



paint.net™



# Website image editing tutorial: WordPress, Paint.NET and PowerPoint(!)

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# *”So, you need images on your website...”*

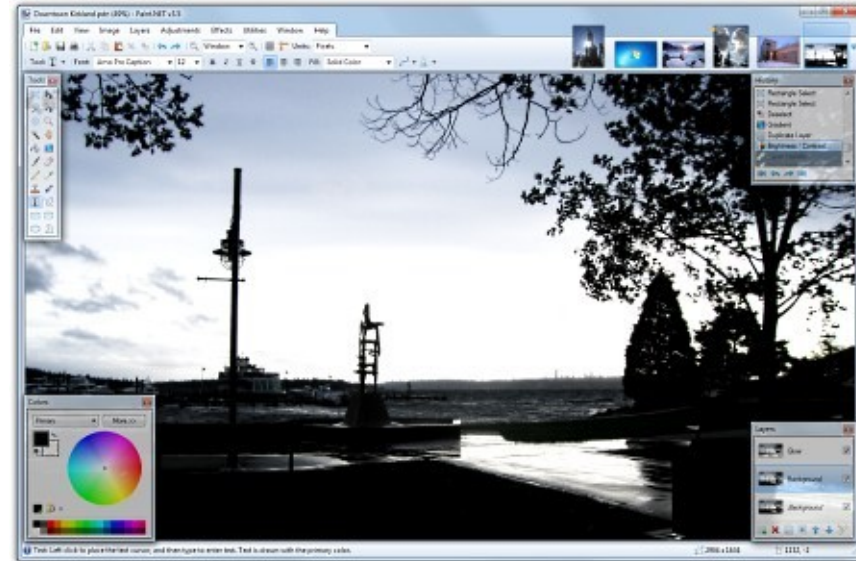
- This presentation is for you if:
  - You’re a novice in web content publishing
  - You don’t have experience on working with any graphics software
  - You need to add smart looking images to your blog or website without too much hassle
- I made these slides to help out a friend in managing his WordPress site
- Then I realized they might be of use to someone else as well, so I decided to publish them
- There are much better ways to achieve the same results, but this is just how I do it

# Objectives

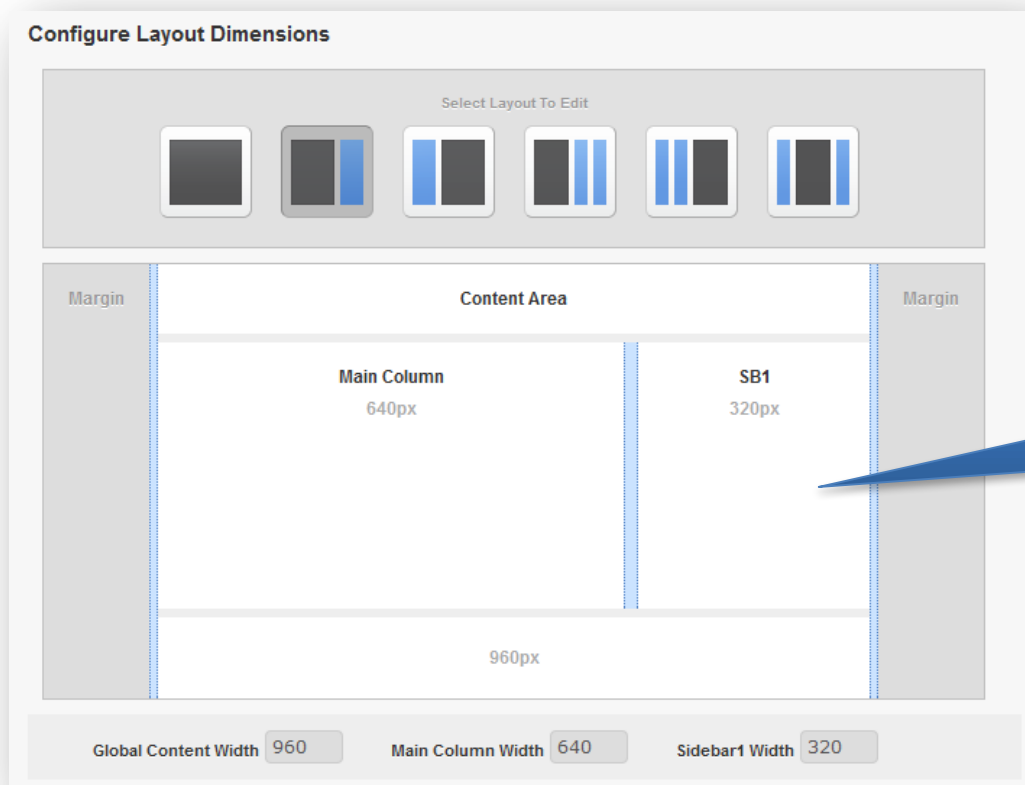
- Resize large images to fit WordPress pages
  - Preserve image quality by performing scaling before inserting to page
  - Optimize page download times by reducing image size
- Perform basic image editing
  - Crop selected areas of an image
  - Adjust image ratio to fit banners, sidebars etc.
- Combine multiple objects
  - Images and text

# Paint.NET

- Free image editor with all the tools needed for adjusting photos for publishing on WordPress
- Download from <http://www.getpaint.net/download.html>



# Know your WP theme dimensions



The image on the left is from a WordPress premium theme from PageLines, called PlatformPro.

[Get it here for \\$95](#) if you need an easy to use, drag & drop theme framework.

Maximum width for main sidebar images: 320px

Maximum width for main column images: 640px

...in the United States alone, 25 million hours were spent in meetings. Half of those hours were wasted.

With an average American hourly wage of \$16 per hour, that is a minimum of \$200 million dollars in waste. When you further consider that the average meeting attendant is at the management level or higher, that figure is a very low estimate. The Meeting Management workshop will explore how to reduce waste and make meetings more efficient.

