Computer Tutorial:

Crop and Resize an Image

Purpose: To demonstrate to students and faculty members how to crop and resize an image that can then be used as a personal avatar in MyHills.

Note: For information on how to upload your personal avatar, please see the tutorial "Upload an Avatar in MyHills."
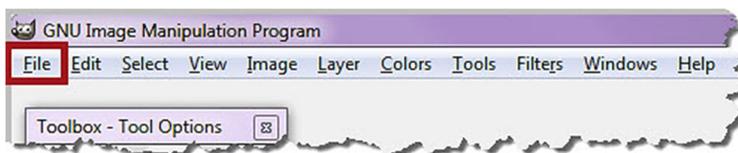
An avatar is a photo or other digital image that represents you. In MyHills, your avatar should be a close-up photo of your face, should <u>not</u> include any other people, and must be a JPG that is 150 by 150 pixels. There are numerous programs that you may use to resize a photo, many of which are free. In this tutorial, we will use the free program "Gimp" to resize a photo. You may download this free program at www.gimp.org.

Please note that the instructions in this tutorial are specific to a particular version of Gimp. While program versions change over time, and you may or may not have access to this program, the general principles should hold true for nearly any image-editing program.
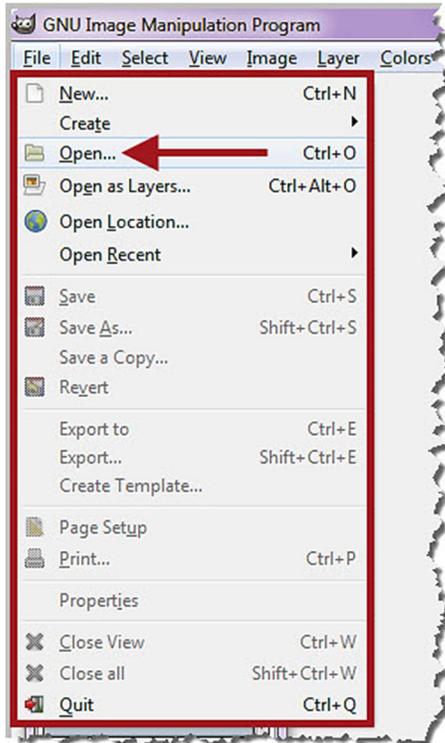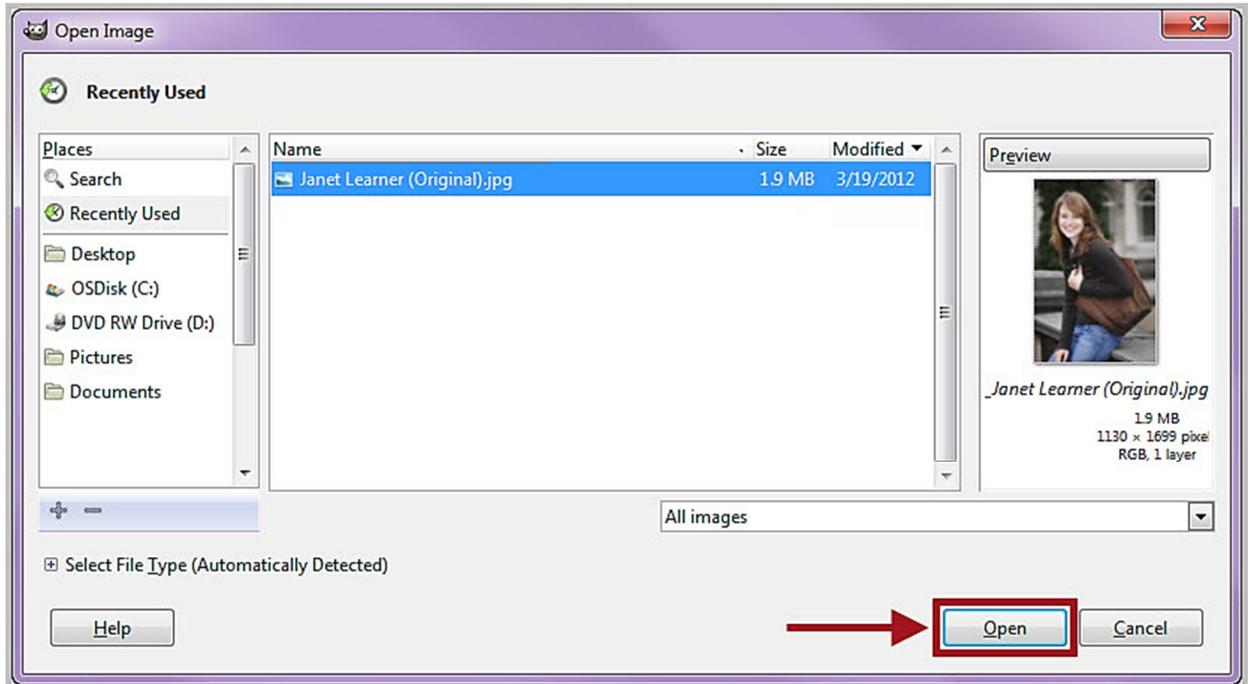
Open "Gimp."

Select "**File**" in the upper-left corner.
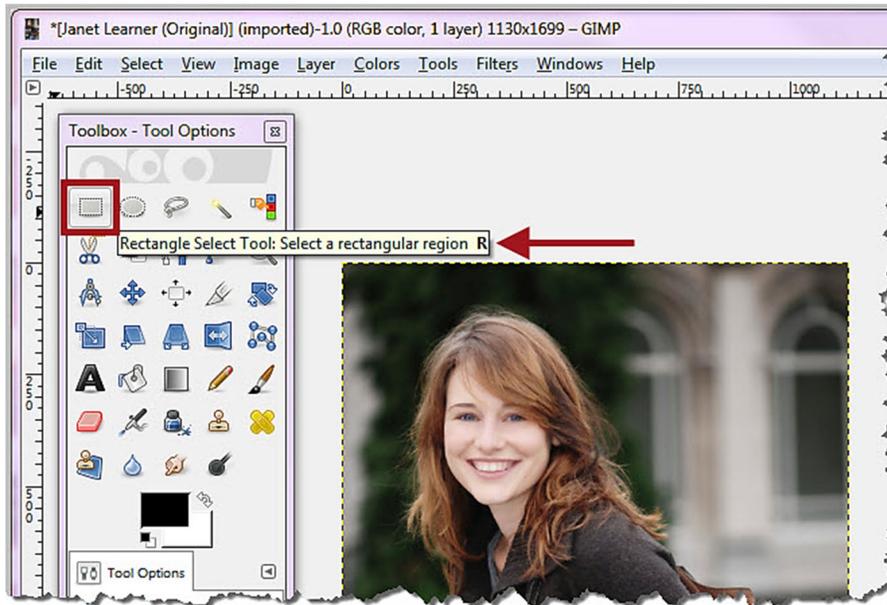
In the menu that opens, select "**Open…**"

Select the photo you would like to resize. Then, click "**Open**."

