

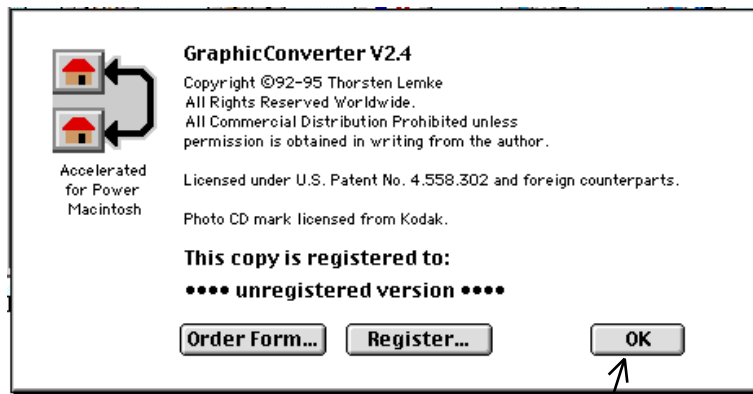
# Graphic Converter Tutorial



GraphicConverter

The Graphic Converter is used to convert the picture type, resize, sharpen or edit a picture of graphic. This application will allow you to open any picture you find on the Internet, picture files, digital camera pictures and scanned images. It will assist you in converting your images to any format you wish. This will make it possible for you to import these pictures into any word processing document.

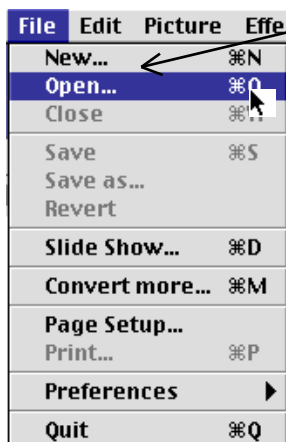
Once you have scanned a picture, graphic or document click on the Graphic Converter Icon to start up the application.



This application is a shareware version and is an unregistered copy. Just select OK after the numbers count down.

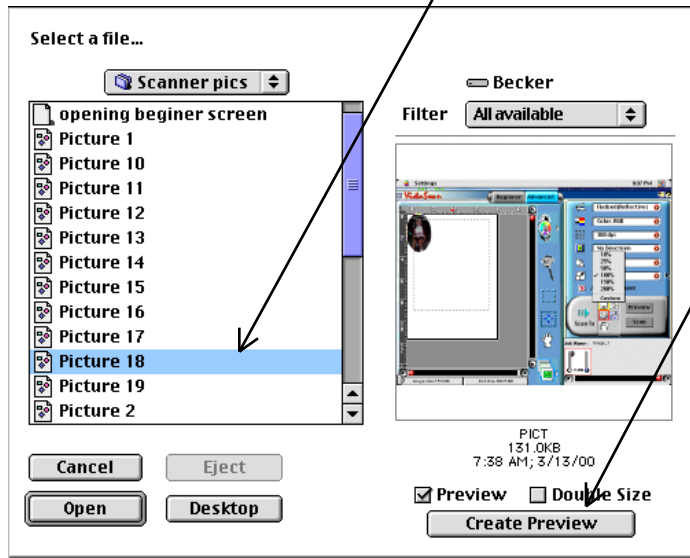
The Pictures that you have scanned need to be converted into a format that can be read in any application.

