

Microsoft Photo Editor

Program location: Start menu > Programs > Microsoft Office > Microsoft Office Tools > Microsoft Photo Editor

Convert

File > Save As > Save as file type: >

€# JPEG File Interchange Format (JPG, JPEG)

€# Graphics Interchange Format (GIF)

Crop

1. Click Select on the Standard toolbar, and then drag over the area of your image you want to keep.
2. Image > Crop.
3. Select the options you want.
or
Right-click and select Crop.

Resources