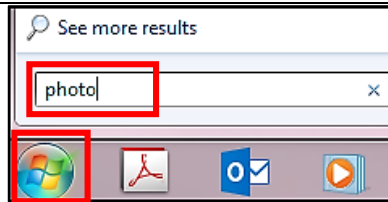


Photo Gallery – Window's Photo Editing Program

Photo Gallery is a windows program that gives you the ability to edit photos. Editing the size, cropping and more included in this tutorial. It is a free windows program.

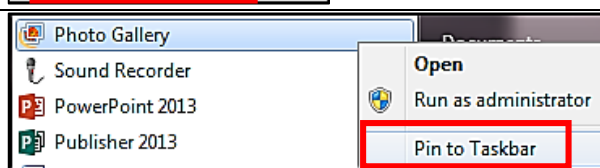
Once installed, click on the Windows Orb and type in **photo** to search for the program.



Under **Programs** click on **Photo Gallery** that is listed.



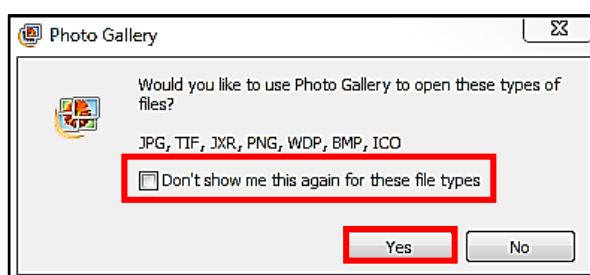
Right mouse click on **Photo Gallery** to **Pin to Taskbar** for easy access.



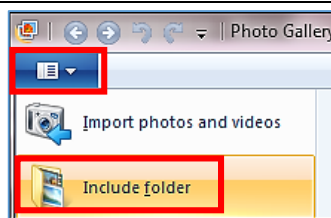
Now on the taskbar will be the icon to use to open **Photo Gallery**.



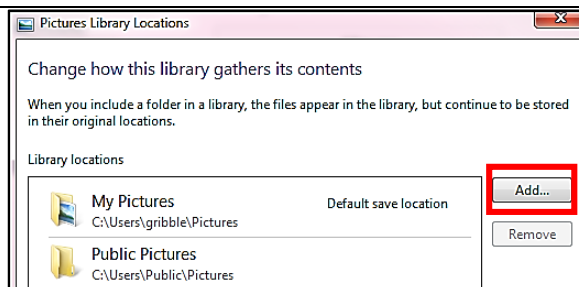
The first time you launch Photo Gallery, a must **Accept** dialog box appears. Then a dialog box wants you to sign in with an account, just closed that box. Finally a **Photo Gallery** dialog box about file types appears, click in the **Don't Show me this again**, and then click the **Yes** button.



All photos on your computer will appear within the Photo Gallery program. To add a folder that is on the network click on the drop down arrow at the top and click on **Include folder**.

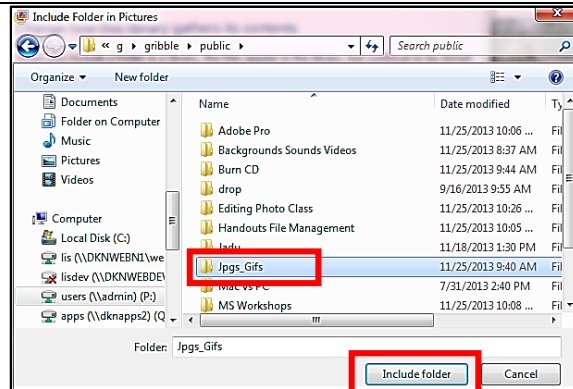


A **Pictures Library Locations** dialog appears, click on the **Add** button.



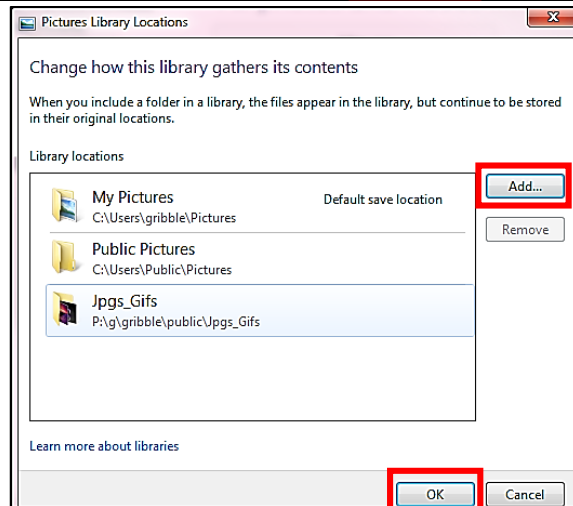
An **Include Folder in Picture** dialog box appear, navigate to the network to locate your folder.