## To Begin: Choose File – Open



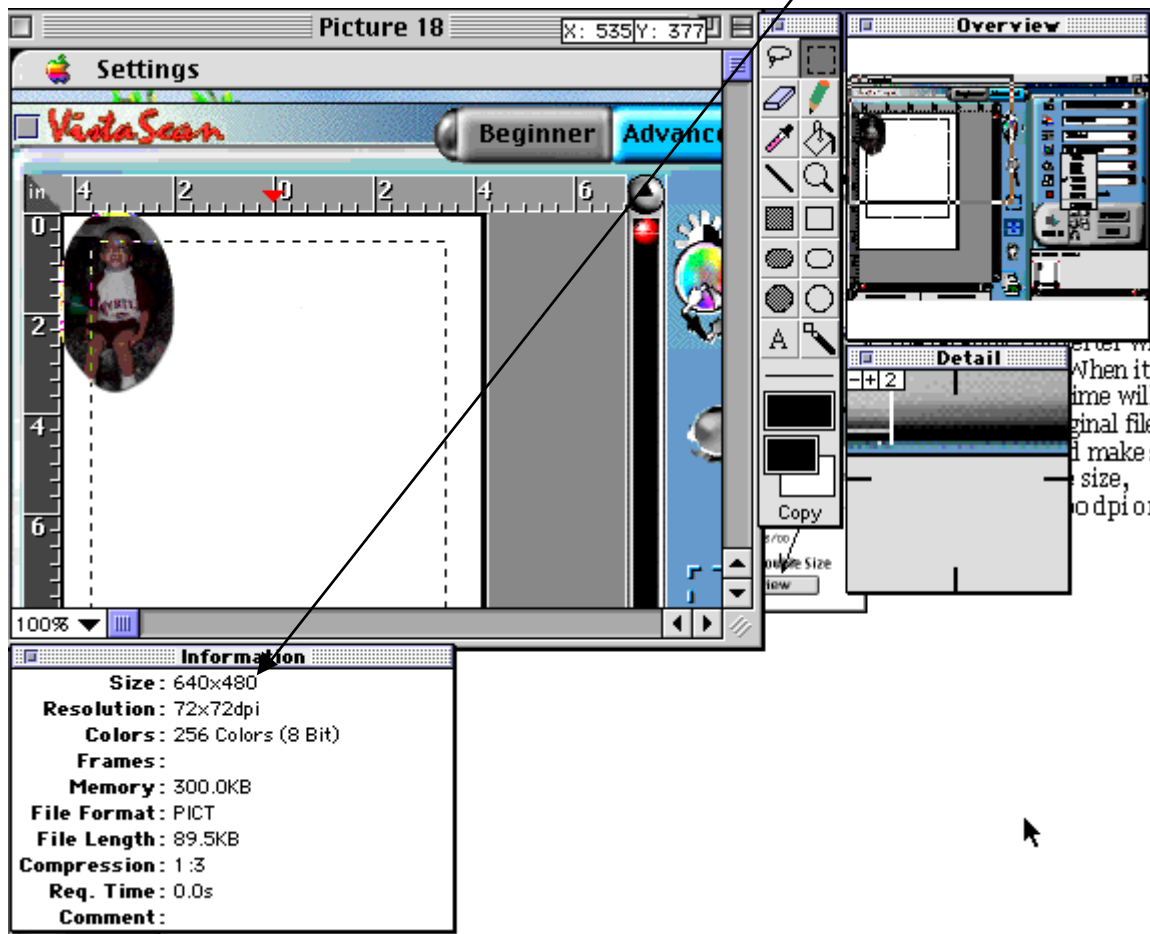
This is asking you to open an existing file such as one that you scanned.

Locate the picture you wish to open and select it.



If you wish to see a preview of the picture select **Create Preview**. If it says not available don't worry it will still open it.

The Graphic converter will open the image. When it opens the first time will be the size of the original file. Check the size and make sure it is a manageable size, approximately 300 dpi or smaller.

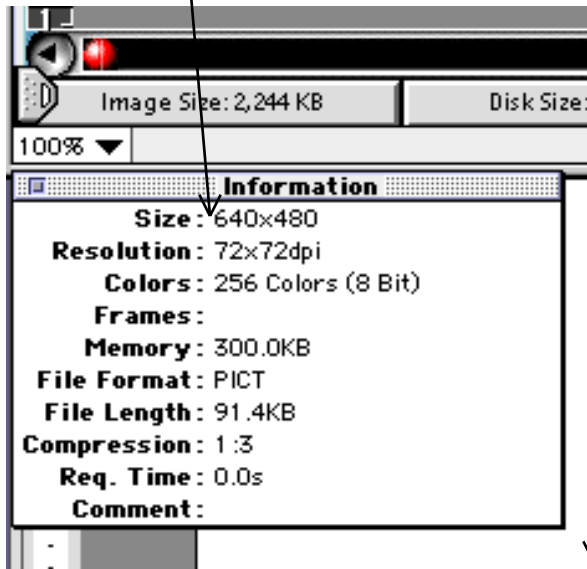


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## To resize or Scale a picture or image:

To begin, make sure you have an image open in graphic converter.

