

# IMAGE EDITOR

for SharePoint

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## INSTALLATION AND CONFIGURATION MANUAL

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## Version History Change Record

Date	Author	Version	Change reference
2016, October	SharePoint Image Editor	1.0.0.0	Initial Release for SharePoint.
2019, November	Image Editor for SharePoint	2.0.0.0	Initial Release for SharePoint.

## Current Version for SharePoint Online

Name	Version Approved	Compatibility	Date
SharePoint Image Editor	Image Editor for SharePoint Version 2.0.0.0	SharePoint 2013, SharePoint 2016, SharePoint Online / Office 365.	2019, November

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## Introduction

SharePoint Image Editor is the SharePoint add-in that allows you to easily edit Images from within SharePoint. Image Editor combines powerful image editing capabilities, with a simple and intuitive user experience fully integrated in SharePoint.

Have full control over your images including; layers, crop, resize, filters, frames, text, shapes and effects.

Open and edit your Images from SharePoint or a local path. After you have made the required edits you can save the images as .png or .jpg file format, you can even save the .editor project file for future editing of the source creation.

## How does SharePoint Image Editor Work?

With the easy to use, yet advanced, Image Editor you can quickly customise, edit and save Images from within SharePoint. Any Images contained within a SharePoint library will have the option to edit the image directly from the image's Context Menu "Image Editor".

## SharePoint Image Editor Benefits and Features

SharePoint Image Editor is the SharePoint add-in that allows you to easily edit Images from within SharePoint. Image Editor combines powerful image editing capabilities, with a simple and intuitive user experience fully integrated in SharePoint.

- Easy to deploy with no training required.
- Open Images to edit directly from SharePoint libraries or local path.
- Save Images to edit directly from SharePoint libraries or local path.
- Save as .jpg and .png.
- Save Editor Project file.
- Responsive – Image Editor adapts its interface to fit the size of any device automatically.
- Image Manipulation – Resize, crop, transform and more.
- Filters – Grayscale, blur, black & white, vintage and more.
- Frame – Add built-in responsive frames to images of any size.
- Crop – Crop images to one of specified aspect ratios or select custom crop zone via the UI.
- Draw – Powerful free drawing tool supports both mouse and touch, has multiple brush types, colours and more.
- Text – Full support for adding text to images. Several hundred of google fonts can be used.
- Shapes – Add Shapes to Images.
- Stickers – Add Stickers to Images.
- Empty canvas – Custom images can easily be created from scratch as well.
- History – All editor actions are non-destructive and can be easily undone and redone via history tool.
- Objects – All objects like stickers, shapes and text are on their own layer and can be easily moved, resized, deleted and modified by changing their color, adding shadow, background and more.
- Patterns and Gradients – All objects can be filled in with many built in or custom patterns and gradients.
- Zoom & Pan – Canvas can be zoomed and panned using mouse, mouse wheel, or touch and pinch gestures on mobile devices.
- Excellent UK based support.

## SharePoint Image Editor Installation

### Types of License

**SharePoint Image Editor** is made available from the Office Store (per user licence) and directly from Cirrus Soft (for Site, Site Collection and Farm/Tenant license)

### Installing SharePoint Image Editor

1. To add an app from the SharePoint Store
2. Verify that the user account that is performing this procedure is a member of the site Owners group.
3. On the home page, under Get started with your site, click Add lists, libraries, and other apps.
4. If the Get started with your site control does not appear on the home page, click the Settings icon, and click View Site Contents, and then on the Site Contents page, click Add an App.
5. Click SharePoint Store.
6. Browse the SharePoint Store for “**SharePoint Image Editor**”.
7. Click the **SharePoint Image Editor** App.
8. Click Details, and then click Buy It.
9. Follow the steps to log in and purchase the App, if required.
10. In the Grant Permission to an App dialog box, if you trust the App, click Allow Access.
11. The **SharePoint Image Editor** App is now added and appears in the Apps section of your Site Contents list.

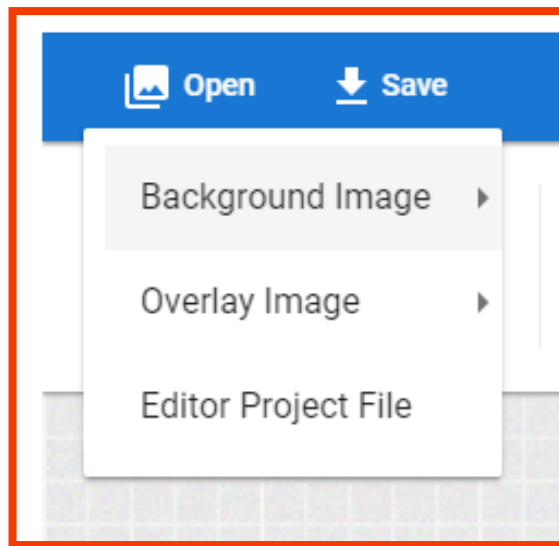
\*For SharePoint 2013/2016 on premise installations you will be provided with the ‘SharePointImageEditor.app’ file to add to the app catalogue for the SharePoint Image Editor Add-in to be made available within your SharePoint environment for site collection/farm licenses.