**Meeting Management Course Outline:**

**Module One: Getting Started**

**Course  
catalog**

Click here to browse

*"Your life's happiness depends on your soft skills"*

# Resize image by setting new width

Pen.jpg (77%) - Paint.NET v3.5.10

File Edit View Image Layers Adjustments Effects Utilities Window Help

Tools: Select

Tools

Image menu options:

- Crop to Selection Ctrl+Vaihto+X
- Resize... Ctrl+R
- Canvas Size... Ctrl+Vaihto+R
- Flip Horizontal
- Flip Vertical
- Rotate 90° Clockwise Ctrl+H
- Rotate 90° Counter-Clockwise Ctrl+G
- Rotate 180° Ctrl+J
- Flatten Ctrl+Vaihto+F

Units: Pixels

Callouts:

- Select "Image, Resize"
- Use absolute size, maintain aspect ratio
- Set width to 320 and click OK

Colors

Primary More >>

Rectangle Select: Click and drag to draw a rectangular selection. Hold shift to constrain to a square.

Resize dialog box:

New size: 300,0 KB

Resampling: Best Quality

☐ By percentage: 100 %

☒ By absolute size:

☒ Maintain aspect ratio

Pixel size

Width: 320 pixels

Height: 240 pixels

Resolution: 72,00 pixels/inch

Print size

Width: 4,44 inches

Height: 3,33 inches

\* Super Sampling will be used

OK Cancel

# Save new copy of image

The image shows a screenshot of the Microsoft Paint application interface. The main canvas displays a photograph of a person writing. Overlaid on the interface are several blue callout boxes with white text providing instructions. The 'File' menu is open, showing the 'Save As...' option. A 'Save As' dialog box is also open, showing the file list and the filename 'Pen\_320.jpg'. A 'Colors' palette is visible in the bottom left corner. At the bottom of the screen, a status bar provides a tip for the Rectangle Select tool.

Select "Save as"

Append original file name with the new image width

For photos use JPEG format

(PNG is great when used for "simple" graphics like diagrams, but with photos the resulting file size will most often be too high)

File Edit View Image Layers Adjust Window Help

New... Ctrl+N

Open... Ctrl+O

Open Recent

Acquire

Close Ctrl+W

Save Ctrl+S

Save As... Ctrl+Vaihto+S

Print... Ctrl+P

Exit

Units: Pixels

Normal

Images

Järjestä Uusi kansio

Kirjastot

Kuvat

Musiikki

Tiedostot

Videot

Tietokone

WINDOWS (C:)

Tiedostonimi: Pen\_320.jpg

Tiedostomuoto: JPEG (\*.jpg; \*.jpeg; \*.jpe; \*.jfif)

Brochure.jpg 3.12.2011 12:01

Clock.jpg 3.12.2011 11:59

Collapsed.jpg 3.12.2011 11:58

Conference\_room.jpg 3.12.2011 11:56

Tallenna Peruuta

Colors

Primary More >>

Rectangle Select: Click and drag to draw a rectangular selection. Hold shift to constrain to a square.

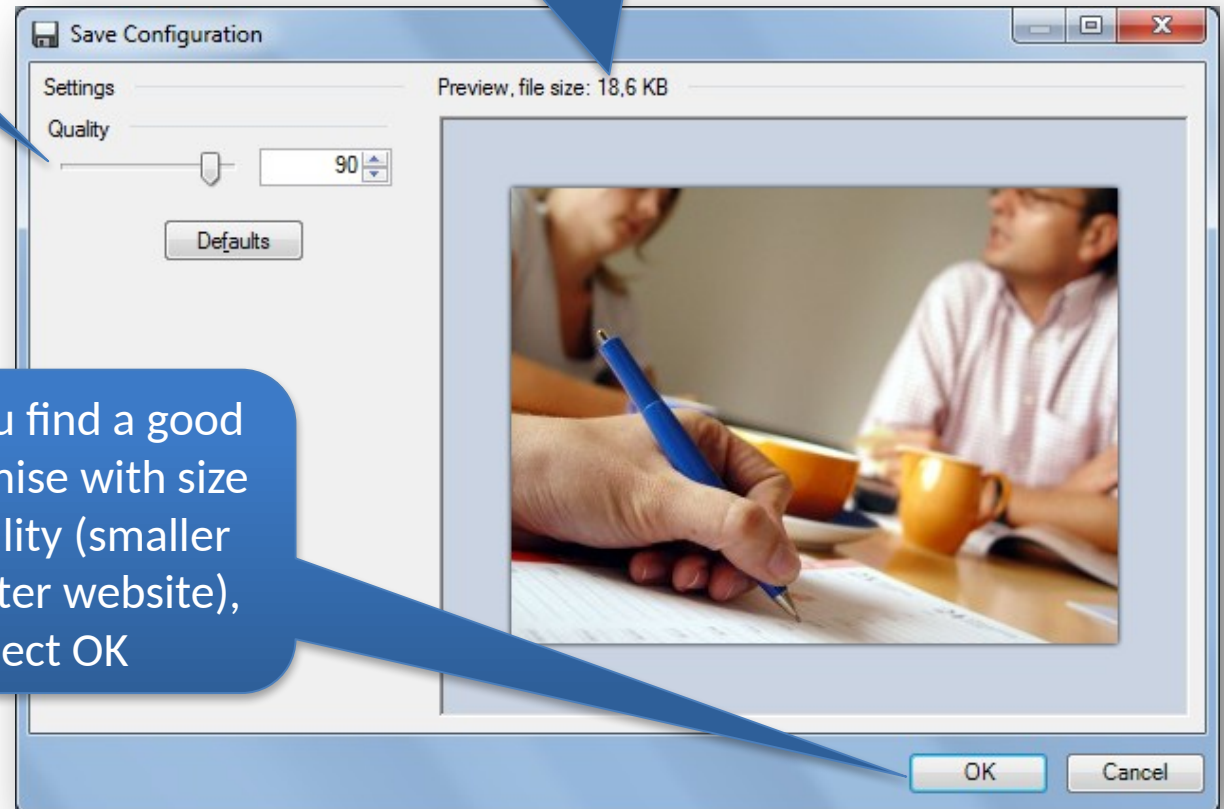


# Adjust image compression ratio

Adjust the quality slider

Observe the size and preview image quality

Once you find a good compromise with size and quality (smaller file = faster website), select OK





