

# Photo Editing

## Downloading GIMP

- Google 'Gimp' or go to: <https://www.gimp.org/>
- Select 'Download' and follow the instructions your computer presents you
- [Note: GIMP is free and once you've mastered it, easy to use. Keep persevering and referring to this guide]

## How to edit a rectangular photo to 600 x 400 size

### 1. Select an appropriate image

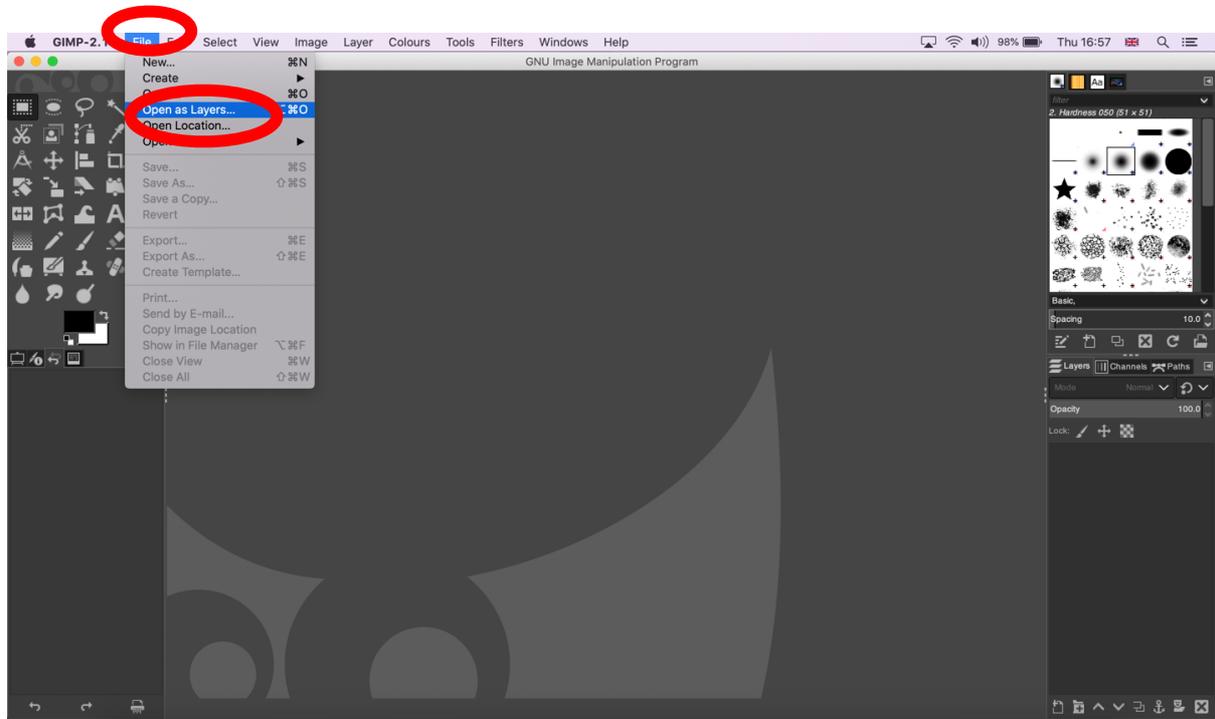
Go to Google and save the photograph you'd like to edit to your computer. It must be a JPEG, PNG, or JPG image.

Make sure the photograph is:

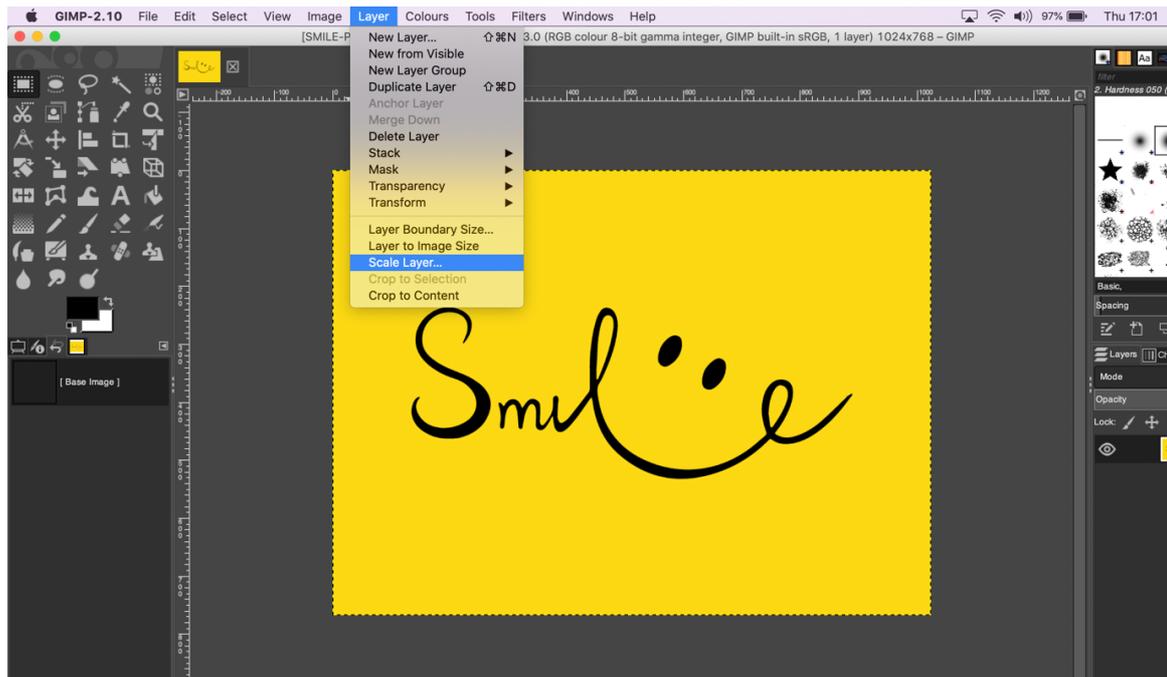
- Good quality
- Big size
- Rectangular in shape (can be square if it is large: see **cropping**) but not too thin, i.e.:



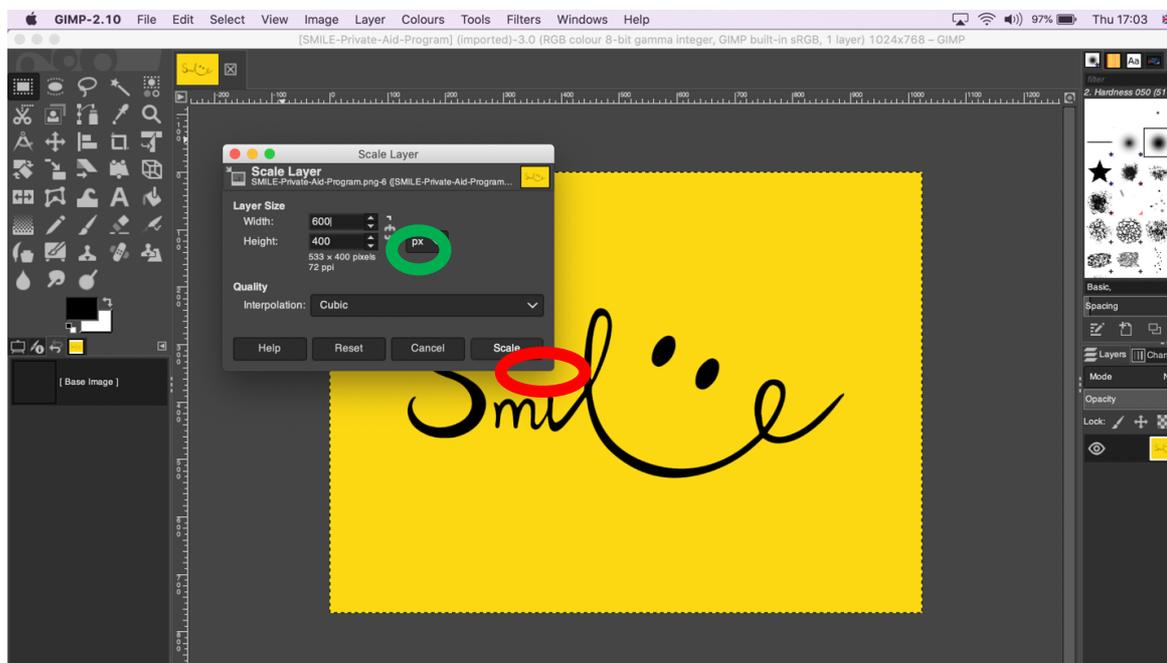
2. Open GIMP
3. Go to 'File'
4. Go to 'Open as Layers'



