

# Put Your Best Face Forward

**In this session, you learn the essential digital editing tools to make your cruise photos beautiful. Here's a recap . . .**

## »» **To download the photo-editing software we are using in the Digital Workshop**

We use *Windows Live Photo Gallery* for photo-editing in the Digital Workshop. At home, to get a free copy of *Windows Live Photo Gallery* and other *Windows Live* features, go to <http://download.live.com>.

## »» **To transfer images from your camera to the computer**

1. In the Digital Workshop, insert SD or Pro Duo media cards directly into computer; insert all other card types into the external card reader. If your home computer does not have an internal card reader, you can purchase an external reader for about \$20 or use the cable that came with your camera.
2. If the *Autoplay or Import Media Files* box appears, click red X to close box.
3. Click the *Windows Start Button* and scroll to *Windows Live Photo Gallery*. Click it. When the program opens:
  - Click *File*
  - Click *Import from a camera or scanner*.
4. *Import Photos and Videos* box appears:
  - Click *Import*.
  - Click *Import all new items now* if you'd like to transfer all images.
  - Name the collection of images (optional - the default name will be the date).
  - Tag photos (optional).
5. Watch the progress of the import!
6. Do NOT click *Erase after importing* if you want to retain your photos on your media card as well as on the computer.

## »» **To auto-adjust color and light in a photo**

In *Windows Live Photo Gallery* . . .

1. Click on the photo you wish to adjust.
2. Click *Fix* from the top menu.
3. Click *Auto adjust* from right-hand menu. If you do not like the outcome, click *Undo* to revert to original.
4. Click *Back to Gallery* to view all images. *Windows Live Photo Gallery* automatically saves your corrected photo. You can always revert to the original at this point or later by opening the photo, clicking *Fix*, then clicking *Revert*.

## »» **To remove red-eye from your photo**

In *Windows Live Photo Gallery* . . .

1. Click on the photo you wish to adjust.
2. Click *Fix* from the top menu.
3. Click *Fix red-eye* from right-hand menu.
4. Draw rectangles around eyes by dragging cross icon on photo. If you do not like the outcome, click *Undo* to revert to original.
5. Click *Back to Gallery* to view all images. *Windows Live Photo Gallery* automatically saves your corrected photo. You can always revert to the original at this point or later by opening the photo, clicking *Fix*, then clicking *Revert*.

## »» **To convert a color photo to a monochrome like B/W**

In *Windows Live Photo Gallery* . . .

1. Click on the photo you wish to adjust.
2. Click *Fix* from the top menu.
3. Click *Black and white effects* from right-hand menu.
4. Choose pallet. If you do not like the outcome, click *Undo* to revert to original.
5. Click *Back to Gallery* to view all images. *Windows Live Photo Gallery* automatically saves your corrected photo. You can always revert to the original at this point or later by opening the photo, clicking *Fix*, then clicking *Revert*.



## »» **To straighten a photo**

In *Windows Live Photo Gallery* ....

1. Click on the photo you wish to adjust.
2. Click *Fix* from the top menu.
3. Click *Straighten photo* from right-hand menu. Adjust additionally with slide bar, if you choose.
4. Click *Apply*. If you do not like the outcome, click *Undo* to revert to original.
5. Click *Back to Gallery* to view all images. *Windows Live Photo Gallery* automatically saves your corrected photo. You can always revert to the original at this point or later by opening the photo, clicking *Fix*, then clicking *Revert*.

## »» **To crop a photo**

In *Windows Live Photo Gallery* ....

1. Click on the photo you wish to crop.
2. Click *Fix* from the top menu.
3. Click *Crop photo* from right-hand menu.
4. Select *Proportion* (photo size) from drop-down menu. Rotate frame?
5. Move crop box by dragging within it.
6. To zoom in or out, adjust size of box by dragging corner dots. This will not affect the finished photo size.
7. Click *Apply*. If you do not like the outcome, click *Undo* to revert to original.
8. Click *Back to Gallery* to view all images. *Windows Live Photo Gallery* automatically saves your corrected photo. You can always revert to the original at this point or later by opening the photo, clicking *Fix*, then clicking *Revert*.

## »» **To stitch photos to create a panorama**

Take a series of photos that overlap by about a third. Transfer photos to *Windows Live Photo Gallery* ...

1. Select photos you want to stitch by holding down *CTRL* while you click each photo that you want.
2. Click *Make* from top menu, and then click *Create a panoramic photo*.
3. *Windows Live Photo Gallery* analyzes and adjusts the photos so they fit together smoothly. You'll get a screen that says it is working. Then -- voila! -- your stitched image appears.
4. Clean-up rough edges by cropping the photo (see above).
5. Click *Back to Gallery* to view all images. *Windows Live Photo Gallery* automatically saves your panorama. You can always revert to the originals at this point or later by opening the photo, clicking *Fix*, then clicking *Revert*.

Visit [www.windows.com/possibilities](http://www.windows.com/possibilities) for more great resources. Click *Buy* at the top of the page to find the right laptop for you.

Visit <http://www.microsoft.com/windows/guides/> for step-by-step guides that walk you through many of the same great projects covered in the Digital Workshop.