

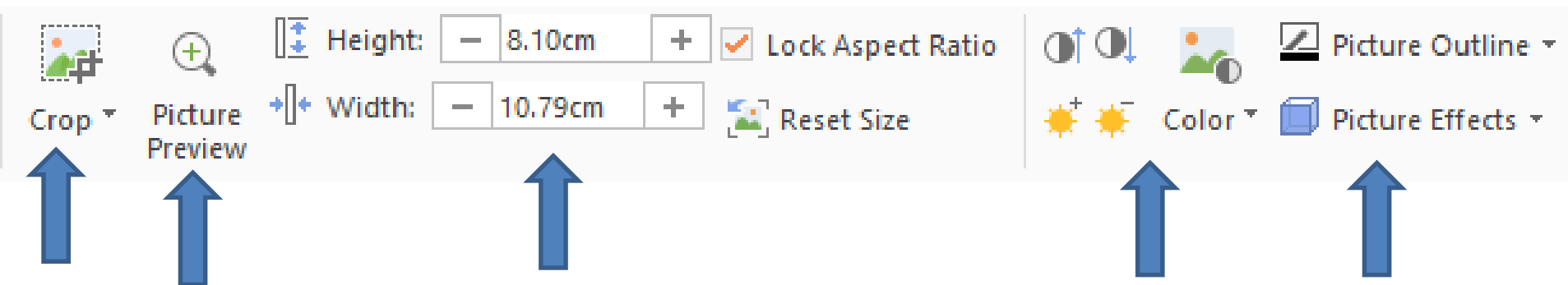
Step 4 – Edit Photos

- As I mentioned before in the course, when you Edit Photo on Kingsoft Presentation, you can copy it. You can't paste it on File Explorer, but you can paste it on other programs, like PicPick and save it to your computer and add it to Movie Maker. There is a Tip – How to copy and paste Edit Photo from Kingsoft Presentation to PicPick and save to the computer.**
- You have a lot of options to Edit Photos.**
- First you click on a Photo that you want to Edit. Note – I decided to add a new Photo to Edit.**
- Next is a sample and explain the options.**

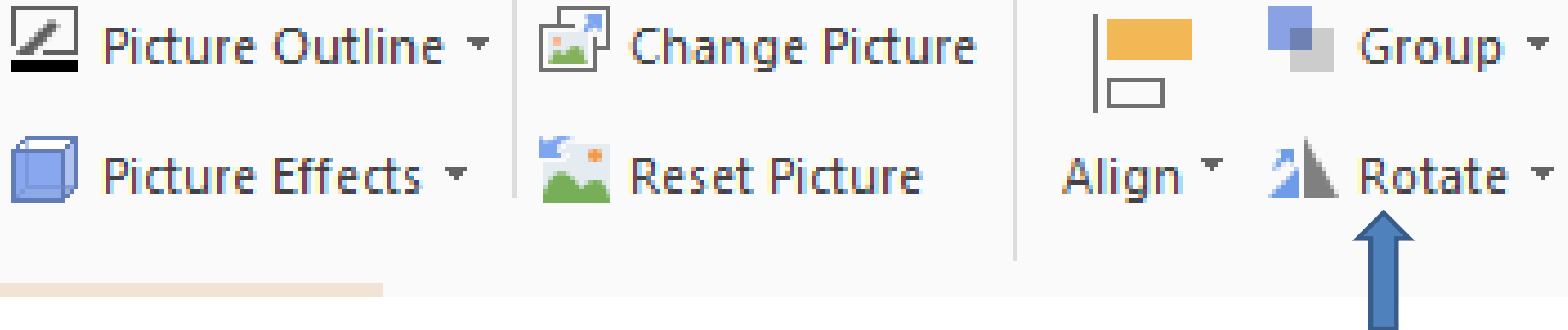
- You have some options to Edit Photos. When you click on a Photo, you see Picture Tools that I mentioned before. Next explains the options.

The screenshot displays the WPS Presentation application interface. The top ribbon is set to 'Picture Tools', which is highlighted by a blue arrow. The ribbon contains several groups of icons: 'Picture Outline' (with 'Change Picture' and 'Reset Picture' options), 'Group', 'Align', 'Rotate', 'Selection Pane', 'Bring Forward', 'Send Backward', and 'Settings'. Below the ribbon, a photo of a Venetian canal is selected on the main slide, indicated by a blue arrow. The photo has a white border and orange handles for resizing. The left sidebar shows a slide thumbnail grid with four slides: the first is red with the word 'VENICE', and the others show the canal photo. The bottom status bar shows 'Slide 2 / 9', 'Office Theme', and a 90% zoom level.

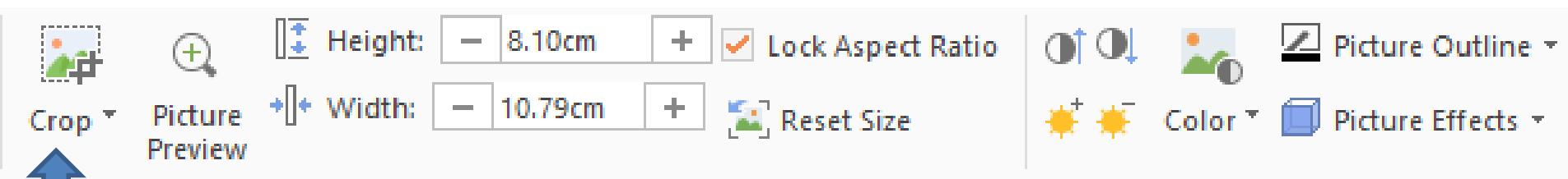
- You can Crop part of the Photo.
- You can Picture Preview that shows the Photo almost in a full screen.
- I showed you before about Height & Width
- There are a few options to change the Color.
- You can add a Picture Outline, which is like a Frame and Picture Effects is similar to Frame.
- Next is one more.



- You can also Rotate the Photo.
- Next are samples of most of the options, except change size that I showed you before.
- First is how to Crop.



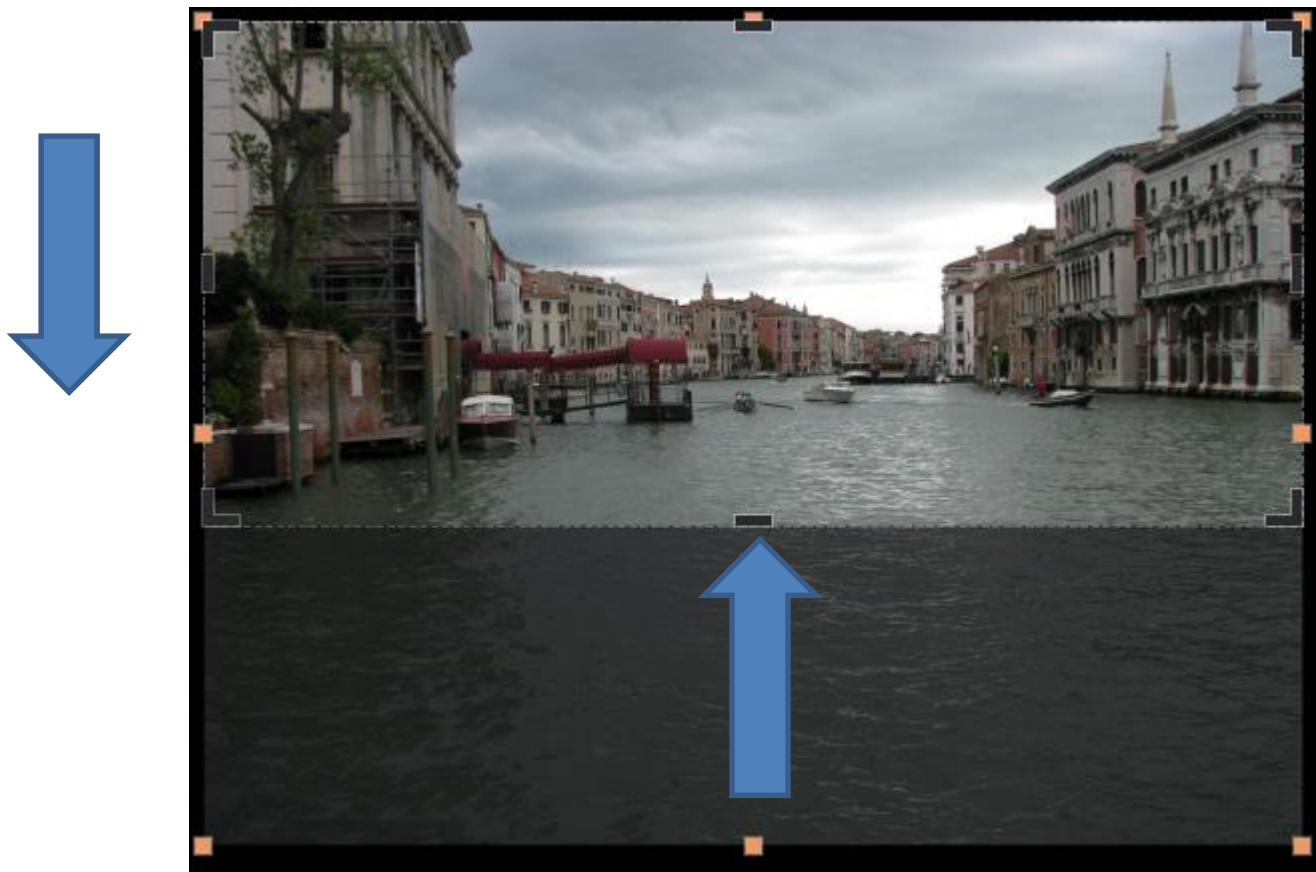
- There are a lot of Crop options. One is to find the part of the Photo you want to Crop. The other options is Effects to Crop.
- First is to find the part of the Photo you want to Crop. First click on the Photo you want to Crop and then click on Crop. Next is what happens.



