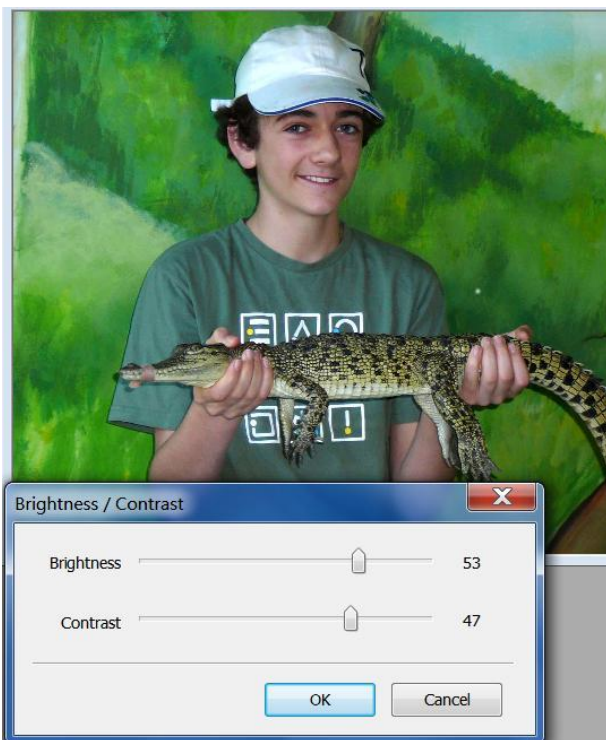
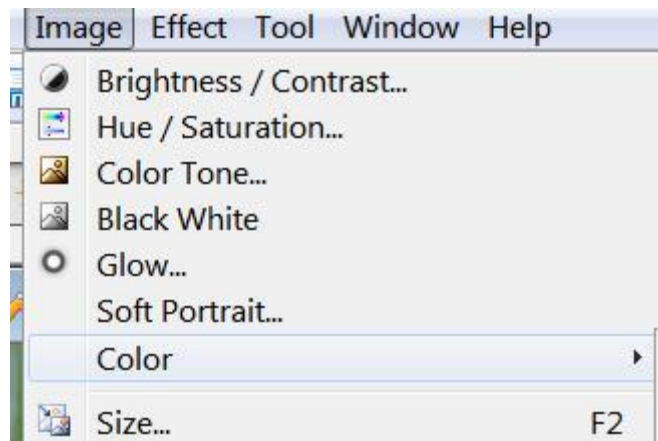
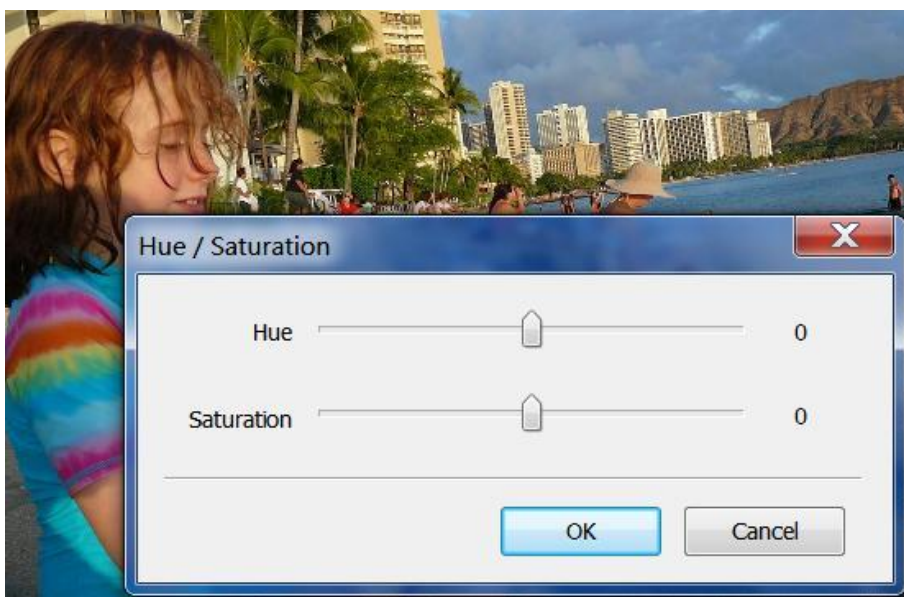


Brightness & contrast

Open an image you wish to change and on the toolbar click on Image then Brightness / Contrast



Here you can see that you have sliders to alter the brightness and contrast. When you are satisfied click OK and either File “Save” to replace the original or “Save as” to save under another name and keep the original.



