

Regaining Use of Microsoft Office Picture Manager:

- 1) Office Picture Manager has been part of Microsoft Office versions 2003, 2007, and 2010.
- 2) Microsoft decided to omit Picture Manager from Office 2013.
- 3) OPM can: a) be installed from an older version of Office,
or: b) is available as a free download, within “Sharepoint Designer,” from Microsoft.
- 4) OPM can be installed and used even if you don't have Microsoft Office installed on your p.c.
(see item 7, below, for instructions, and for links for download and guidance)
- 5) Usefulness of Office Picture Manager:
 - a) see your digital pictures on your p.c. display, with file management functions.
 - b) compare pictures, to identify the best vs. near-duplicates or duds)
 - c) delete the duds (Caution, the Slash-X is DELETE from folder, (a red slash-X or black slash-X), not to be confused with the typical Windows “X” which closes a window.
 - d) rotate, correcting for camera orientation:
portrait to landscape or vice-versa (quick +/- 90-degrees), or
tilt by 1-degree increments, to level a horizon line, for example
(tilting requires cropping afterward to restore a straight picture border)
 - e) crop a picture to improve overall composition (tip: be sure to set the aspect ratio wanted)
 - e) brighten or darken a picture (OPM offers a brighten mid-range option, useful and unusual)
 - f) adjust the color balance
 - g) re-size and/or compress to reduce file size for emailing, etc.

h) Tips: some of the operations d) through g) include an “OK” button to accept the change but others do not; but the undo key works in all cases. It is recommended to do a “Save as” to a new filename with your changes. Regardless, when you exit, OPM will prompt you to save changed pictures, but by default will over-write the originals, so answer “Don't save” if you want to leave the originals unmodified. (By contrast Picasa does archive originals).

6) Editing Functions not in OPM but provided in Picasa (or in the case of red-eye, better in Picasa)

a) view and edit side-by-side images b) reduce red-eye c) improve sharpness.

d) straighten trapezoidal perspective distortion e) add text and/or a border.

7) Installation of MS Office Picture Manager:

a) If you have a Microsoft Office Installation CD (2003, 2007, or 2010):

Put the CD in your CD/DVD Drive. It may start automatically, but if it doesn't, open Windows (File) Explorer on the CD/DVD drive letter, and open “Setup.” (setup.exe)

Enter the Microsoft Product Key when it asks (20 upper-case alphanumeric characters),

When it asks for installation type, click on the “Customize” button.

Click on each and every given program link and select “Not Available” from the options list, but then, for "Office Tools," click on the (+) sign; (all the subfolders show “Not Available”)

Click on the “Microsoft Office Picture Manager” subfolder program link and change it from “Not Available,” to the “Run from My Computer” option.

Click on “Install Now,” and the setup routine will install the program.

b) If you do not have an MS Office Installation CD of vintage 2003, 2007, or 2010:

This method will obtain it for you as part of MS SharePoint Designer 2010, free.

For a 64-bit Windows System, go to:

<http://www.microsoft.com/en-us/download/details.aspx?id=24309>

Instructions are included on the page.

For a 32-bit Windows System, go to:

<http://www.microsoft.com/en-us/download/details.aspx?id=16573>

When you get to the Installation screen, choose “Customize” rather than “Install Now.”

This will take you to a screen that allows you to select which components you want to install.

Click on each and every given program link and select “Not Available” from the options list, but, then for "Office Tools," click on the (+) sign; (all the subfolders show “Not Available”)

Click on the “Microsoft Office Picture Manager” subfolder program link and change it from “Not Available,” to the “Run from My Computer” option.

Click on “Install Now,” and the setup routine will install the program.

Reference: this web page has screen-shots of the display steps you will see.

<http://www.technicaloverload.com/install-office-picture-manager-office-2013/>

(prepared by Gerry Patrick, for the Lexington Senior Center Computer & Technology Club, 6/03/2014, and revised slightly to include further tips, 6/11/14)