- **When you click on Crop, you see Icons on the top left, right and at the bottom left, right. You can left click on one of them and hold it down and drag it to a place you want. And do it on each one you want. Next is a sample dragging one.**

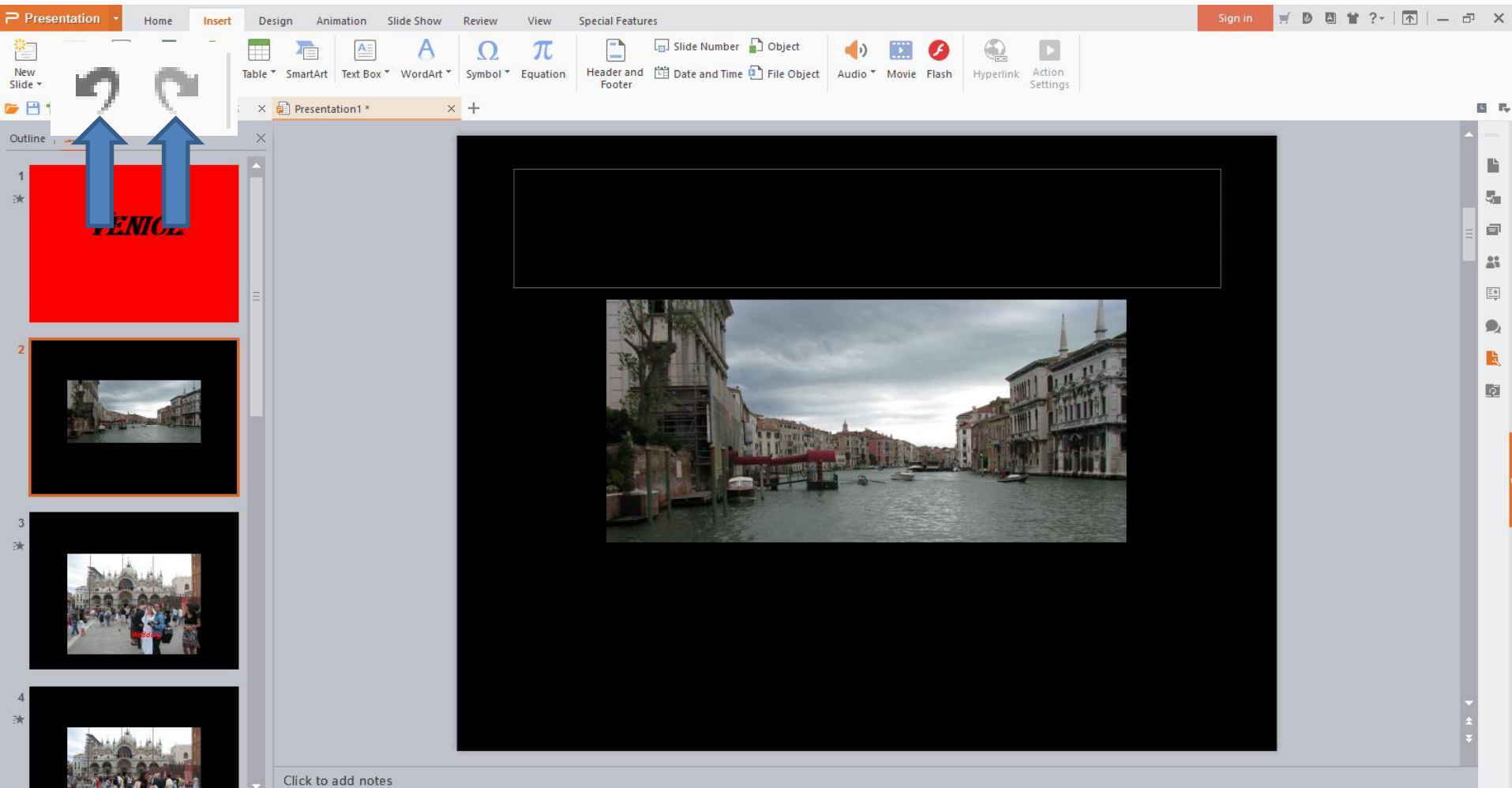


- Here is a sample dragging the one at the bottom to the middle, so to remove part of the river. Once complete, you click on the slide outside the Photo. Next is what happens.

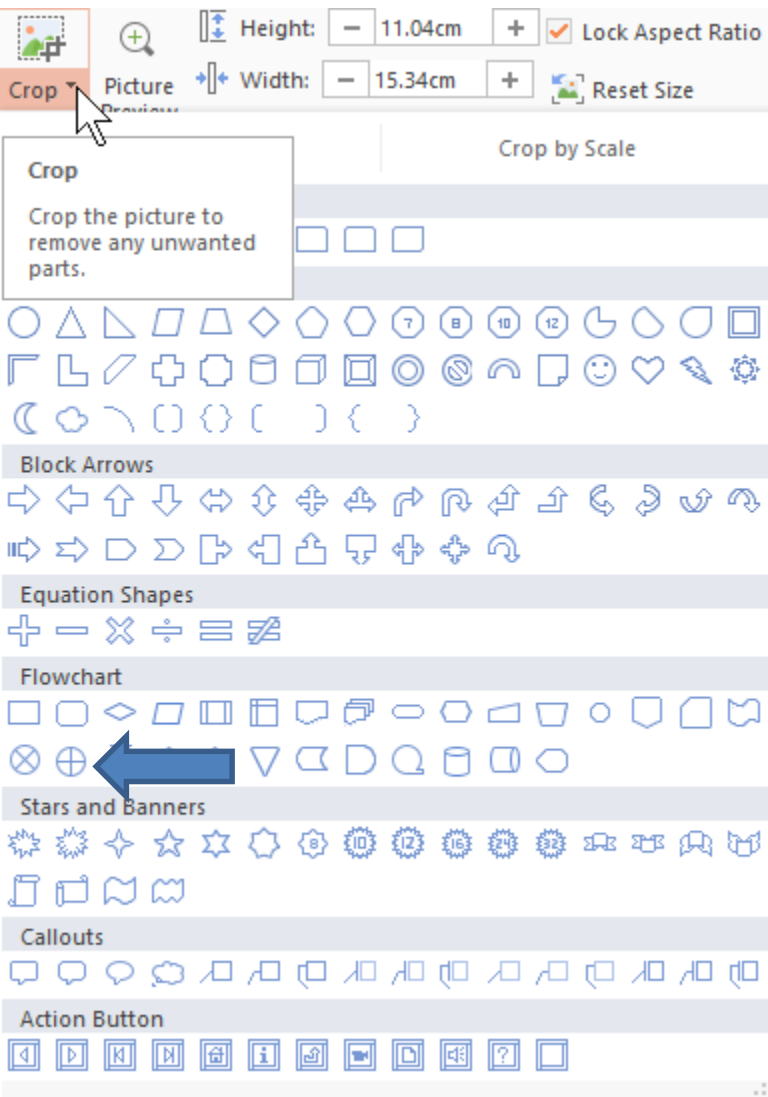


You see the difference. You can also click on Undo to go back to the original. I zoomed in so you see it.

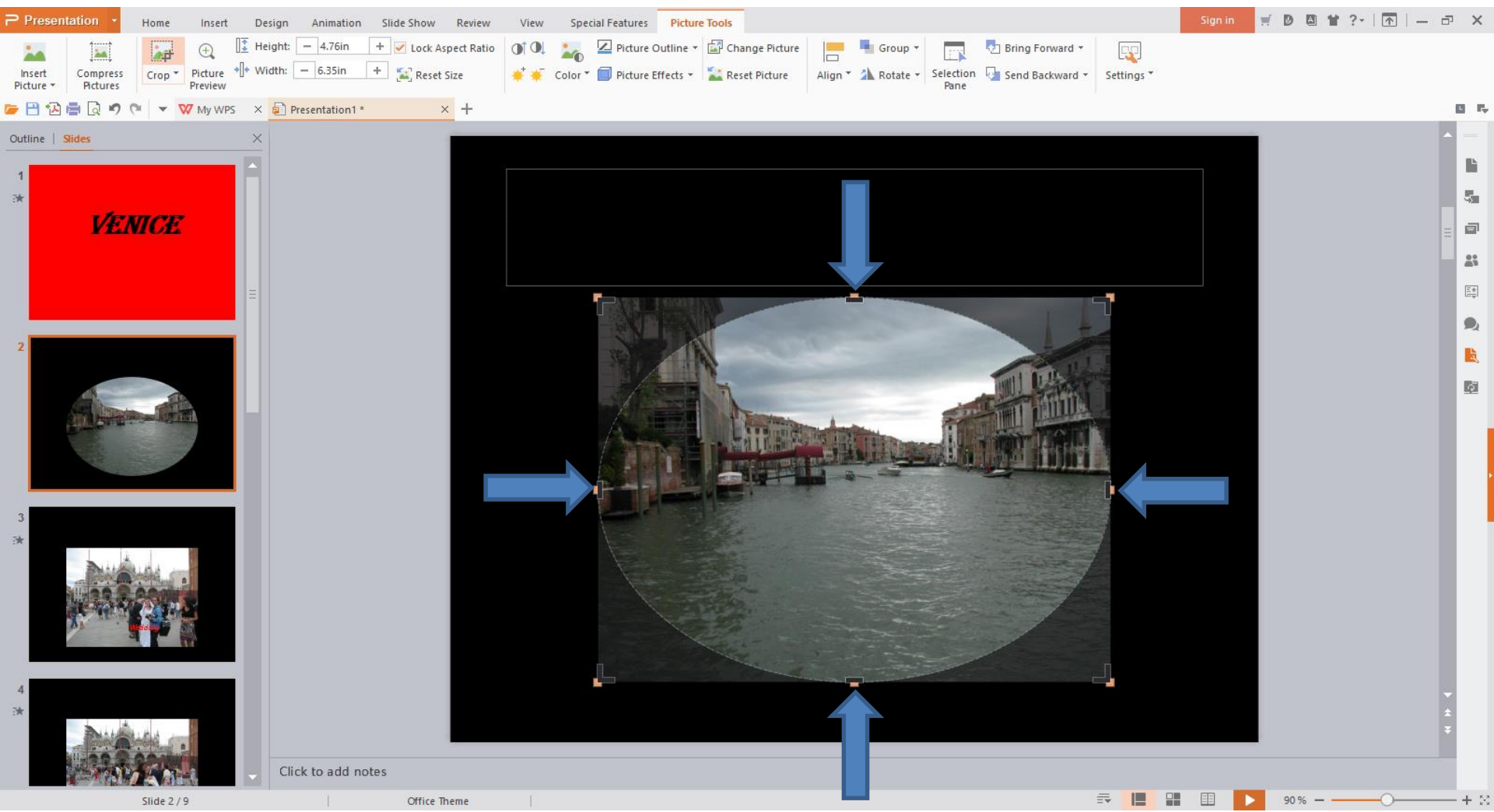
Sometimes you have to click two or more times. The one on the right is Redo. Next is the other options.