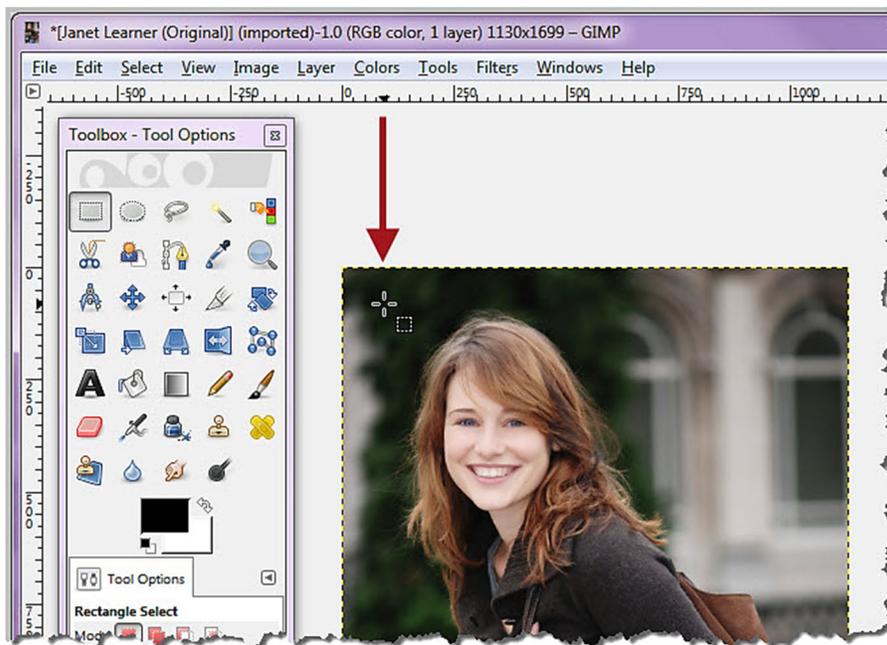The image you chose will open in Gimp.

Note: You may close the "Undo – Brushes" window, as you will not need it to resize your image. However, do <u>not</u> close the "Toolbox – Tool Options" window.

In the "Toolbox," select the "**Rectangle Select Tool**." The name of the tool, along with its function, will appear when hovering your cursor over a tool.
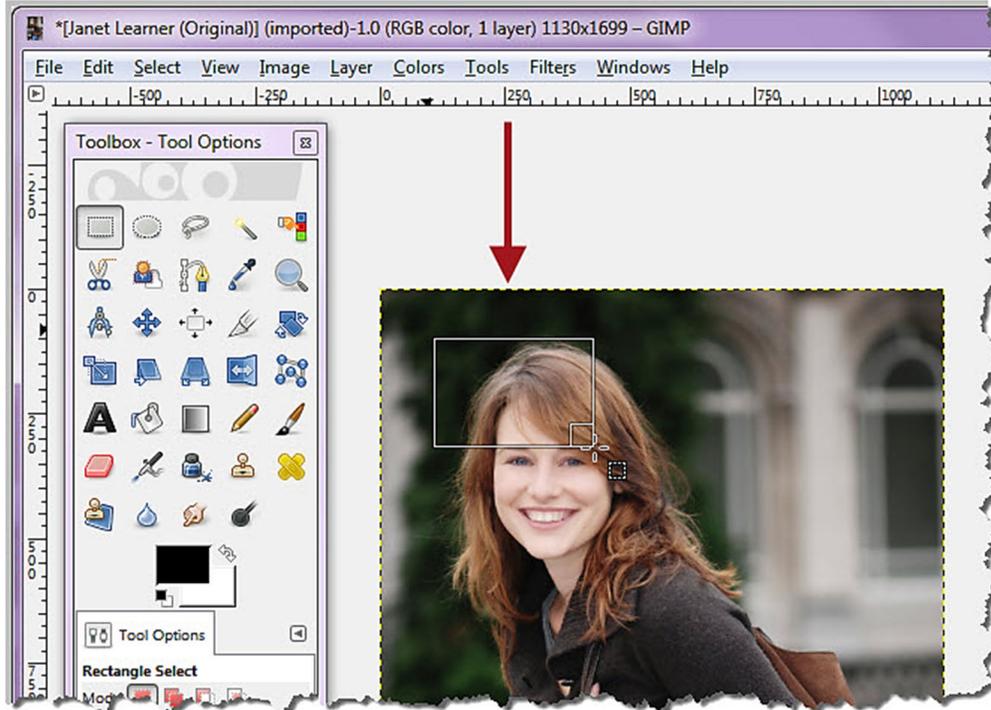

