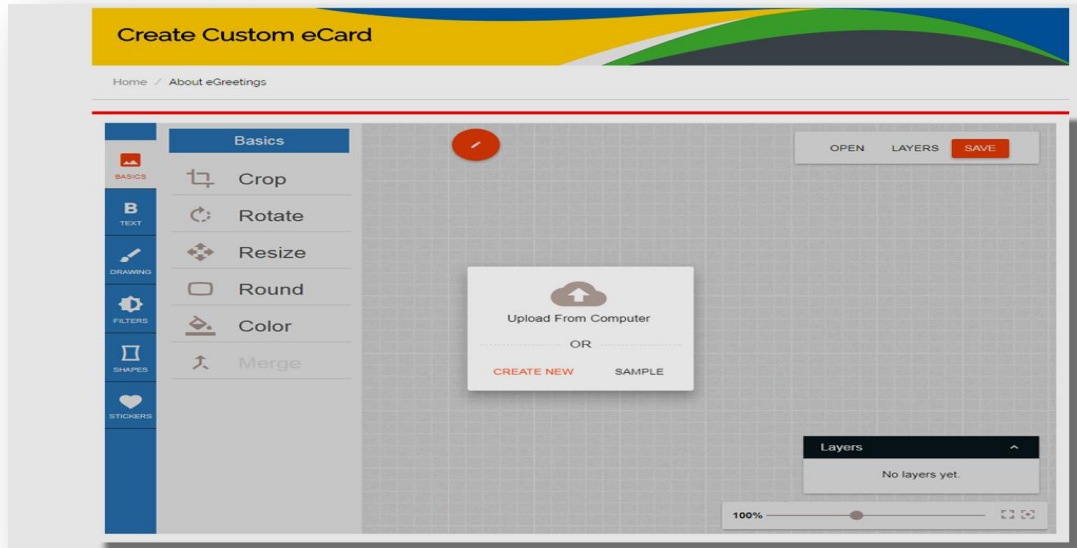# eGreetings

Manual for Image Editor

For complete user manual please click on the URL given:-

https://egreetings.gov.in/assets/manuals/eGreetings_User_Manual.pdf

Messaging and SMS Division,

National Informatics Centre

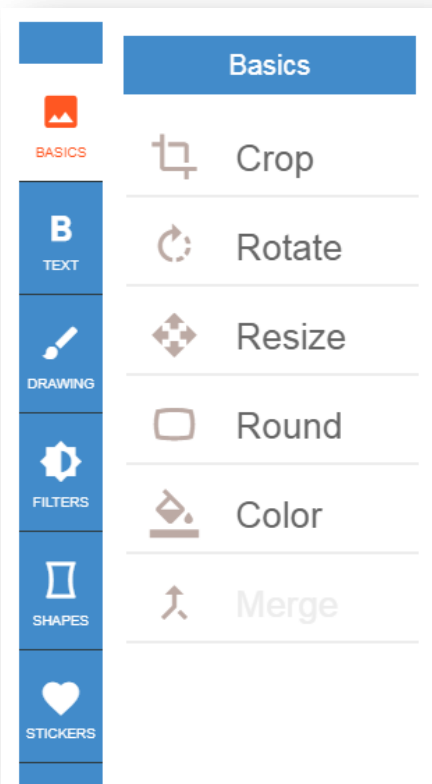Ministry of Electronics and Information Technology

How to use tools in the Image Editor

a. Open any image which you want to edit using the editor or create a new canvas to make your own image.
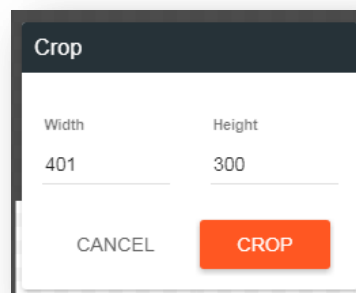

A new layer will be created in the same manner as it is created in Adobe Photoshop. (*A **layer** is the term used to describe the different levels at which you can place an object or image file. In the program you can stack, merge or define layers when creating a digital image*).

i.   If a layer is created which is not required in further steps you can click on the "eye" button and disable the layer or if you think it is not required at all you can delete the layer.

ii.   You can also unlock any layer by clicking the lock button. This layer will not become editable.
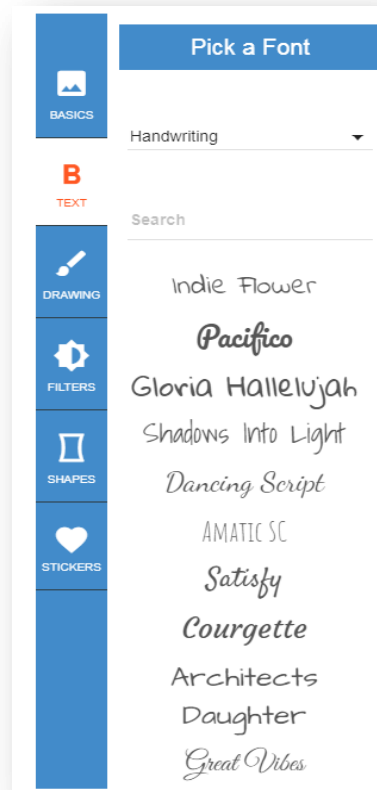
b. Use the tools given at the right hand side panel.

