format. If you ask to save a photo that has one of those formats, EasyPhoto shows you the Save As dialog box, where you can save the photo with another format.

Note The **Update** command is available when you are using the Photo Workshop to change a photo that you put in a word-processing document. Update means the same as Save.

Show me how to...



Save the changes I made to a photo



You choose this command to save the photo with a new name, location, or file format.

If you give the photo a new name or location, EasyPhoto saves the new photo and adds a representation of it to the Photo Gallery. The original photo remains as it was, where it was.

Note You can't save a photo on a CD, even if the original photo came from a CD. That's because CDs are designed so that you can only look at the photos, not make changes to them. To save the changes to the photo, save the photo on your hard drive or a diskette.

Note This command is not available when you are using the Photo Workshop to change a photo that you put in a word-processing document. To save the photo with another name or format, open the Gallery that has the photo, open the photo in the Photo Workshop, and then save the photo from there.

Show me how to...



Save the changes I made to a photo



Open a Photo Gallery



You use this dialog box to save the photo with a new name, location, or file format.

Dialog box options

File Name Type a name for the photo, up to eight characters. You can also type a three-character extension, or EasyPhoto will give it one for you.

Directories Select the directory where you want to save the photo.

Drives Select the drive where you want to save the photo.

Save File as Type Select the file format you want for the photo.

Note You can't save a photo on a CD, even if the original photo came from a CD. That's because CDs are designed so that you can only look at the photos, not make changes to them. To save the changes to the photo, save the photo on your hard drive or a diskette.

Note If you give the photo a new name or location, EasyPhoto saves the new photo and adds a representation of it to the Photo Gallery. The original photo remains as it was, where it was.

Show me how to...



Save the changes I made to a photo



You choose this command to make Windows wallpaper from the current photo in the Photo Workshop.

EasyPhoto tells Windows to use the photo as the background for your desktop.

Note You can make another photo the wallpaper by choosing this command while the new photo is opened in the Photo Workshop. You remove the wallpaper by using the Desktop controls in the Windows Control Panel.

Note The wallpaper remains on the desktop, even if you remove the photo from the Gallery.

Show me how to...



Make Windows wallpaper from a photo



Remove a photo from Windows wallpaper



You choose this command to display the Photo Gallery that contains the information about the current photo. This is a quick way to find your way back to the right Gallery if you've been working with several photos and Galleries.



You choose this command to change page size and orientation and other options that are available for your printer.



You use this dialog box to change orientation and page size and other options that are available for your printer.

Dialog box options

Orientation Select **Portrait** to print a photo vertically on a page, **Landscape** to print it horizontally. For example, you might need to change the orientation to **Landscape** to get a wide photo to fit on one page.

Paper Size Choose a paper size from the list.

Note These are the two common setup options you might want to change for printing photos. Your printer might also let you change other settings. See your printer documentation for more information.



You choose this command to print a single copy of the photo displayed in the Photo Workshop.

EasyPhoto goes right ahead and prints the photo, using the current printer setup, without bothering you with more questions or dialog boxes. EasyPhoto uses ClearPrint to get the best results from your printer.

Show me how to...



Print a photo



You choose this command when you've finished working in the Photo Workshop.

EasyPhoto closes the Photo Workshop window and takes you back to where you were working before you opened the Photo Workshop, either to the Gallery or to another program.

If you made changes to the photo, EasyPhoto asks you whether you want to save your changes.

Edit Menu



You use the **Undo** command to reverse the last change you made. The command tells you exactly what you are undoing, such as **Undo Remove Scratch**.

Once you undo a change, the command name changes to **Redo**. Choose **Redo** to restore the change, essentially undoing the undo. This lets you compare two versions of the photo.

If you haven't made any changes, the command name says **Can't Undo**.

Note The Undo command can't help with a bad hair day.

Show me how to...



Undo a change I made to a photo



You choose this command to remove the selected area from the photo and place it on the Clipboard. You can then move (paste) the selection to another place on the photo, to another photo, or to any other Windows application that can accept photos.

The cut selection stays on the Clipboard until you cut or copy something else. There's only room for one selection on the Windows Clipboard.

Note This command is available only if you've selected part or all of the photo.

Show me how to...



Select part of a photo



Insert a photo into a word-processing document



Insert part of a photo into a word-processing document



Adding part of a photo to a Photo Gallery



You choose this command to make a copy of the selected area of the photo and place it on the Clipboard. You can then paste the selection to another place on the photo, to another photo, or to any other Windows application that can accept photos.