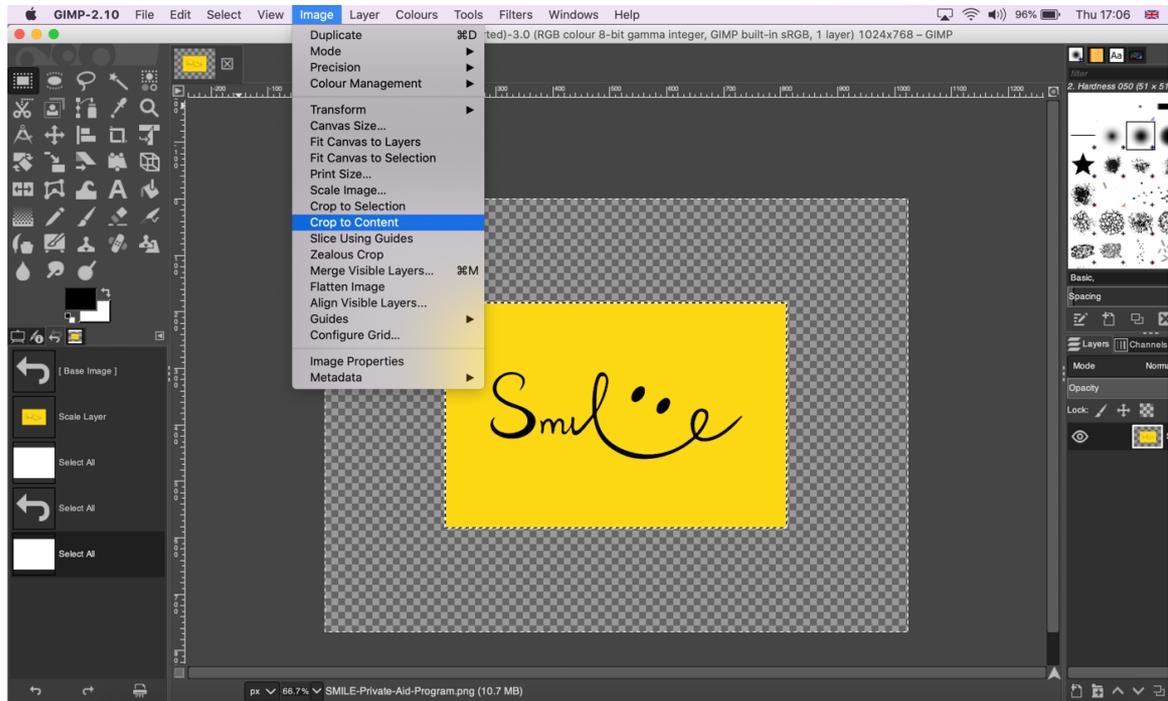
- 5.
6. Select the image you want to edit, then go to 'Layer'
7. Then select 'Scale Layer'