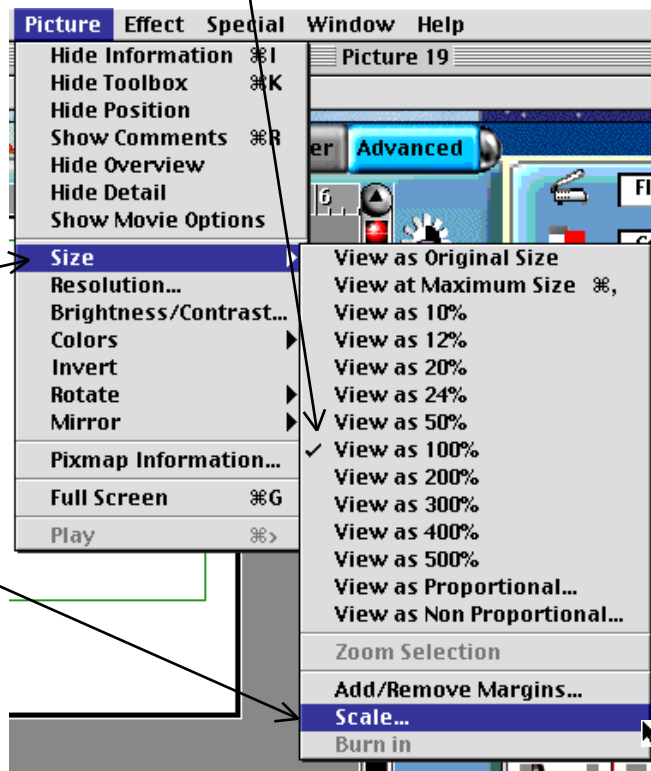
Check the **size** that the picture is currently being displayed in.



- In this case, the size is 640 X 480 this is a very large image. It is probably too large to use in a document. It will need to be resized. I will want to resize it to be approximately, 240x80.

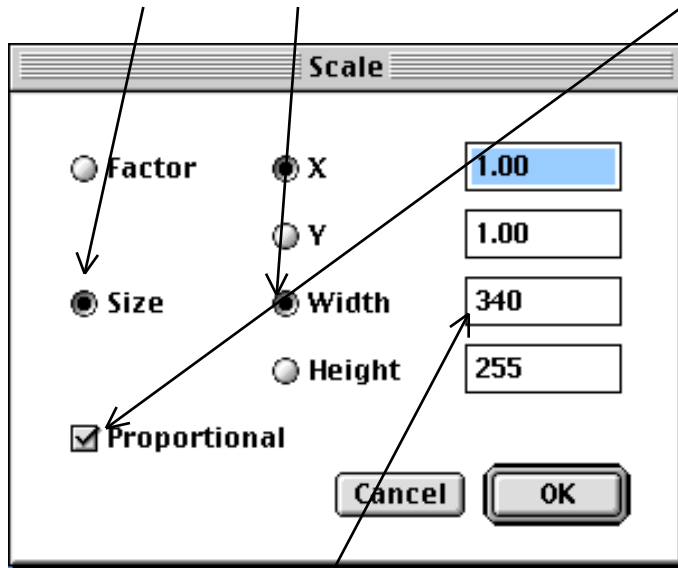
- Select the **Picture Menu** from the tools bar at the top of your screen.
- You will notice that there are many view options. This is only how you are viewing the image not always the size of the image (unless it is checked at 100%)

Select **Size** and then **Scale** from the menu choices. This will get easier the more you work with it.



Once you have selected **Scale**, a **new window** will open.

Select **Size** and **Width** and then check the **Proportional Box**.



Now it is time to change the size of your image. Think of it as each 100 dpi or pixels is one inch.