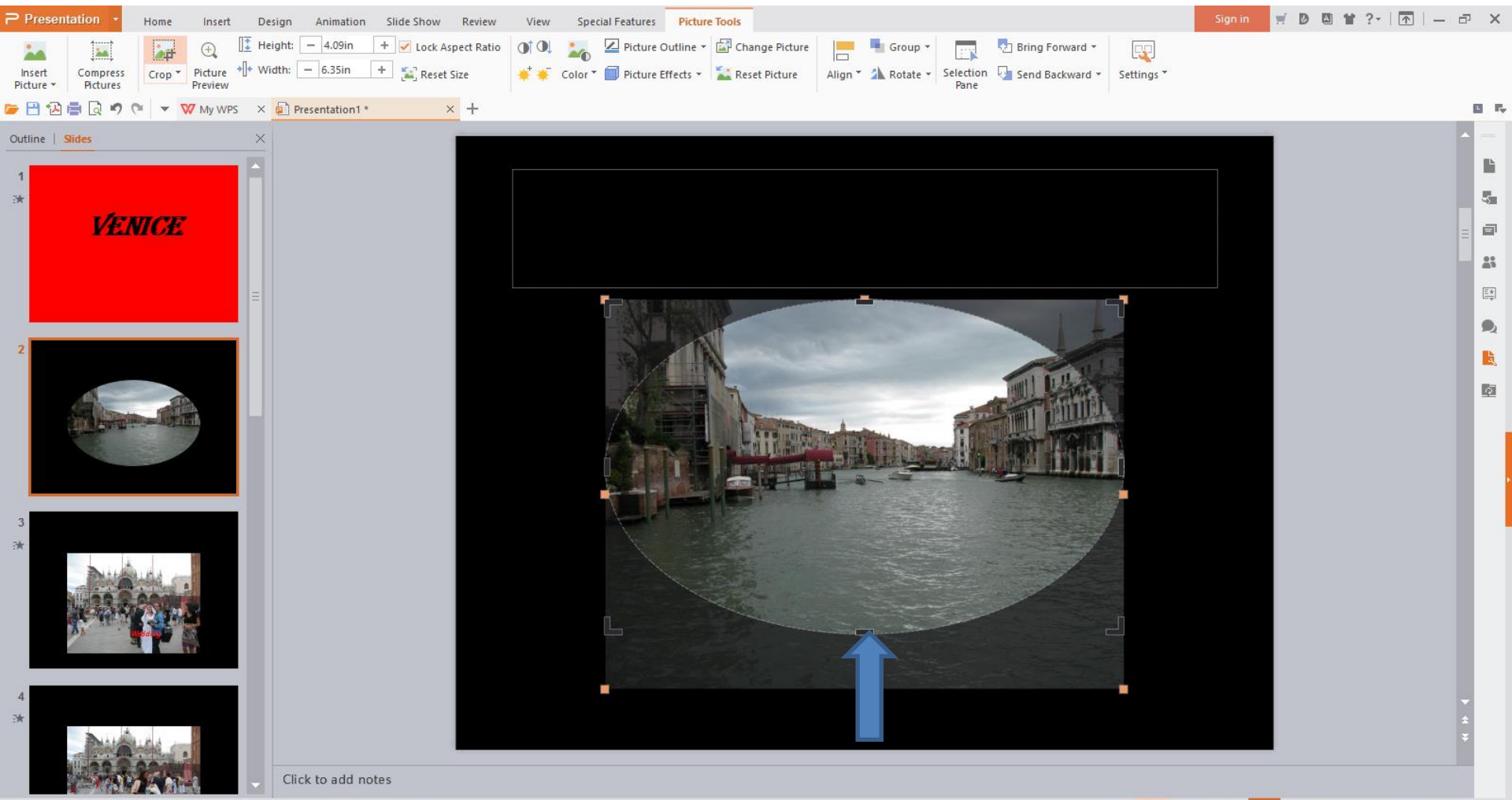
- **Note – I decided to do Undo.**
- **You click on the Picture again to see the Picture Tools again.**
- **When you click on the drop down on the lower right of Crop, you a list of lots of options to Crop.**
- **Next is a sample of clicking on this one.**
- **You can always Undo and try another one.**



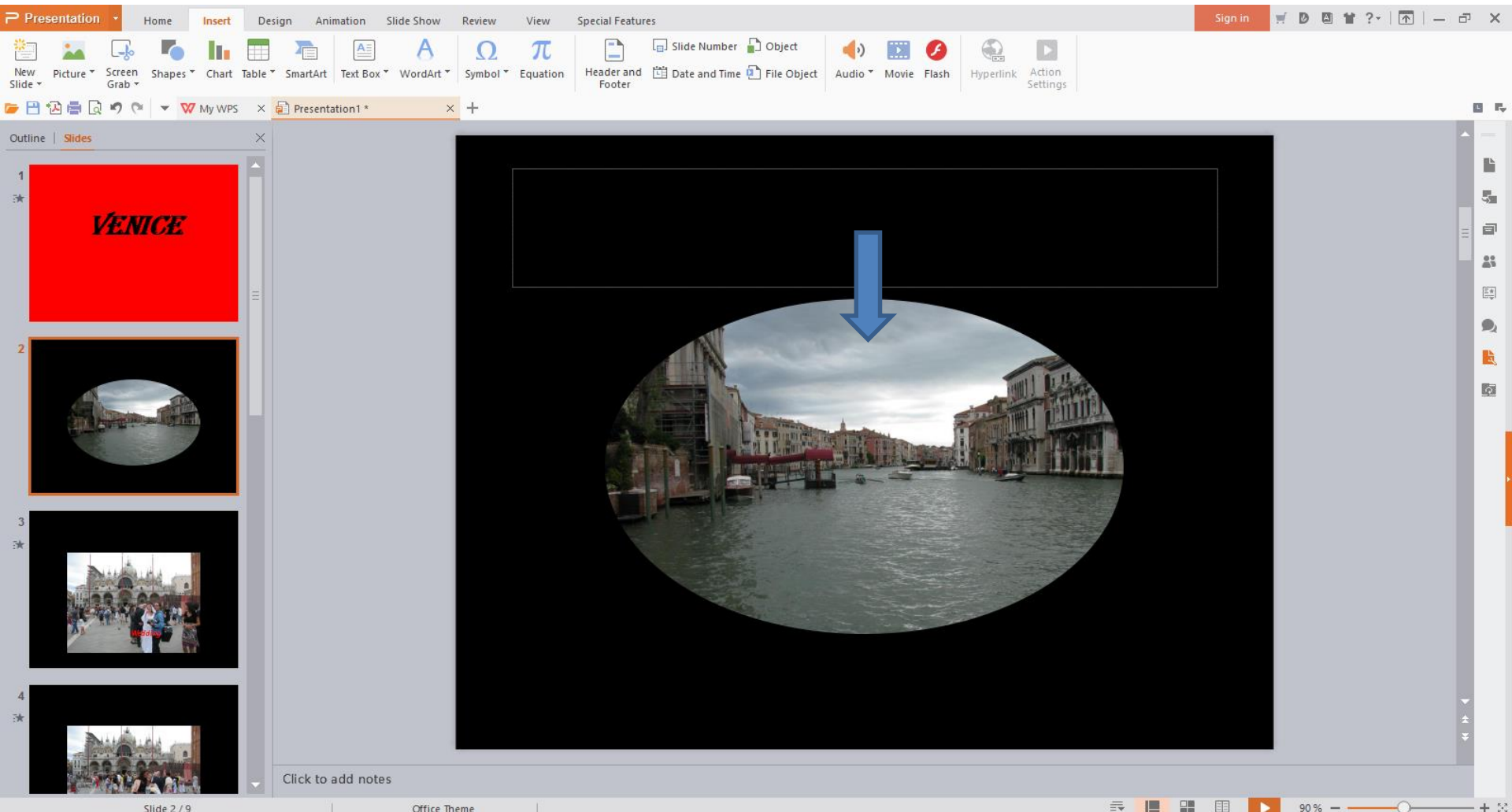
- Here is a sample and you see four different icons and you can drag any of them. Next is a sample of dragging two of them.



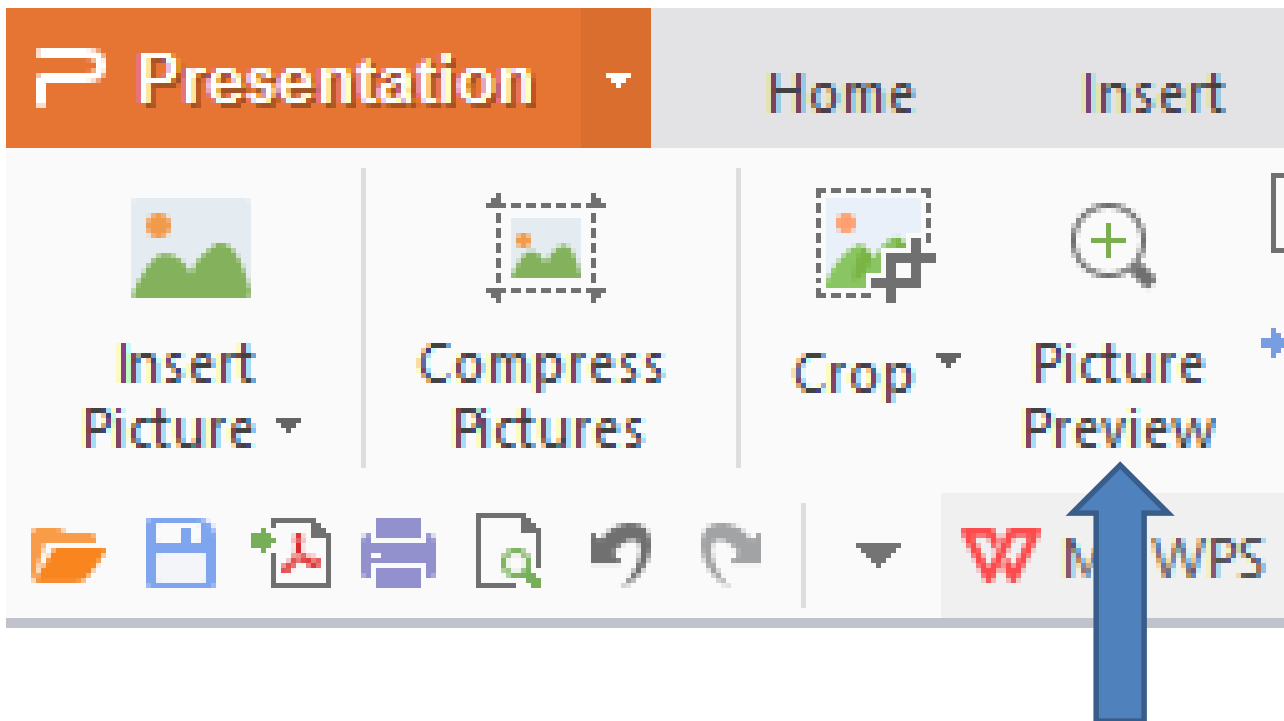
- Here is a sample of dragging one of them. As I mentioned before, you click outside the photo it crops it, which is next.



- When you click outside the photo, you see it cropped . Next is Picture Preview. You have to click on the Picture again to go to Picture Tools.



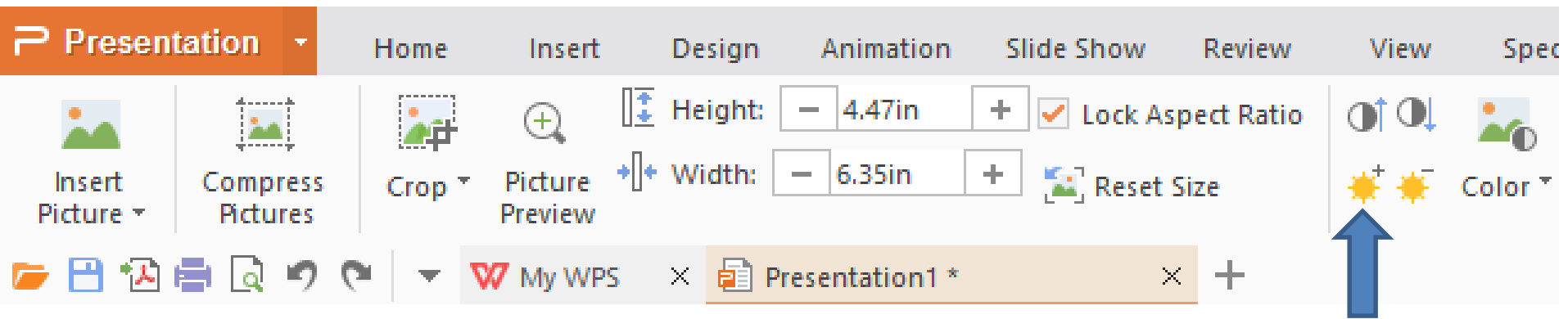
- When you click on the Picture again to go back to the Picture Tools, you see Picture Preview next to Crop. Next is a sample of clicking on it.



