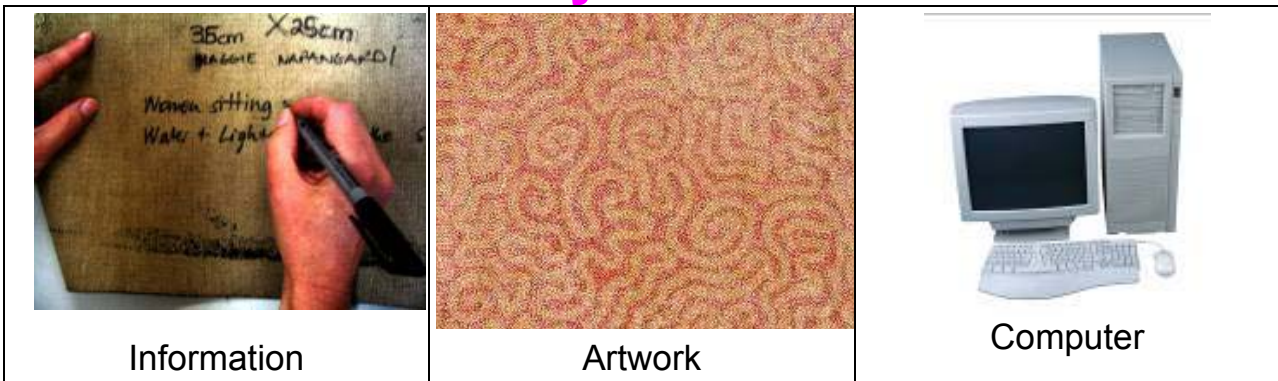


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**Cataloguing: Edit a digital photo on the computer.** This task will help you Edit a digital photo on a computer using File Maker Pro.

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## EQUIPMENT: What you will need



## SAFETY: How to stay safe

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Make sure you have your desk and chair at the correct height for your comfort.  
Keep your feet firmly on the floor.  
Do not place any drinks or food near any computer equipment or power plugs .

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## GLOSSARY: Words you need to understand

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<b>Frame</b>	The way that you choose to display an image. It is where you place the object or where you make the edges of the image.
<b>Save</b>	You keep a file, document or photo on the computer, stored in a folder, for example the "Images to Edit" folder.
<b>Insert</b>	Means copy a photo into a space on your document. For example, insert the photo of a painting into the certificate of authenticity.

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<b>Tool bar</b>	is the row of icons and words at the top of your 'page' on the computer.
<b>Edit</b>	to change the look of a picture. The word edit is on the toolbar on your window.
<b>Crop</b>	to cut away a part of a picture. It is an icon on your tool bar.
<b>Rotate</b>	is to turn around.
<b>Save as</b>	is in the list under File on your computer screen. It lets you put your file or photo safely away where you choose to keep it.
<b>Catalogue number or code</b>	is what your art centre gives each artist's artwork. This is the number that is written on the artwork, and is put in the computer, with a photo of the artwork.
<b>Window</b>	is the 'page' which opens up on the computer.

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## Edit a photo on the computer

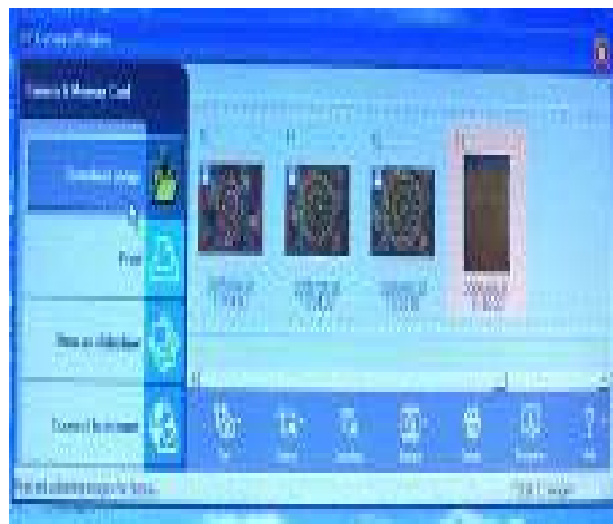
### Select file

On the computer, find the folder where your photograph is stored.

This folder might be called : **Images to edit** or it might be named by the date of the photos taken: **20-07-06**.

Select the photo you want, and open it by double clicking on the image.