## How to Use SharePoint Image Editor?

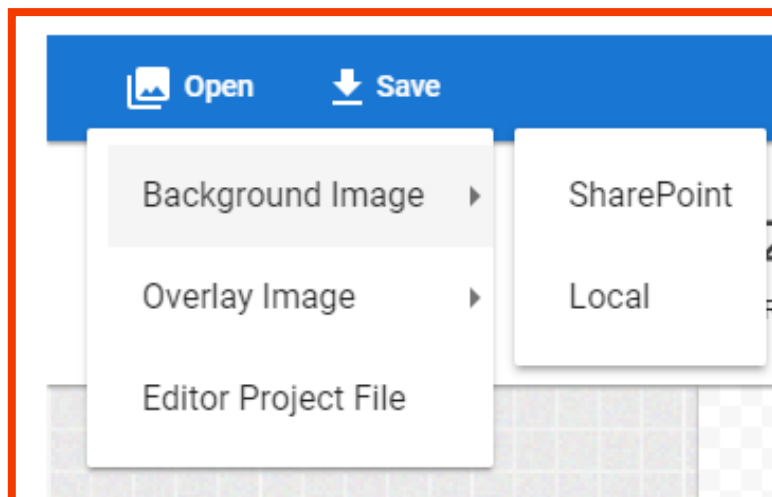
Navigate to the SharePoint site where you have installed the SharePoint Image Editor App. Click on it to open the app. You will be redirected to the Image Editor App landing page, where you can find the details of app such as features, user guide, FAQs, support link and app version details. Inside the Image Editor tab, click on the Open Image Editor which will redirected you to Image editor where you can edit your image.

### Opening Images to Edit in Editor

To open any existing image/project into SharePoint Image Editor, you must click on Open button available in app menu.

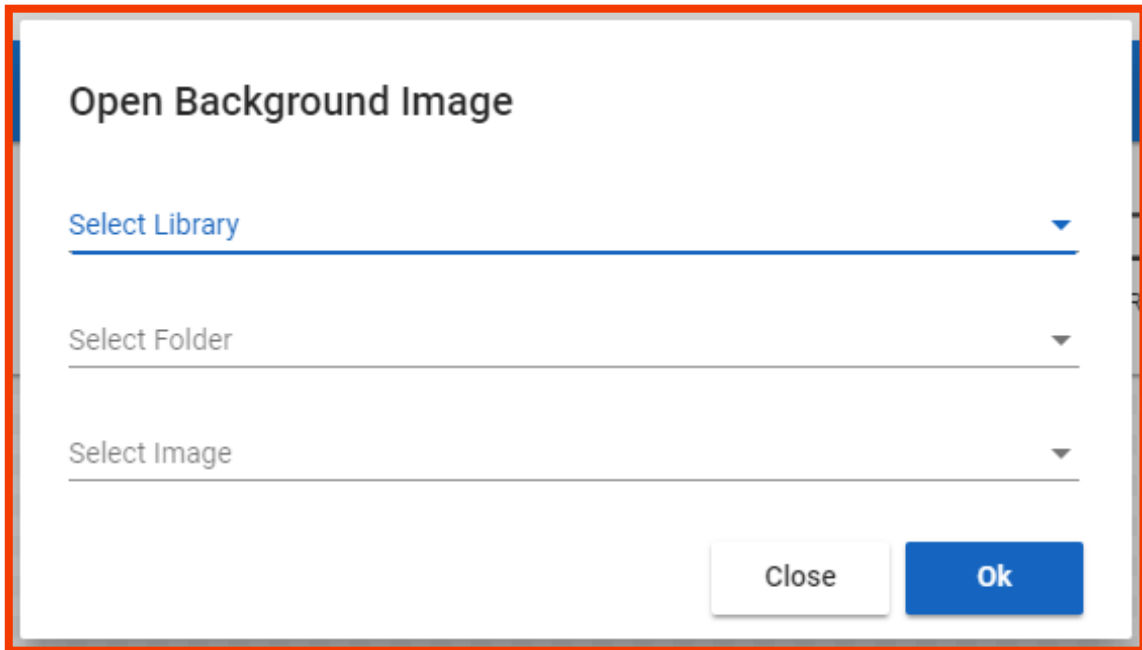


1. **Background Image:** Selected image will be open inside the app canvas and it was be set as a background image of image which you're going to build with Image Editor. You can open background image either from SharePoint Host site or local machine.