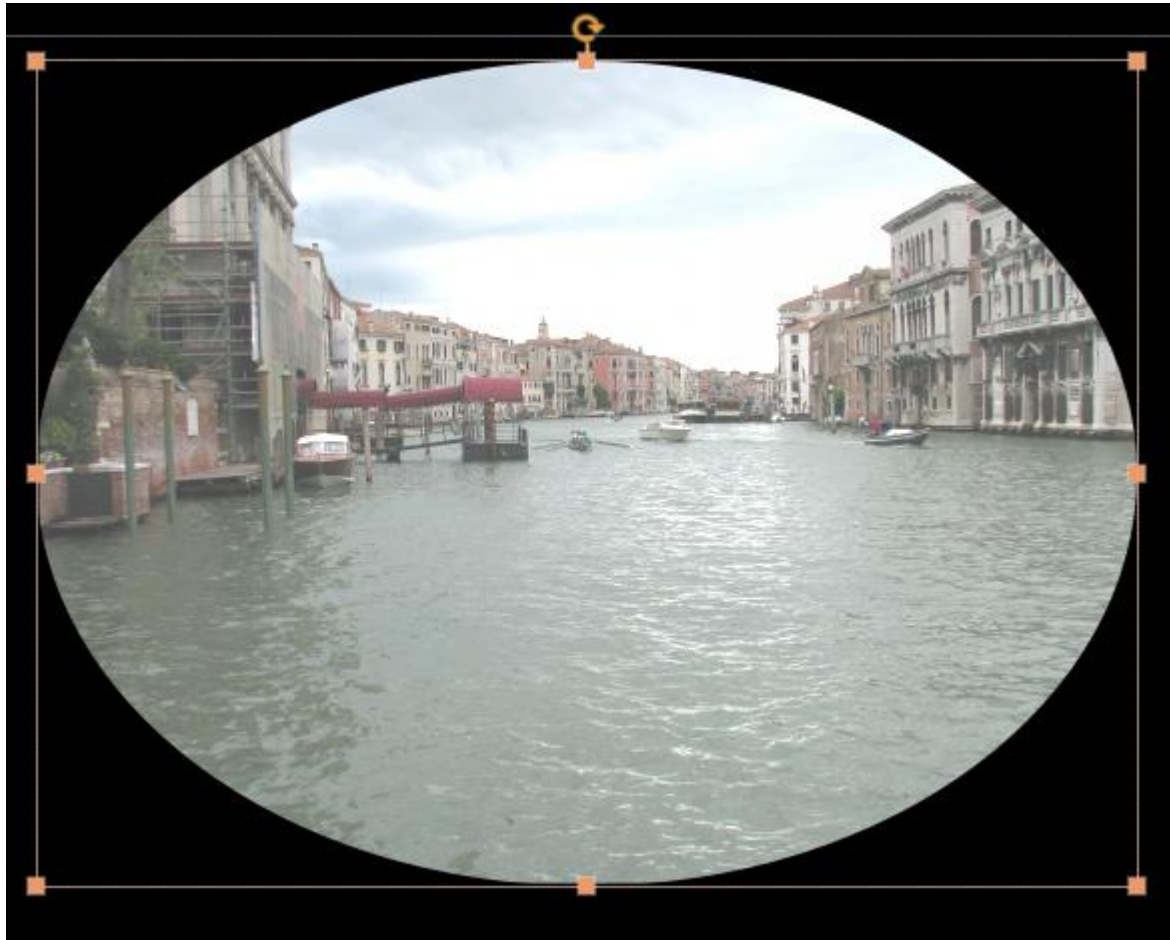
- When you click on Picture Preview, the Photo is almost a full screen. You click outside of it to not see it. Next is to change the color of the Photo.



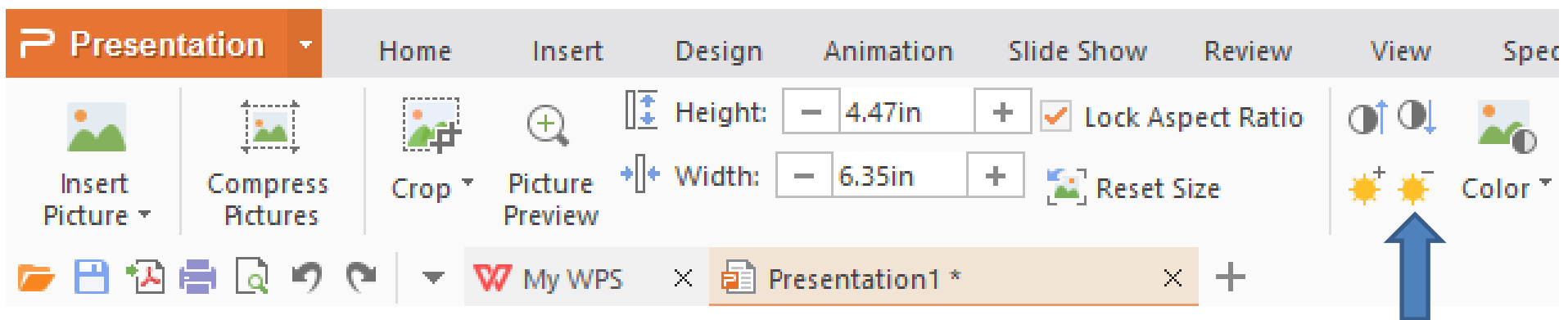
- You have options to change the color of the Photo.
- If you click on the one on the left, it starts to make the Photo brighter. You can click on it multiple times. Next is a sample of clicking it 5 times.



- Here is a sample of clicking it 5 times. I then did Undo 5 times to put it back to the original. Next is the second option to make it darker.



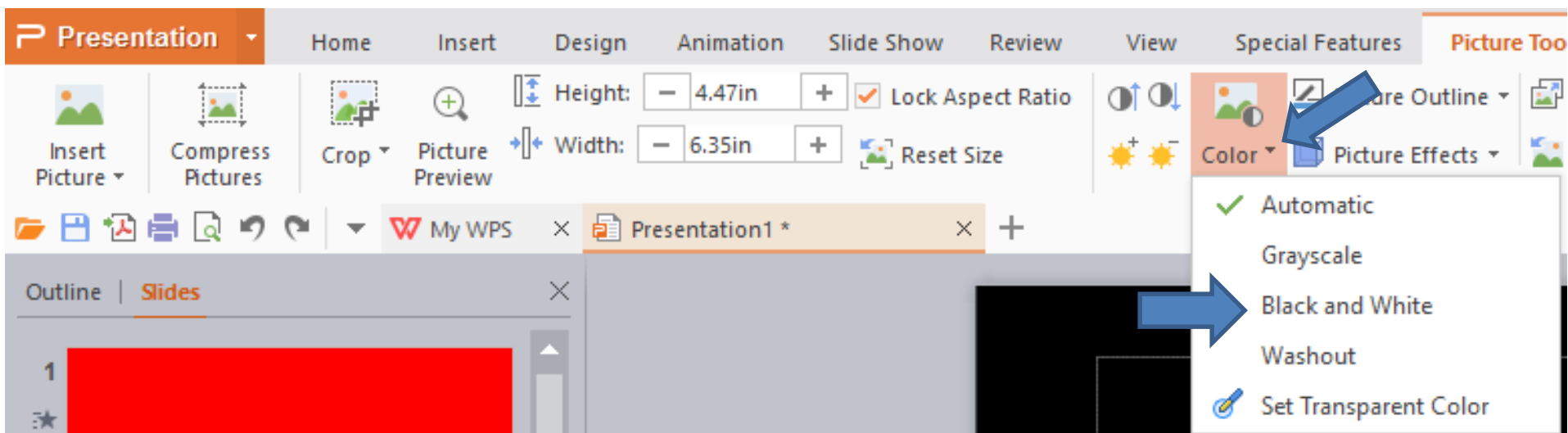
- If you click on the second one, it starts to make the Photo darker. You can click on it multiple times. Next is a sample of clicking it 5 times after I did the Undo on the other one.



- Here is a sample of clicking it 5 times. I then did Undo 5 times to put it back to the original. Next is the third option.



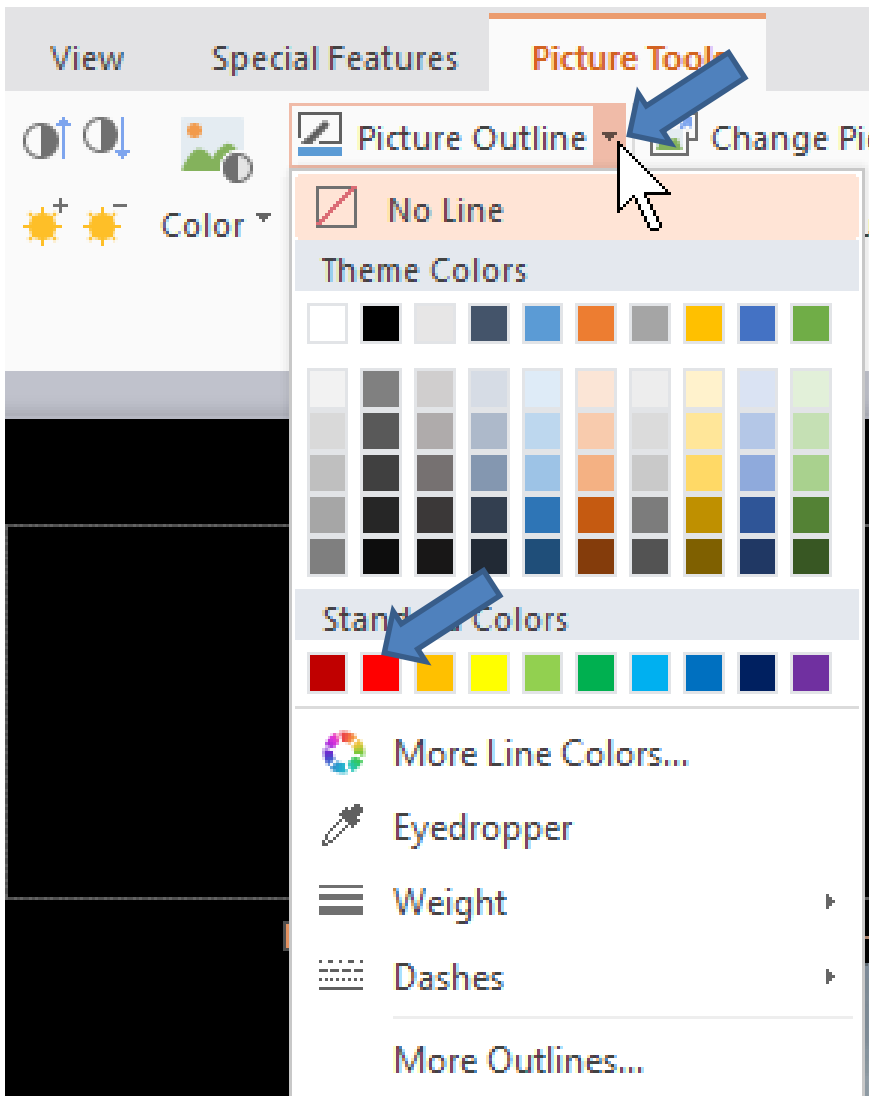
- When you click on the drop down at the bottom right of Color, you see a list of options. The default is Automatic.
- Next is a sample of clicking on Black and White.



