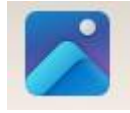


How to use 'photos' on windows

This document is in place to illustrate how to use 'photos' as an interim measure whilst the built-in cropping tool within Drupal is being fixed.



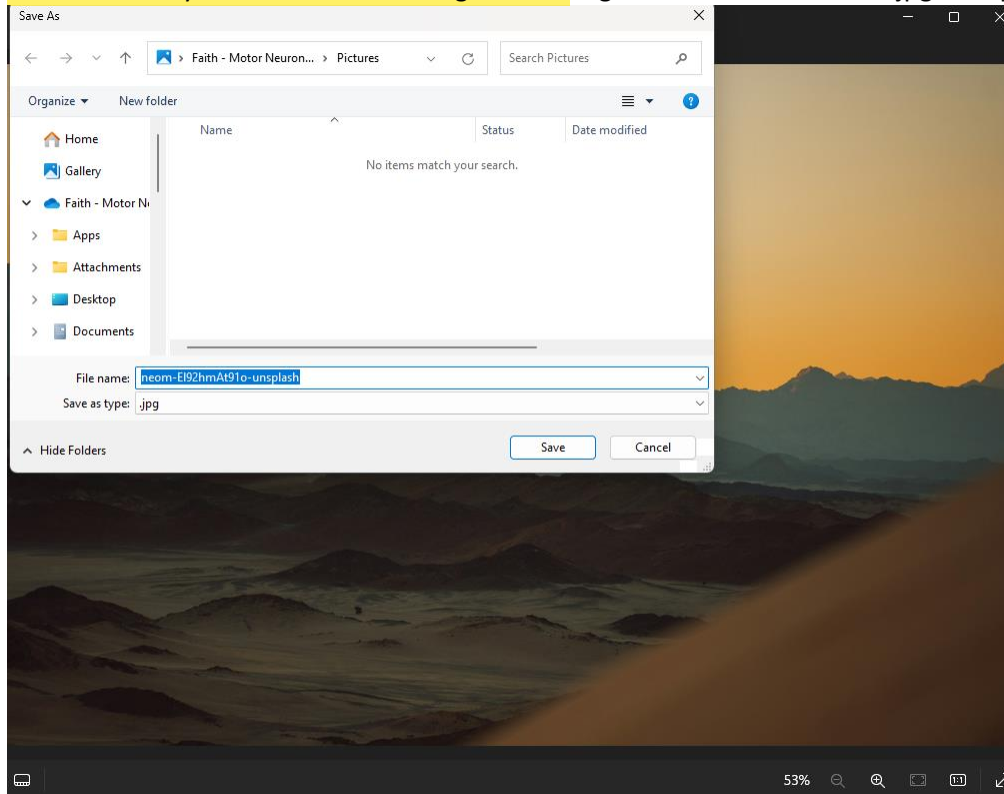
Here is what the photo's app logo looks like:

On your surface pro, when you double click the image, you want to edit, it will automatically open it within the photos app. This allows you to use different editing tools. The main ones you will need are:

- Save as
- Resize image
- Delete
- Rotate
- Crop
- Mark Up

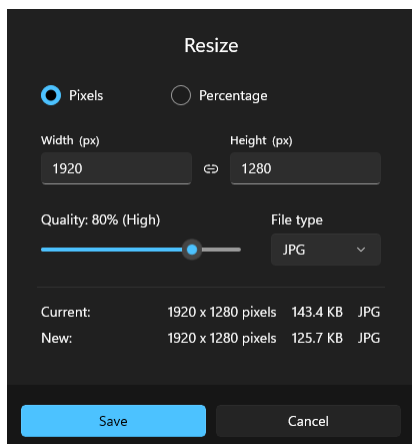
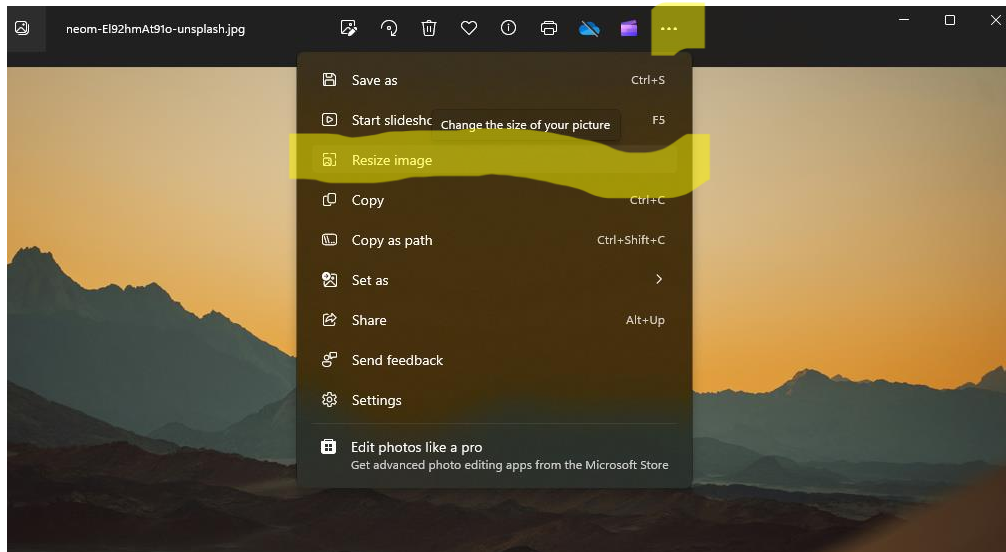
Save as

Save as allows you to rename the image and change the format i.e from a .jpg to a .png



Resize Image

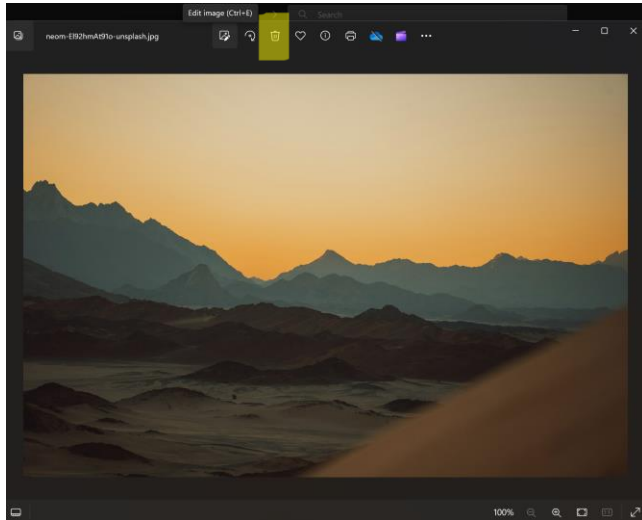
To resize an image, you first need to click the 3 dots on the right, then 'resize image' which will show a modal allowing you to alter the sizes.



If you need to reduce the file size further, you can use the 'quality' section to reduce this. The 'new' section below will show you what the new size of the image is. Anything that is 1000KB (1MB) or less is suitable for the website.

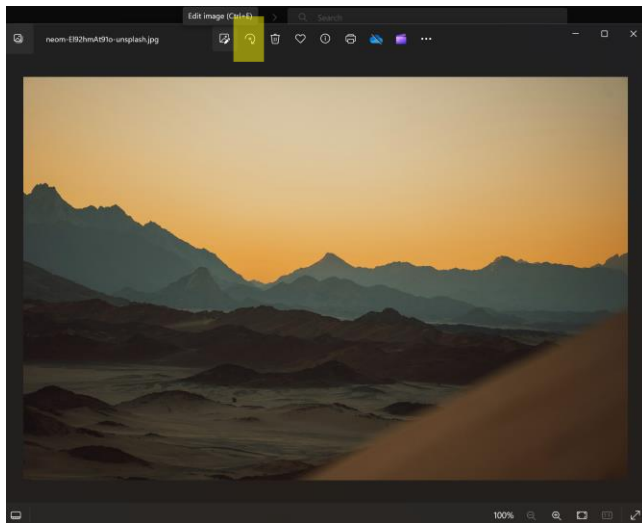
Delete

You can delete the changes and image by clicking the trash bin.



