

## How to “Capture” a Part of a Photo and Superimpose/Layer on Another Photo or Graphic

1. Go to Start/Programs/Accessories/Paint.
2. Use the Free form select tool (star.) You should also use the transparent background tool (the colored shapes at the bottom. The transparent is the bottom one.) Make sure you complete your outline with 1 long line, or Paint will make you start over. This may take several attempts.
3. When you have “captured” your whole image, it will put a dotted line around it. Go to Edit/ Cut.
4. Open Microsoft Office Tools/ Photoeditor. \
5. Go to Edit/Paste as a new image. This will paste your captured image in to photoeditor. You will notice it still has a white background.
6. Click on the pencil (set transparent color tool.) Click on the white area around your image. This will turn that background to a checkered gray and white (transparent.)
7. Now save your image as a gif. (JPGs do not support transparencies.) Insert the image onto your other photo image.