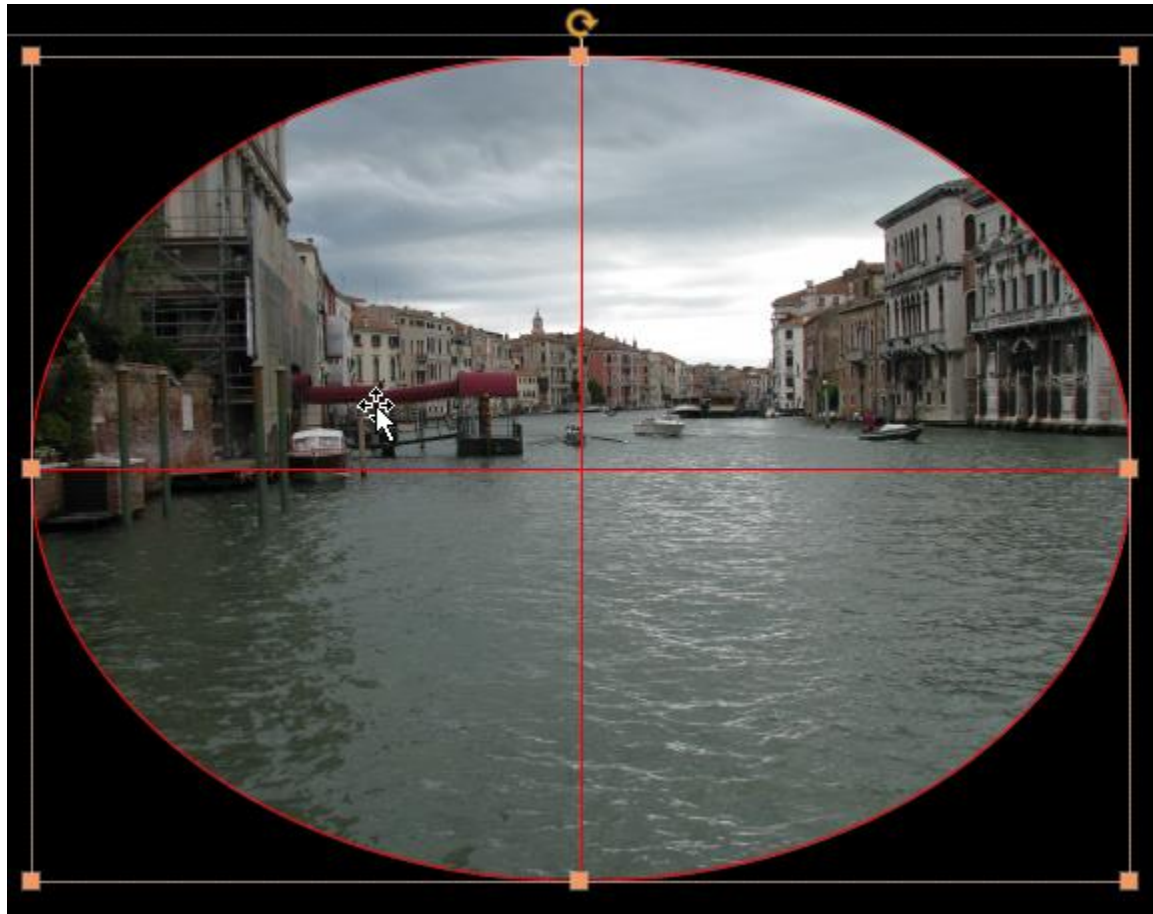
- Here is a sample of clicking on Black and White. As I mentioned before, you can Undo, which I did.
- Next is Picture Outline.



- When you click on the drop down on the right of Picture Outline, it shows a list of options. Next is a sample when you click on Red.



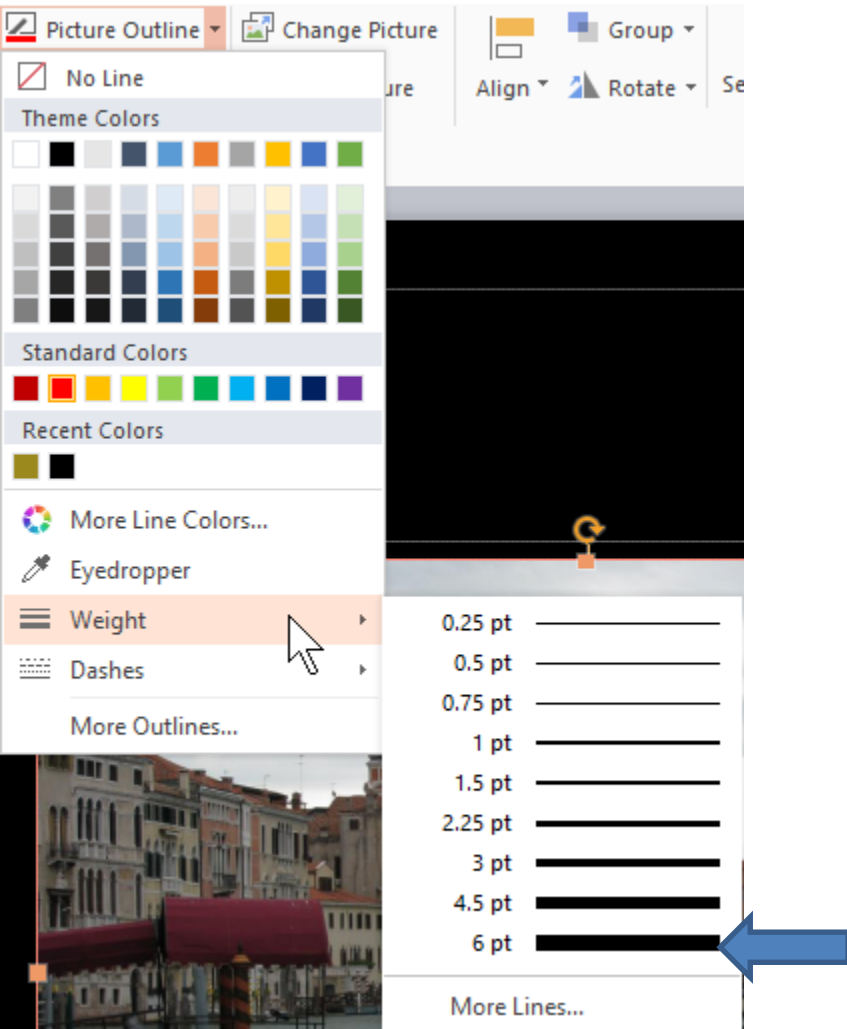
- **When you click on Red, it shows a Red Frame and two lines. The reason for the two lines, because I did a special Crop. Next is a sample without a special Crop on a different Photo.**



- You don't see the two lines.
- Next is to change the size of the Frame.

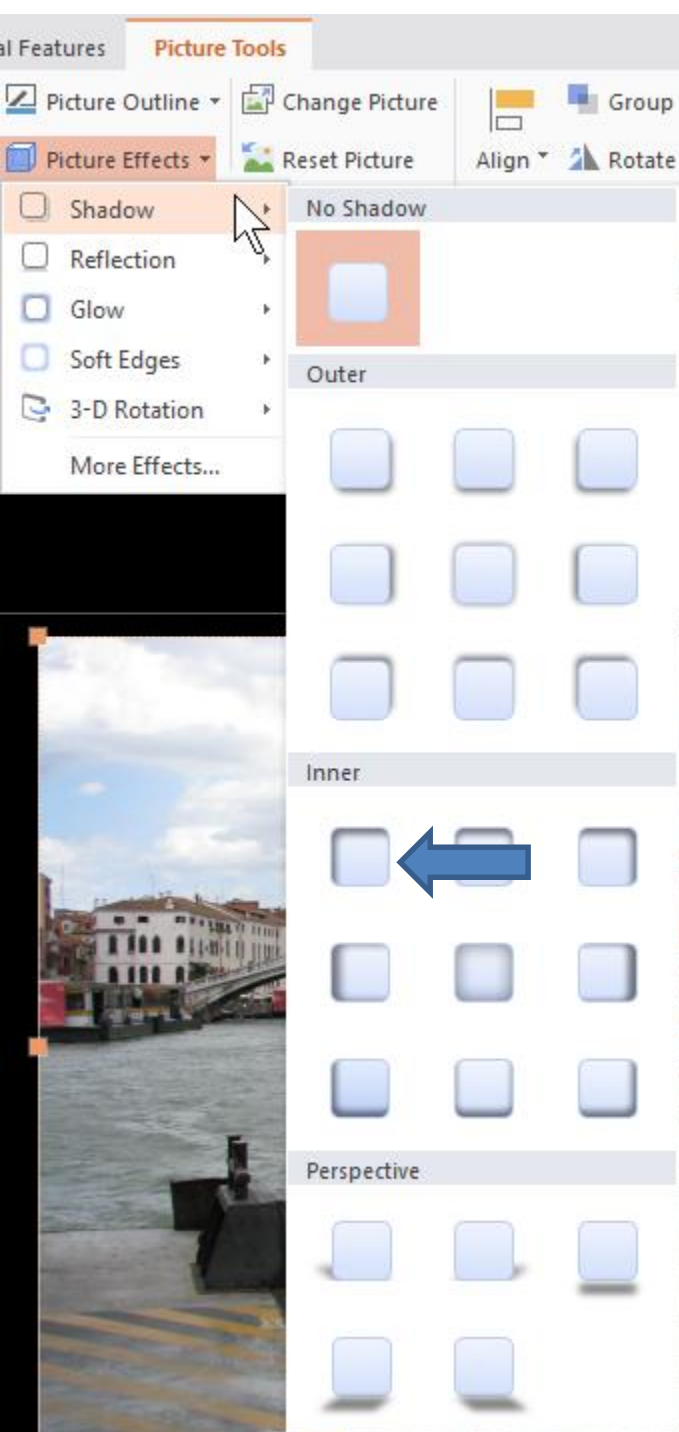


- When you hover over Weight, you see a list of size.
- Next is a sample of clicking on the 6 pt one.



- You see the size of the Frame larger.
- Next is Picture Effects.



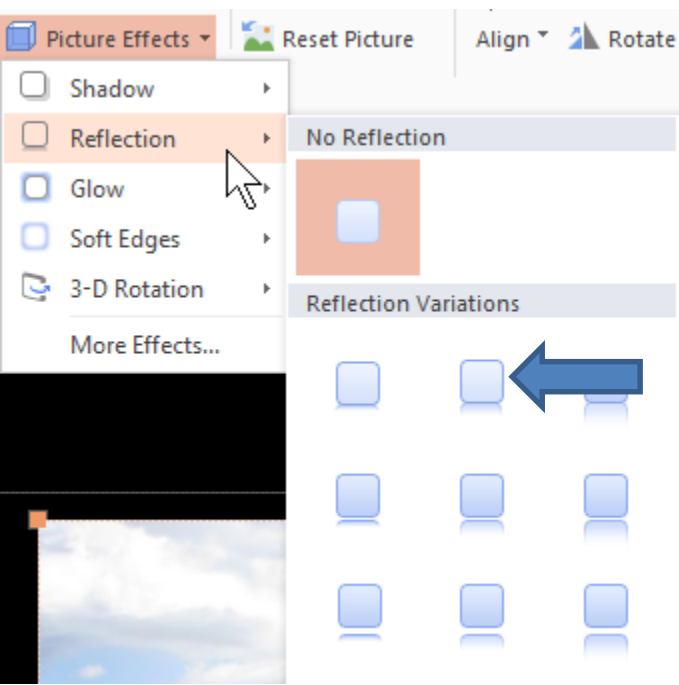


- You first click on a Photo you want to test Picture Effects.
- Then click on Picture Effects and you see a list. Hover over Shadow and you see options.
- Click on one, like this one and it shows a little Shadow, like a Frame.
- Next is a sample.