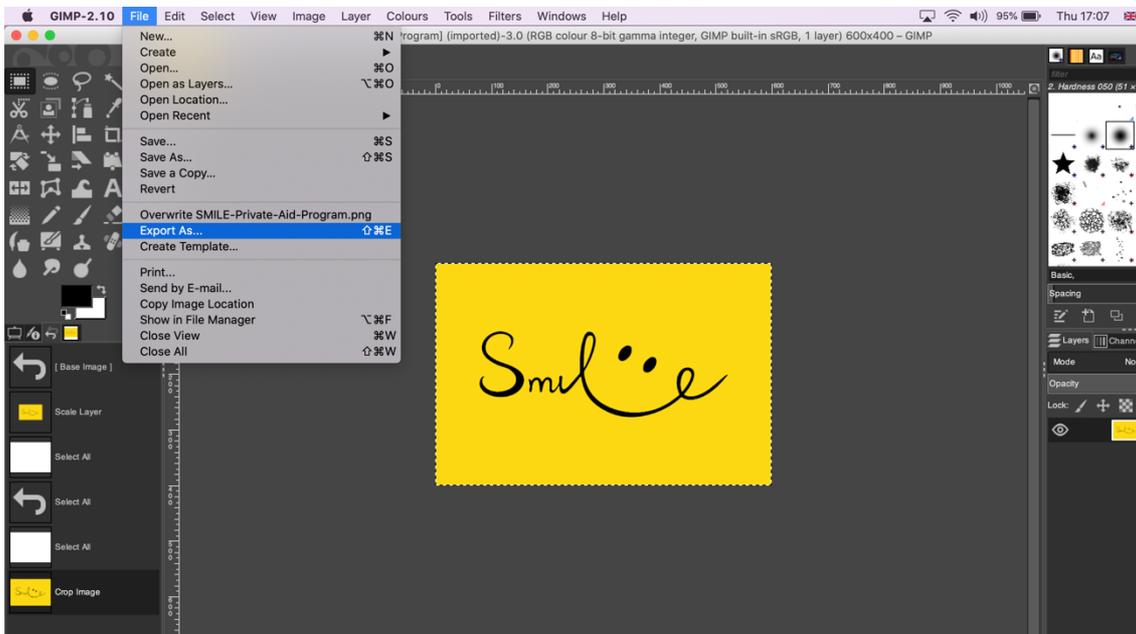
8. The Scale Layer box will open
9. Click the chain/link button - circled in green below
10. Type 600 into the Width box
11. Type 400 into the Height box
12. Click 'Scale'



- 13. Grey checks will appear behind your image
- 14. Go to 'Image' and select 'Crop to Content'



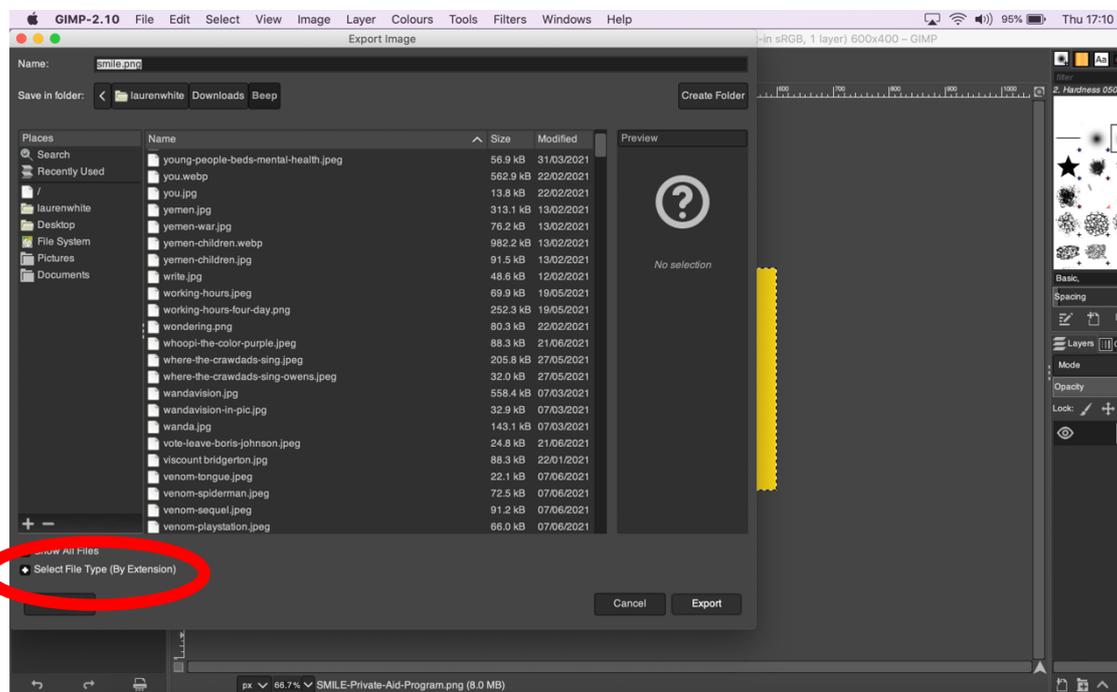
- 15. You're now ready to save your image!
- 16. Go to 'File' and then 'Export As...'