Place your cursor where you would like the upper-left corner of your resized image to be.
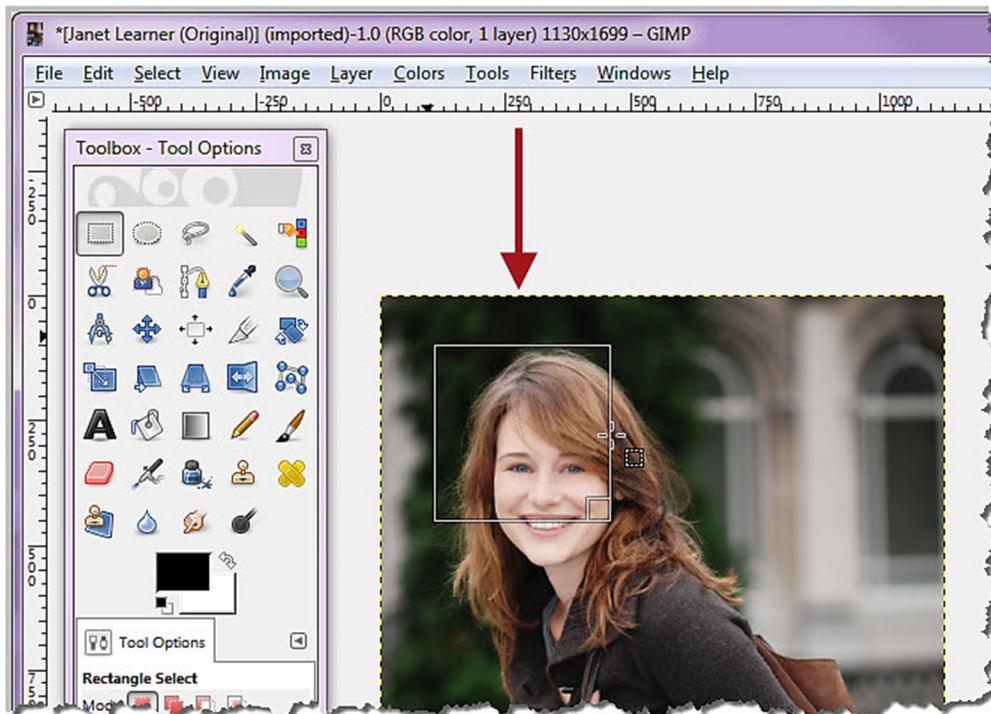
Note: This does not have to be exact, as you can move the square you create. This is shown later in this tutorial.
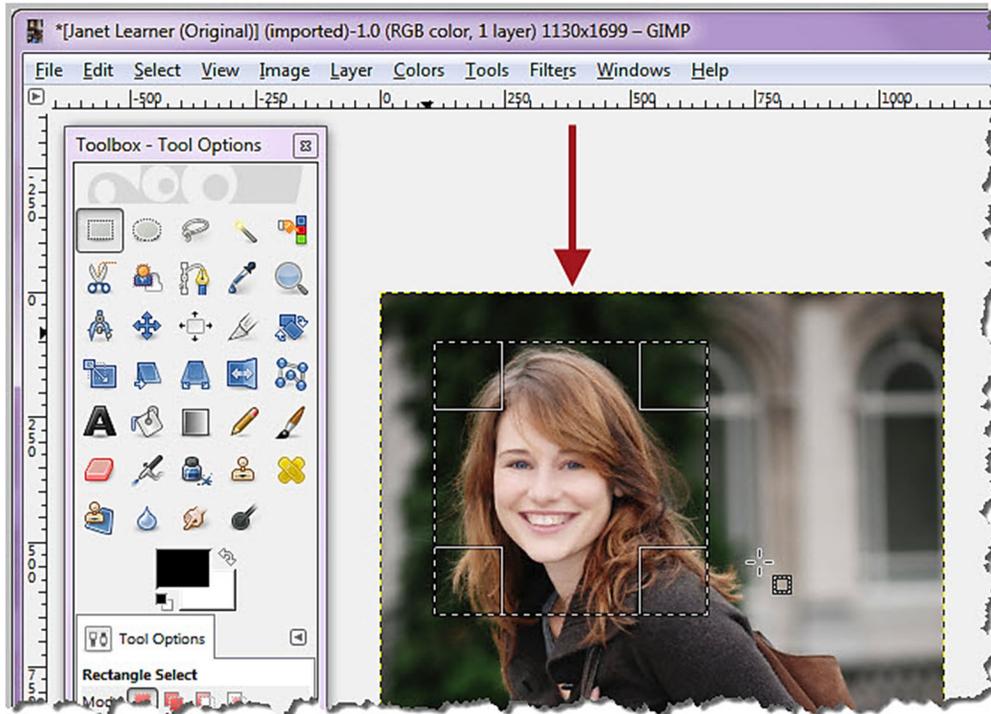
Click and hold your left-mouse button while you drag your cursor down and to the right.
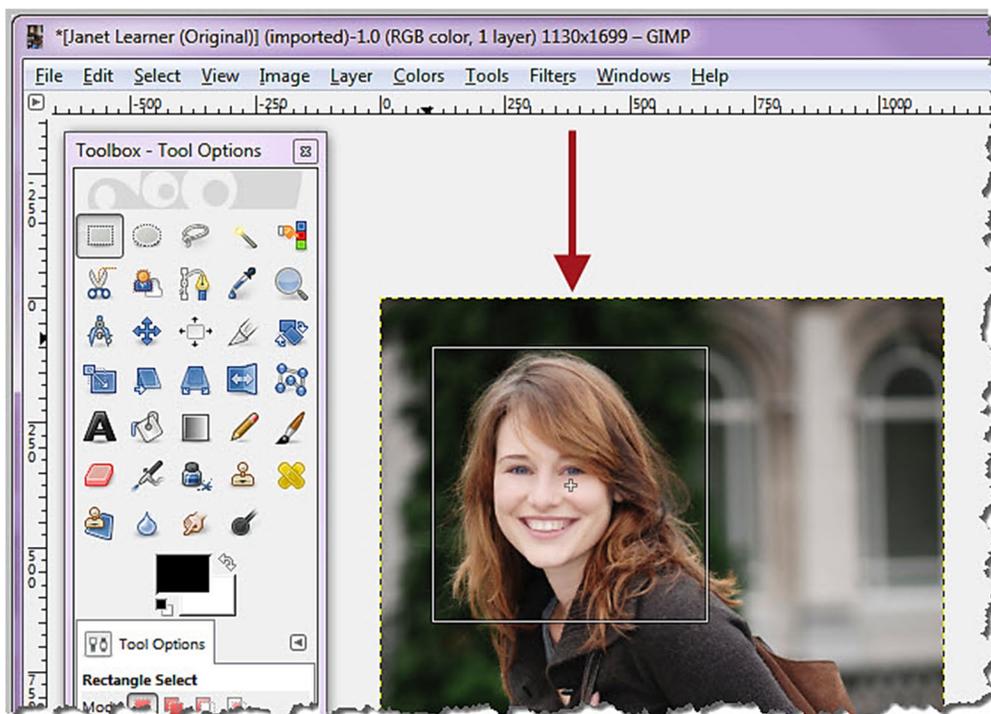