# Editing the WP page

Click the place where you want to insert the image (position the cursor in the text)

Select the image icon in "Upload/Insert"





The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Meeting Management'. The page content includes two paragraphs of text and a section header 'Meeting Management Course Outline:'. The interface features a top navigation bar with 'Edit Page' and a 'Permalink' field. Below the navigation bar is a 'View Page' button and an 'Upload/Insert' section with icons for image, video, audio, and link. A blue callout bubble points to the image icon in the 'Upload/Insert' section, with the text 'Select the image icon in "Upload/Insert"'. Another blue callout bubble points to the first paragraph of text, with the text 'Click the place where you want to insert the image (position the cursor in the text)'. The right sidebar contains a 'Publish' section with a 'Preview Changes' button, and a 'Page Attributes' section with dropdown menus for 'Parent' (Course catalog) and 'Template' (Default Template), and a text input for 'Order' (0). A 'Move to Trash' link and an 'Update' button are also visible in the 'Publish' section.



































**Edit Page**

## Meeting Management

Permalink: <http://finnstatus.com/site/course-catalog/meeting-management/> [Edit](#)

[View Page](#)

Upload/Insert    

**B** **I** **ABC**                                     

# Upload the image

Click "Select Files" to open a file upload dialog window

If you want to re-use an existing image that's already uploaded, open the Media Library tab instead



The screenshot shows a web interface for adding an image. At the top, there's a dark header with the text "Add an Image". Below it, there are three tabs: "From Computer" (highlighted in orange), "From URL", and "Media Library". The main content area is titled "Add media files from your computer". It features a section labeled "Choose files to upload" with a "Select Files" button and a "Cancel Upload" button. Below this, it states "Maximum upload file size: 15MB" and provides a link to the "Browser uploader" with the text "Problems? Try the Browser uploader instead." and a note "After a file has been uploaded, you can add titles and descriptions." At the bottom, there's a preview of an uploaded image showing a person writing. To the right of the image, the following metadata is displayed: "File name: Pen\_320.jpg", "File type: image/jpeg", "Upload date: December 3, 2011", and "Dimensions: 320 x 240". An "Edit Image" button is located at the bottom left of the preview area.

Add an Image

From Computer From URL Media Library

Add media files from your computer

Choose files to upload **Select Files** Cancel Upload

Maximum upload file size: 15MB

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

*After a file has been uploaded, you can add titles and descriptions.*

 **File name:** Pen\_320.jpg  
**File type:** image/jpeg  
**Upload date:** December 3, 2011  
**Dimensions:** 320 x 240

Edit Image

# Set image attributes


**Title** will be shown as a tooltip if user hovers over an image. Can be left as default if your file names are "sensible"

Alternate text is shown if the user can't view the image, also important for search engines. Enter a few descriptive keywords.

Unless you use the image as a link, remove the URL by clicking "none"

Always set an alignment based on desired layout

Add an Image



**File name:** Pen\_320.jpg  
**File type:** image/jpeg  
**Upload date:** December 3, 2011  
**Dimensions:** 320 × 240

**Title** \*

**Alternate Text**   
Alt text for the image, e.g. "The Mona Lisa"

**Caption**

**Description**

**Link URL**

Enter a link URL or click above for presets.

**Alignment** ☐ None ☐ Left ☐ Center ☒ Right

**Size** ☐ Thumbnail (150 × 150) ☐ Medium (300 × 225) ☐ Large ☒ Full Size (320 × 240)

[Delete](#)

Use full size (since you've already optimized the image size)

# Save and view results

## Management Training and Consulting

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### Meeting Management

In 2005, the Ayers group reported that in the United States alone, 25 million hours were spent in meetings. Half of those hours were wasted.

With an average American hourly wage of \$16 per hour, that is a minimum of \$200 million dollars in waste. When you further consider that the average meeting attendant is at the management level or higher, that figure is a very low estimate. The Meeting Management workshop will explore how to reduce waste and make meetings more efficient.



