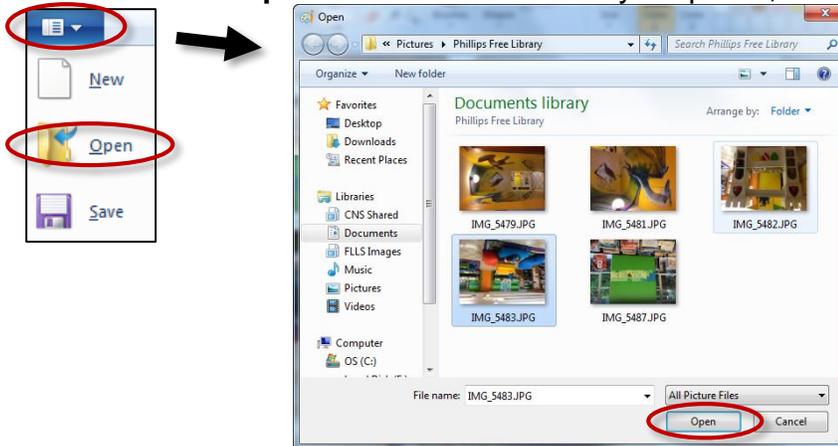


Editing Images with Paint

Resizing Your Image

Your images should be 800 pixels wide by 445 pixels high to display properly in the slider. Header logos should be 150 pixels wide or less. Having trouble resizing your images? Just use Paint! *There is also an option to resize an image in WordPress, see Intermediate WordPress Training page 4.*

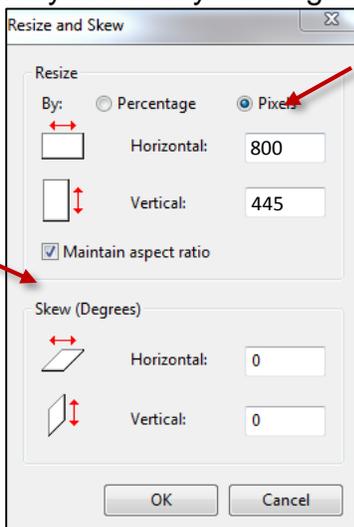
1. Open the Paint program.
2. Go to **File** → **Open**. Locate and click on your photo, click on **Open**.



3. In the Image section of the toolbar, click on the **Resize & Skew** button. A window will pop up.



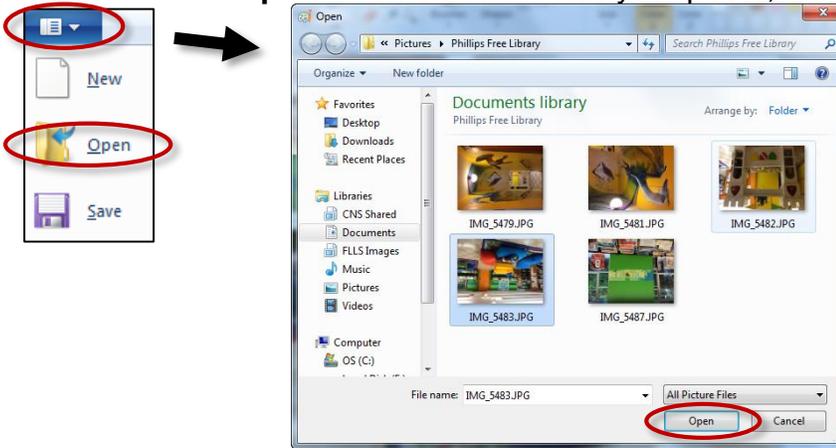
4. Under resize by, select **Pixels**. Make sure that Maintain aspect ratio is checked. Alter the height or width as needed. For the slider, it is best to maintain proper height (i.e. 445). This may result in your length to be less than 800, that is OK.