While continuing to hold your left-mouse button, press the "**Shift**" key on your keyboard. This will make your rectangle into a square.
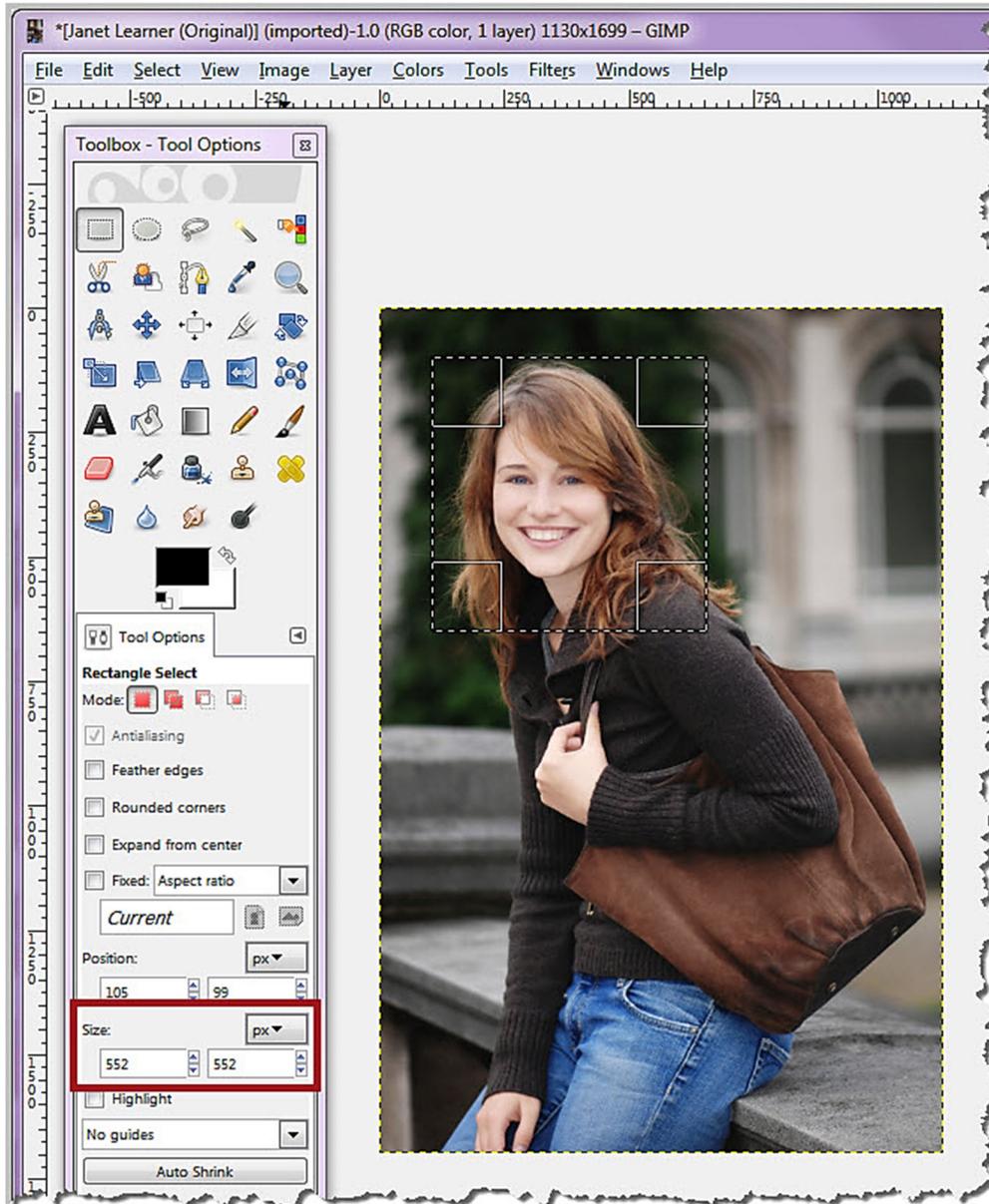
After your square is the size that you want it to be *visually* (do not worry about pixel size at this point), **release your left-mouse button *first*. Then, release the "Shift" key on your keyboard.**
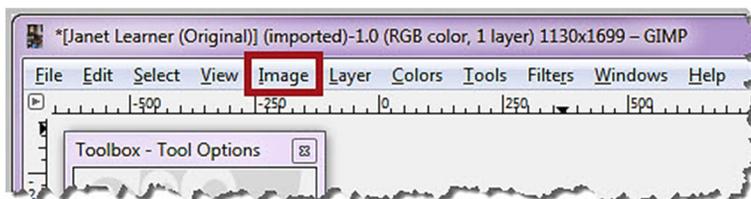

If necessary, you may move the square. Place your cursor within the square. Then, click and hold your left-mouse button. Drag your cursor to move the square. Release your left-mouse button once you like the placement of the square.
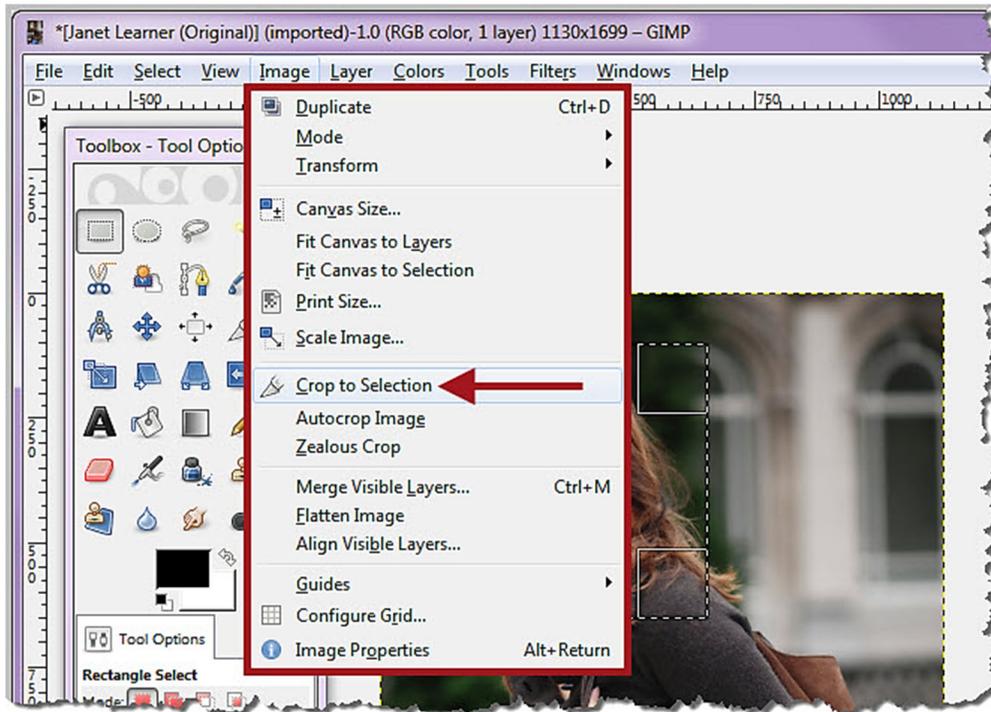
Double-check the pixel "Size" in the "Toolbox." Be sure that the box you created is a square. The same number should appear in both boxes, which are the "Width" and "Height" of the selection.
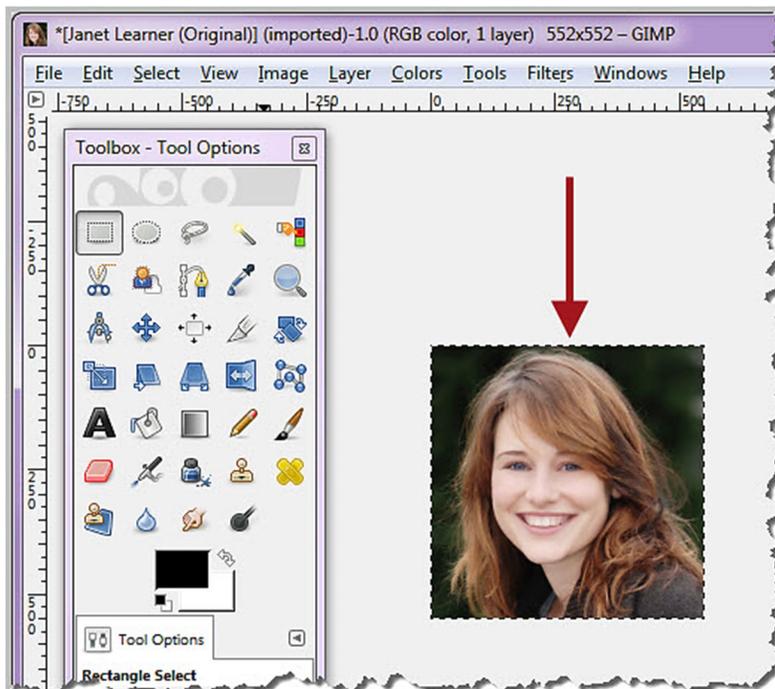