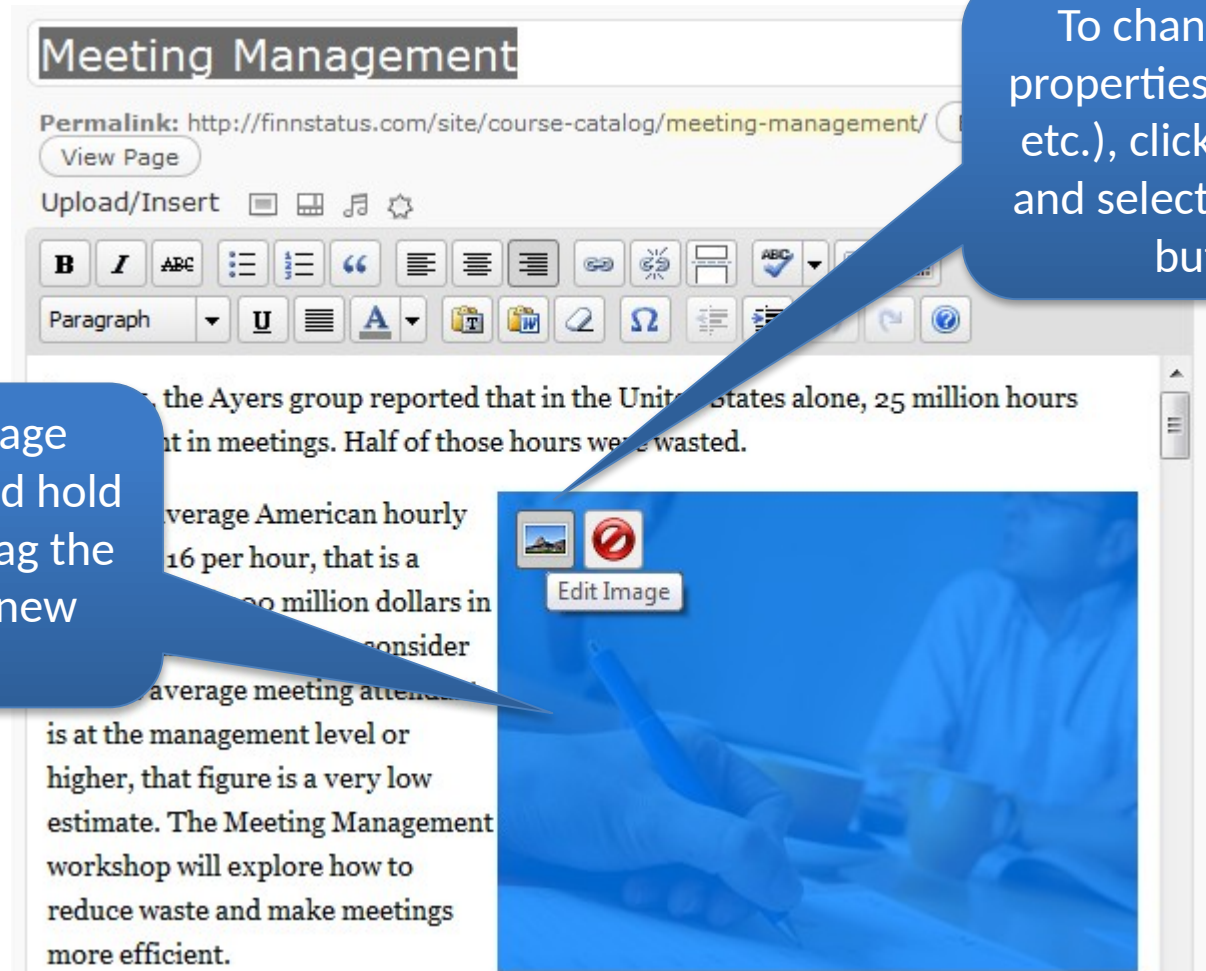
**Meeting Management Course  
Outline:**



#### COURSE HIGHLIGHTS

[Soft skill training](#)[Management training](#)[Leadership training](#)[Executive coaching](#)[Personal development](#)[Business Skills](#)[Youth development training](#)[Government training](#)

# Adjust image properties if needed



To change image position, click and hold the image to drag the cursor to the new position

To change image properties (alignment etc.), click the image and select Edit Image button