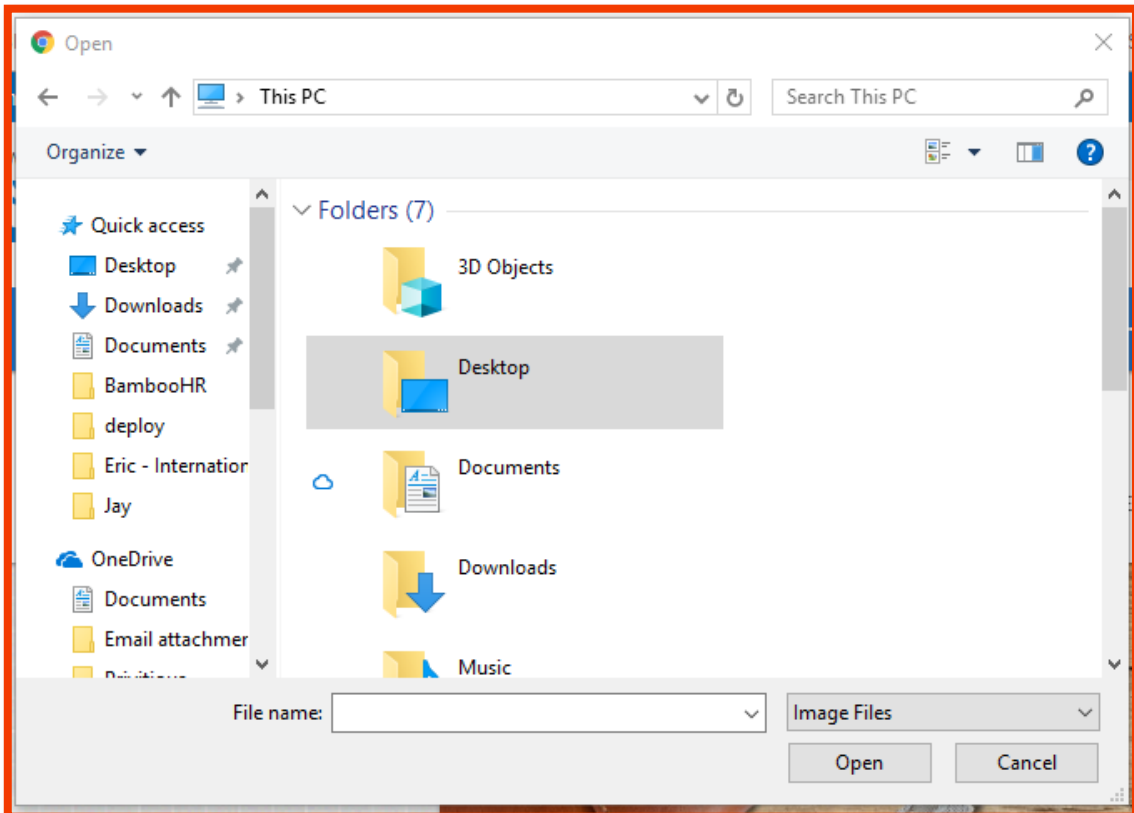




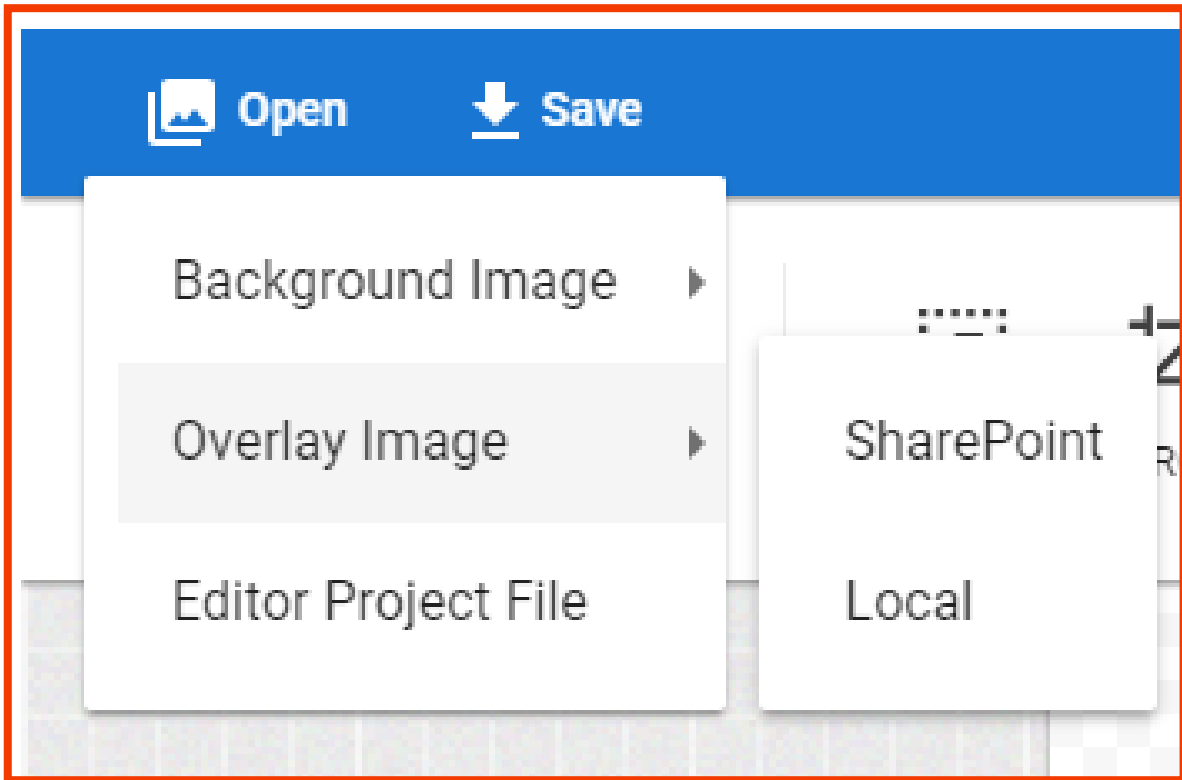
- a. **SharePoint:** It will prompt to select library, folder and image file to open inside the app as background image.