Select the folder you want to add, then click on the **Include Folder** button.

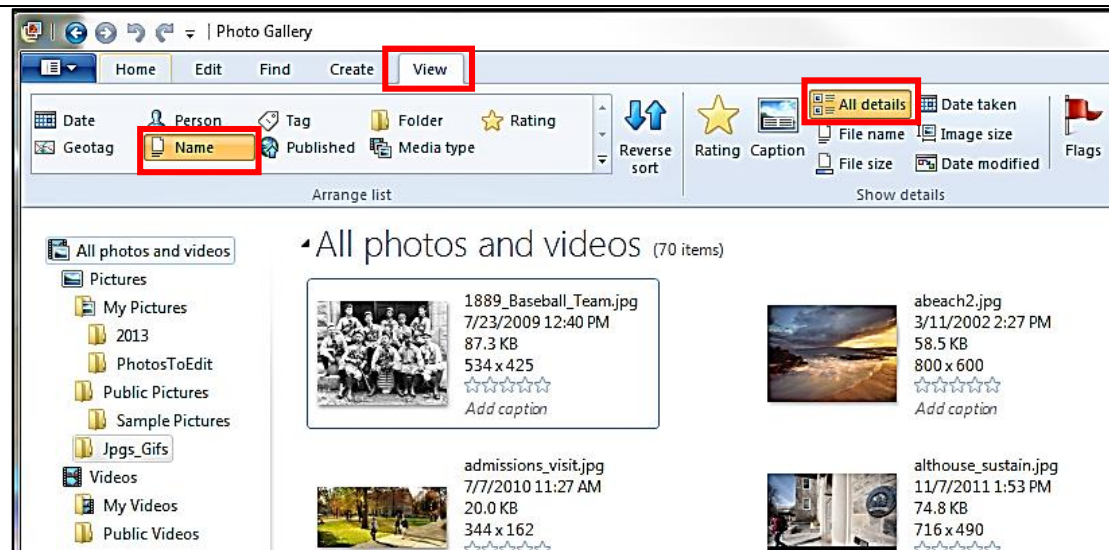


Back at the **Pictures Library Locations** dialog box, you should see the folder that you included in the list of Library locations, click **OK**.

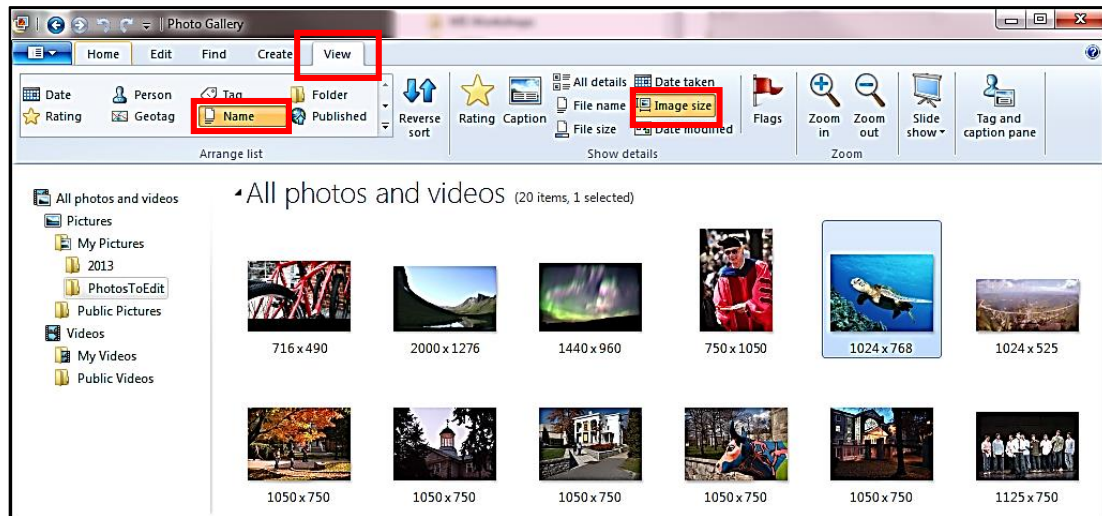
If you wanted to include another folder to this list, click on **Add** to select another folder.