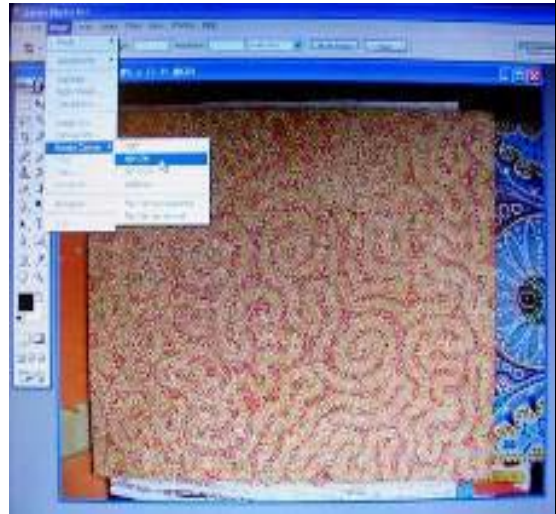
The photo editing software should open automatically showing the photo you chose.



### Rotate in needed

The photo might look as though it is around the wrong way – maybe sideways.

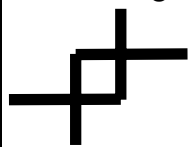
To turn it around on the computer select the **rotate** tool and choose how far to turn the photo.



### Crop

You might need to trim the edges of the picture before you create the catalogue. This is called **crop**.

Choose crop from the tool bar. It looks something like this:



Stretch the crop tool over the image on the screen.

- Take the edges to where you want to make the photo the shape you want.
- Use the command **crop** and the image will reappear showing only the area of the image that you selected.

### Save image

Next, save the photo in the right place for cataloguing: Save As is in the list under File on the tool bar.

- You should save it with the Catalogue Number or code that your art centre uses.

**NGUR05PN1738.jpg**

- In this example first comes the art centre name, **NGUR**.
- Next, a number or code that the database is up to: **05PN1738**.
- The last part of the name must be a **.jpg**



You save it in the folder where the art centre catalogue images are all kept.

### Make a new record

This is the second part of making the catalogue record.

Open the computer program your art centre uses to catalogue artists work:

- Select **new record**.



### Insert photo

The computer opens a new window. This is where you put the picture of the art work and type in all the artist's details.

- Insert the picture of the art work
- Fill out all the fields which are important for your art centre records.



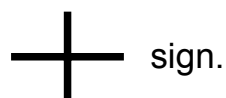
**Save the new record.**

## Tips: Using the Crop tool on the computer

**Select** the photo you will use from the file. Choose the icon on the computer screen that looks like this.



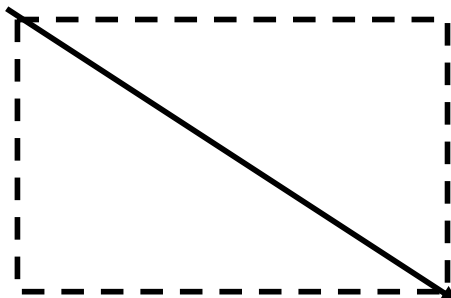
The cursor (the marker showing on the Computer screen) that you will use is like a PLUS



sign.

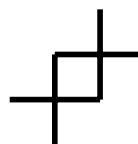
You can put the cursor on the top corner of the part you want to save in the picture.

Hold the left side of the mouse down and drag the mouse across the opposite bottom corner.



A square shape like the one here will appear around the part of the picture that you selected.

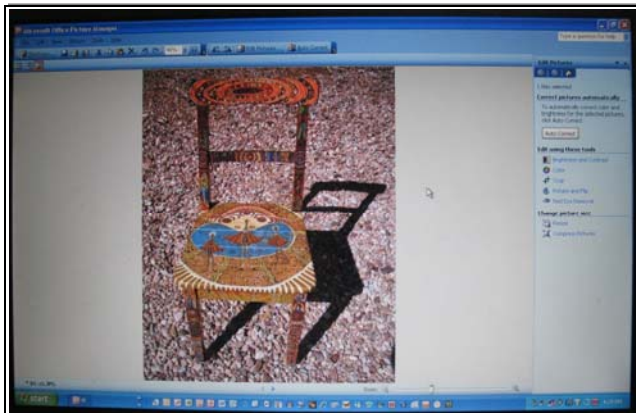
Next you choose the word **CROP** or icon.