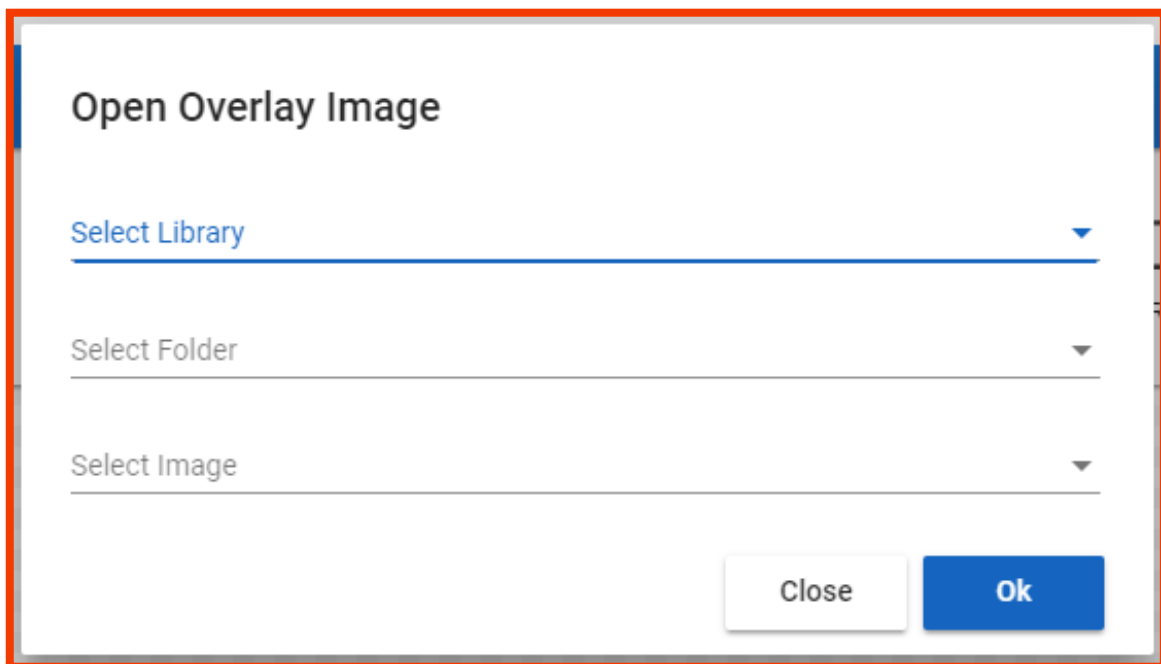
- b. **Local:** By selecting this option it will Open File dialog box to select file from local machine



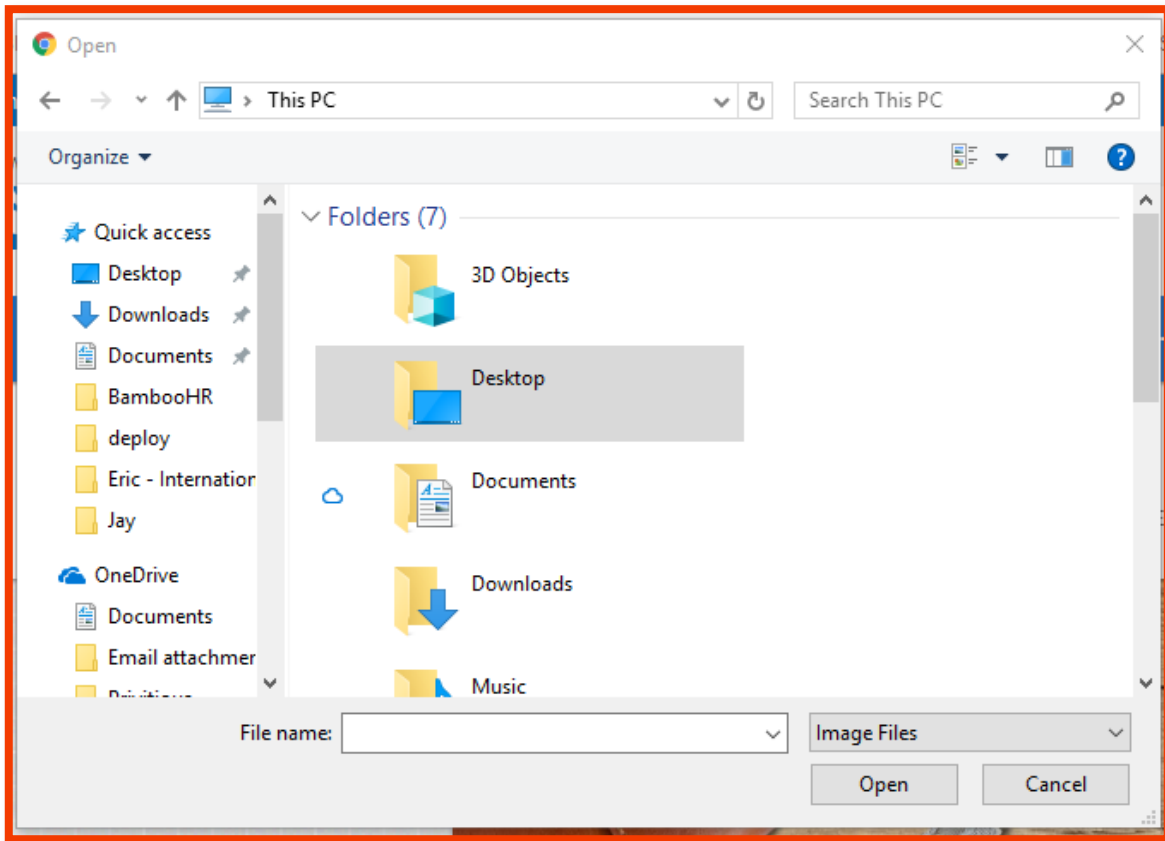
2. **Overlay Image:** Image selected as overlay image will be appear on the image which you have selected for background image. You can select Overlay image from either SharePoint or local machine.



