



Penticton Seniors' Computer Club

Paint – Reducing the Size of a Picture

Introduction

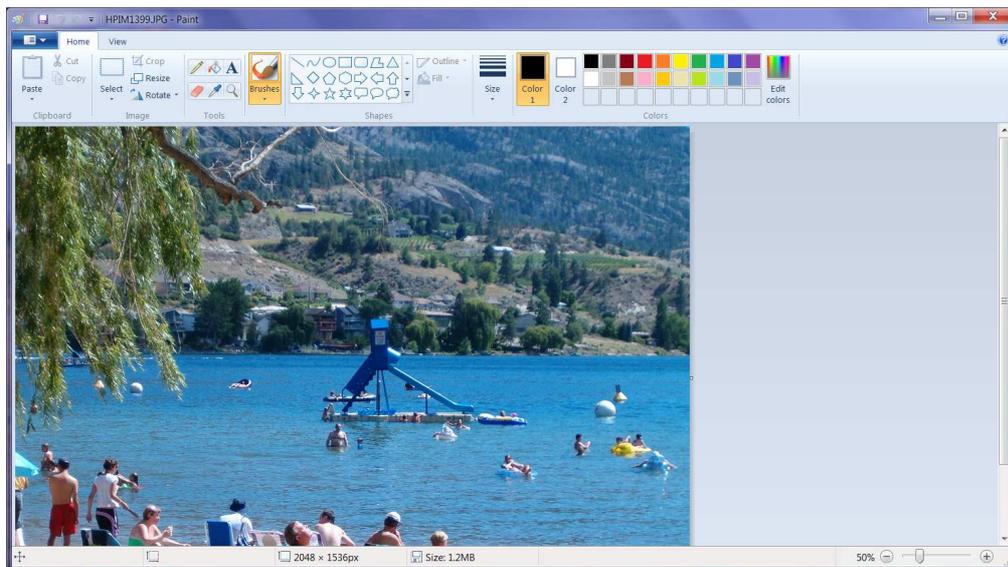
Microsoft Windows *Paint* is a free program that everyone who has a *Windows Vista* or *Windows 7* computer can download and install on their computers. It allows one to create and edit pictures. One very useful function of this program is to reduce the size of the picture in a picture file. Often this is necessary when one wishes to attach a picture to an email message.

This instruction sheet describes how you can use the *Paint* program to load a picture then reduce its size.

Starting up the Paint Program and Loading the Picture to be Reduced

Start up the *Paint* program as follows.

1. Click on the *Windows* logo () at the bottom, left of the screen then on *All Programs*. Scroll to find *Accessories*. Click on it and then on *Paint*.
2. Alternately, you can put a shortcut to the *Paint* program on your desktop by doing the above but instead of clicking on *Paint*, right-click on it and then click on the *Send to* item in the dropdown menu then click on *Desktop*. Then to start the *Paint* program at any time just double click on the shortcut on your computer desktop ()

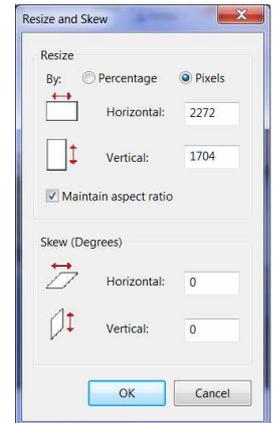


3. When the *Paint* program has loaded click on the *File* button at the top, left (it shows as ) then from the menu shown click on *Open*. A new window will appear which will let you browse to find the disk, folder and file for the picture you wish to reduce. Select the appropriate file to load it into the *Paint* program. The *Paint* window will appear as shown above. If the picture shows too large to fit on the screen you can use the slide switch at the bottom, right corner to reduce the size of the picture on the display. (This does not actually reduce the picture size in the file, though.)

Reducing the Size of the Picture in the File

Once a picture has been loaded from its file into the *Paint* program its actual size (as stored in the file) can be changed as follows.

1. Click on the *Resize* button at the top of the window in the *Image* section. A new window will appear as shown at the right.
2. Click on *Pixels*. The horizontal and vertical current size of the picture will be shown in pixels.
3. Click on the *Maintain aspect ratio* to check it so that any change in either the horizontal or vertical size will cause the other to change to maintain the width to height ratio for the picture.
4. Click in the box for either the horizontal or vertical size to put the cursor there. Then remove the current number and type in the desired new horizontal size (width) or vertical size (height). Notice that the other size changes so that the picture aspect ratio remains unchanged. A good size for a picture for email is about 500 pixels wide for a landscape picture or high for a portrait picture.
5. Click on the *OK* button. The picture shown will change size. Its width or height will be the new value typed above.



Saving the Reduced Picture in a New File

1. To save the picture file with the new size click on the *File* button () then on *Save as* and then on the type of file you wish to use to save the new resized picture (PNG, JPEG, BMP, GIF or other). Normally you will use the JPEG format since all email packages will handle that file format for pictures.
2. A window will appear which displays the folder and files where the original picture was found. The name of the original picture will appear in the *File name* box. Normally you will NOT want to replace the original file with the file of the resized picture. So change this name. (Perhaps you can simply click on the file name in the box to put the cursor just before the *.jpg* and type the letters *sm* – for small. That is, a picture file with the name *mypic.jpg* will have the filename *mypic_{sm}.jpg* for the reduced picture.)
3. Click on the *Save* button. The picture with the new size and new name will now be stored in a file in the same folder as the original picture file.
4. If for some reason you wish the new file with the reduced picture to be in some other place in the computer (such as on the desktop or some other folder) then in step 2 browse to find that location before doing step 3.