

How to Make Basic Edits to Your Scans

Use this guide to make basic edits to images you have scanned. Basic edits, such as cropping excess borders and straightening, are appropriate for all image files.

If you want to make advanced edits—such as changing color, brightness, or contrast—we **recommend that you do so only on duplicate copies**. Keep the original scan as an unedited **preservation copy** so it remains an exact replica of the original photo.



Figure 1: A basic edit performed to crop the border and straighten the image.

Equipment You Will Use:

- Memory Lab computer

Software You Will Use:

- Microsoft Photo Editor (also called “Photos”)

Time Required:

- 1-2 minutes per file.
- **Allow 15 minutes at the end of your appointment to transfer the digital files to your external storage device or upload to the cloud.**

Step 1: Edit the Images

Basic Edits:

1. On the Memory Lab computer, navigate to the folder with your files in need of basic edits.
2. Right-click on an image to edit.
3. Select **Open with**, move your cursor over **Photos** in the submenu, and left click. The image will open in Microsoft Photo Editor.

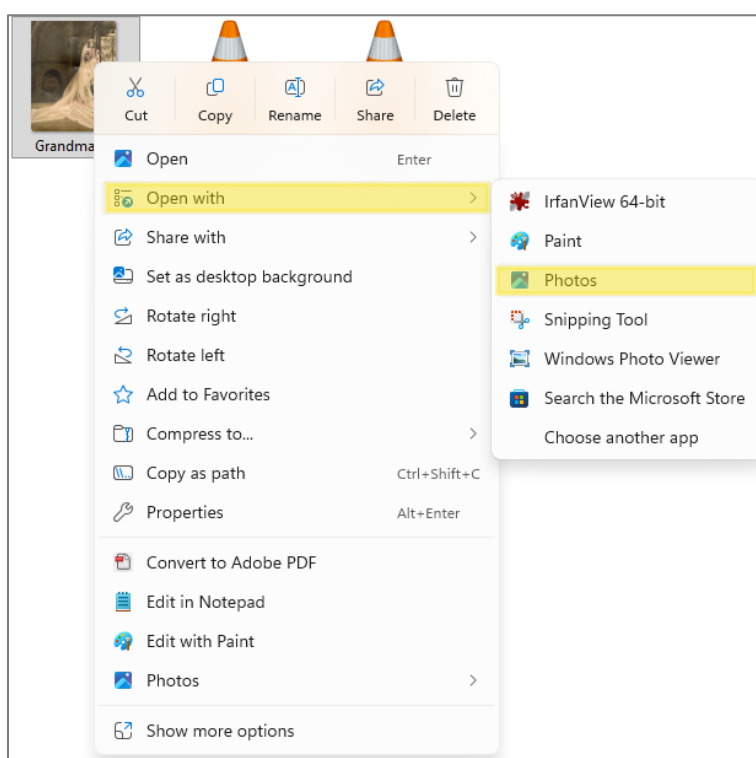


Figure 2: Click **Open with** and then **Photos**.

4. Click the blue **Edit** button in the top left (see Figure 3).



*Figure 3: The **Edit** option is top left.*

5. Evaluate your photo. The photo shown in Figure 3 needs edits because it a) is crooked and b) has an excessive border. Both edits can be made with the Crop tool, which is selected by default.

- To straighten the image, move the slider at the bottom of the window to rotate it. A grid will appear over the image (see Figure 4).



Figure 4: Rotate the image with the bottom slider.

- To crop the excess border, click and drag the white control bars located on all four sides and corners. Corner guides will crop two sides simultaneously. Side guides crop only one side. Crops are not permanent until you save the image, so you can continue adjusting until you are satisfied with the edits.

Note: While cropping, you can repeat Step 6 to continue straightening at any time. You can also crop slightly into the image if doing so will not cut off important details.

Save Your Edits:

1. To save your changes, click the blue **Save options** button in the top right, and select a save option (detailed below).

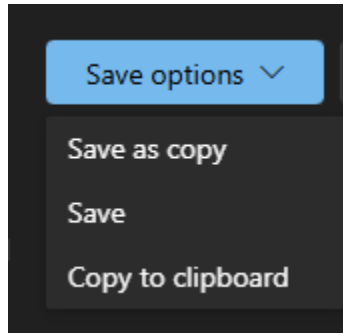


Figure 5: Save options are shown in the top right.

- a. **Save as copy** saves a new copy of your image with the edits. You can rename the new file to indicate it is the edited version.
 - b. **Save** applies the edits directly to the original file.
 - c. **Copy to clipboard** will not save changes to any file but allows you to paste the edited version into another project you are working on.
2. Repeat process for each image you want to edit.
 3. Click **X** in the top right to close when done.

Optional - Advanced Edits:

We recommend that you make these edits on duplicate copies of your files, **not directly on your original preservation files**. Ask staff if you need assistance.

1. To adjust brightness, contrast, or color, select the **brightness and contrast icon** from the menu at the top of the window.



Figure 6: Brightness and Contrast Icon.

2. Use the adjustment sliders for each tool as desired. Move the slider(s) back to the center to reject the adjustments (see Figure 6).