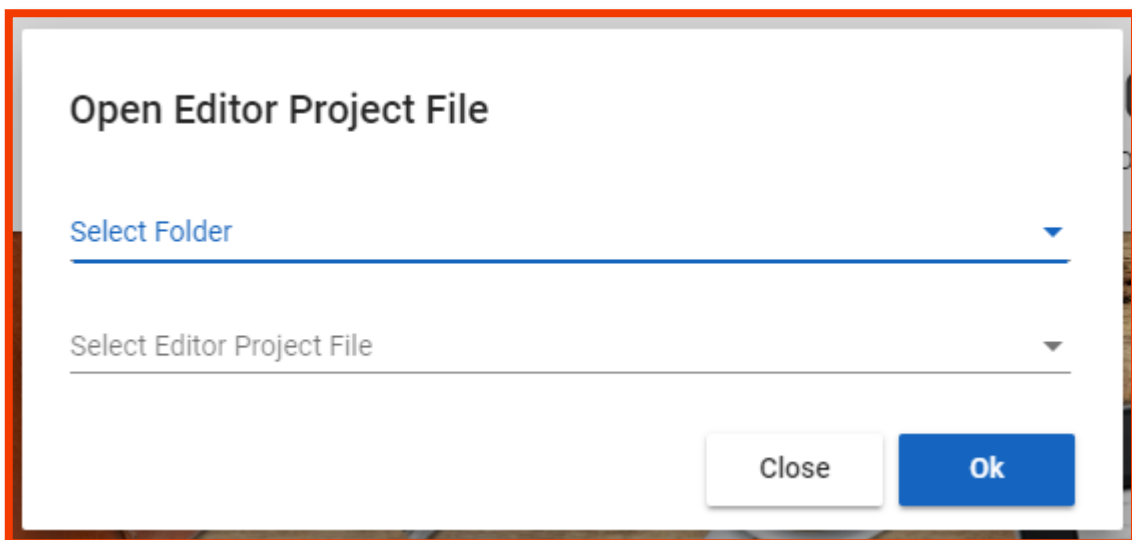
- a. **SharePoint:** It will prompt to select library, folder and image file to open inside the app as background image.



b. **Local:** By selecting this option it will Open File dialog box to select file from local machine.

