



We'll take **IT** from here!

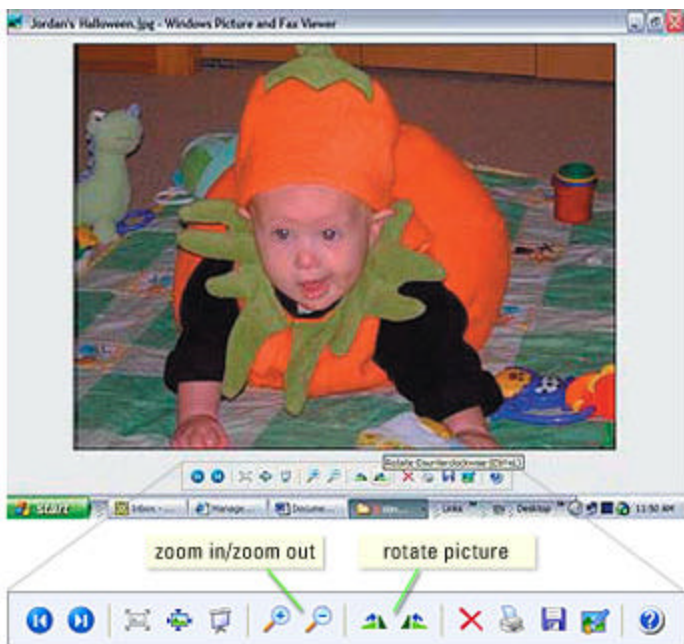
BayTown Networks

Home Computer Service & Support

Manage Your Photos

The My Pictures folder in Windows XP offers a variety of options for viewing and managing your digital pictures. You can view photos at different sizes, rotate them, view a slide show, print photos, or copy photos to a CD.

You can easily access the My Pictures folder from the start menu. Click **Start**, scroll over Documents and then click **My Pictures**.



To Rotate a Photo

With My Pictures open, double click on the photo you want to rotate. This automatically opens the **Windows Picture and Fax Viewer**.

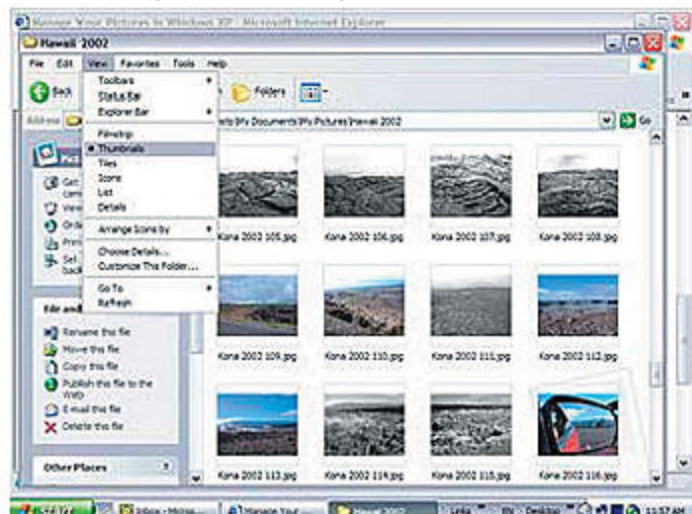
Directly below the picture, click the **Rotate Clockwise** or **Counterclockwise** buttons (the icons with little green triangles and blue arrows).

To Zoom In or Zoom Out on a Photo

With My Pictures open, double click the photo that you want to see more closely or take a longer view at. This automatically opens the Windows Picture and Fax Viewer.

Directly below the picture, click the **Zoom In** (magnifying glass with a plus) or **Zoom Out** (magnifying glass with a minus) buttons.

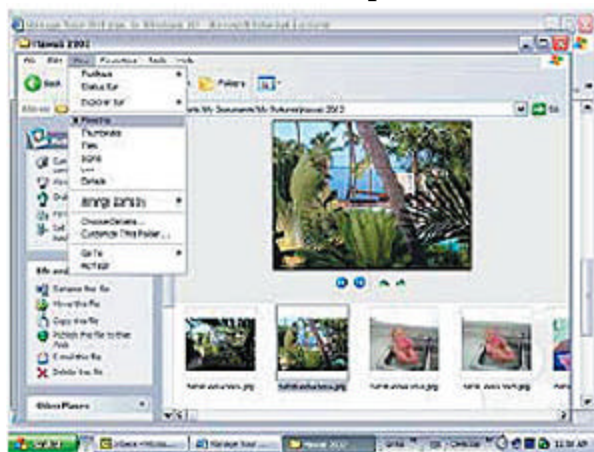
To Rearrange Photos Using Thumbnails



In the Thumbnails view, the images in the My Pictures folder or a subfolder are presented as a collection of thumbnails arranged in rows and columns. It gives you a view of your digital photos much like a contact (or index) sheet for a roll of pictures you have developed at a photo shop.

With My Pictures open, click **View** on the toolbar and select **Thumbnails**. Simply drag and drop photos to rearrange their order in Thumbnails view. For example, if you're viewing 50 photos, you can drag your favorites, one by one or in groups, to the start of the folder. When you open that folder next time, your favorites will top the list of 50.

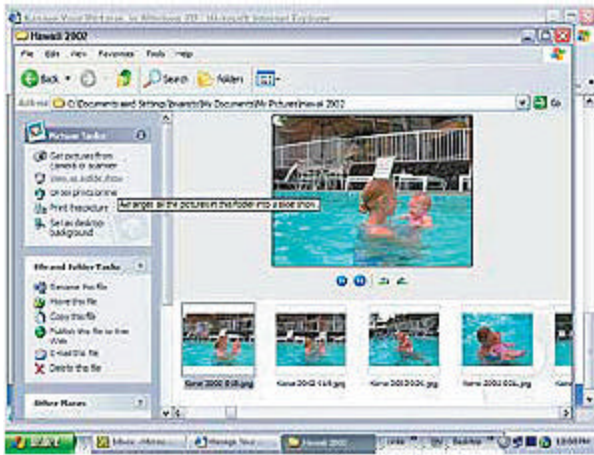
To View Photos as a Filmstrip



The advantage of looking at photos in Filmstrip view is that it always shows the selected image at full size. With My Pictures open, click **View** on the toolbar and select **Filmstrip**.

To rearrange the order in the filmstrip, drag and drop one or more of the photos to a new position. Photos stay sorted unless you change the view mode for that folder.

To Start a Slide Show



Slide show view allows you to see all your photos at full size, without the distraction of folder controls getting in the way. With My Pictures open, click the **View as a slide show** button under Picture Tasks in the left pane.

Once the slide show begins, a toolbar appears on-screen. It provides controls to start, pause, advance, reverse, or stop a slide show. Alternatively, you can use the left and right arrow keys to move backwards and forwards, or click within the photo itself to advance. When you want to stop the slide show, click the **Exit** button on the toolbar, or simply press the **ESC** key.

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