USING THE WINDOWS PHOTO GALLERY

Windows Photo Gallery is a photo organizer that you can use to view, manage, share, and edit digital photos and videos in Win10. All of the photos in the **My Pictures** folder on your hard drive appear in Photo Gallery. In addition, you can add other folders that are on your hard drive to Photo Gallery.

You can add photos to Photo Gallery by importing them from a digital camera or memory card, acquiring them with a scanner, downloading them from a source on the Internet, or adding existing photos from a CD, DVD, a thumb drive, or your hard drive.

DOWNLOAD AND INSTALL LIVE PHOTO GALLERY:

1. Open Internet Explorer from the Desktop.

2. Copy and Paste the following into your favorite search engine:
    https://support.microsoft.com/en-us/help/17779/download-windows-essentials

3. Click on the **Download now** button that appears on the left-center side of the window.

4. Click on **Run.**

5. At the "What do you want to install?" screen, click *Choose the program you want to install.*

6. Click *Photogallery and Movie Maker*. Deselect all others.

7. If you get a "One last thing" screen, click OK.

8. After a couple minutes you will arrive at a **Done** dialogue box. Click **Close.**

9. Navigate to **Start > All Apps > Photo Gallery.**

10. Right-click on **Photo Gallery** and then left-click on **Pin to Taskbar**.

11. All the photos you have filed in your Pictures and Videos folders will be loaded into the Photo Gallery program for access and viewing.

EDIT PHOTOS You can use the editing tools to improve a photo's composition, exposure, detail, color, and more. However, not all file types can be edited.

CHANGE THE FILE TYPE (IF NECESSARY)

Photo Gallery can display digital photos from cameras and scanners, but it can't display photos that use certain file types. You can't edit all the file types that Photo Gallery can display.

To view or edit a photo that Photo Gallery can't display (for example BITMAP files), you can change the photo's file type to a format that Photo Gallery can display or edit. Microsoft recommends that you use the JPEG file type.

1. From within Live Gallery, double-click the photo that you want to edit.

2. Click Edit, click Make a copy, select a file type (jpeg), and then click Save.

3. The original photo (which cannot be edited) will remain. However a photo with a jpeg extension will also appear and this photo can be edited.

TO EDIT PHOTOS

1. With Photo Gallery open, select the photo or photos that you want to edit, and then from the Menu bar, click the Edit tab.

2. Do one or more of the following:

   a) To automatically edit a photo or a batch of photos, select the photos you'd like to edit, and then click Auto adjust or one of the other editing options.

   b) To manually edit photos, double-click a photo to provide a larger view, and then click Fine tune.

TO MANUALLY ADJUST EXPOSURE

1. Double-click a photo to view it in large view mode, and then click Fine tune.

2. To adjust the Exposure (see right column), click on Adjust Exposure and move the various slides to adjust Brightness, Contrast, Shadows, Highlights, and Histogram.

3. Adjust for Color by moving the sliders for Color, Temperature, Tint, and Saturation.

TO MANUALLY ADJUST DETAIL

1. Click Adjust detail.

2. To adjust your photo's sharpness, use the Sharpen slider.

3. To reduce image noise, click Analyze, and then use the Reduce noise slider. (see page four for details about Noise Reduction)

TO MANUALLY STRAIGHTEN A PHOTO

1. Click Straighten photo. (The photo will appear in a grid.)

3. If you want to straighten your photo more, use the slider.

TO MANUALLY CROP A PHOTO

1. Click Crop.

2. To change the photo's proportions, in the Proportion list, click a proportion.

3. To resize the crop frame, drag the corners of the crop frame. If you've chosen a standard print size, the crop frame maintains its proportions as it's resized. A custom

crop frame can have any width and height. To maintain the proportions of a custom crop frame, hold down the Shift key while you resize the crop frame.

4. To change the photo's composition, drag the crop frame to a new position in the photo.

5. To rotate the crop frame so that the photo is cropped vertically or horizontally, click Rotate Frame.

6. Click Crop again to apply your crop.

TO MANUALLY FIX RED EYE

1. Double-click a photo to view it in large view mode, click Fine tune, and then click Red eye.

2. Drag a box around the eye that you want to correct, and then release the mouse button.

3. Repeat this step for each eye that you want to correct.

TO MANUALLY APPLY THE BLACK AND WHITE EFFECT

Double-click a photo to view it in large view mode, and then select the effect you'd like from Effects.

TO SAVE YOUR EDITS

1. To save the changes to your photo, click Close file and your changes will save automatically.

2. To remove the changes you've made to a photo, click Revert to Original.

THE PANORAMIC STITCH TOOL

With Photo Gallery, a photo isn't limited to what you can squeeze into one frame. Now you can stitch several photos together to create a panorama. This is a great way to capture photos of landscapes and other subjects that are too large for a single photo.

1. To create a panorama, take a series of photos from a single vantage point so that each photo overlaps the one preceding it and import them into Photo Gallery.

2. Once imported, with the CTRL key pressed, click on the photos you're going to use and on the **Create** tab, click **More Tools,** then **Create Image Composite**. Photo Gallery will align the photos and combine them into a new composition.

3. To **crop** a finished panorama, on the **Edit** tab, in the **Adjustments** group, click **Crop**.

NOISE REDUCTION

Simply put, noise is individual spots of discoloration in an image. This is a problem that results directly from the sensor within a digital camera - think of it as the equivalent of film grain that existed in the pre-digital era.

TO AUTOMATICALLY REDUCE NOISE IN A BATCH OF PHOTOS

1. Select the photos you'd like to apply noise reduction to from the gallery.
   (To select multiple photos, hold down the CTRL key while left-clicking)

2. On the **Edit** tab, in the **Quick adjustments** group, click **Noise reduction**.

3. Click Noise reduction to automatically reduce noise in selected photos.

TO MANUALLY REDUCE NOISE IN A SINGLE PHOTO

1. Double-click the photo you'd like to apply noise reduction to from the gallery.

2. On the **Edit** tab, click **Fine tune**, and then click **Adjust detail**.

3. Use the slider to apply the amount of noise reduction you prefer. When you're finished, click Close file to save your changes and return to the gallery.

AUTOMATICALLY STRAIGHTEN PHOTOS

AUTOMATICALLY STRAIGHTEN A BATCH OF PHOTOS

1. Select the photos you'd like to straighten.
   (To select multiple photos, hold down the CTRL key while left-clicking)

2. On the **Edit** tab, in the **Quick adjustments** group, click **Straighten**.

3. Click **Straighten** to automatically straighten selected photos.

TO MANUALLY STRAIGHTEN A SINGLE PHOTO

1. Double-click the photo you'd like to straighten.

2. On the **Edit** tab, in the **Adjustments** group, click **Fine tune** and then **Straighten photo**.

3. Use the slider to apply the amount of straightening you want.

4. When finished, click **Close file** to save the changes you've made and return to the gallery.