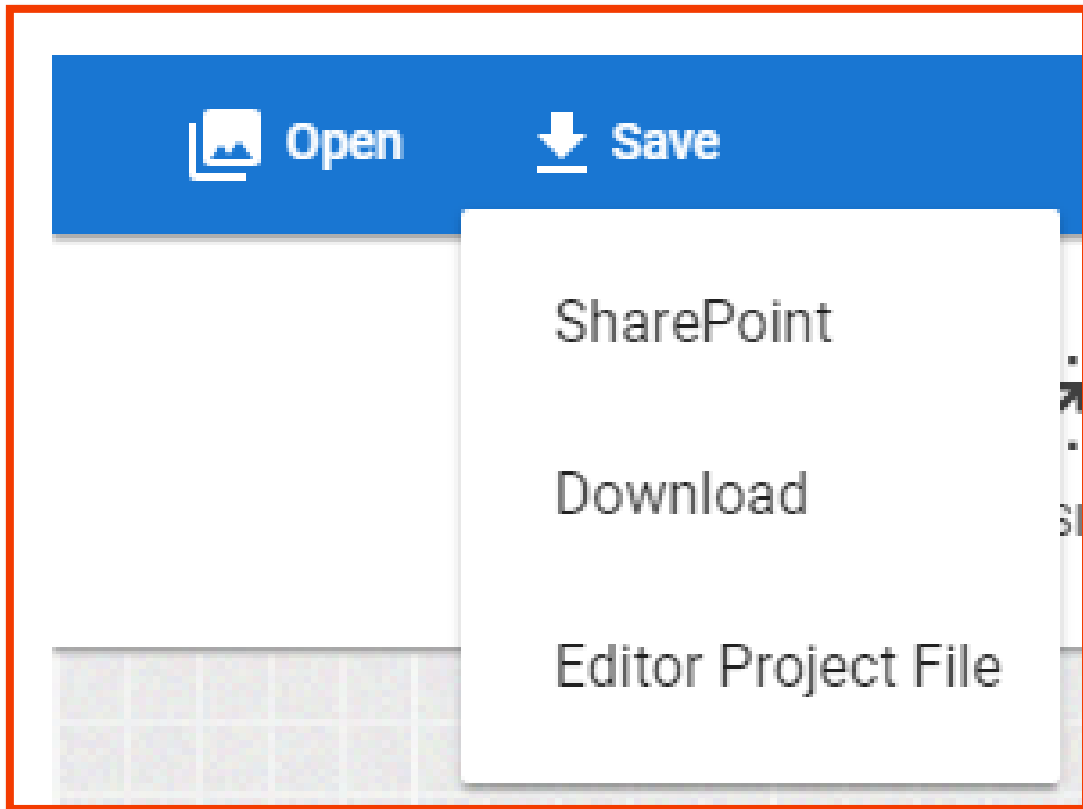


c. **Editor Project File:** Image Editor provides the functionality to save the editor mode of any image which you are creating with the Image Editor. If you have saved a '.Editor' project file then you can continue to work on it by opening .Editor project file, this will open the previously made project in edit mode and you can make the required changes and again save the image as well as .Editor project file.



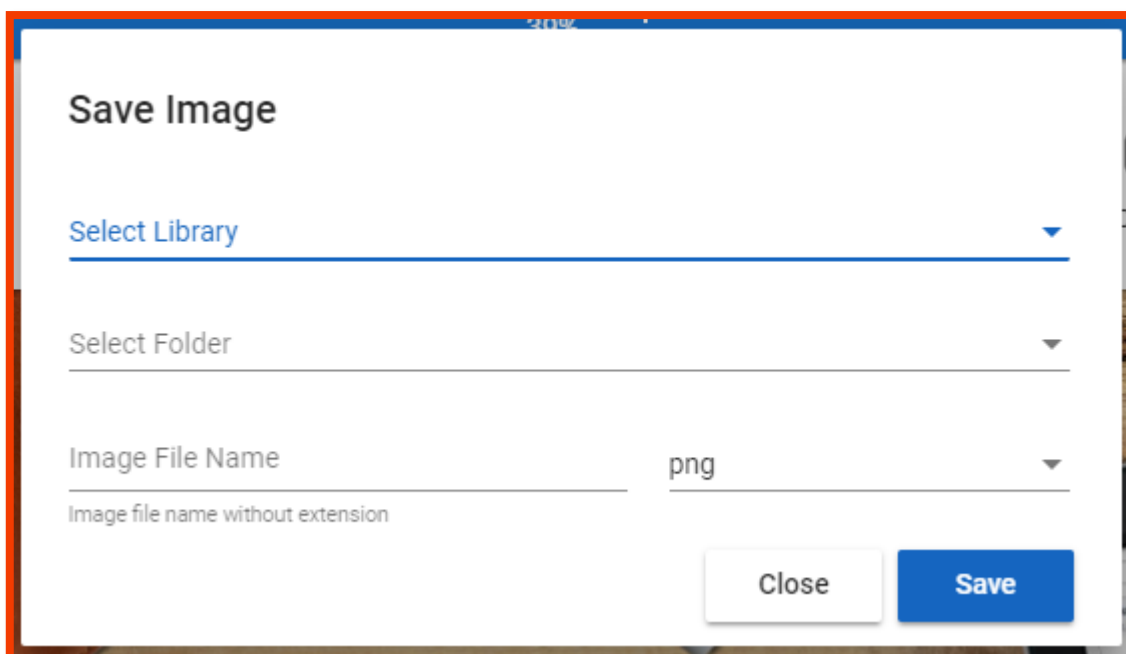
## Saving Images with Image Editor

To save edited image or project file, click on Save button in the app toolbar.



There are 2 option to save the edited image which are as below:

1. **SharePoint:** It will save edited image to the Host Site SharePoint Library



2. **Download:** it will download the edited image to local machine

To save the project for future editing, you can save the project file by clicking on Editor Project File menu button inside Save menu. You can also create the folder structure while saving the Project Editor file to maintain multiple version of same editor file.

### Save Editor Project File

Show / Hide Folder

Folder Type

New ▼

---

Select Folder ▼

---

New Folder Name

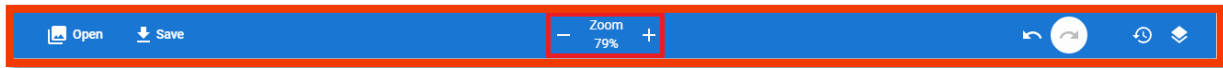
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Editor File Name

Editor file name without extension

## Image Editor App Options

1. **Zoom In/Out:** By using this option, you can zoom in or out of the image inside the editor.



2. **Undo/Redo:** By using undo and redo buttons, you can also perform undo and redo on the last activity which you performed.