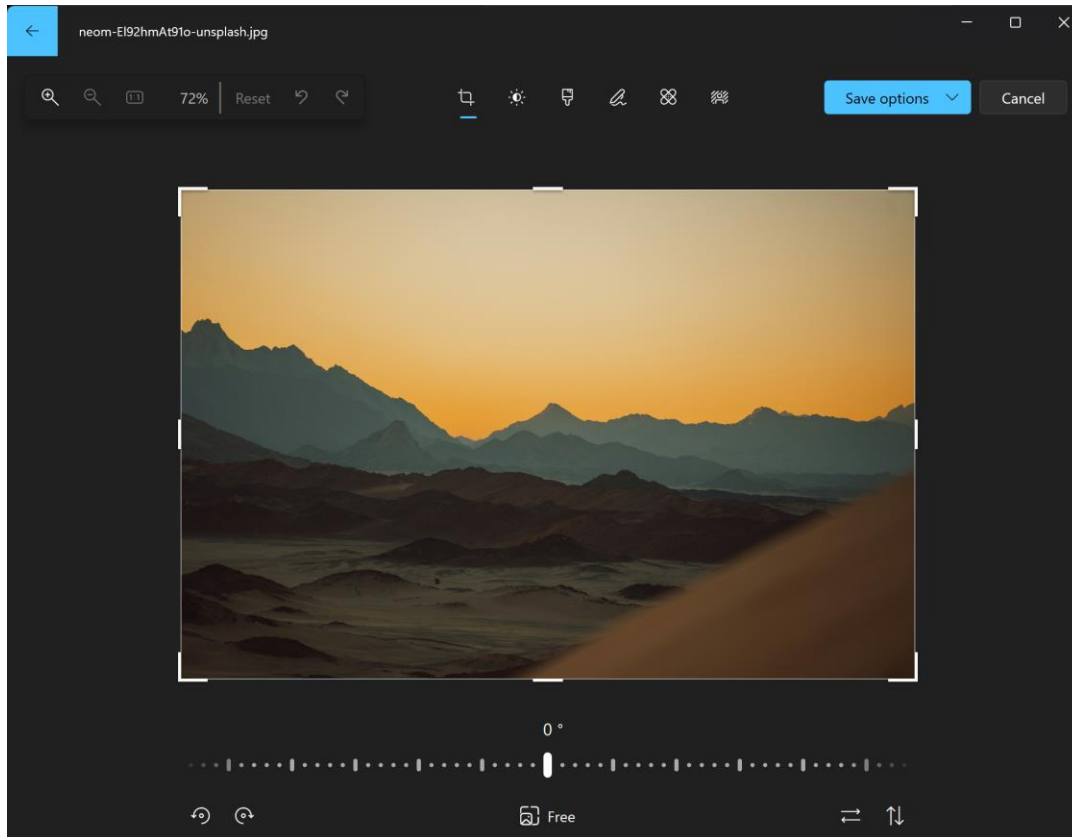
Rotate

You can rotate an image by using the rotate tool.



Crop

You can crop your image by using the cropping tool. This works the same as a standard cropping tool whereby you move the lines inwards to crop the image.



Mark Up

Mark up allows you to write, highlight and add arrows to your images. You can also erase your mark up if you need to.

We would advise against doing any of the above for website images as these types of images tend to not be accessible. We just wanted to mention this as a handy feature if sharing screenshots of bugs or issues or for any internal work.