The copied selection stays on the Clipboard until you cut or copy something else. There's only room for one selection on the Windows Clipboard.

Note This command is available only if you've selected part or all of the photo.

Show me how to...



Select part of a photo



Insert a photo into a word-processing document



Insert part of a photo into a word-processing document



Add part of a photo to a Photo Gallery



You choose this command to move a copy of the Clipboard contents to the current photo.

The Clipboard contains whatever you last cut or copied. This might be a part of the current photo, another photo, or even some text from a word-processing document. But, in the Photo Workshop, you can only paste other photos or parts of photos into the current photo.

Note This command is available only if you've cut or copied a photo or part of a photo.



You choose this command to select the whole photo. When you select a photo, changes you make, for example to the colors or contrast, apply to the entire photo.

When you first open a photo in the Photo Workshop, you are working with the entire photo. You can choose this command if you selected a part of the photo and then want to work with the whole photo again.

Show me how to...



Select part of a photo



You choose this command to cancel a selection. Nothing remains selected.

When nothing is selected, changes you make, for example to the colors or contrast, apply to the entire photo.

Tip You can also press the Esc key to cancel a selection.

Show me how to...



Select part of a photo

Photo Menu



You click this button or choose this command to "crop" the current photo, that is, to delete everything outside the selected area.

Note Before cropping, you need to select part of the photo. You can select a rectangular or freeform area.

Show me how to...



Select part of a photo



Crop a photo



Delete part of a photo



You click this button or choose this command to change the size of the current photo.

EasyPhoto puts handles in the photo, which you drag to change the size. You can see the current size of the photo at the right side of the status bar.

Press the Esc key, or click another button in the toolbar, to stop resizing.

Note EasyPhoto keeps the proportions of the photo as you change the size.

Note Resizing a photo changes the dimensions so that you can, for example, fit it better into a letter or report. If you just want to magnify a photo to check the detail or work on a small area, use the **Zoom** commands instead.

Note The Resize command is not available for a photo in a word-processing document. However, you can use your word processor to resize the photo. Select the photo and then drag a corner handle until the photo is the size you want.

Show me how to...



Resize a photo



Look at a photo in more detail (zoom)



You click this button or choose this command to rotate the current photo.

EasyPhoto puts handles in the photo, which you drag to turn the photo.

Press the Esc key, or click another button in the toolbar, when you're through rotating the photo.

Show me how to...



Rotate a photo



You choose this command to flip the current photo end for end, creating a mirror image of the photo.

Tip If you are putting a photo into a document, you can flip the photo to change its composition so that it fits better with the layout of the document. For example, you want to put a picture of your grandmother on the left side of a letter, but the only picture you have shows her facing left, off the page. For a better design, flip the photo so that she faces toward the center of the page.

Show me how to...



Flip a photo



Rotate a photo



You choose this command to flip the current photo top to bottom.

Flipping a photo is similar to rotating, except flipping creates a mirror image, which changes the composition of a photo. Rotating, in contrast, keeps the same arrangement of elements on the photo, but just turns everything upside down.

Show me how to...



Flip a photo



Rotate a photo



You click this button or choose this command to change the brightness and contrast of the current photo. EasyPhoto shows you a dialog box where you can make the adjustments.

Tip If you want to change the brightness and contrast of just part of the photo, select that part first.

Show me how to...



Select part of a photo



Change the brightness and contrast of a photo



You use this dialog box to change the brightness and contrast of the current photo or selected part of the photo.

The **Before** and **After** samples give you a good idea of the changes you're making.

Dialog box options

Brightness control Drag the slider left to make the photo darker, right to make it lighter.

Contrast control Drag the slider left for less contrast (less difference between light and dark elements), right for more contrast.

Restore Click to start over with the original slider settings.

OK Click to make the changes to the photo. The **After** sample previews what your photo will look like.



Click to look at another part of the preview samples. After you click this button, move the cursor over the **Before** sample. The cursor changes to a hand, which you drag to move the sample in the preview boxes.



Click to magnify the preview samples. The cursor changes to a zoom tool. Then click anywhere in a sample to enlarge the view, centered on where you clicked.



Click to reduce the magnification of the preview samples.

Show me how to...



Change the brightness and contrast of a photo



You click this button or choose this command to change the colors of the current photo. EasyPhoto shows you a dialog box where you can make the adjustments.