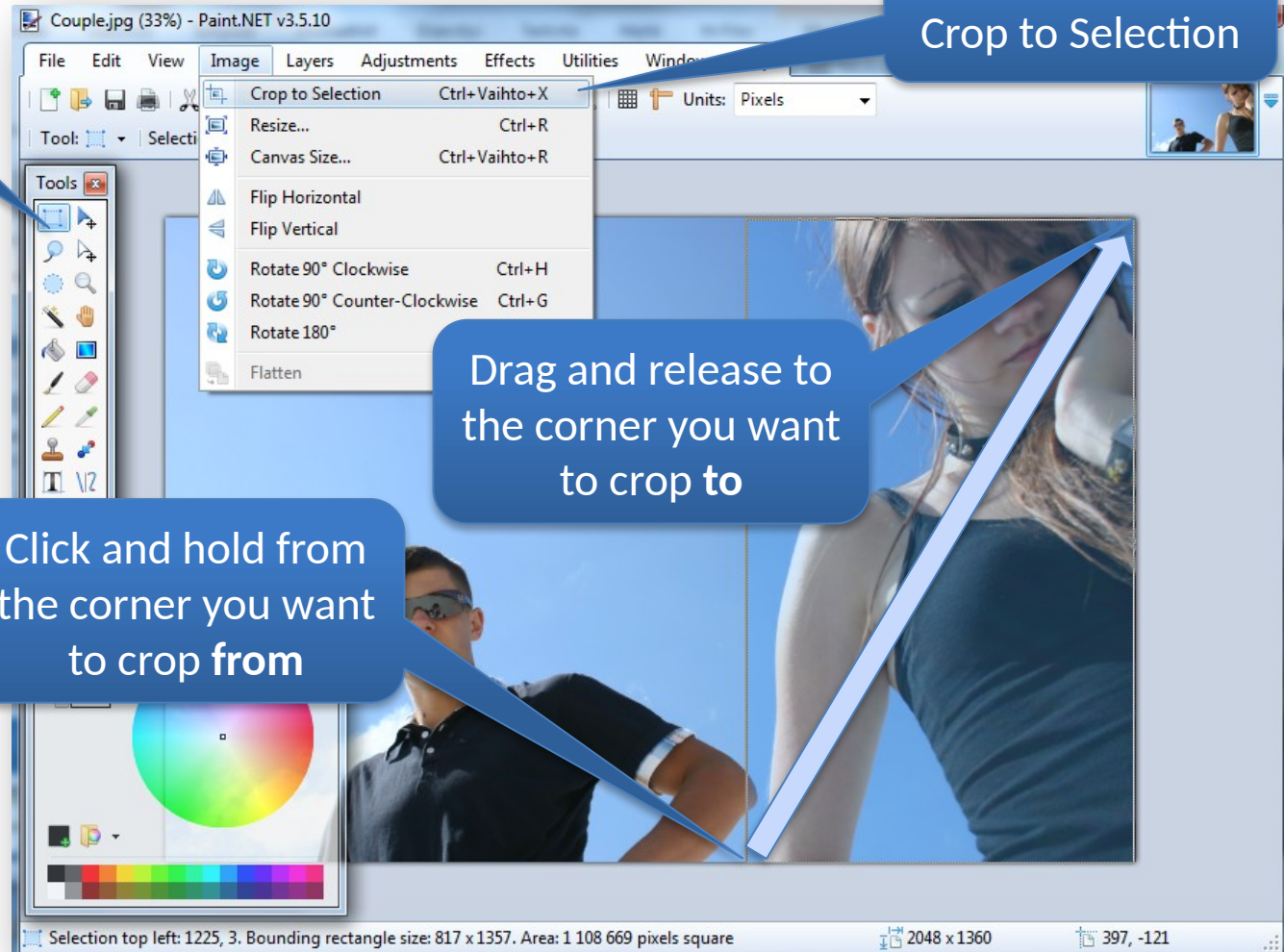
# Cropping a part of an image

Select the  
"Rectangle  
Select" tool

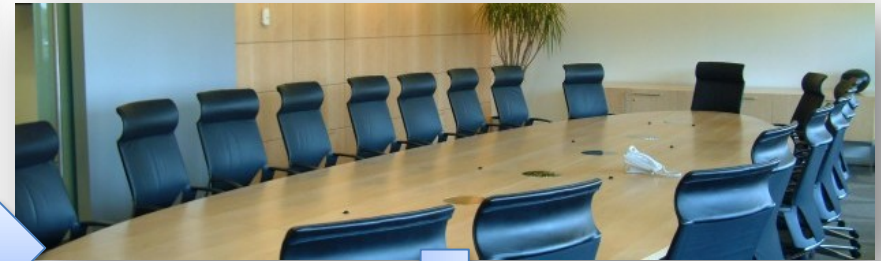
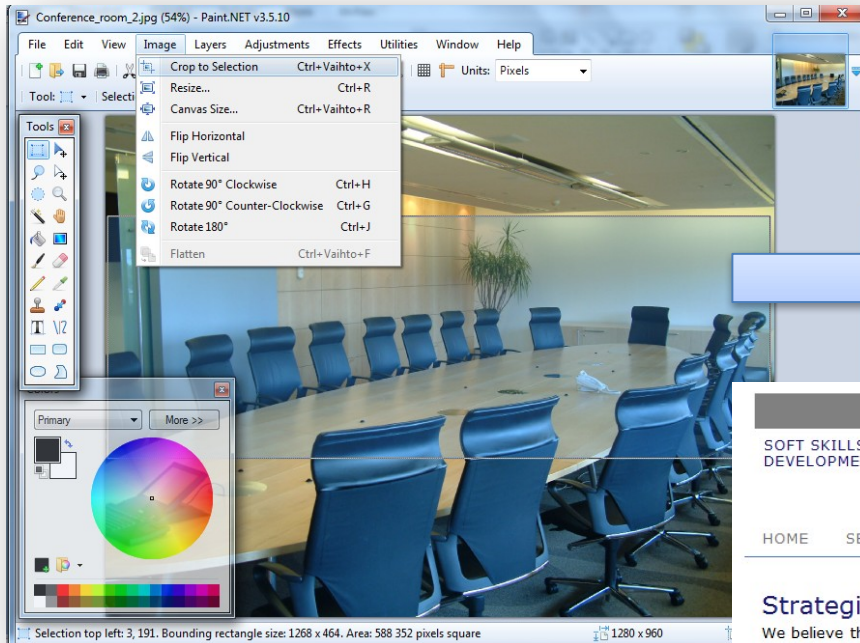
Select "Image -  
Crop to Selection"

Drag and release to  
the corner you want  
to crop to

Click and hold from  
the corner you want  
to crop from



# Example of a cropped image



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### Strategic consulting

We believe that strategy is the search for competitive advantage personally or professionally. Strategy is not an aim in itself but a set of paths and choices for achieving individual, team, business or organisation's goals in the future.

Our strategic consulting services provides a carefully considered course of action designed for you or your organisational peoples high performance. Finnstatus offer clients strategic consulting support in soft skills training as a solutions for essential skills needed for high performance. Finnstatus focuses primarily in areas such as:

