HOW TO FORMAT PHOTOS FOR PUBLICATION
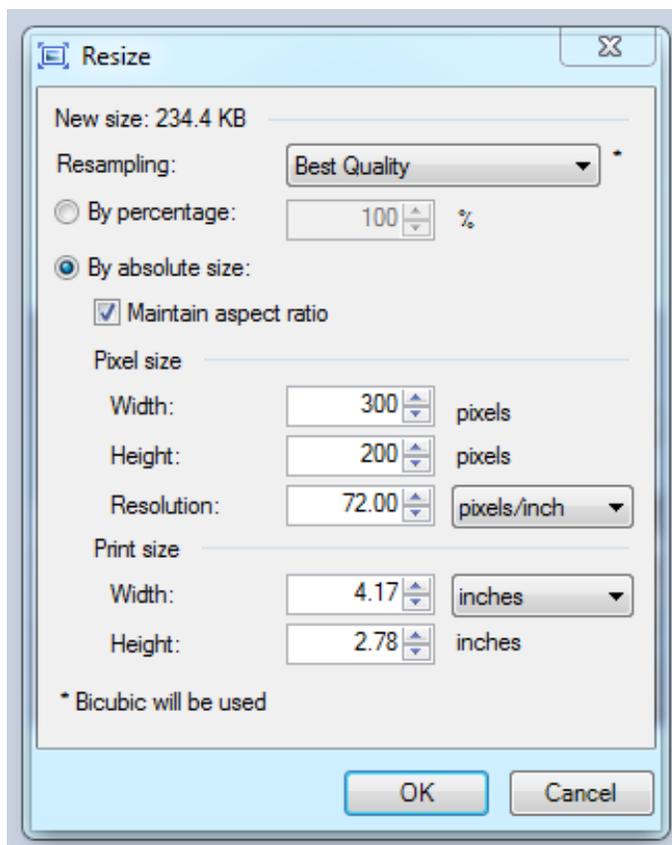
1. Start Paint.net

2. Open your photo by selecting FILE, OPEN. You photo will appear in the PAINT. NET screen

3. At the top of the window, click the IMAGE link.

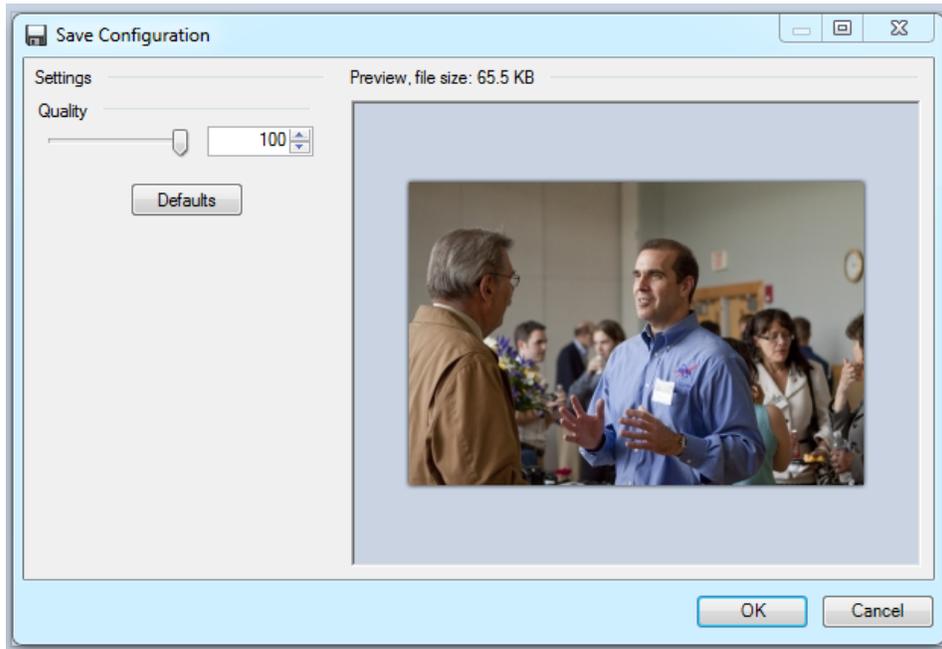4. You will now RESIZE your photo for use within the story. See item 6 for resizing THUMBNAILS.

