

## **Rotate Multiple Image Files at Once with Picture Manager**

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Note: These steps assume you have your original files backed up, and that it is ok to over-write the files being edited.

1. Click **Start » Programs » Microsoft Office » Microsoft Office Tools » Microsoft Office Picture Manager**
2. Along the left you'll see the "Picture Shortcuts" list
3. If you can't find your image files in that "Picture Shortcuts" list do the following:
  - a. Click **File » Add Picture Shortcut**
  - b. Navigate to where your image files are stored
  - c. Once you have selected the folder containing your images click on it, then click the Add button
  - d. You should now see you're the folder containing your images in the Picture Shortcuts list
  - e. Click on that folder
  - f. The images inside that folder should now be displayed, thumbnail style, in the main area of the window
4. Select the image or images (Ctrl + click to select multiple images) you want to rotate (note that you'll be rotating all in the same direction so make sure you are selecting images that need the same kind of rotation)
5. Click the Edit Pictures button along the top button bar
6. You'll see the "Edit Pictures" pane appear along the right side of the screen
7. Select the Rotate and Flip option
8. Click on the appropriate button to rotate in the direction you want
9. To save your changes click **File » Save All**
10. If you made a mistake just keep rotating until you get it right
11. If you do not want to save your changes click **Edit » Discard Changes**