Your folders will appear on the left pane. Under the **View** tab you can choose various ways for your photos to appear. Shown below is by **All details**, notice in the **Arrange list** grouping, **Name** is also selected to be listed alphabetically. Notice the names of the files and their pixel sizes. (width x height)

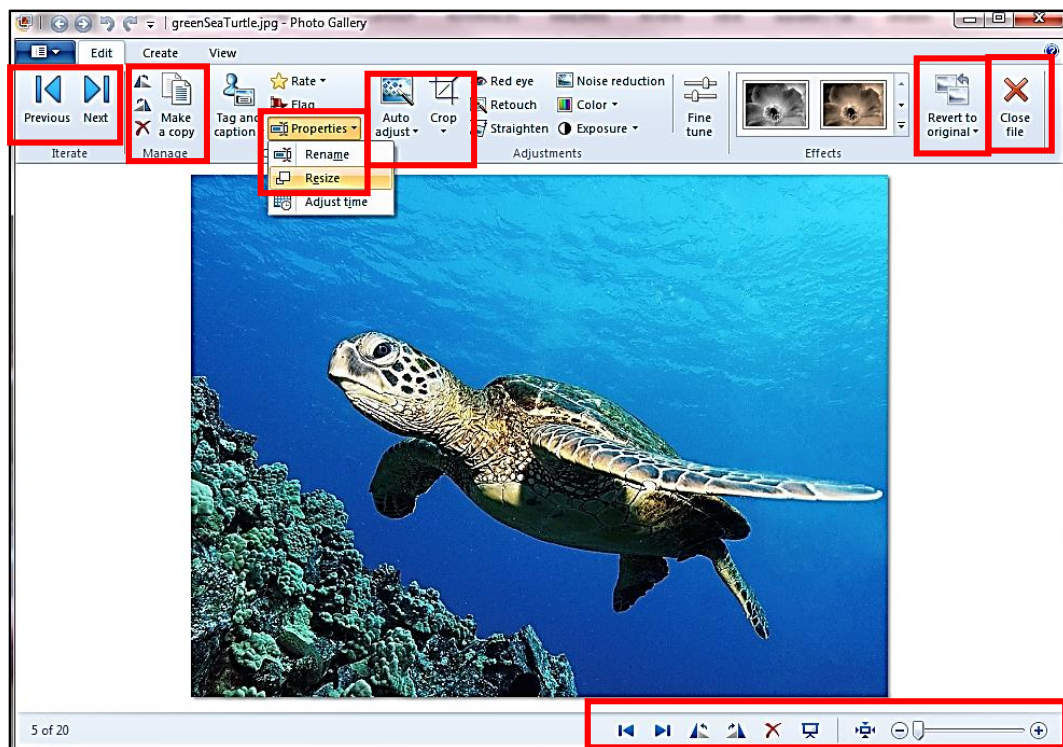


The **View** shown below is by **Image Size**.



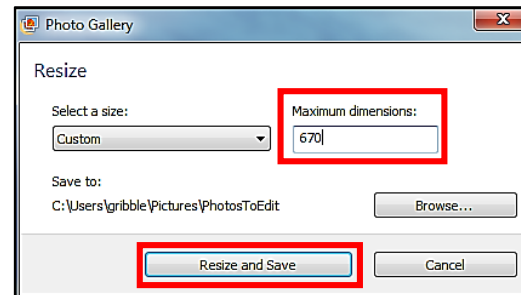
Double click on a photo to start editing it. Within the **Edit** toolbar, notice the left side is navigation arrows to move to another photo. Notice the name of the photo is found on the top bar of **Photo Gallery**.

Frequently used functions are: **Rotation**, **Make a copy**, under **Properties** is **Resize**, **Auto adjust**, **Crop**, and more. Notice the **Revert to original** function & click the red **Close file** icon to close the **Edit** functions for the photo you are working with. On the bottom toolbar are also the navigation a rows, rotation, delete and more.



Found under **Properties**, click on **Resize**. Type in the size you want the width to be in the **Maximum dimensions** box, click on **Resize & Save**. The original photo will remain there but a newly resized photo is automatically saved with the dimensions included in brackets as part of the name of the photo as shown below.