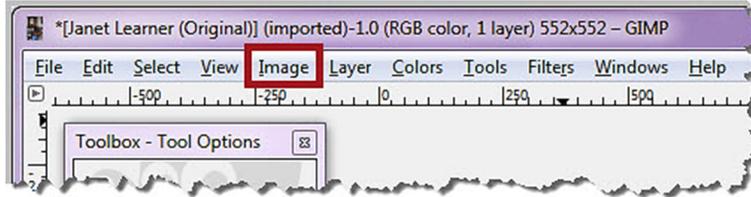Select "**Image**" in the menu at the top of the page.

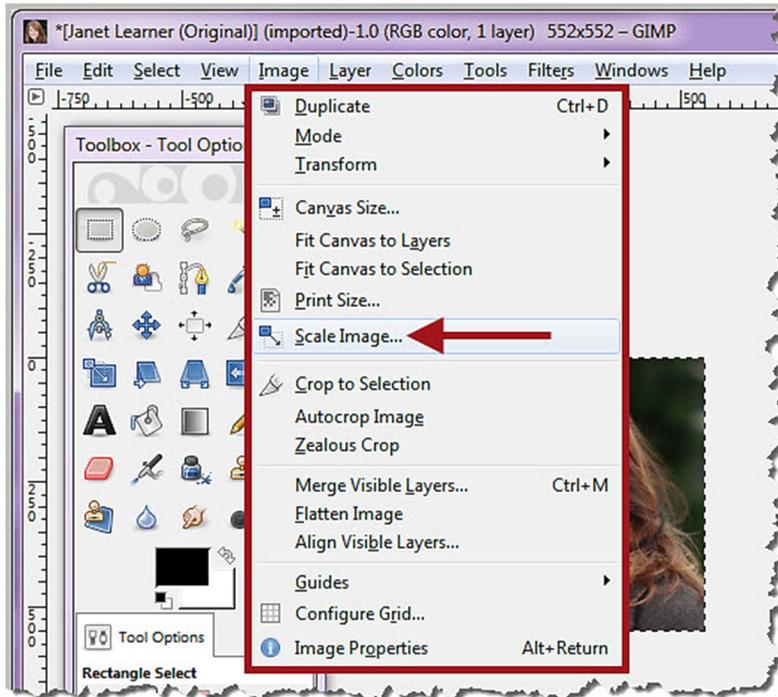In the menu that opens, choose "**Crop to Selection**."

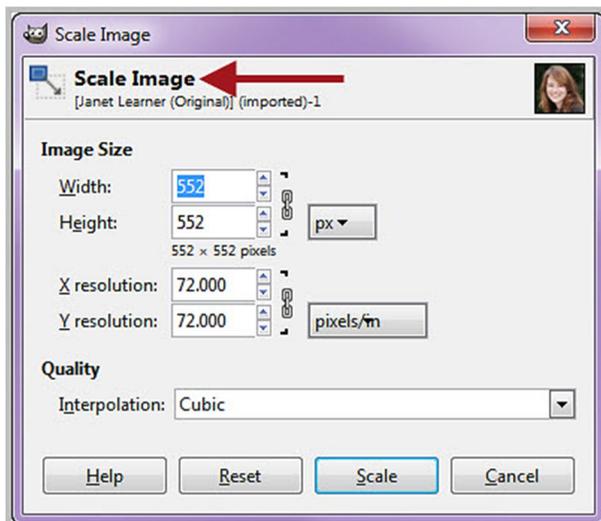Now, only the square area you selected from the original image should appear.

Next, we need to change the pixel size of the square image. Select "**Image**."

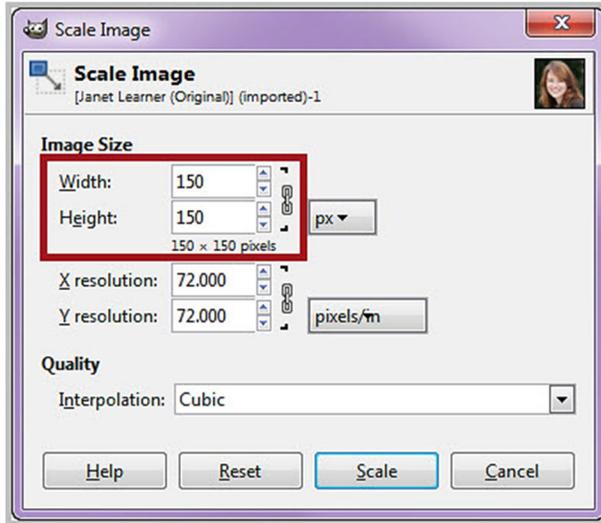

In the menu that opens, choose "**Scale Image…**"

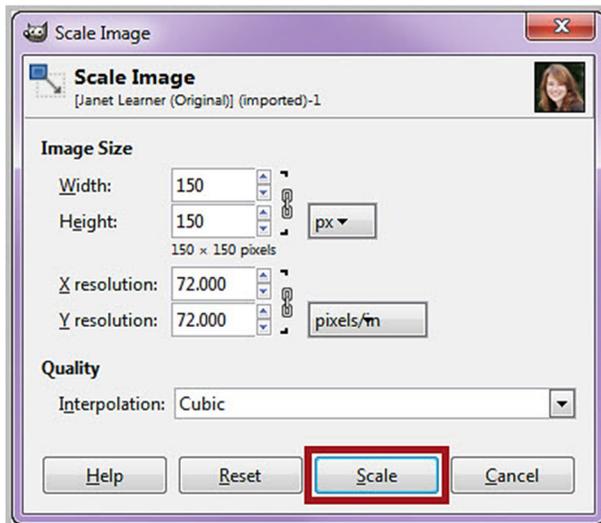The "Scale Image" pop-up window will open.