c. Functions of Tools:-

i. **Basics-** This tool allows you to crop, rotate, resize, Round and color (background color) the image.

a) **Crop Tool-** Click on Crop tool and adjust the width and height accordingly, which you wish to crop or just stretch the border of the image area to crop the image accordingly.

b) **Rotate Tool-** You can easily rotate your image clockwise and anti-clockwise using this tool. You can also adjust the angle by
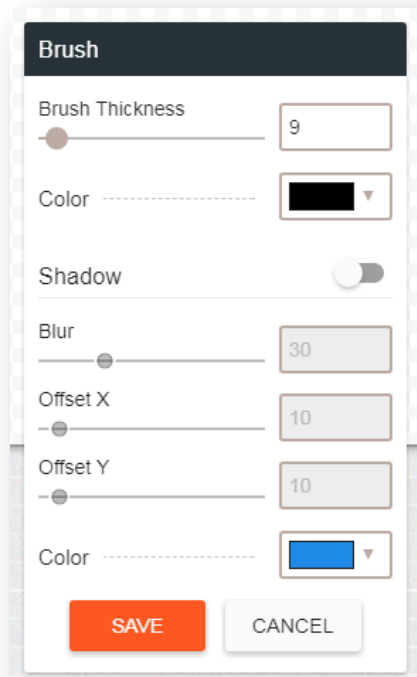
increasing or decreasing the size. Your image will rotate as per the saved request. Click on apply to look for the changes.

c) **Resize-** If you want to resize your image, this tool will help you doing so, as you provide us with the width and height of the image. You can also use percentage value or maintain the aspect ratio (i.e. the ratio of the width to the height of an image or screen) and click on resize to save your settings.

d) **Round-** By using this tool you can give a curve effect to your image. You can just increase or decrease the radius value as per your selection and click on apply to save your changes.

e) **Color-** This tool allows you to give a background color to your image. You can select any color from the color palette or enter the color code of the color if you want to add a specific color. Click on apply to view the changes effectively.

f) **Merge-** If you want to merge 2 images, click on open shown on the right hand corner of the page. Edit the image if required and the click on "MERGE" to proceed.

ii. **Text-** This tool allows you to pick a font of your choice which you want your text should look like. Select a category from the drop down and the respective font will be displayed below. You also have the provision to search a font *if you know the name of the font.* Just write the name of the font and press enter. Your result will be displayed.
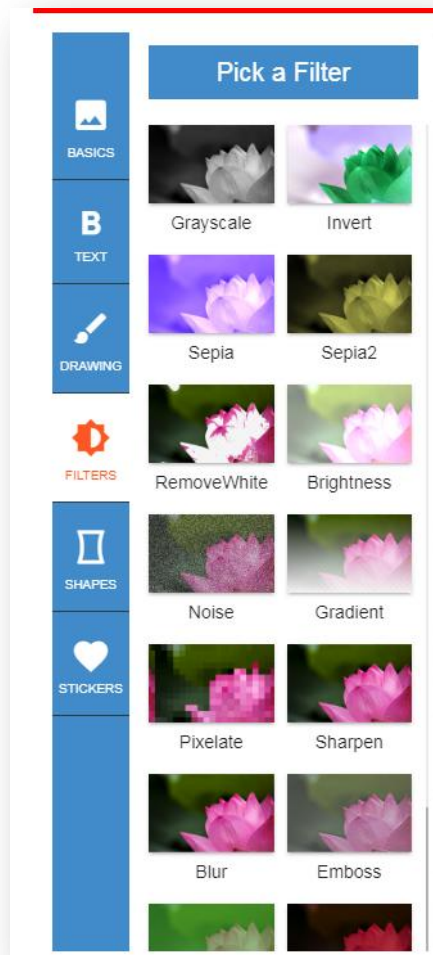
iii.   **Drawing-** Click on this option to draw a piece of art on the canvas on your own. This tool allows you to set the brush type, thickness, color of the brush.

You can also use the blur effect to the brush tool which will be seen at the shadow of the image. The effect on X and Y axis can be adjusted accordingly as per the choice.