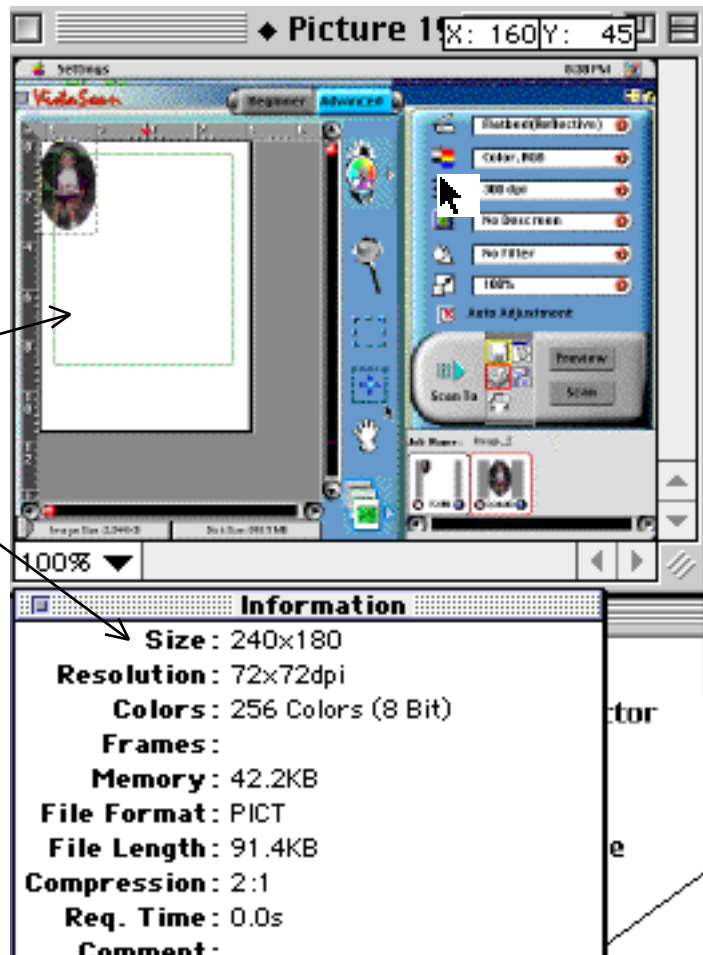
This image is approximately 3.5 inches by 2.5 inches.

### To resize the image...

Change the **number** next to the **Width** title to the size you wish the image to be. This will automatically change the **height** to be proportional with the width since you checked **the Proportional Box**.

Click **OK** when completed.

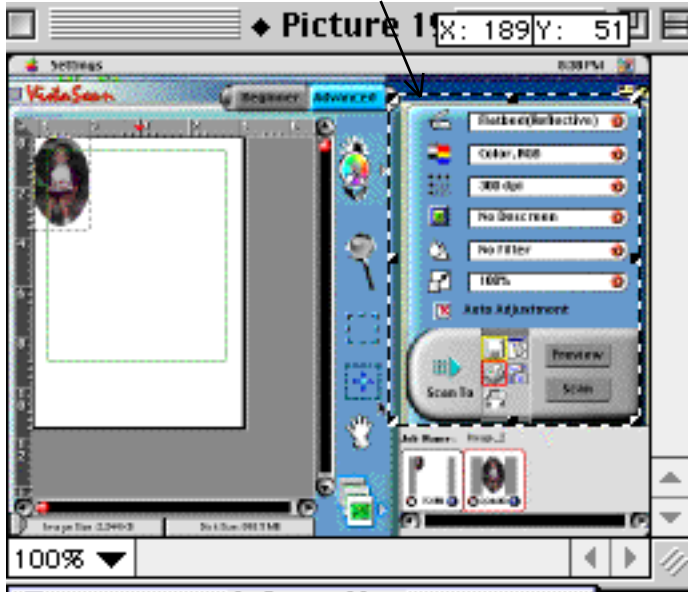
This will resize the image and display the size on the screen.



### Editing your picture.

If your picture has a lot of un-necessary background or parts that you wish to remove, continue with the following editing section. Otherwise proceed to the Saving your image section.

Holding the mouse button down, select the area of the picture you want to keep just as you did with the marquee tool on the scanner.



Once you have the area selected, chosen select **the Edit Menu** from the Tool Bar and then click **Trim Selection**.

Your image will be trimmed down to the area you selected.