Under "Image Size," change the "Width" to "**150**." Then, click your left-mouse button inside the "Height" box or press the "**Enter**" key on your keyboard. The "Height" should change to "150" automatically. "150 × 150 pixels" should appear directly below the "Height" box.
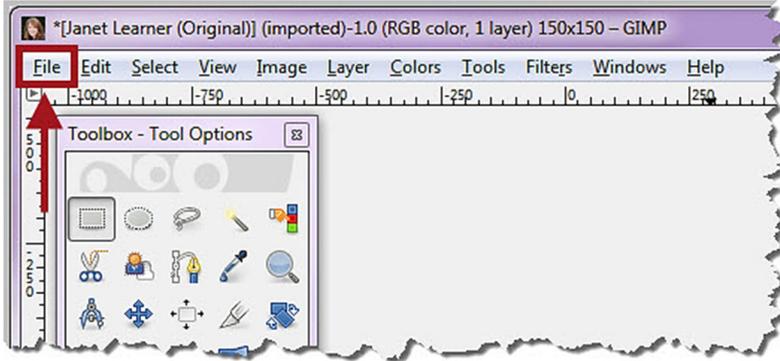
Note: Be sure that you do <u>not</u> click the chain icon to the right of the "Width" and "Height" boxes, because doing so would unlock the aspect ratio for the image, which would cause it to become distorted.
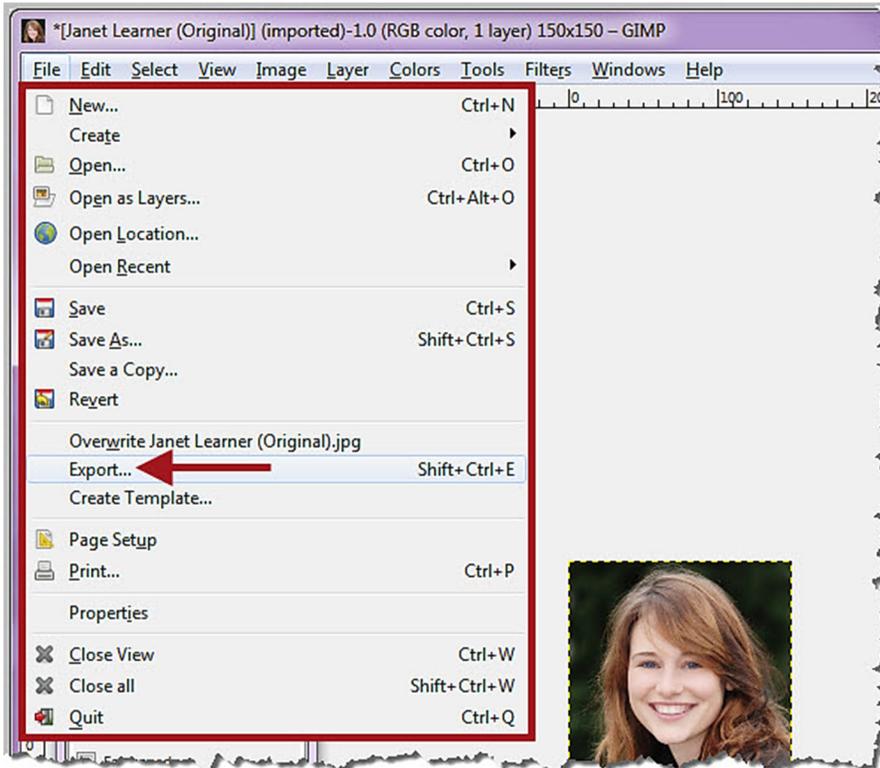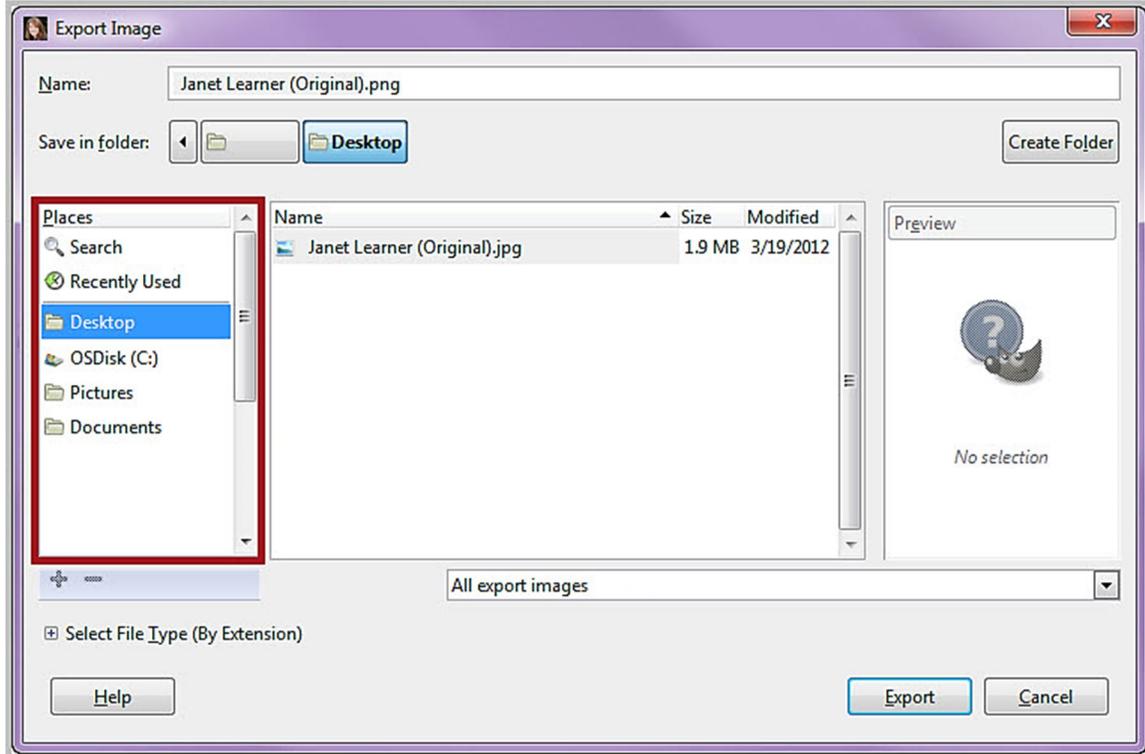

Then, click "**Scale**."