Tip If you want to change the colors of just part of the photo, select that part first.

Show me how to...



Select part of a photo



Adjust the colors of a photo



You use this dialog box to change the color balance of the current photo or selected part of the photo. This is where you come if that sunset turned out too orange or Uncle Jerry's face more green than usual.

The **Before** and **After** samples give you a good idea of the changes you're making.

Dialog box options

Color slider bars Drag a slider right for more of that color in the photo, left for less of the color.

Restore Click to start over with the original slider settings.

OK Click to make the changes to the photo. The **After** sample previews what your photo will look like.



Click to look at another part of the preview samples. After you click this button, move the cursor over the **Before** sample. The cursor changes to a hand, which you drag to move the sample in the preview boxes.



Click to magnify the preview samples. The cursor changes to a zoom tool. Then click anywhere in a sample to enlarge the view, centered on where you clicked.



Click to reduce the magnification of the preview samples.

Show me how to...



Aadjust the colors of a photo



You click this button or choose this command to remove a "scratch" or a "crease" from the selected part of the current photo.

EasyPhoto shows you a dialog box where you can touch up the photo.

Tip Before EasyPhoto can remove a scratch, you need to show it where the scratch is. Click the Select Freehand button and use the mouse to outline the general area of the scratch. You don't have to get too precise, just close enough that EasyPhoto can recognize the scratch.

Show me how to...



Select part of a photo



Remove a scratch from a photo



You use this dialog box to remove a "scratch" or a "crease" from the selected part of the current photo. This won't do much for that photo the dog chewed, but it does a good job touching up lesser disasters.

The **Before** and **After** samples give you a good idea of the changes you're making.

Dialog box options

- Width control Drag the slider left if the scratch is narrow, right if it's wide.
- Sensitivity control Drag the slider right until the scratch just disappears in the **After** sample.
- Restore Click to start over with the original slider settings.
- OK Click to make the changes to the photo. The **After** sample previews what your photo will look like.



Click to look at another part of the preview samples. After you click this button, move the cursor over the **Before** sample. The cursor changes to a hand, which you drag to move the sample in the preview boxes.



Click to magnify the preview samples. The cursor changes to a zoom tool. Then click anywhere in a sample to enlarge the view, centered on where you clicked.



Click to reduce the magnification of the preview samples.

Show me how to...



Remove a scratch from a photo



You click this button or choose this command to fix a "red-eye" problem in the selected part of the current photo.

EasyPhoto shows you a dialog box where you can touch up the photo.

Tip Before EasyPhoto can fix a red-eye problem, you need to show it generally where the eyes are. Click the Select Freehand button and use the mouse to outline the person's face. You don't have to get too precise, just close enough that EasyPhoto can distinguish between red eyes and red poppy flowers.

Show me how to...



Select part of a photo



Fix a "red-eye" problem



You click this button or choose this command to fix a "red-eye" problem in the selected part of the current photo. Now you'll no longer have to explain to your mother why all your friends, in the pictures you send her, look like aliens.

The **Before** and **After** samples give you a good idea of the changes you're making.

Dialog box options

Color Correction Drag the slider right until the eyes just look normal in the **After** sample.

Restore Click to start over with the original slider settings.

OK Click to make the changes to the photo. The **After** sample previews what your photo will look like.



Click to look at another part of the preview samples. After you click this button, move the cursor over the **Before** sample. The cursor changes to a hand, which you drag to move the sample in the preview boxes.



Click to magnify the preview samples. The cursor changes to a zoom tool. Then click anywhere in a sample to enlarge the view, centered on where you clicked.



Click to reduce the magnification of the preview samples.

Show me how to...



Fix a "red-eye" problem

View Menu



You choose this command to go back to a normal view of the photo, without any magnification.

When you open a photo in the Photo Workshop, you see it at its actual size. If it's too large to fit in the window, use the scroll bars to see other parts of the photo.

Show me how to...



Look at a photo in more detail (zoom)



Resize a photo



You choose this command to show the whole photo at the largest magnification that will fit in the Photo Workshop window.

Show me how to...



Look at a photo in more detail (zoom)



Resize a photo



You choose this command to magnify the view of the current photo. Zoom in to work on small details.

EasyPhoto increases the magnification, keeping the photo centered in the Photo Workshop window.

Note Magnifying a photo this way doesn't change the actual dimensions. If you want to change the size of a photo, to fit it into a report, for example, use the **Resize** command.