Select RESIZE from the menu choices.

a. Once you are in the dialog box, select the radial button associated with BY ABSOLUTE SIZE

b. Check the box for MAINTAIN ASPECT RATIO

c. Adjust your pixel size. The maximum width of your photo should be no larger than 300 pixels

d. Adjust your resolution to 72.00

e. Click OK and you will see your photo has been reduced in size

5. Save your file. You should rename the file with a name that associates it with the story. Click SAVE and you will see the SAVE CONFIGURATION dialog box. Adjust the SETTINGS QUALITY to 100 and click OK.
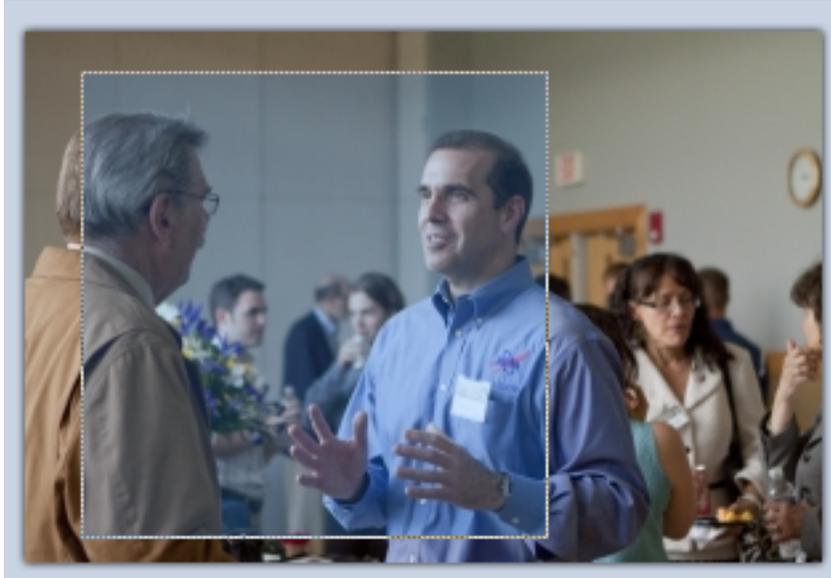

6. How to size for THUMBNAIL. Your resized story photo should still be visible in PAINT.NET. If not, reopen it. All THUMBNAILS should be sized to 85x85 pixels.

a. You will need your TOOLS window for this step. Select the icon in the top left corner as shown below.
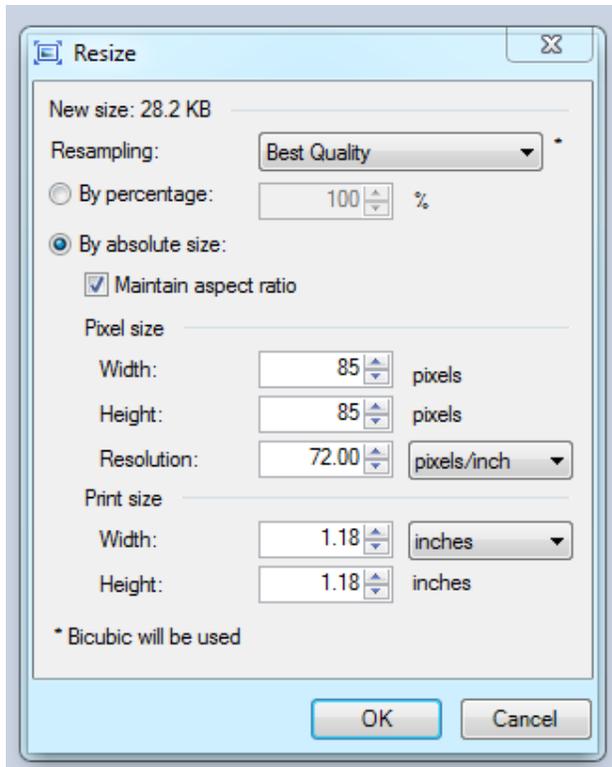
b. Hold your SHIFT key down and click into the photo. Drag your mouse across the photo and you will notice a square box appears. This box indicates the area to be cropped for a THUMBNAIL within the photo. Once you drag your box to the desired size, click off and a highlighted area remains. If you need to redo, click EDIT UNDO and repeat.

c. With your cropped area selected, click IMAGE and then CROP TO SELECTION from the menu choices. You will see your photo has been cropped into a square.

d. Return to the IMAGE link and select RESIZE from the menu choices.

e. Once you are in the RESIZE dialog box, select the radial button associated with BY ABSOLUTE SIZE

f. Check the box for MAINTAIN ASPECT RATIO

g. Adjust your pixel size. The maximum width of your THUMBNAIL should be no larger than 85 pixels

h. Keep your resolution at 72.00

i. Click OK and you will see your photo has been reduced in size

j. Save your file. You should rename the file with a name that associates it as a thumbnail for the story. Click SAVE and you will see the SAVE CONFIGURATION dialog box. Adjust the SETTINGS QUALITY to 100 and click OK.