- Organisational/business strategy
- Personal strategv

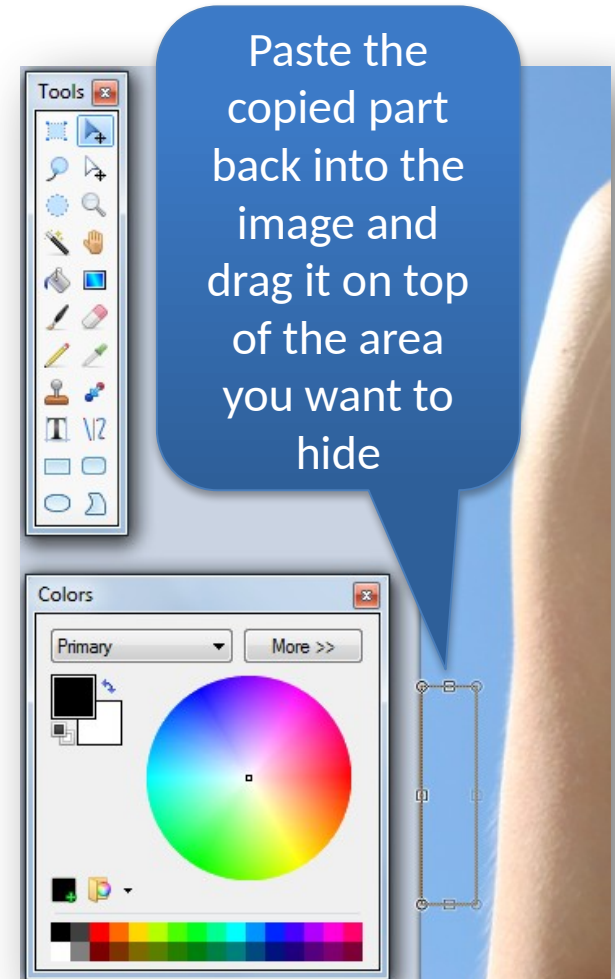
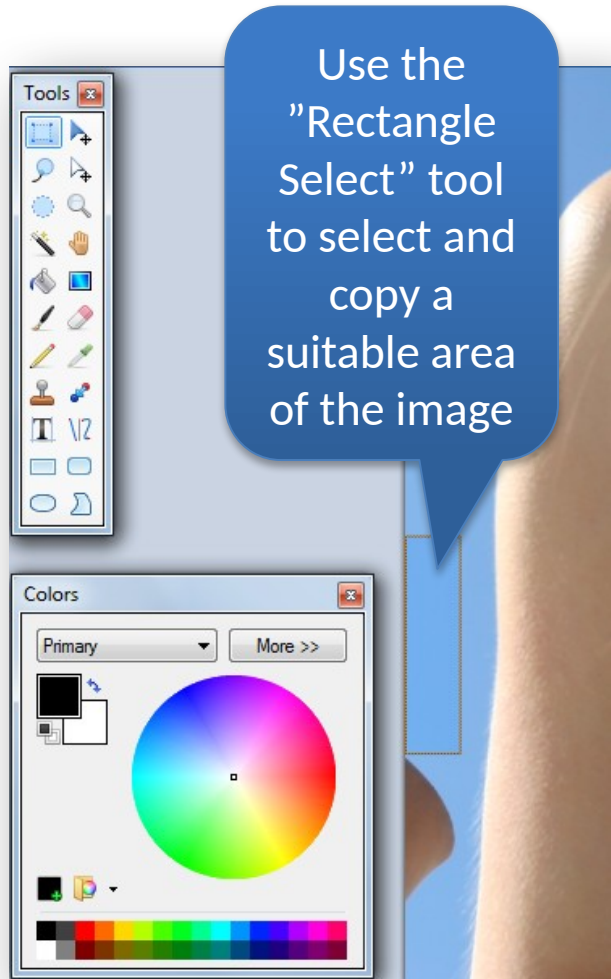
#### COURSE HIGHLIGHTS

- Soft skill training
- Management training
- Leadership training
- Executive coaching
- Personal development
- Business Skills
- Youth development training
- Government training

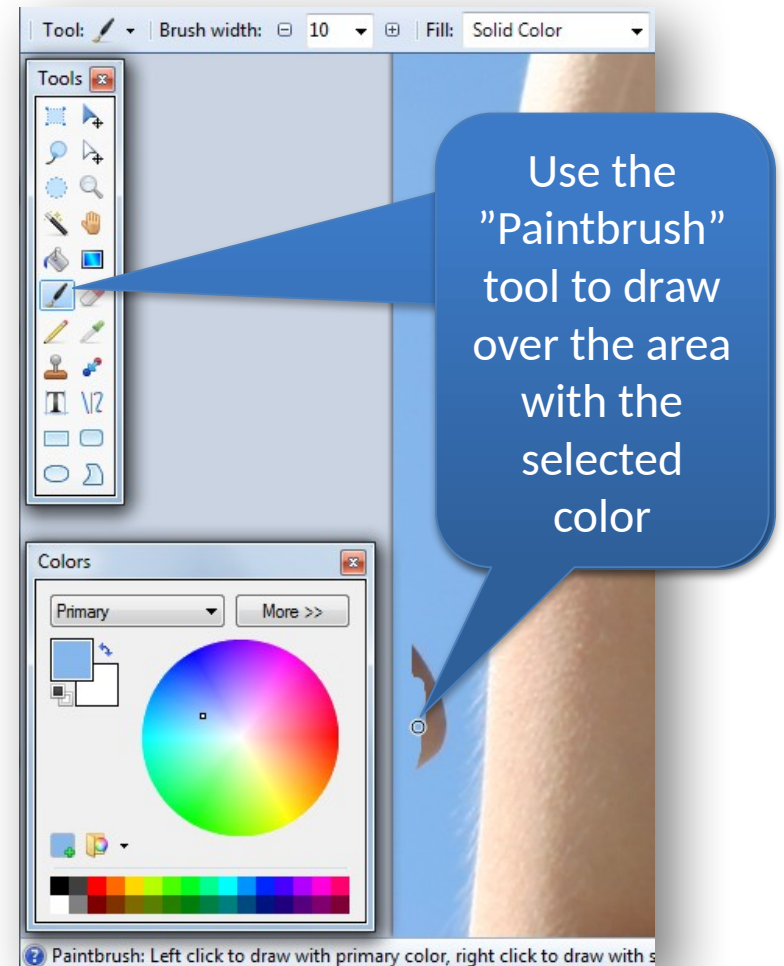
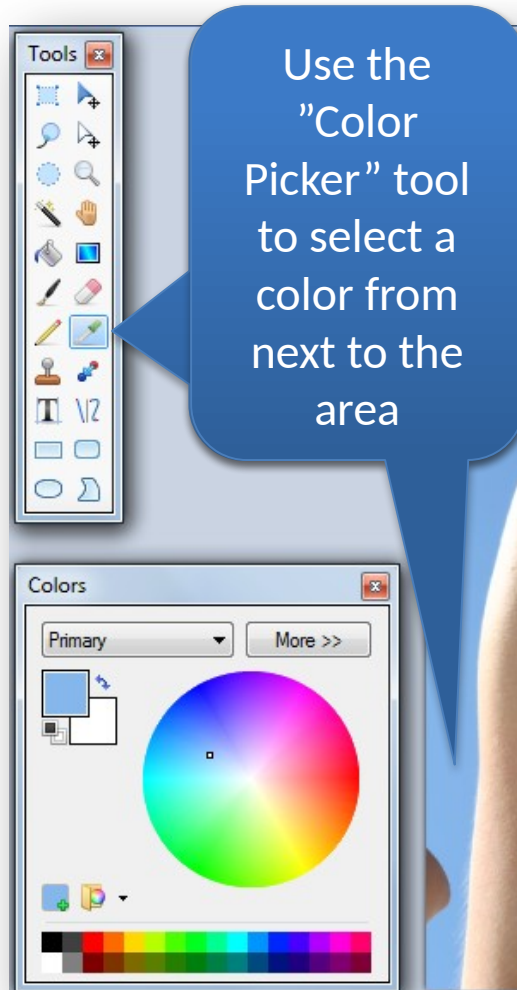
## Course