Choose a brush color and use the customized options after saving your settings. Start drawing on the canvas or the image which you have uploaded.

iv. **Filters-** This tool allows you to change the effect of the image to gradient, sepia, noise, remove white and many more. Use this tool to add special color effects to the image.
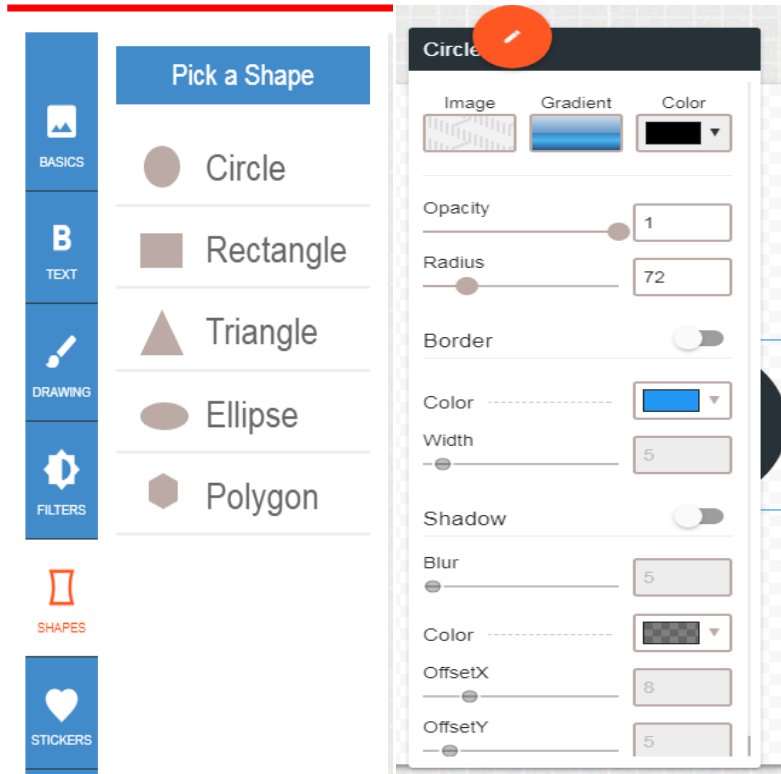
v. **Shapes-** You can pick any shape of your choice and insert the same on the canvas. There are various shapes like circle, rectangle, triangle, ellipse and polygon.
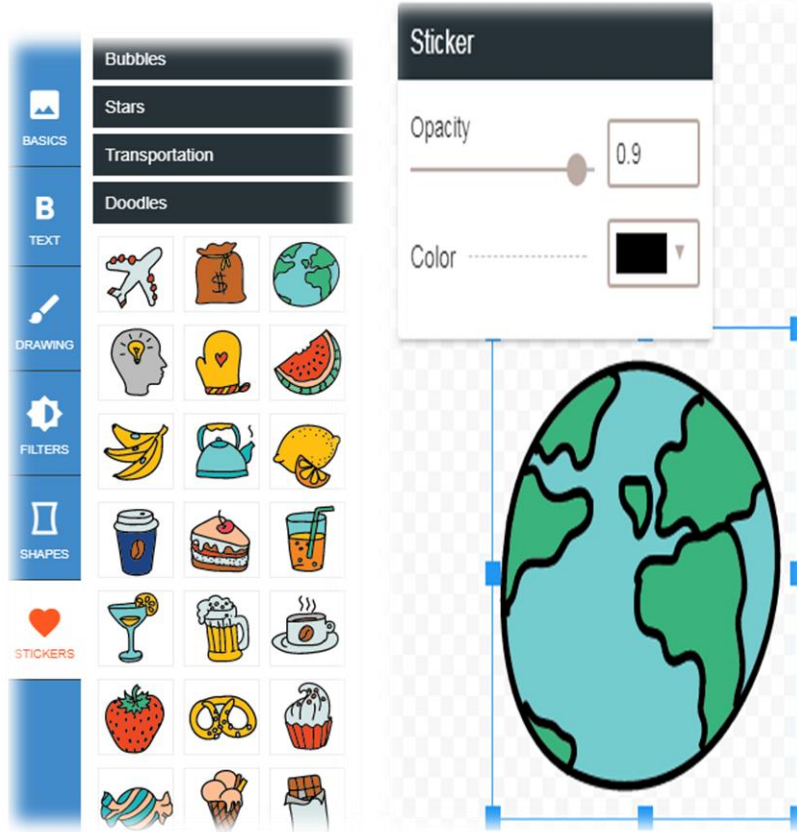
These shapes can be customized more. You can select a gradient effect to change the color of the shape. There are options which allow you to choose the type of gradient effect you wish to be implemented in the image.

Adjust the opacity and radius of the effect chosen.

a. **Border-** If you want to give a border to the image, enable the button and choose the width and color of the border.

b. **Shadow-** A shadow effect can also be given to the image and you can adjust the blur settings of the shadow.

The color of the shadow can be changed as per the requirement which can be adjusted on the x and y axis of the image

vi. **Sticker-** You can insert a sticker to the canvas or image uploaded. Just choose the type of sticker from the categories defined (i.e. Bubbles, Stars, transportation, Doodles, landmark, beach, animals and clouds)

Double click on the sticker and it will be placed on the canvas. You can then reposition or resize the same. Just click on the corners of the sticker to resize it or click anywhere on the sticker and drag it to a different position.

The opacity and color of the sticker can be changed. Select the color from the drop down from the tool window opened and choose the color.

Click on **SAVE to implement any changed you have applied on your image. Your saved card can be viewed later. Click on **My Account>> Account settings>>Customize eCard>>List of saved cards appear. You can share, edit, delete or send the saved eCard from here also**. You will now be prompted to proceed further.