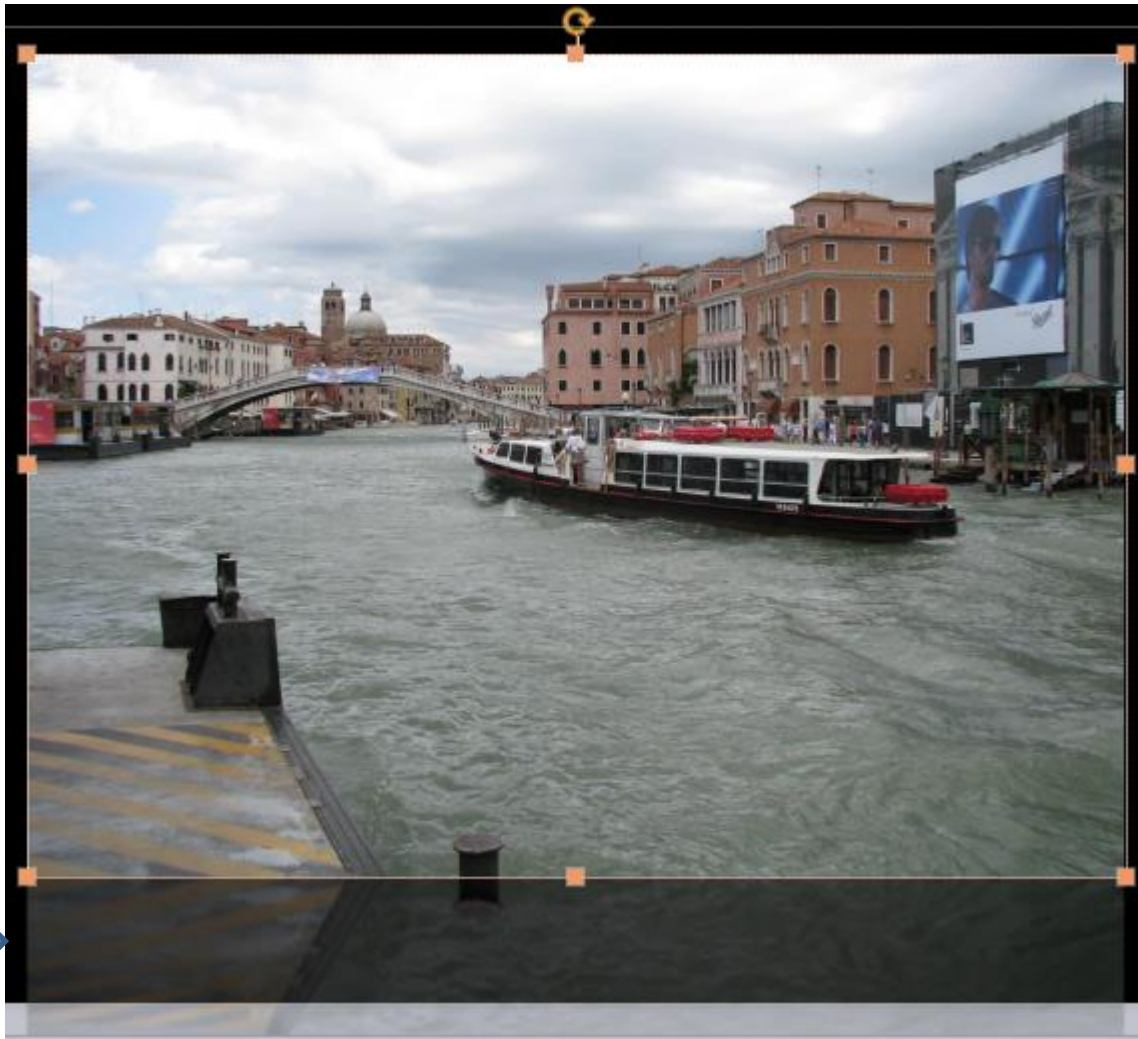
- You see just a Shadow Frame. You can always do Undo, which I did.
- Next is Reflection.



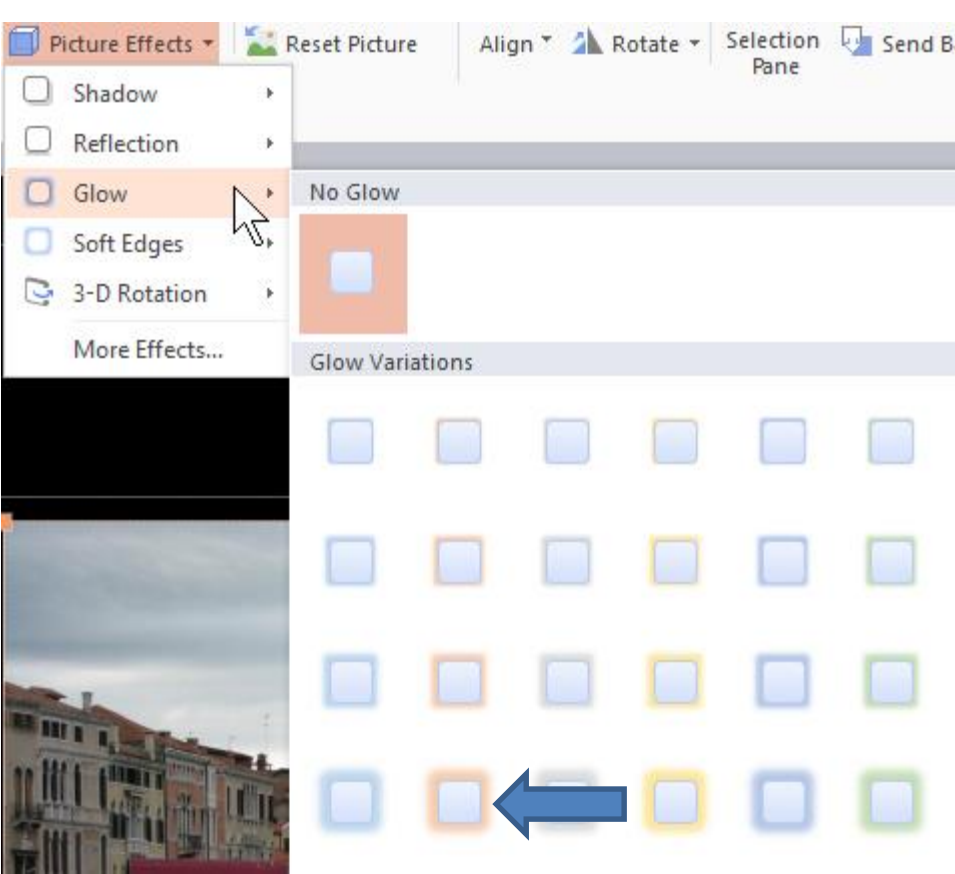
- **When you hover over Reflection, you see a list.**
- **When you click on one, you see the change on the bottom, that I don't like. All of them on the list does it similar.**
- **Next is a sample.**



- Here is a sample and you see extension at the bottom. I did Undo again.
- Next is Glow.



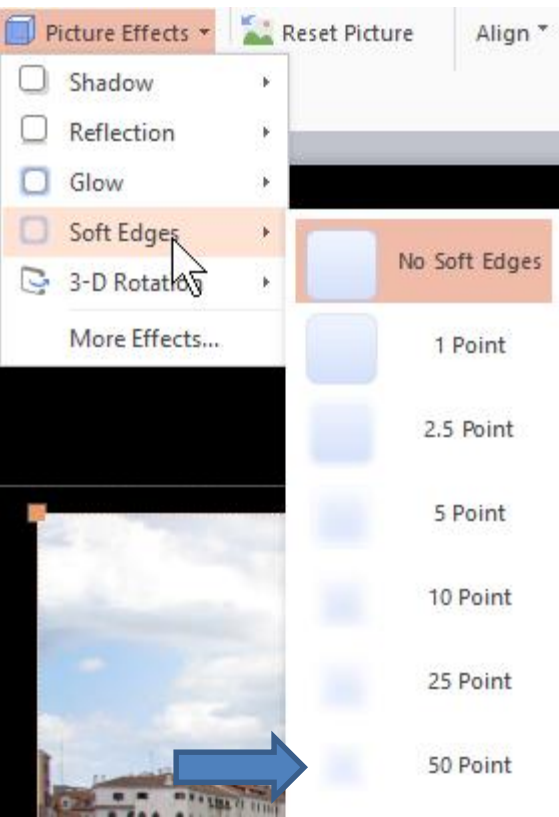
- **When you hover over Glow and you see a list. When you click on one, it adds a Frame, which is not bad.**
- **Next is a sample.**



- You see the Frame with color. Note – I did it on another Photo.
- Next is Soft Edges.

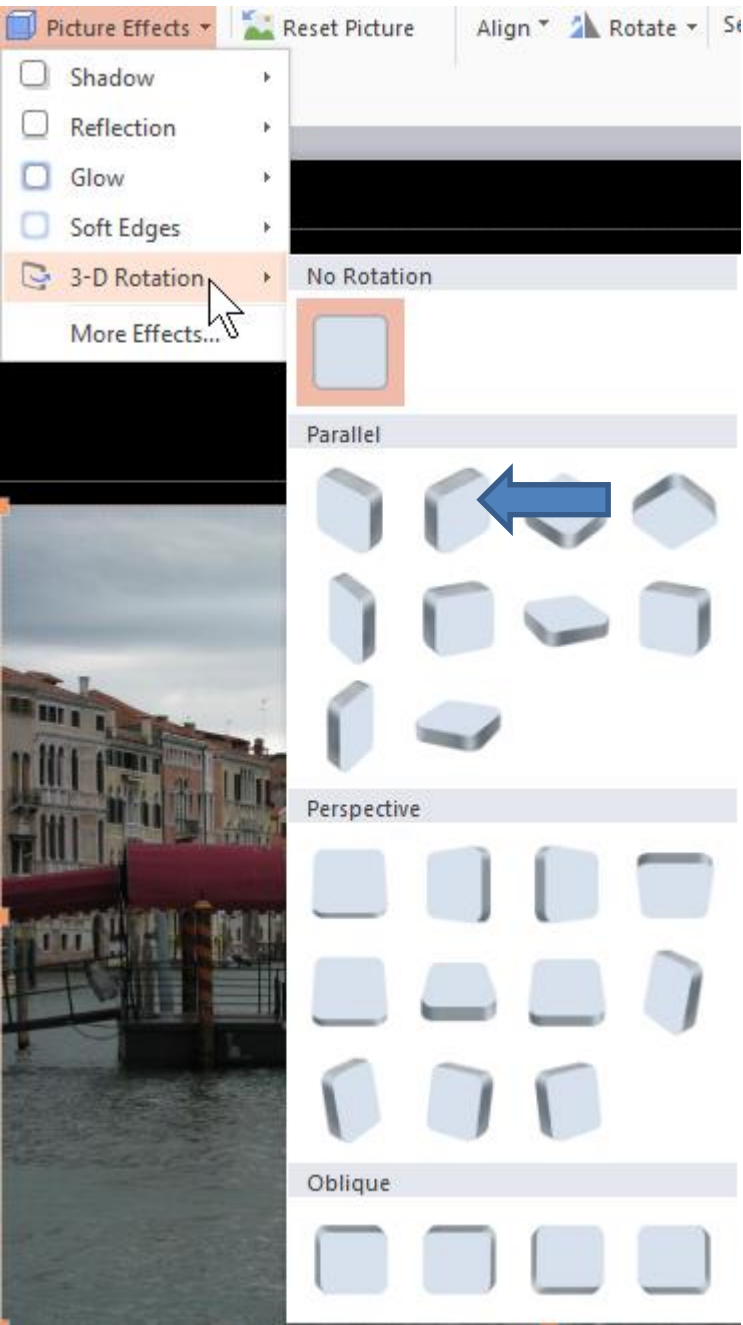


- **When you hover over Soft Edges, you see a list. When you click on one it makes it smaller.**
- **Next is a sample of clicking on 50 Point.**