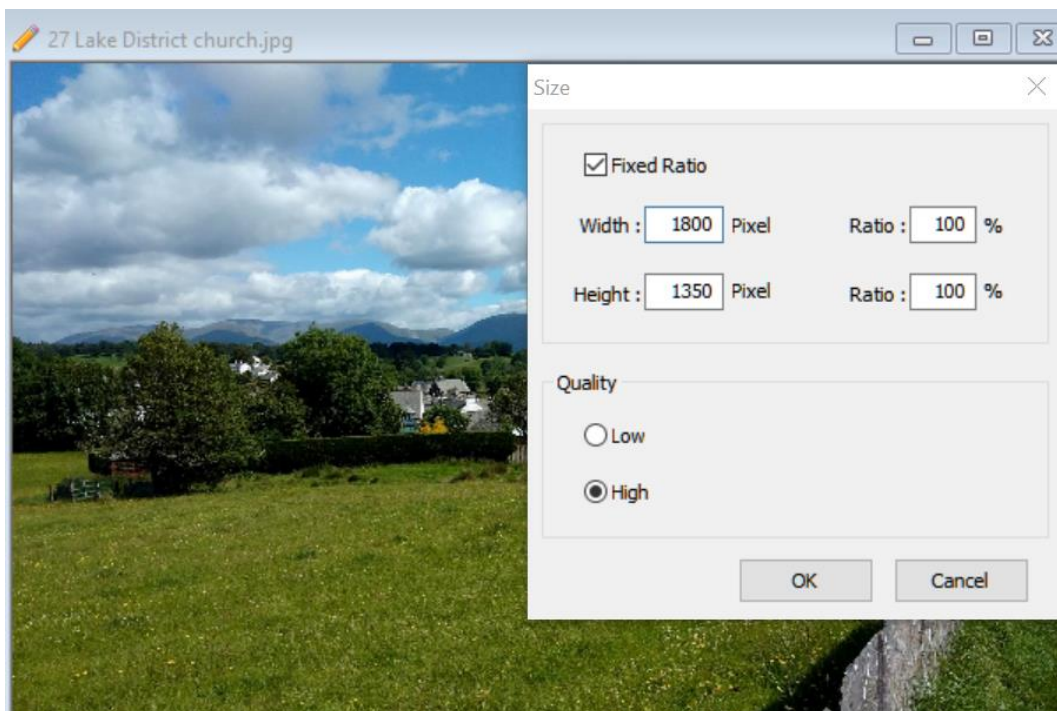
Another tool under the “Image” tab is “Hue and saturation” where you can also adjust the image

The **hue slider** is quite extreme and you don’t need much movement

The Resize tool

I have opened a picture of the Lake District. Under **The Image tab** click on **“Size”** and this window appears. See that there is a tick in **“Fixed Ratio”** box. This means if you change one value the other changes in the same ratio. You can resize an image for a variety of uses. For **quality printing** you will need a large file size with a minimum of 1600 pixels in landscape mode

For an **email** you don't need more than **800 pixels** if you insert it into the body of the email- **more if it is an attachment**. For tutorial images I use about 400 pixels because too many pictures of high quality in a tutorial will produce a very large sized document when you have finished,



There is another tutorial on how to resize images on the Right Click method. I can show you this.