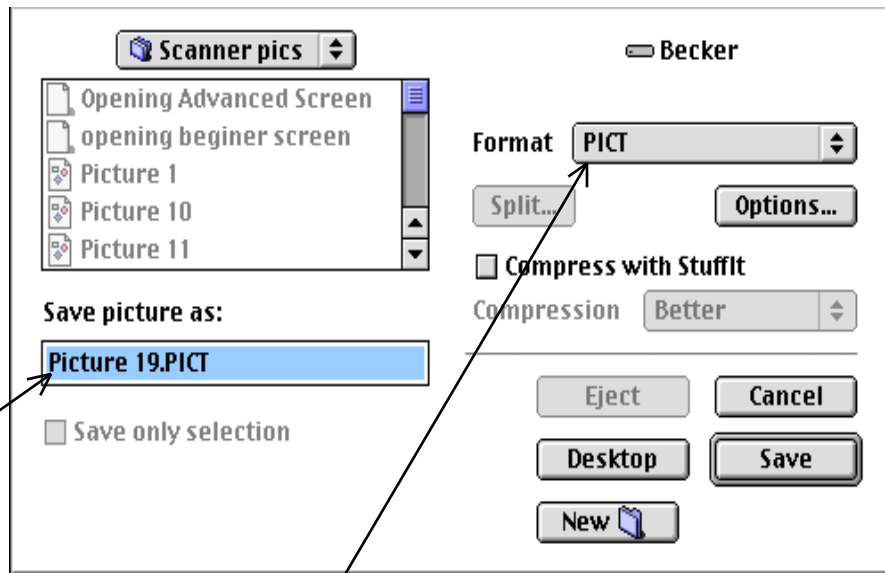
### Saving your image

Select the **File Menu** from the tools bar

The following window will open.

### Title your picture.

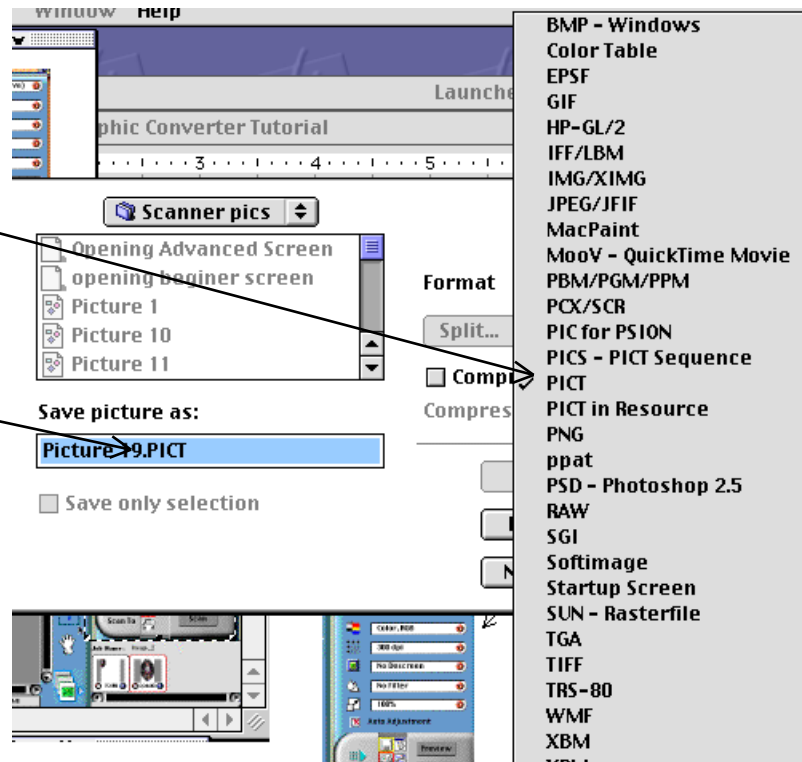
Choose the type of **format** you wish the picture to be in. In this case you want a **PICT file format**.



To select a format, click on the **format menu bar** as shown above and scroll through the list until you see **the desired format**. Click on it.

The name will appear after the title that you have put it the **Save picture as window**.

Once the format has been selected and the picture title has been entered select the location for where you want to save the image and select **SAVE**.



Now it is ready to be imported into your word document or what ever document you wish to place it into.