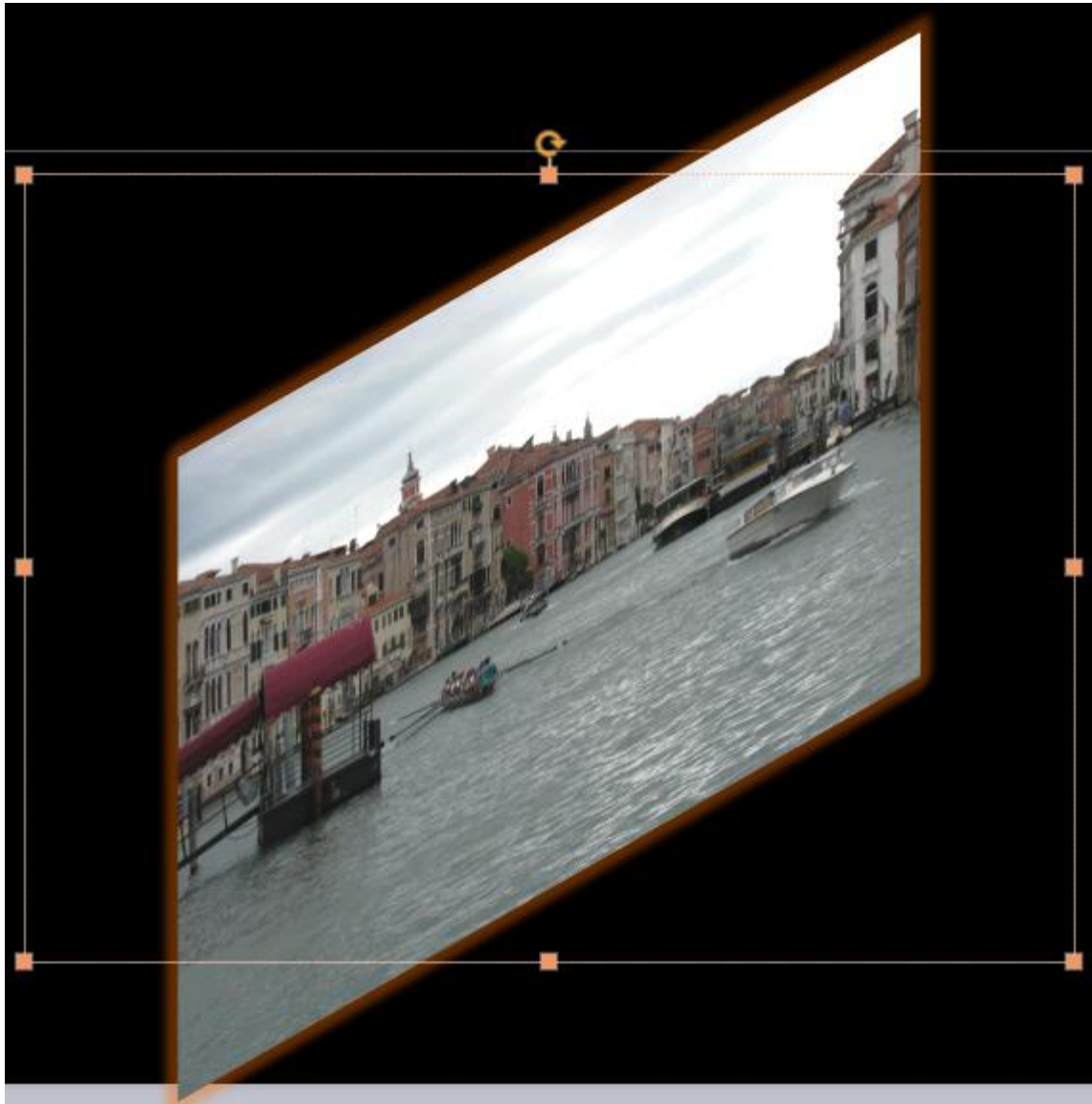
- You see it smaller and I like it with another photo.
- Next is 3-D Rotation.



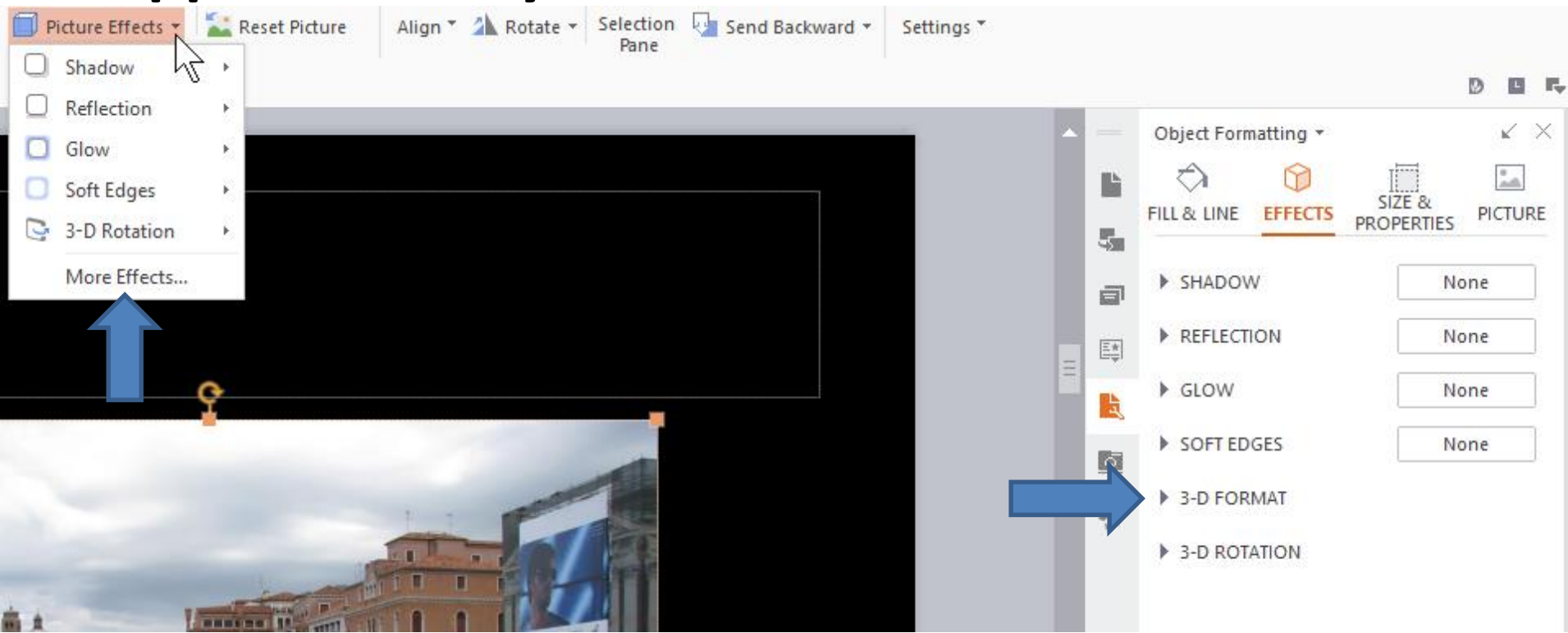


- When you hover over 3-D Rotation, you see a lot of options to Rotate.
- Next is a sample of clicking on this one.

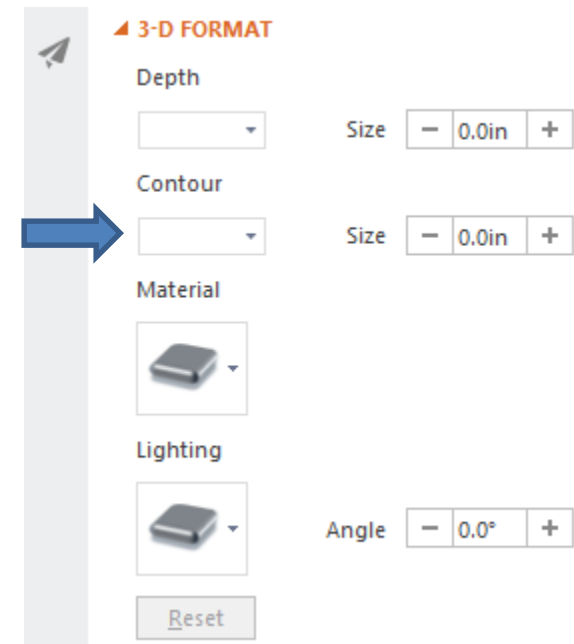
- You see it Rotated.
- Next is More Effects under the Picture Effects.