17. Make sure your photo has your article's keyword in it. Say this article's keyword is 'smile' and this is the Featured Photo, saving the image as 'smile.png' is right.

18. If this is an image for the body of an article, you would save it as 'smile-1' etc.

**19. Make sure when you save the image that it is .png, .jpeg, or .jpg - if not, go to Select File Type (By Extension) and scroll until you get to PNG, JPEG or JPG. Select your preference.**



20. Another box will come up and 'Export' will be an option in the corner - click it and your image will be saved and ready to upload to WordPress.

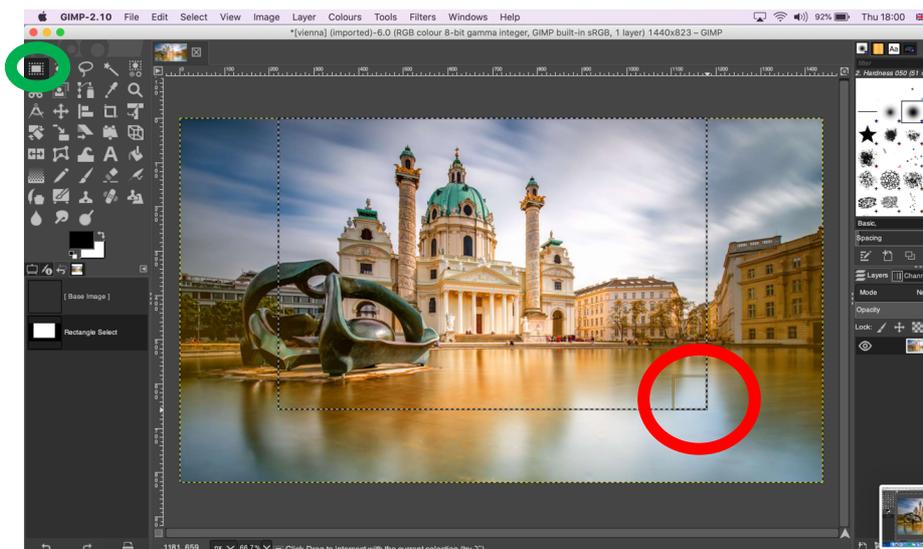
# Cropping a photo

Sometimes photos are really good quality and slightly too rectangular but can be made 600 x 400 in size.