Tip You can also click the Zoom In button to magnify the view. In that case, the cursor changes to show that you can start zooming in. Each click of the zoom cursor increases the magnification, centered on the spot you click, up to a magnification of about 8x.

Show me how to...



Look at a photo in more detail (zoom)



Resize a photo



You click this button to magnify the view of the current photo. Zoom in to work on small details.

When you click the zoom button, the cursor changes to show that you can start zooming in. Each click of the zoom cursor increases the magnification, centered on the spot you click, up to a magnification of about 8x.

Note Magnifying a photo this way doesn't change the actual dimensions. If you want to change the size of a photo, to fit it into a report, for example, use the **Resize** command.

Tip You can also choose the Zoom In command from the View menu to magnify the view. In that case, EasyPhoto increases the magnification, keeping the photo centered in the Photo Workshop window.

Show me how to...



Look at a photo in more detail (zoom)



Resize a photo



You choose this command to reduce the magnification of the current photo. Zoom out to see more of a large photo or of a photo you've zoomed in on.

EasyPhoto decreases the magnification, keeping the photo centered in the Photo Workshop window.

Note Changing the view of a photo this way doesn't change the actual dimensions. If you want to change the size of a photo, for example to fit it into a report, use the **Resize** command.

Tip You can also click the Zoom Out button to reduce the magnification. In that case, the cursor changes to show that you can start zooming out. Each click of the zoom cursor decreases the magnification, centered on the spot you click, with a minimum magnification of 1/64x.

Show me how to...



Look at a photo in more detail (zoom)



Resize a photo



You click this button to reduce the magnification of the current photo. Zoom out to see more of a large photo or of a photo you've zoomed in on.

When you click the zoom button, the cursor changes to show that you can start zooming out. Each click of the zoom cursor decreases the magnification, centered on the spot you click, with a minimum magnification of 1/64x.

Note Changing the view of a photo this way doesn't change the actual dimensions. If you want to change the size of a photo, for example to fit it into a report, use the **Resize** command.

Tip You can also choose the Zoom Out command from the View menu to reduce the magnification. In that case, EasyPhoto decreases the magnification, keeping the photo centered in the Photo Workshop window.

Show me how to...



Look at a photo in more detail (zoom)



Resize a photo



You click this button to drag and drop the photo, or selected part of the photo, from the Workshop into a word-processing document.

The cursor changes to an arrow, showing that you can move the photo. Then, when you click and hold down the left mouse button, the cursor changes to the drop cursor, showing that you can drag a copy of the photo to your word processor.

Tip You can also drag a copy of the photo or selection to a Photo Gallery. This is an easy way to add part of a photo as a new photo to a Gallery.

Tip Your word processor treats a photo just like any other picture or clip art. You can use your word processor's tools to move or resize the photo. For the specifics, see the online Help for your word processor.

Show me how to...



Insert a photo into a word-processing document



Select part of a photo



Insert part of a photo into a word-processing document



You click this button to select a rectangular area of the photo. You select an area to work on just that part of the photo. For example, you can select a too-bright sky--everything above the horizon line--and tone it down a little.

After you click this button and move the mouse over the photo, the cursor changes to a "cross-hairs", showing that you can drag the mouse to select an area.

While the Select Rectangle button is selected, you can redraw new selections. To stop selecting, press the Esc key, click outside the photo, or click the Move or Select Freehand button.

Tip Once you select an area, you can make it larger or smaller. To resize a selection, drag the border.

Tip You can draw multiple selections or add to the first selection. After selecting the first area, hold down the Shift key and draw another selection. Or, to deselect part of the selection, hold down the Alt key and drag a rectangle around the part you want to subtract from the selected area.

Show me how to...



Select part of a photo



Make changes to part of a photo



You click this button to select an irregularly shaped area of the photo. You select an area to work on just that part of the photo. For example, you can select a shaded face and lighten it.

After you click this button and move the mouse over the photo, the cursor changes to a "lasso", showing that you can drag the mouse to select an area.

If you select door number two, you might win a refrigerator.

Tip While the Select Freehand button is selected, you can redraw new selections. To stop selecting, press the Esc key, click outside the photo, or click the Move or Select Rectangle button.

Tip You can draw multiple selections or add to the first selection. After selecting the first area, hold down the Shift key and draw another selection. Or, to deselect part of the selection, hold down the Alt key and drag around the part you want to subtract from the selected area.

Show me how to...



Select part of a photo



Make changes to part of a photo