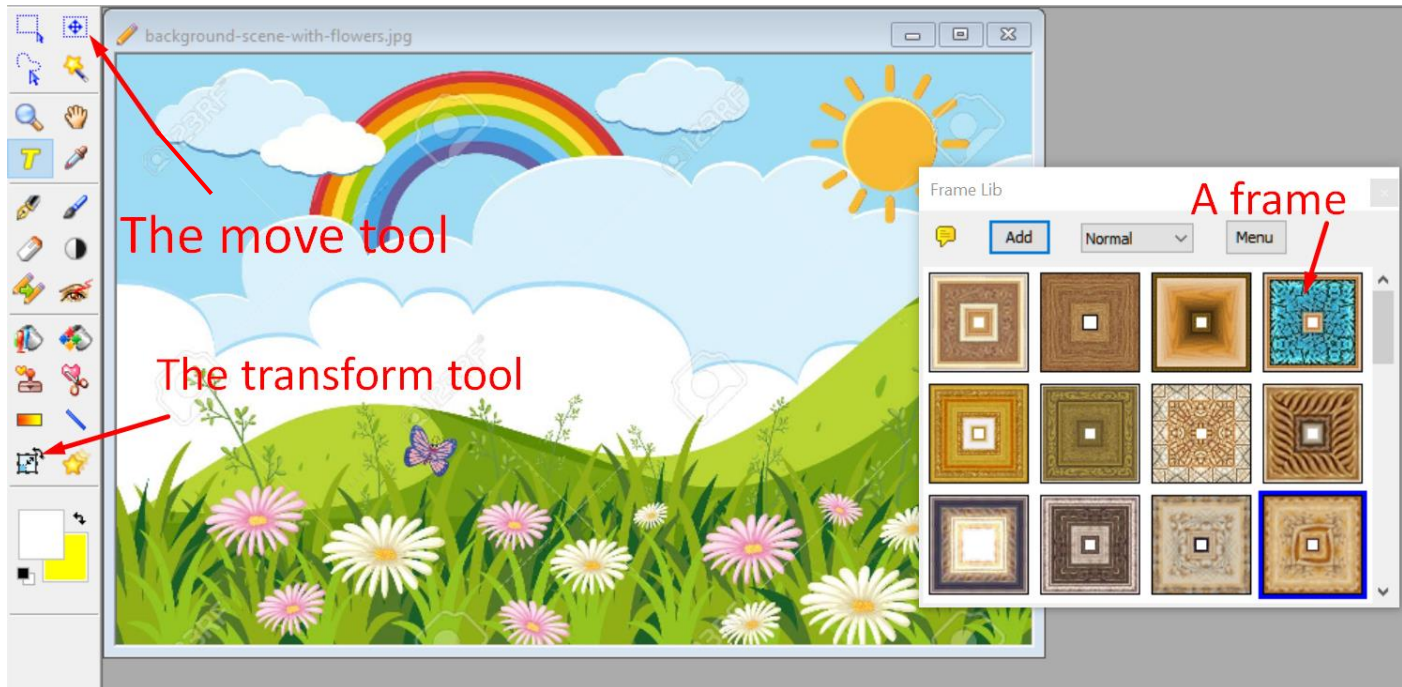
Inserts Smileys & Borders



Phoxo has a wide variety of inserts and borders which you can add to an image. As in this picture you can add smileys, animals, icons and frames etc.

All you need to do is open a picture in Phoxo and see that either Frames or the clip art box is activated

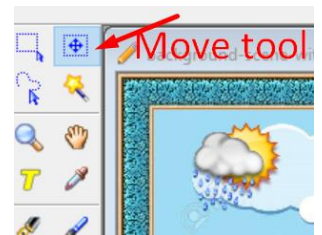
Inserting a frame



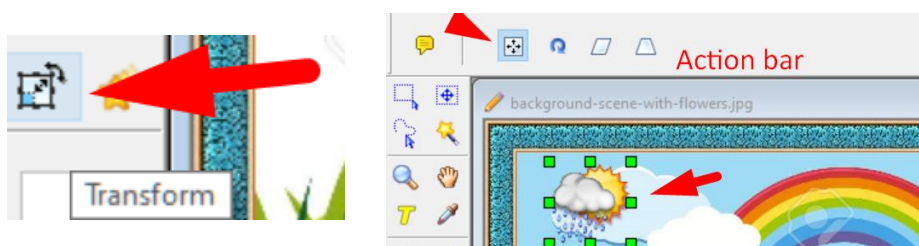
In the Frame box double click on a choice and immediately it surrounds the picture. Click on another one and that is added also. To remove a choice just click on the back arrow.



Clip Art. Close the frame box and open the clipart box. There are six tabs you can open Click on one. To insert a clip Art just double click on one and it appears on the top left of youe image. You will find that by clicking on it you can move it around the image with the move tool.



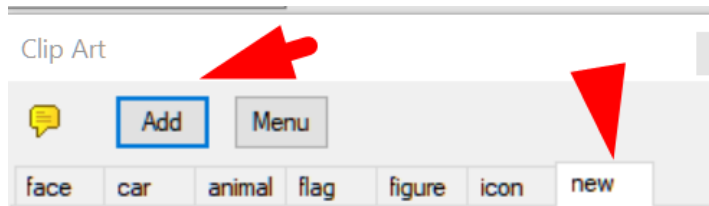
If it is too large there is a tool that you can use on the left hand set of tools to reduce it. This is the Transform tool on the bottom left of the tool bar.



When you click on this tool an action tool bar appears above. Click on the cross choice and resize handles appear around the clipart so you can change its shape.

When you click on this tool an action tool bar appears above. Click on the cross choice and resize handles appear around the clipart so you can change its shape.

Adding extra clip art. In the clipart box there is a tab called “Add”. Choose a clip art tab such as “new” and now click on “Add”