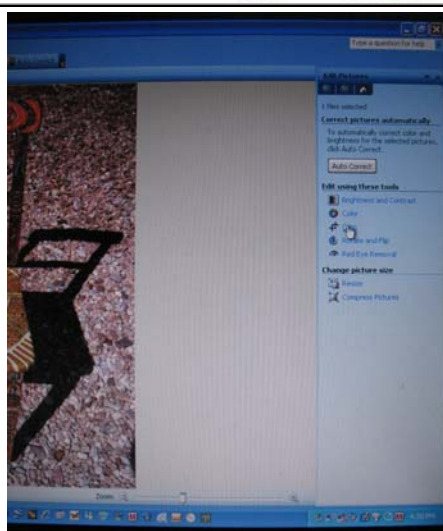
**Try using the crop tool to make the artwork look well positioned in the photo.**

# Sharing Art Centre Knowledge

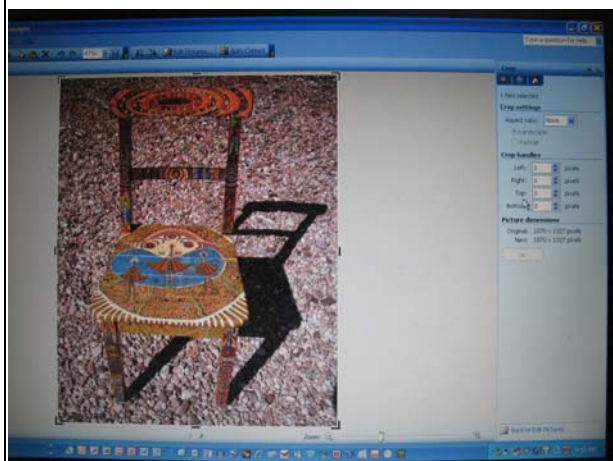
# OUR ART



This program is called Picture Manager. It has a button you select called 'edit pictures'.



From edit pictures you can select 'crop'.



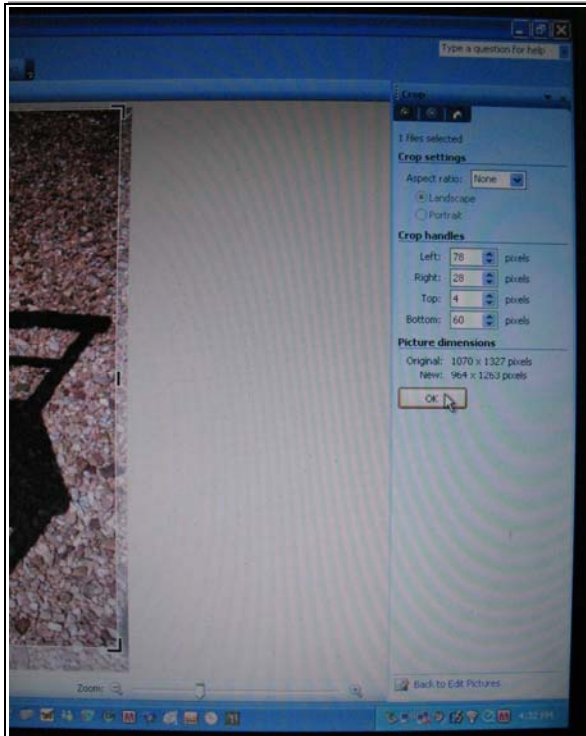
The crop tool shows up as short dark lines at the side, top and bottom of the picture.



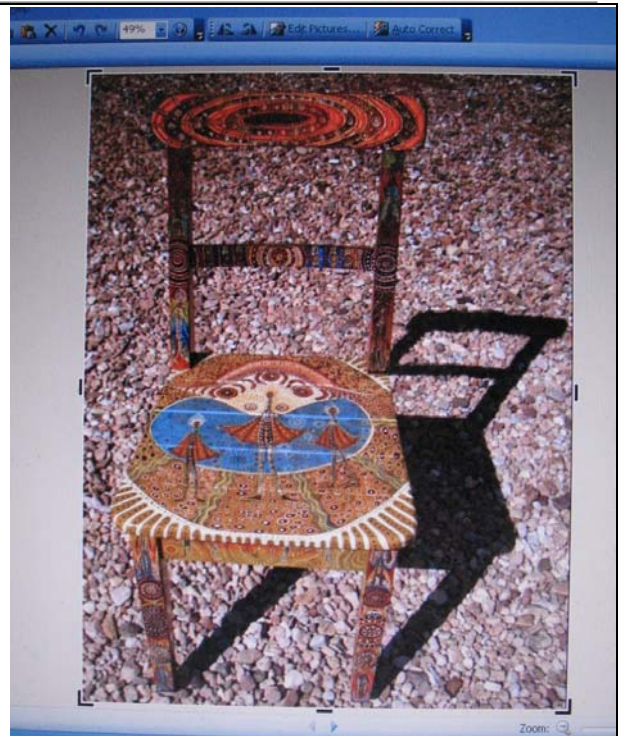
You can move the 'crop' marks on the picture to screen off the area you want to remove.

# Sharing Art Centre Knowledge

# OUR ART



When you have chosen what you will remove, select OK from the tools at the side of the picture on your screen.



The finished picture is shown here, after the edges are removed by the crop tool.