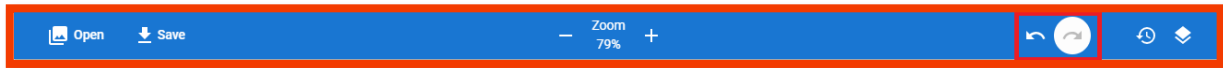
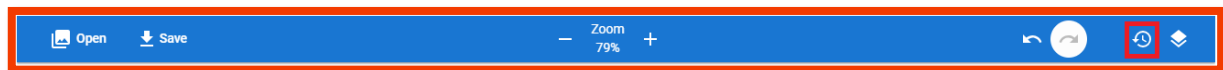
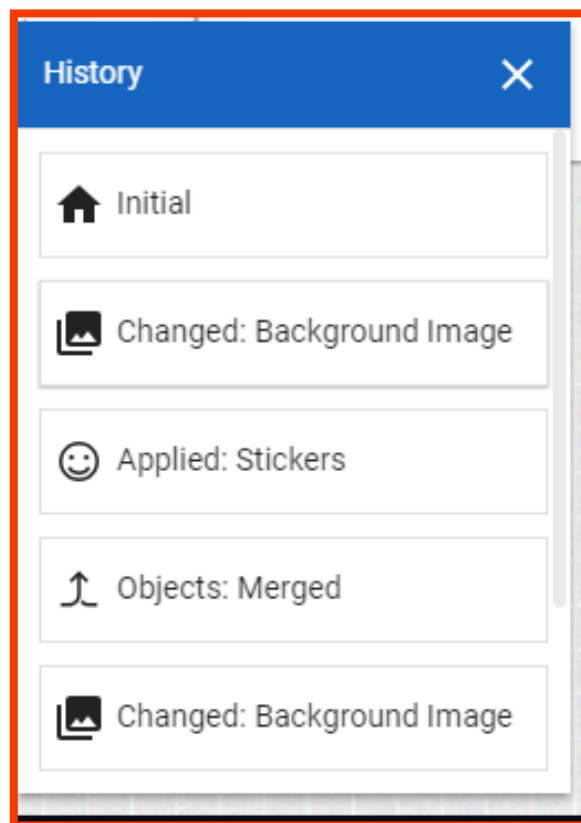


Image with white background indicates that button is disabled.

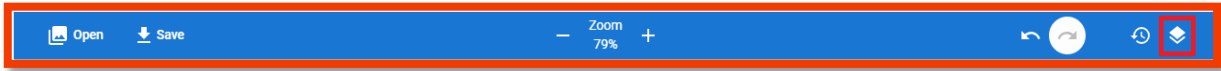
3. **History:** By using this button, you can check the history of the objects added/removed from the image editor.



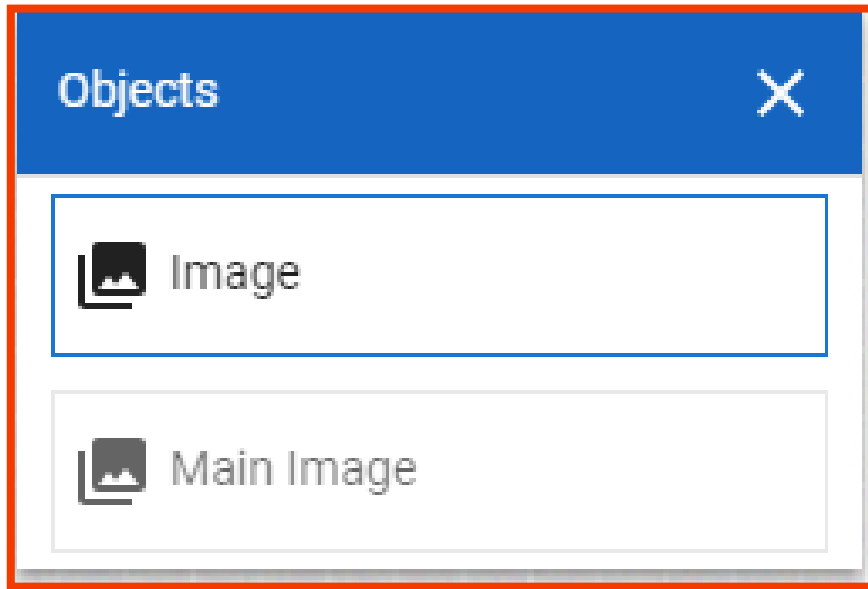
By clicking on above mentioned button, it will open small popup menu at right bottom corner which displays the history.



4. **Layers:** By using layer option, you can view all the images which will be added as overlay images to main background image.

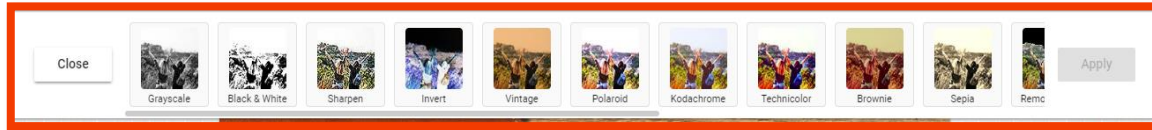


By clicking on above selected icon, it will open small popup at right bottom corner as below:

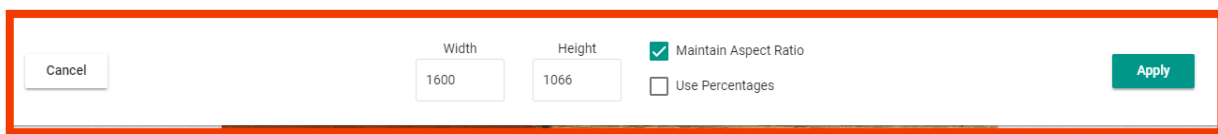


## Image Editing Filters & Effects

1. **Filter:** Using Filter option, you can filter image such as grayscale, blur, black & white, vintage and many more.