# Hiding image areas: copy & paste



# Hiding image areas: paintbrush

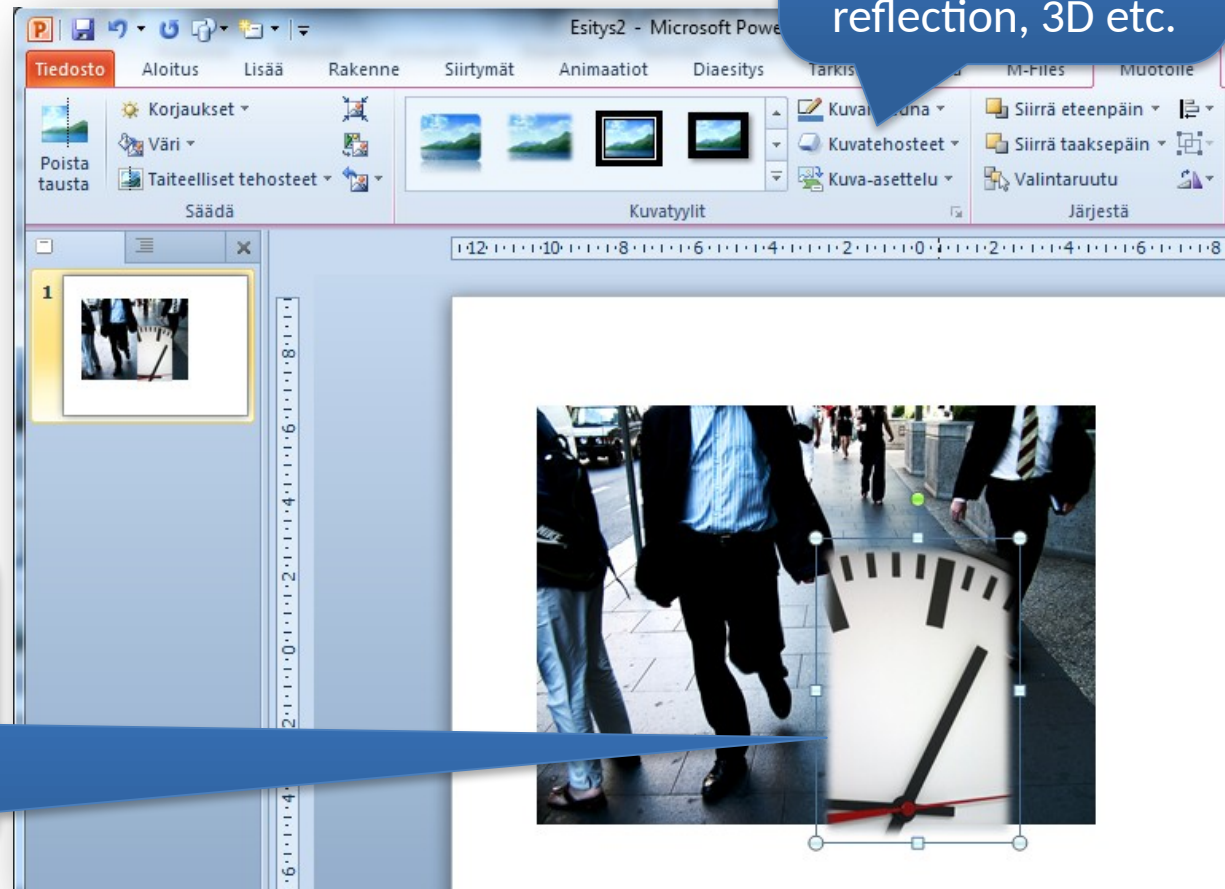


# PowerPoint as your canvas (1)

For combining images, adding diagrams and text, PowerPoint is a very flexible canvas with familiar object manipulation tools

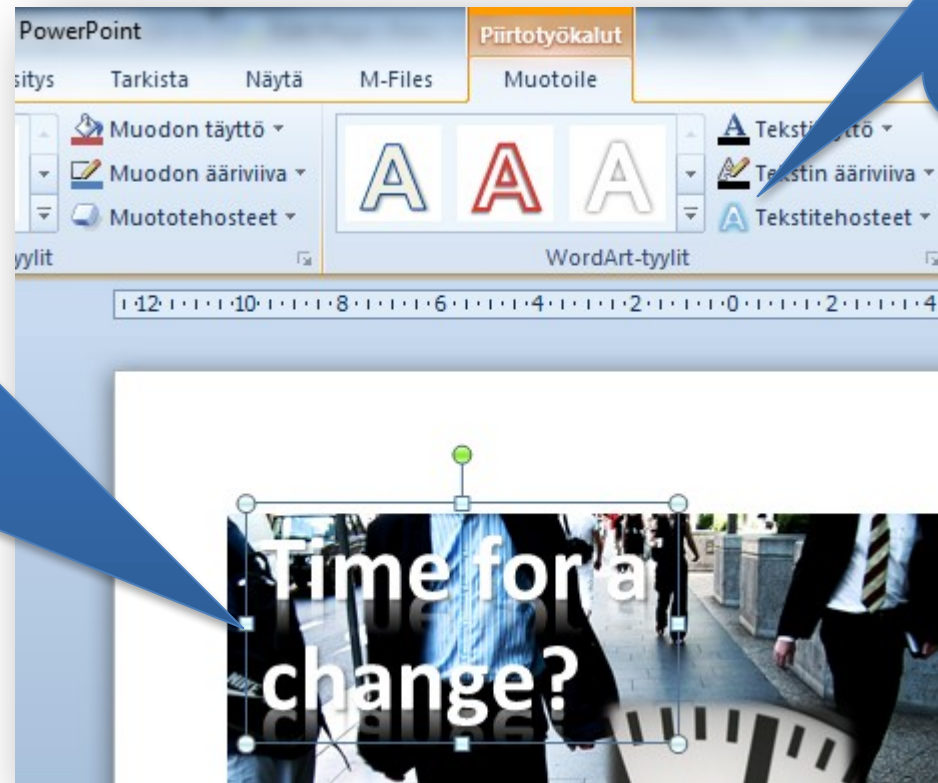
Take advantage of basic image effects like drop shadow, reflection, 3D etc.

