
IMAGE EDITING USING WINDOWS PAINT

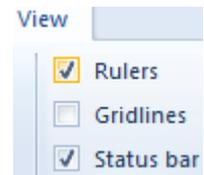
This can be done with Microsoft *Paint* which is freely available.

Editing Images

Open *Paint* application. *Paint* is available in the *Accessories* folder which can be accessed from the *Start* menu.

1. **Set-up:**

Make sure *Rulers* and *Status bar* are ticked on the *View* menu. You can also tick *Gridlines* but that is not essential.



2. **Copying a *Print Screen* into *Paint*:**

Before pasting an image into *Paint*, make sure the white canvas is smaller than the image being pasted. The canvas will then re-adjust to the correct size.

3. **Selecting and image:**

Before editing an image, double click the *Select* button to ensure both the image and canvas it is sitting on are selected.

When an image is correctly selected for re-sizing, there will only be three *grab* handles (squares on edge of image) as shown here, one each on the right and bottom edges and one in the bottom right corner.



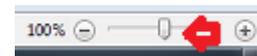
When an image is incorrectly selected, there will be multiple *grab* handles as shown opposite. Dragging the right *grab* handle will result in the image being squeezed and distorted while leaving the canvas the same size. The white canvas is showing on the right.



4. **Working with large images:**

If an image is too big to work with, *Zoom* out to reduce the display size of the image. This doesn't reduce its actual size.

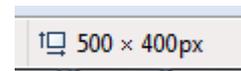
You can zoom in or out using the slider in the bottom right-hand corner of paint.



5. **Reducing and images actual size:**

Drag one of the "Grab" handles to reduce the actual size or dimensions of the image. As you drag you can see the new size of the image in the *Status* bar at the bottom of the *Paint* window, to the left of the *Zoom* slider.

The image being worked on here has dimensions of 500px (height) by 400px (width).



If necessary *Rotate* (see *Paint Home* menu) image to cut other sides.

You can also use *Resize* (see *Paint Home* menu) to reduce the pixel dimensions of the image, i.e. reduce from 250px to 250px. 60px x 60px

It is important not to distort an image when reducing its dimensions. This is achieved by clicking the *Maintain Aspect Ratio* on the *Resize and Skew* dialog box. It is ticked by default so leave it ticked.