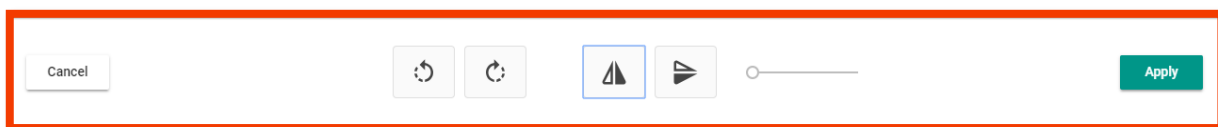
2. **Resize:** Using Resize option, you can resize your image in desired height & width. We also provided option to maintain aspect ratio and specify height & width in percentages as well.



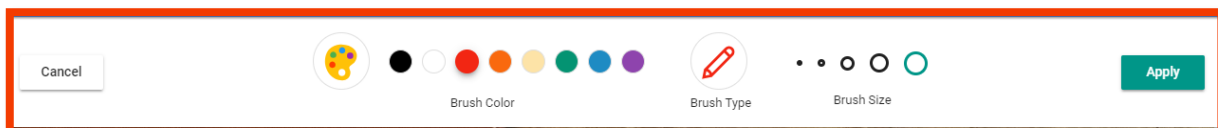
3. **Crop:** Using Crop option, you can crop your image and extract small component of the image in predefined specific ratio or custom ratio as well.



4. **Transform:** Using Transform option, you can transform your image right, left, horizontally, vertically as well as custom degree.



5. **Draw:** Using Draw option, you can draw free structure on the image with desired colour and predefine different brush types.



6. **Text:** Using Text option, you can add desired text overlap to the image. You can also able to select the colour and type of font.

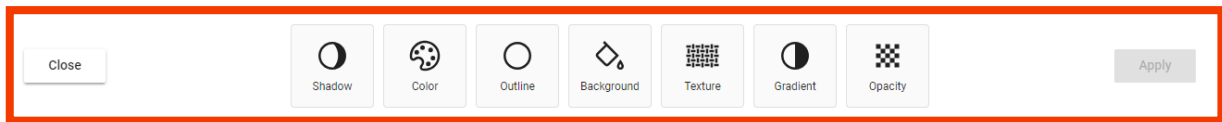




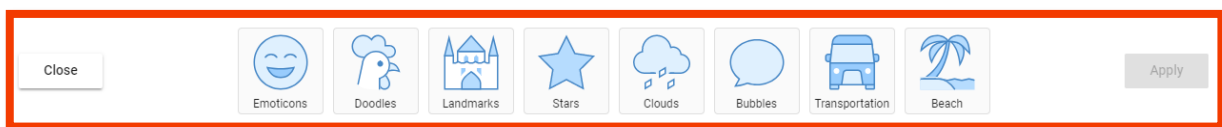
7. **Shapes:** Using Shapes option, you can able to add some pre-defined shapes such as circle, rectangle, triangle, ellipse, arrow, star etc.



After adding shape to the canvas, select the particular shape double click on it, it will open some extra options mentioned below:



- Shadow: Use this option to add shadow of the shape.
  - Color: Use this option to specify the color fill in color of the object.
  - Outline: Use this option to specify the color of the edges of the object.
  - Background: Use this option to set the background color of the area outside of the object edges.
  - Gradient: Use this option to specify the gradients of the object color.
  - Opacity: Use this option to specify the opacity of the object color.
8. **Stickers:** Using Stickers option, you can able to add some pre-defined stickers to overlay of the image.

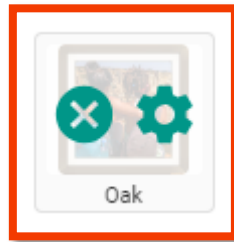


9. **Frame:** Using Frame option, you can able to add the frame outside to your image. You can also able to handle the width of the edges in the frames as well.

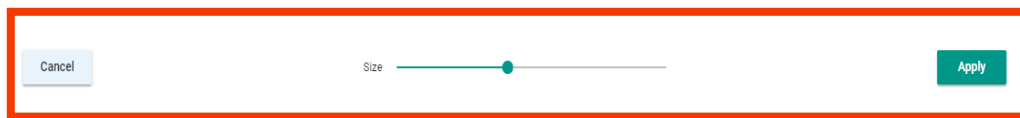


To change the width of edges of frame follow the below steps:

- a. Click on Gear icon on selected frame.



- b. Increase/decrease the size of edge by increasing or decreasing the border width and click on apply button.



10. **Corners:** By using Corners option, you can apply the rounded corner to the image.



11. **Background:** By using this option, you can fill a the background of a

12. **Merge:** By using this option, you can merge the multiple objects or images placed on the canvas.

## SharePoint Image Editor Support

Thank you for choosing **SharePoint Image Editor**. If you require any further assistance please visit our online Support Centre or Contact Us.

<http://cirrussoft.support>

<https://sharepointimageeditor.com/support/>

# INSTALLATION AND CONFIGURATION MANUAL

**CONTACT US**

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