Insert multiple images on a slide, drag them around and adjust size as needed



# PowerPoint as your canvas (2)

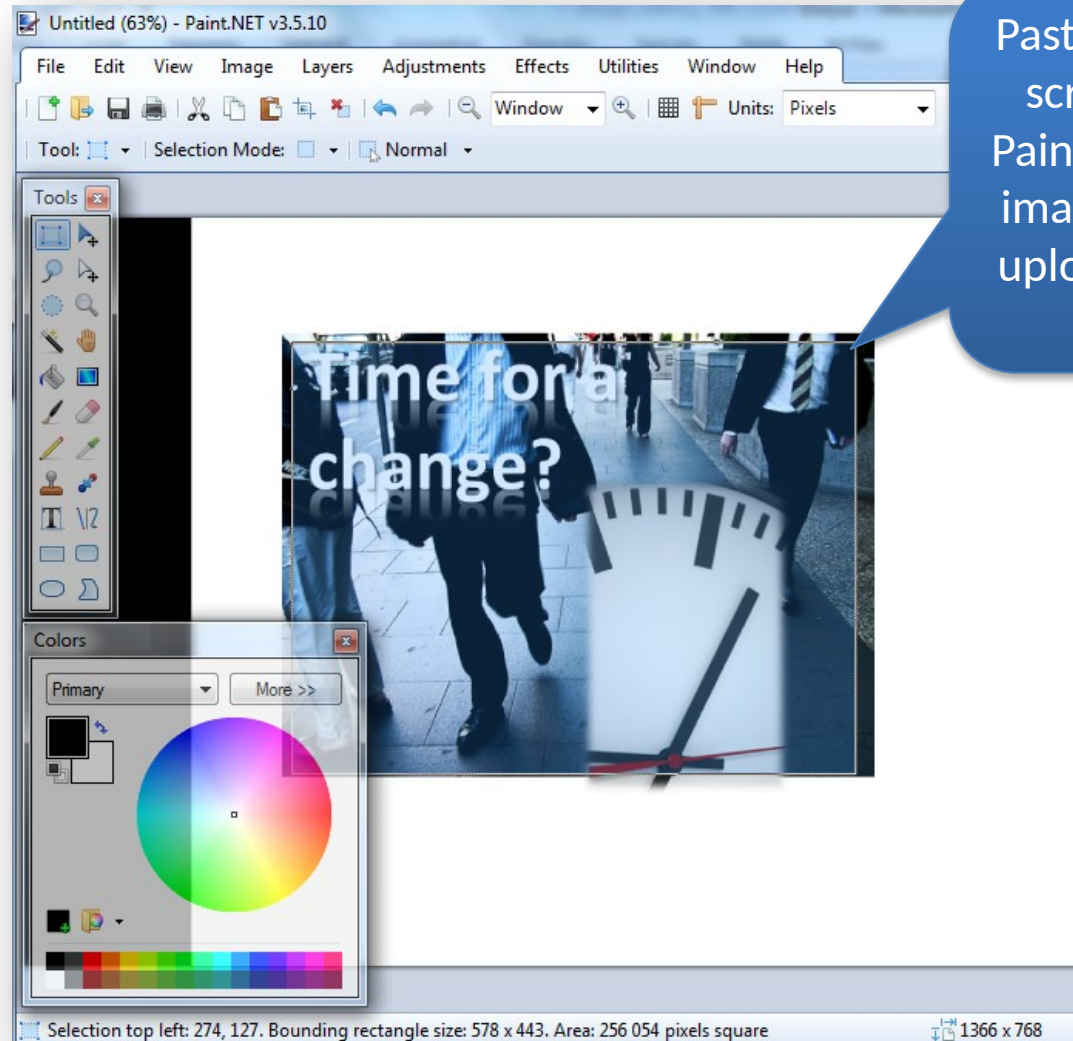
PowerPoint was made for visualizing textual information, therefore it has great tools for editing text on top of images, adjusting fonts etc.



Again, basic effects are at your disposal, but don't go overboard with them!

# PowerPoint as your canvas (3)

Once you're ready with editing the objects in PowerPoint, enter presentation mode and take a screenshot with "Print Screen" button



Paste the resulting screenshot into Paint.NET, crop the image, save it and upload to the web page



# PowerPoint/Paint.NET "mash-up" result

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### Time Management

Personal time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis – stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their the organization.

The Time Management workshop will cover strategies to help participants learn these crucial strategies.

#### **Time Management Course Outline:**



#### COURSE HIGHLIGHTS

- [Soft skill training](#)
- [Management training](#)
- [Leadership training](#)
- [Executive coaching](#)
- [Personal development](#)
- [Business Skills](#)
- [Youth development training](#)
- [Government training](#)