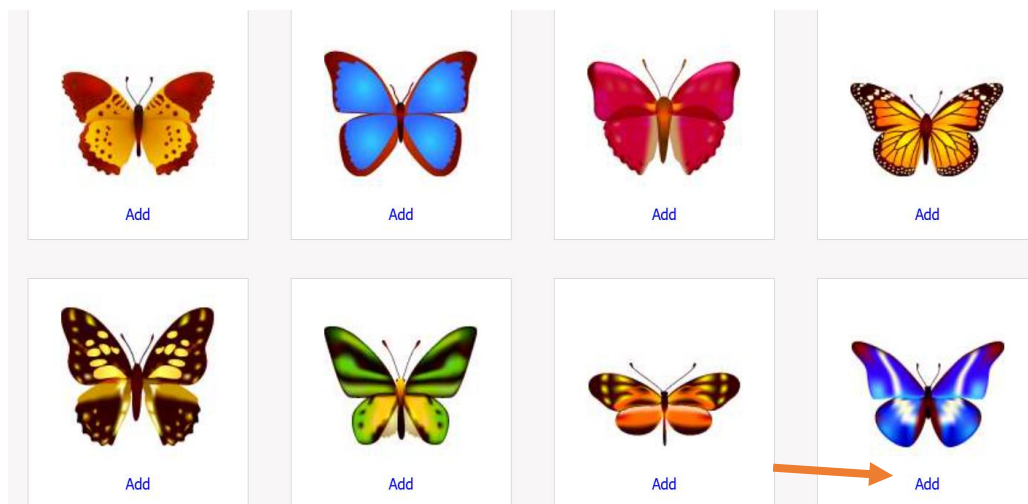


You need to be online for what you will see. A whole new number of downloads of icons you can add to your clip art box. Also there is another

Tab called “**Tutorials**”. Let me deal with the “**Butterfly**” link first.



Click on it.



Wow a huge number of clipart butterflies you can add.

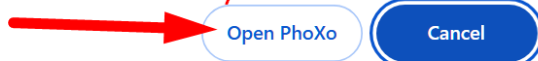
This is how to proceed. Choose a butterfly and click “Add”

Open PhoXo?

https://www.phoxo.com wants to open this application.

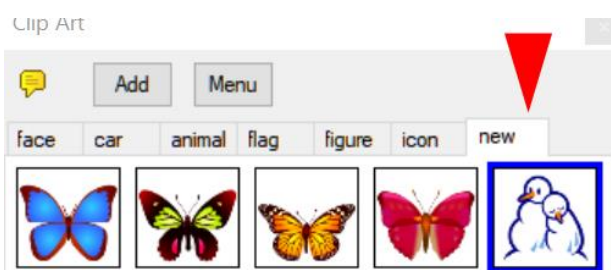
Always allow www.phoxo.com to open links of this type in the associated app

Click on this immediately



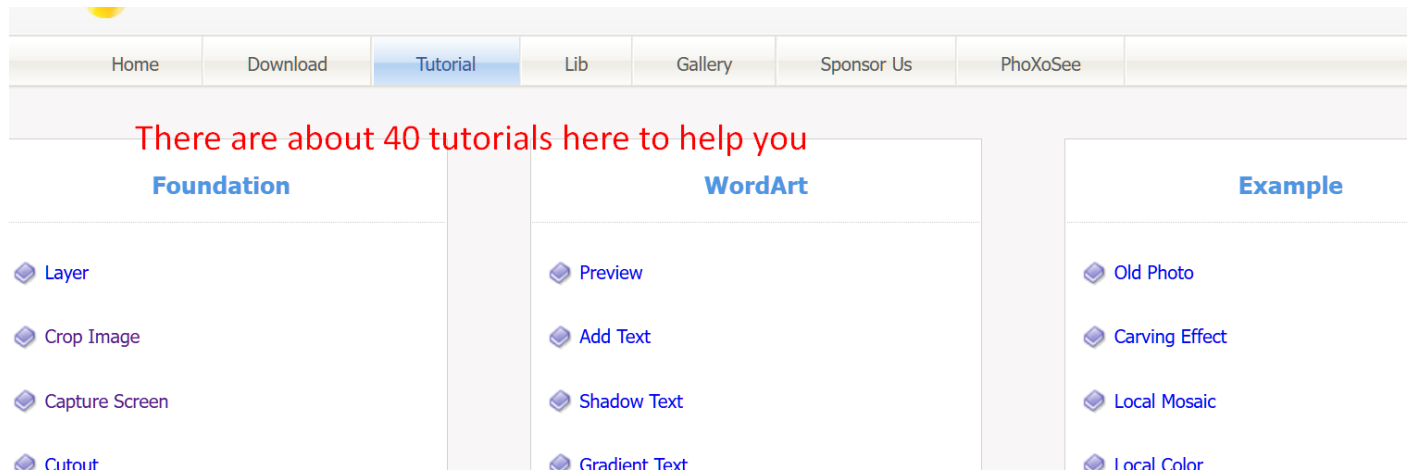
In the new window that appears click on “**Open Phoxo**” **Quickly** before it disappears.

“The new icon will now be in the new Tab”. Here I have downloaded some butterflies and a snowman



It is amazing how many new icons you can download.

Previously I mentioned the “Tutorials” tab when you click on “Add”. Do this and if you are online you will see this. If you click on a tutorial it will give you instructions how to use a tool



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