

## How to fix photos in Picasa and Irfanview

**Irfanview** controls are more limited- find them under the **Image** menu. Use mostly the color corrections and Effects, then Effects Browser.

**Picasa** controls are on the left side of a browser window, and include Basic Fixes, Tuning and Effects. All changes can be undone or saved as a new picture file. File, Save As works just like in Irfanview, just be careful to see where you are saving it before you click save.

Before you begin you may want to convert original to either a copy, or save as another type of file such as a TIF or BMP

### **resize**

reduce in size, esp. for email or gift CDs (less pixels means smaller files)

### **crop**

select then cut a portion to paste back into viewer and save as a new pic

### **save as**

use this method (File – Save As) to make a copy of an edited picture

### **brightness**

adjust the amount of overall light, based on the brightest part of the pic

### **contrast**

adjust the differences between the lightest and darkest parts of the pic

### **saturation**

increase or decrease the level of color (quantify) for parts of the pic with bright colors

### **sharpen**

use to make a slightly blurry picture a bit crisper. Won't fix blurry pictures that were taken when moving the camera. May improve a 'noisy' picture, which is one taken at a lower quality level