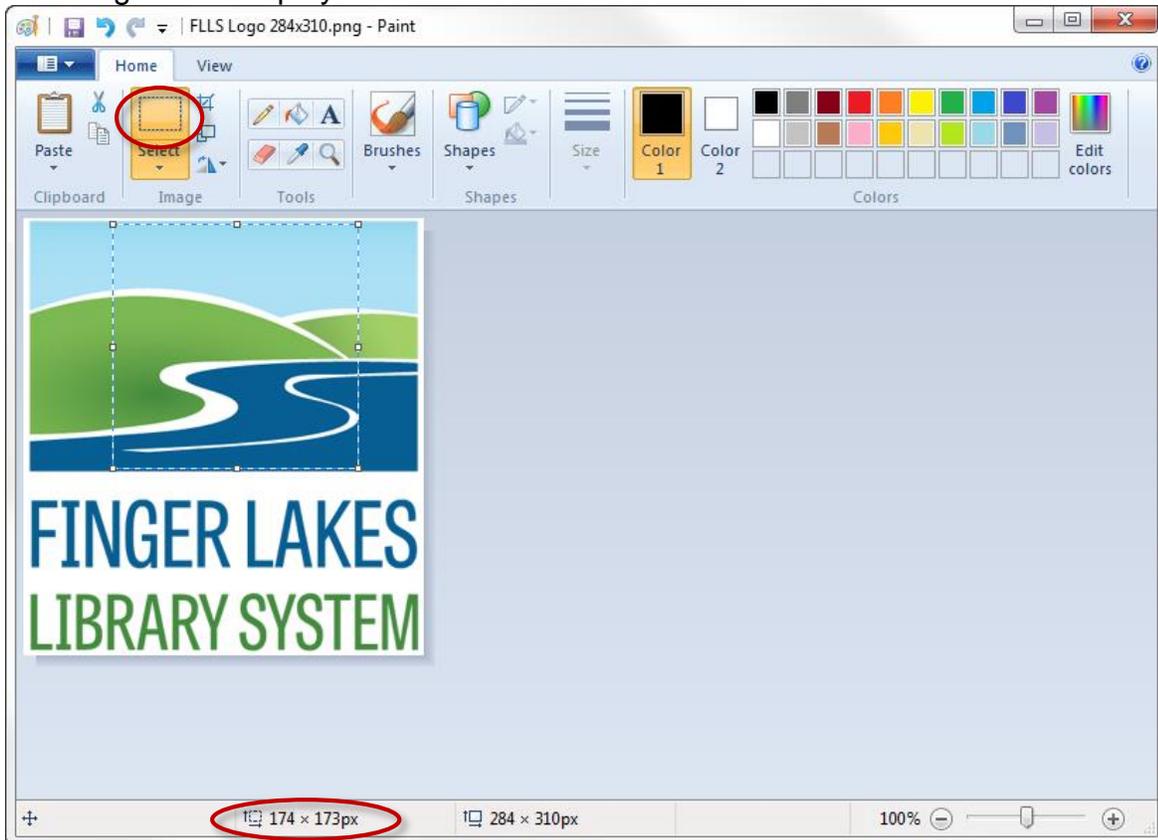
5. Click **OK**. Go to **File** → **Save**. Your image is now ready to be a featured image in your blog posts, i.e. it will fit correctly in your slider.

Cropping Your Image

1. Open the Paint program.
2. Go to **File** → **Open**. Locate and click on your photo, click on **Open**.



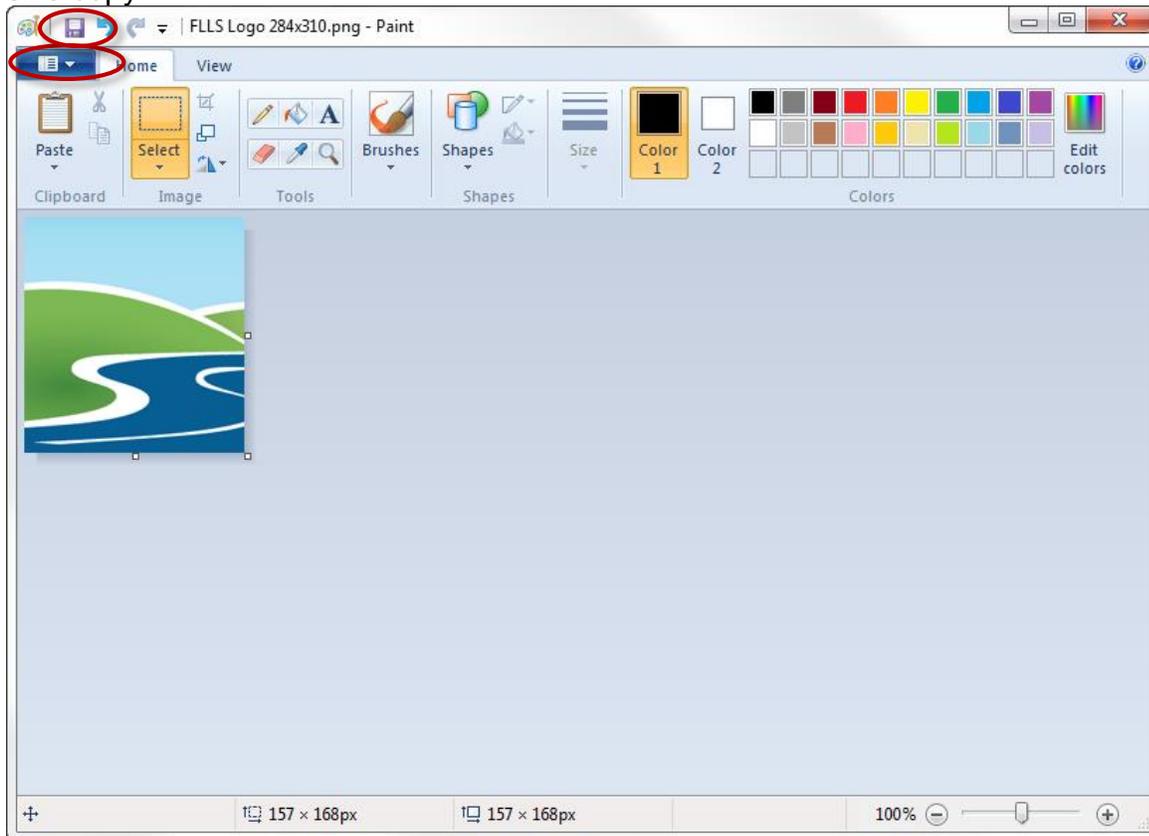
3. Click on button above **Select**. Drag your mouse from the top left corner to the bottom right corner of the area you would like to keep. You will notice that the size of the area you are selecting will be displayed at the bottom of the window.



4. After you have selected your area, click on **Crop**.



5. Your image will be cropped. Exit without saving to start over. Click the save button to keep this image or click **File** → **Save As** to create a new cropped image while retaining the original full-size copy.



Questions? Comments? Contact:
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