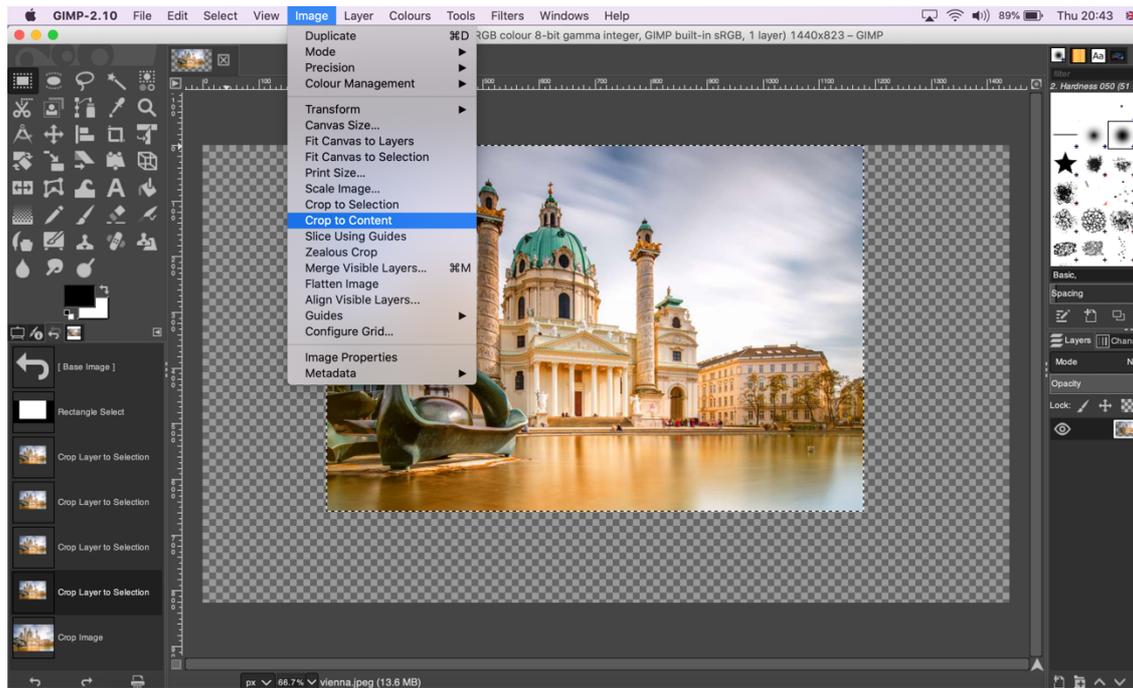
This is when you need to crop.

Follow the same instructions as above to open your layer.

1. When you hover your cursor over the image, you will have the option to select part of the image to crop. (If not, select the box circled in green)
2. Press your cursor down and drag the image to the same shape of 600 x 400
3. Release the cursor when you are happy with the box you have drawn
4. Click the box in the right-hand corner (circled in red below)



5. Go to 'Image' and click 'Crop to Content'



To then resize this image, follow the same steps as above.

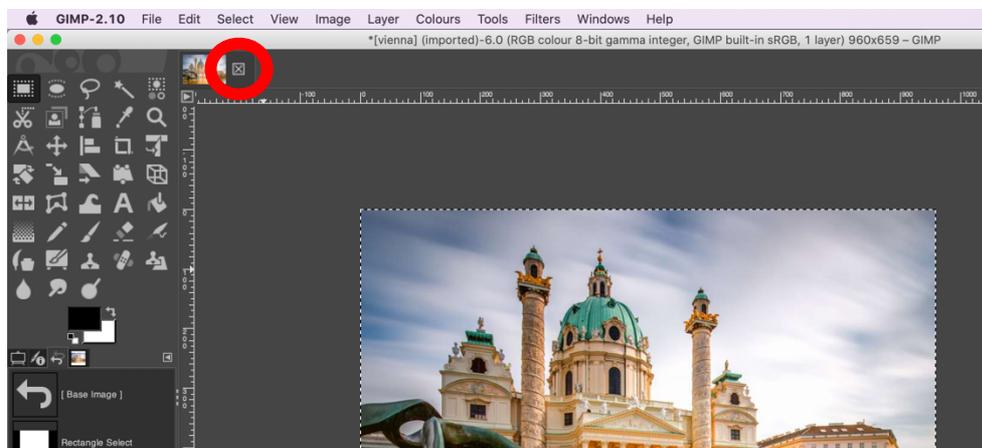
And to save the image, follow the same instructions as previous, remembering to ensure it is either a .jpeg, .jpg, or .png.

## Potential FAQs

### **I have resized the image to 600 x 400 but it is stretched and slightly warped. What should I do?**

You can either try cropping the image then resizing again, or find a new one. Do not submit an image that is warped/stretched/disproportionate.

I want to close the layer I'm working on to edit a new photo, but how? Click the cross button circled below.



### **I have selected my image and a message asking me to 'Keep' or 'Convert' the image comes up, what should I do?**

You can press either, it shouldn't matter. If you find you are having trouble with this, select a different image.