

### Create a new image

- 1 On the File menu, click New.
- 2 Select the Image type you want.
- 3 Enter the Resolution, Height, and Width you want.

### Open an existing image

- 1 On the Standard toolbar, click Open.
- 2 In the Look in box, open the folder that contains the image.
- 3 In the list of files, select the image.
- 4 Click Open.

### Preview an image before opening it

- 1 On the Standard toolbar, click Open.
- 2 Locate the image you want to preview, and select it.
- 3 Click Preview.
- 4 To crop the image before opening it, drag the edges of the selection frame in the preview window.

To resize the image before opening it, drag any corner of the selection frame in the preview window.

- 5 To accept the image as modified and close the preview window, click OK.

To close the preview window without changing the image, click Cancel.

To return the selection frame to the original margins, click Reset.

- 6 To open the image as cropped or resized, click OK.

### Save a new image

- 1 On the Standard toolbar, click Save .
- 2 In the Save in box, click the drive and folder where you want to save the image.
- 3 In the File name box, type a name for the image.
- 4 To change the number of colors or compression options, click more.

### Save an existing image

On the Standard toolbar, click Save to save the active image with its current file name, location, and format.

## Select all or part of an image

To select the entire image, click **Select All** on the **Edit** menu.

To select part of an image, click **Select** on the **Standard** toolbar, and then drag over the area you want to select.