Any photos added to Jadu must be renamed with no special characters or spaces. For the the example shown I put 670 in the dimensions as the width which is what Jadu maximum width size is for a photo. I also resized one as 420 pixels wide.



	greenSeaTurtle (420x315).jpg	420 x 315
	greenSeaTurtle (670x503).jpg	670 x 503
	greenSeaTurtle.jpg	1024 x 768

Under **Crop**, then **Proportion**, choose **Custom**, which will place a cropping box around the image that can be adjusted by dragging the various points to the size wanted. Once cropped to the size you want, hit the **Enter** key or under **Crop** click on **Apply Crop**.

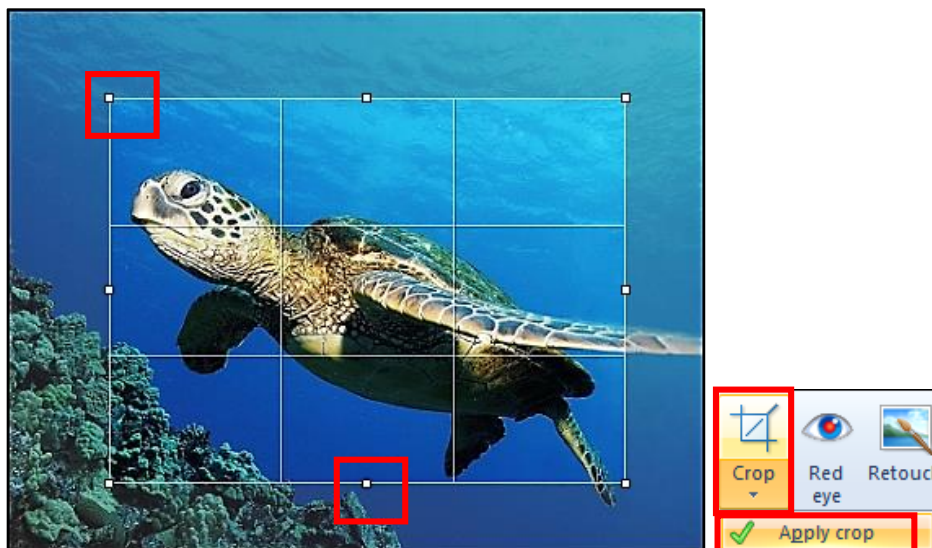
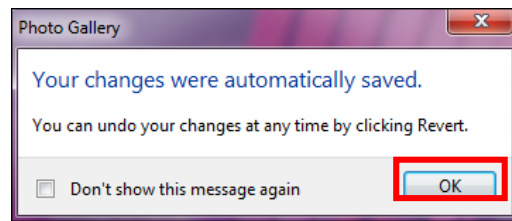
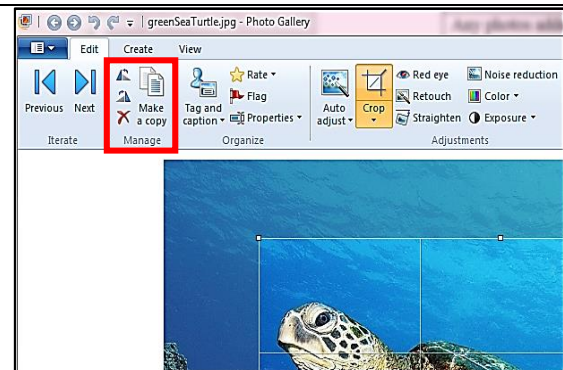


Photo Gallery automatically saves your photo. You can undo your changes by clicking **Revert** on the **View** tab.

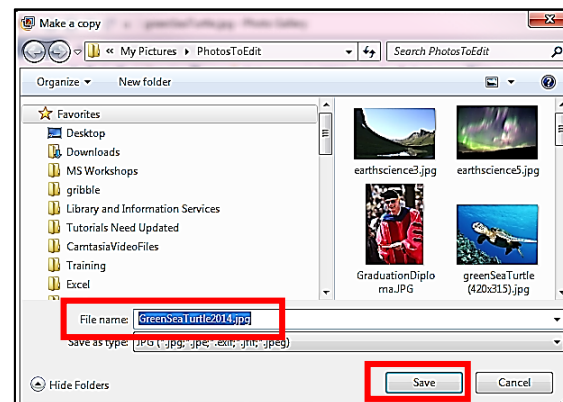


Click on **Make a Copy** to save any photo with a new name as a copy.



The **Make A Copy** dialog box will appear, within the same folder.
Give this photo a new name. (no special characters or spaces)

Click **Save**.



Note:

If you keep the photo within the same folder that you are editing it in you will be able to **Revert** it back to original. Once moved that ability is lost.