Next, we need to export the image as a JPG. Select "**File**."
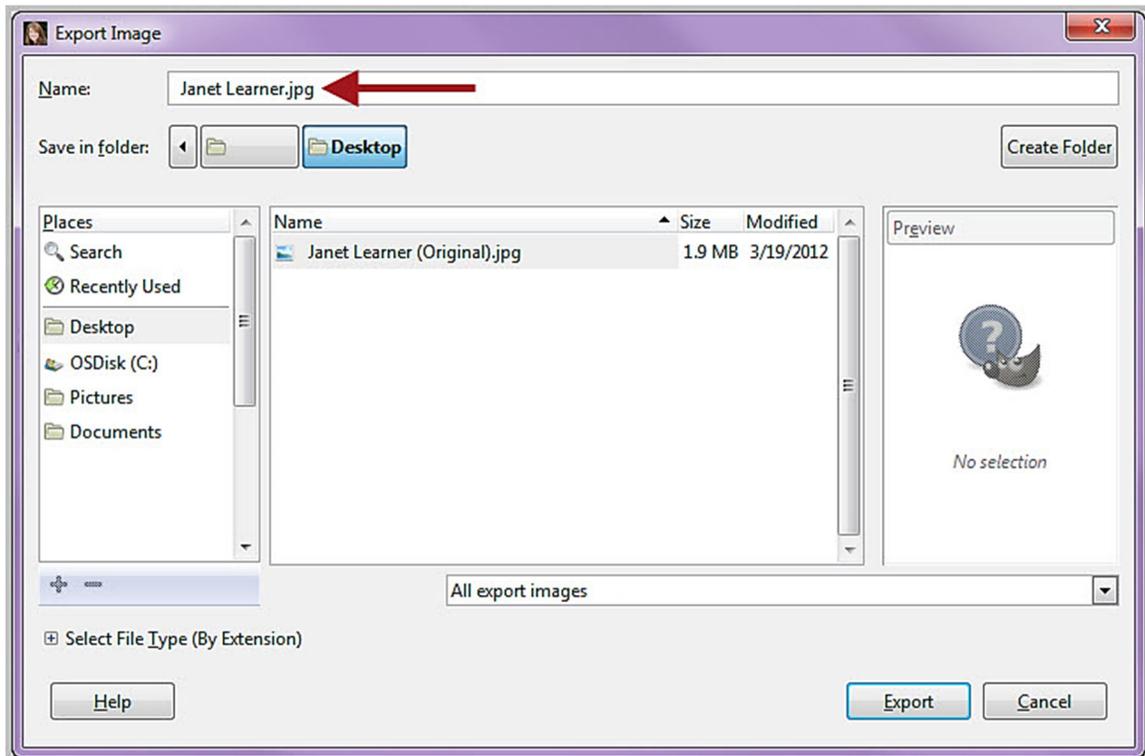

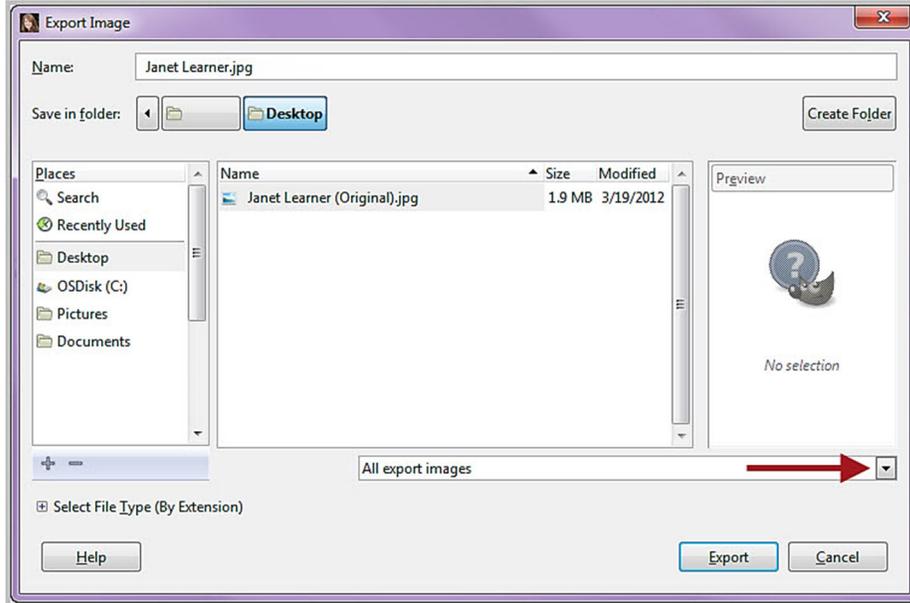In the menu that opens, choose "**Export…**"

The "Export Image" window will open. First, select where you would like to save the image.
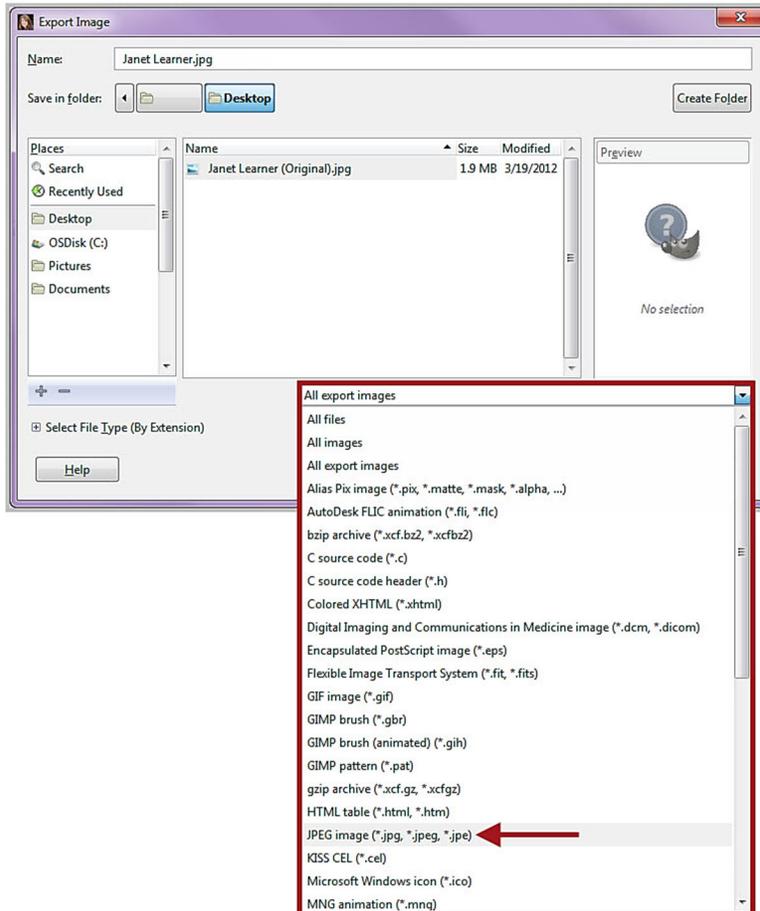