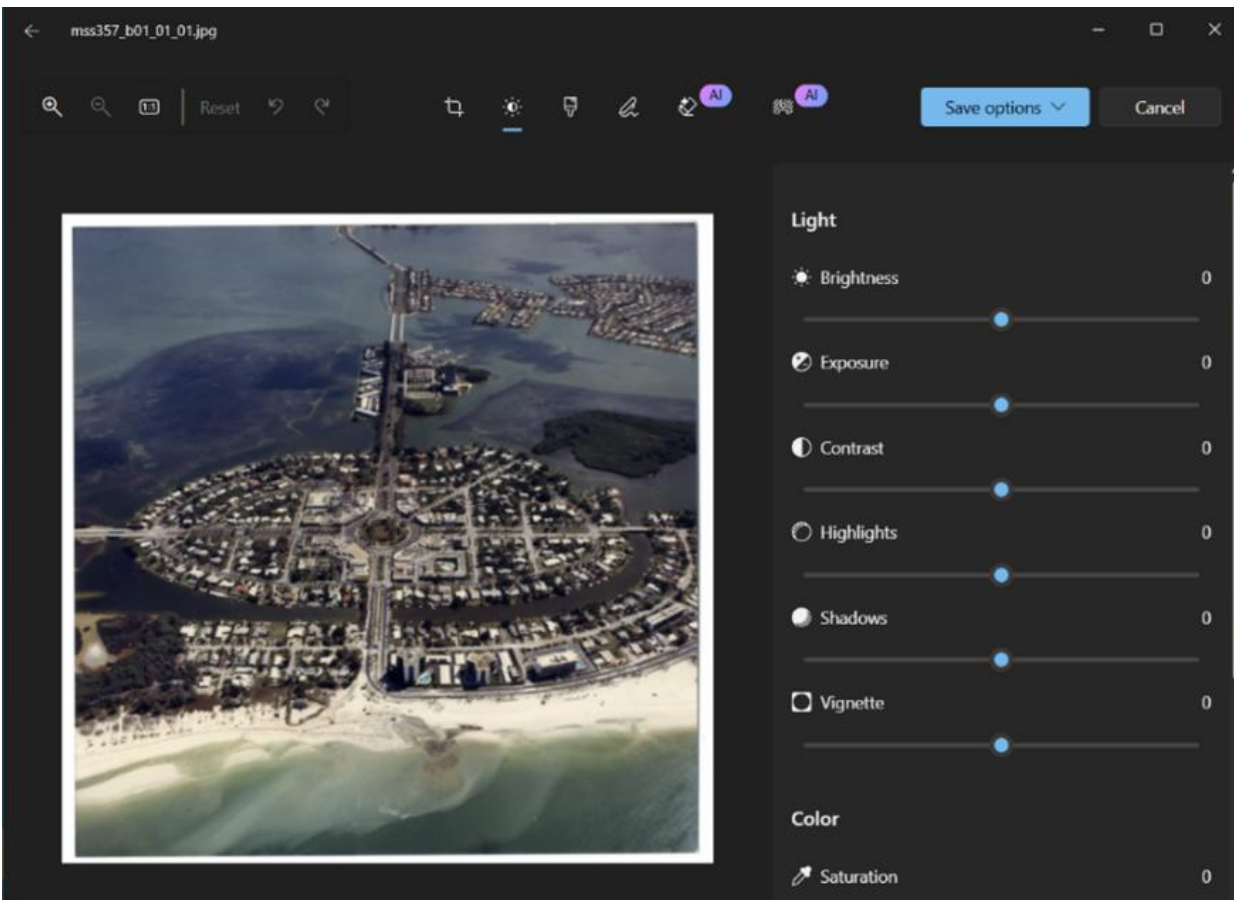


Figure 7: Adjustment sliders shown in the right panel.

3. Once you have finished editing your image, save your edits. *Instructions are provided on the previous page in the section **Save Your Edits**.*

Continue to the next page for instructions to transfer your files and complete your Memory Lab session.

Step 2: Transfer Files and Complete Memory Lab Session

Transfer your new digitized files from the desktop folder to your own storage using one of the options below. **Large files or multiple files may take up to 15 minutes to transfer.**

OPTION A: Use an external storage device (e.g. a hard drive or thumb drive):

1. Connect your external device to a USB port on the Memory Lab computer.
2. Double-click your folder on the desktop to open it.
3. Select all files by pressing **Ctrl + A** (or by clicking and dragging over them).
4. If **File Explorer** isn't already open, click the yellow folder on the taskbar.
5. Click **This PC**, then locate and select your external storage device.
6. Drag the files from the desktop folder to your external storage device. A file transfer progress bar will show the status of the transfer; see Figure 8.
7. Once complete, the files should appear in the external storage device.
8. After all files have transferred, right-click on your desktop folder and select **Delete**.

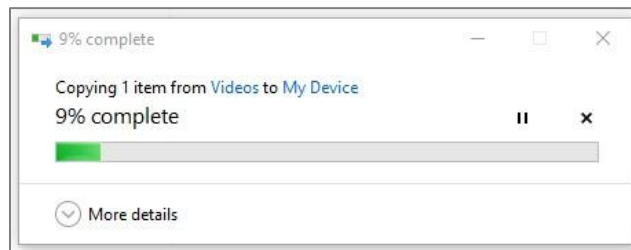


Figure 8: File transfer progress bar.

OPTION B: Upload to a cloud storage service (e.g. Dropbox or Google Drive)

1. Use a browser on the Memory Lab computer to access the internet.
2. Log in to your web-based email or cloud storage service to upload your documents.
3. After all files have uploaded, right-click on your desktop folder and select **Delete**.

Before You Leave:

- **Confirm your files are saved to your personal storage.**
Files are deleted daily from the Memory Lab computer!
- **Collect your original media from the Memory Lab equipment.**