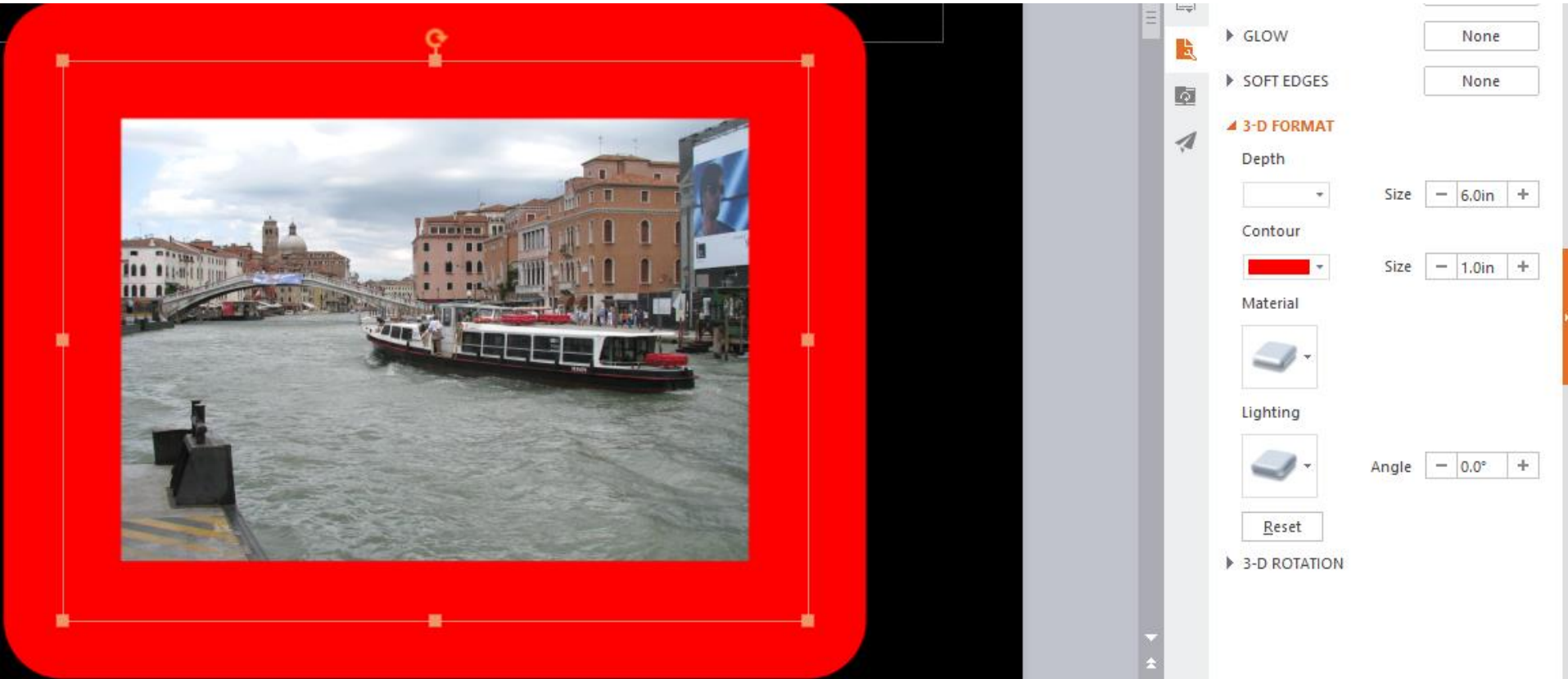
• When you click More Effects under the Picture Effects, a new page opens on the right and you see one more option, called 3-d Format. Next is what happens when you click on it.



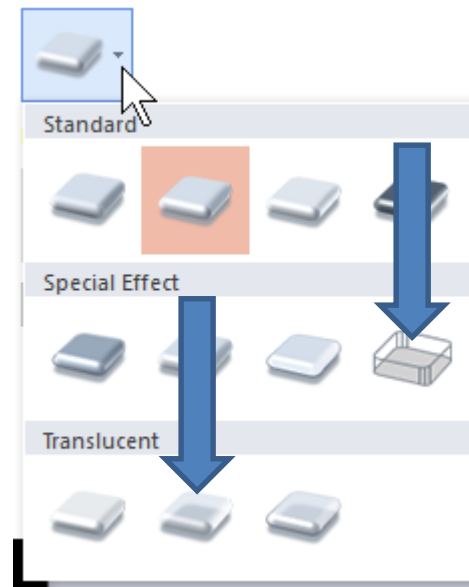
- When you click on it, you see a list of options of Depth (color) & Size, Contour (color) & Size, Material and Lighting & Angle.
- I tried Depth and for some reason it didn't work.
- I tried Contour and it worked. Next is a sample of it.



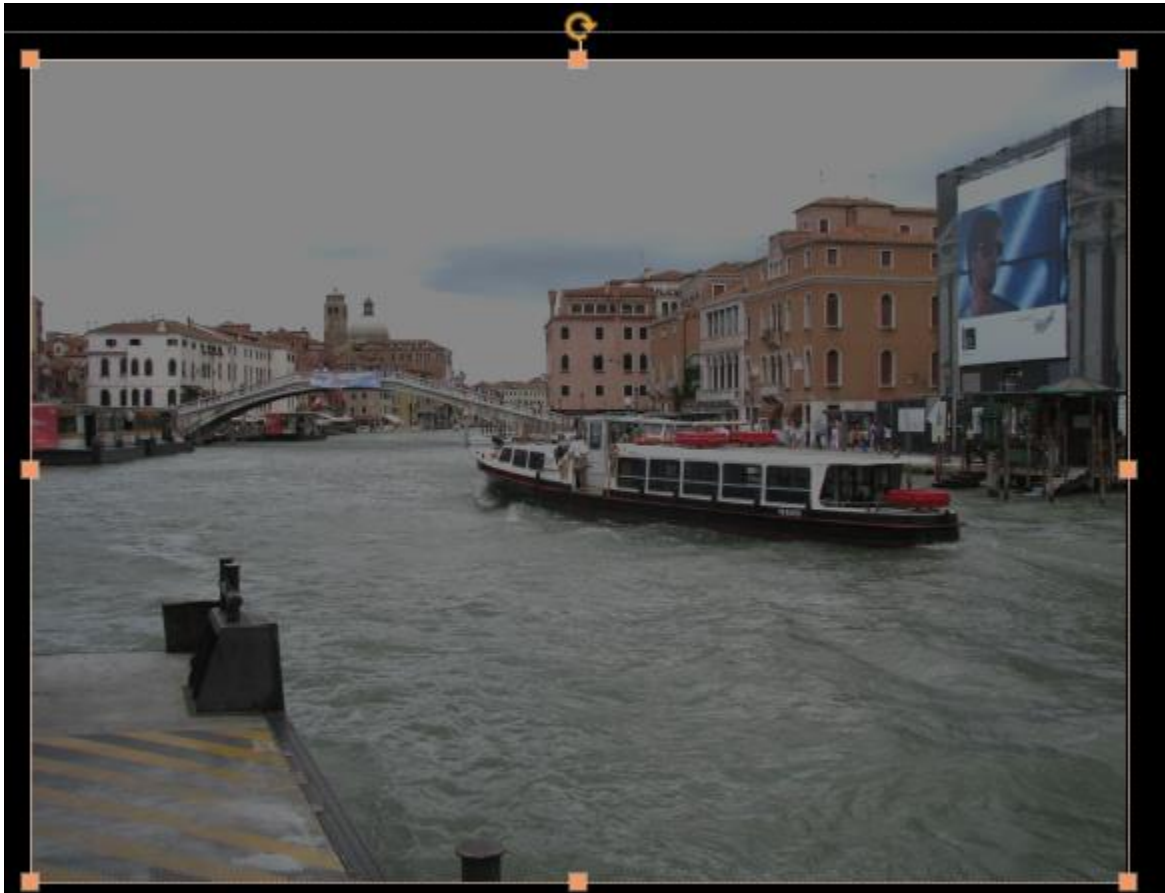
- I changed the color of Contour and it changes the size to 1. It also changed the size of the Photo.
- I tried Undo and it did not work, so I had to change the size of 1 to 0. Next is Material.



- When you click on Material, you see a list. When you click on one, it makes a change very little in the Standard. It is also little in Special Effect except one of them doesn't show the Photo. In Translucent it changes much more.
- Next is a sample of clicking on one it Translucent.



- Below is a sample. Once complete, you can click on X in the upper right to close the window. Next is other rotate.



Object Formatting ▾

FILL & LINE EFFECTS SIZE & PROPERTIES PICTURES

SHADOW None

REFLECTION None

GLOW None

SOFT EDGES None

3-D FORMAT

Depth [Dropdown] Size - 0.0in +

Contour [Dropdown] Size - 0.0in +

Material [Material Icon]

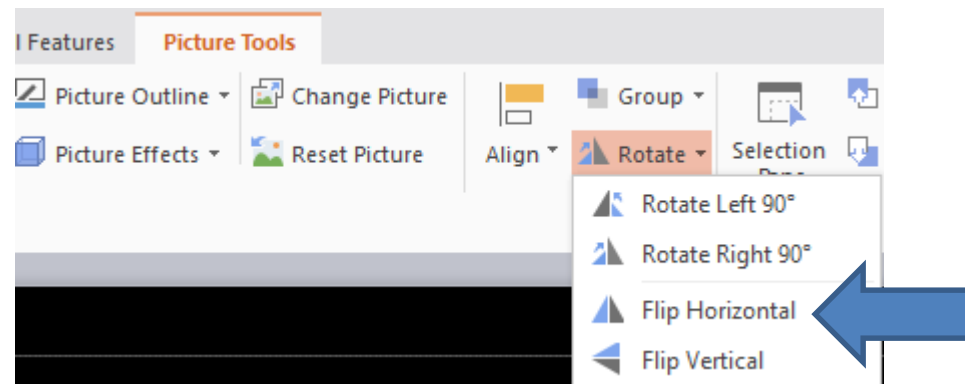
Lighting [Material Icon] Angle - 0.0° +

Reset

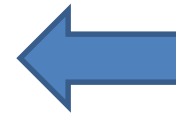
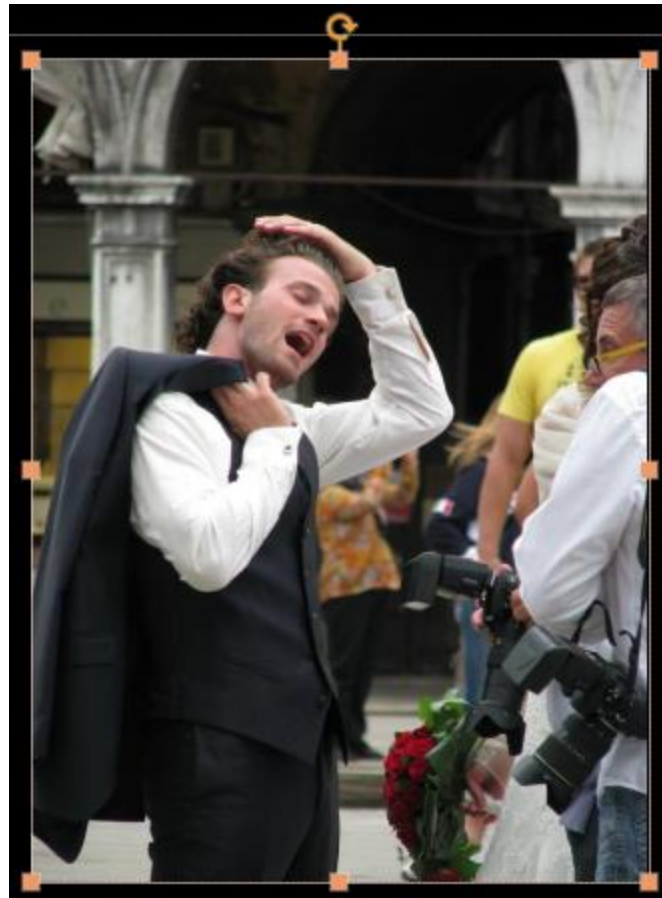
3-D ROTATION

A blue arrow points to the close button (X) in the top right corner of the Object Formatting window.

- **When you click Rotate, you see a list of options to Rotate.**
- **Next is the original Photo and after that what happens when you click on Flip Horizontal that I like.**



- Here is the original Photo and next is what happens when you click on Flip Horizontal.



- Here is what happens when you click on Flip Horizontal.
- This is the End of Step 4.