Then, you may rename the file if necessary. Be sure to type ".**jpg**" at the end of the name.
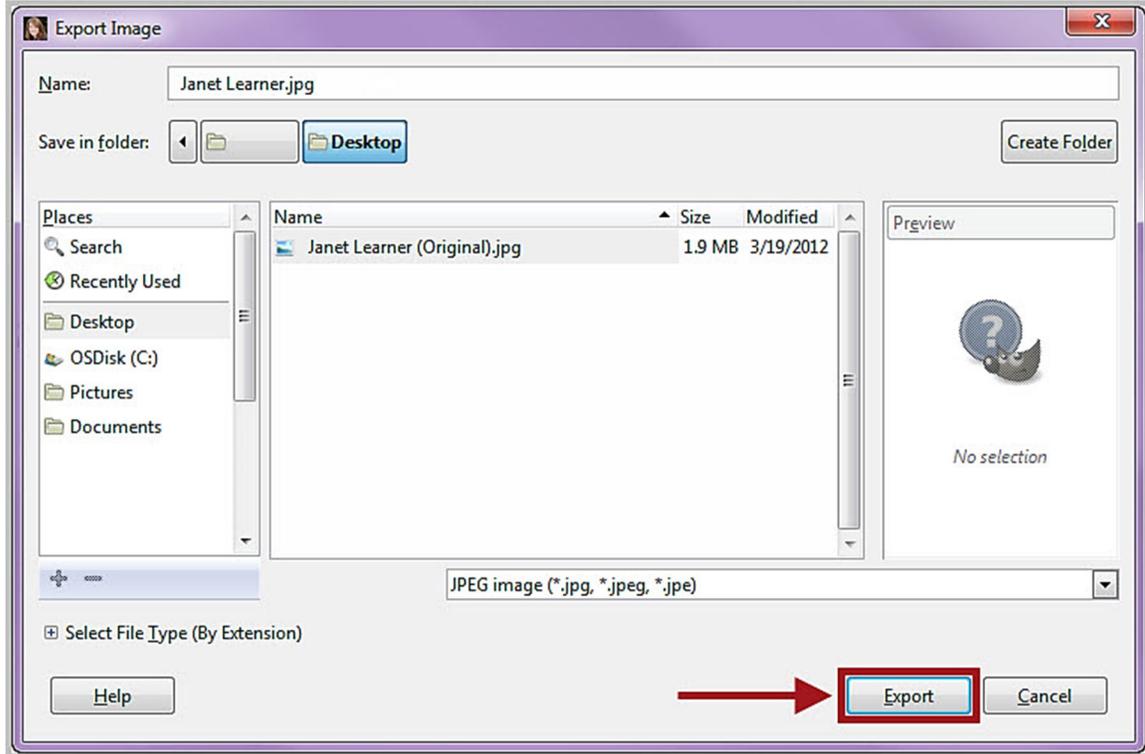
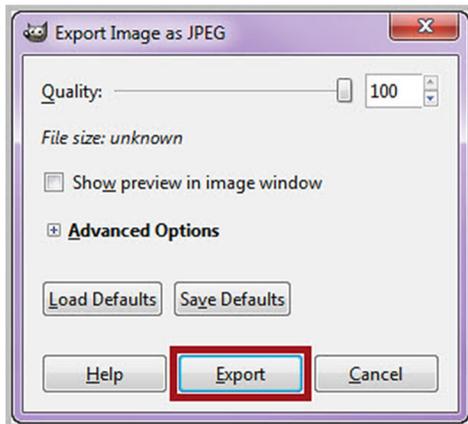Next, select the drop-down arrow next to "**All export images**."

In the menu that opens, select "**JPEG image (*.jpg, *.jpeg, *.jpe)**."
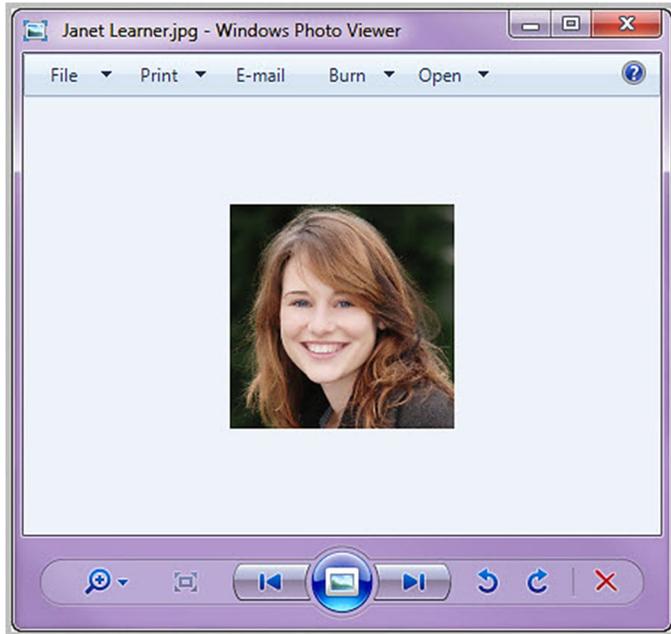
Then, click "**Export**."

In the "Export Image as JPEG" window, select "**Export**."

Your image is now ready to be uploaded into MyHills!

Note: For information on how to upload your personal avatar, please see the tutorial "Upload an Avatar in MyHills."

Congratulations! You now know how to crop and resize an image that can then be used as a personal avatar in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk***
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