

Download GIMP from the web

- 1) Open a browser (IE on a PC or Safari on a MAC) and go to <http://www.gimp.org>
- 2) Look to the right and click on Downloads, then select Download GIMP from [gimp.org](http://www.gimp.org) which downloads a file named something like this: gimp-2.8.14.dmg.torrent which might be difficult to install
OR
Look further until you see another link, which lets you download a file named something like this: gimp-2.8.14.dmg (notice this does not have torrent at the end) which might be easier to install
- 3) Find your Downloads folder on your computer
- 4) Double click on the gimp file that appears as your most recent downloaded file
- 5) When you see an icon and this: GIMP.app then right mouse click on it and copy it, then paste it to your desktop, so you have it handy to work with whenever you need it
- 6) From your desktop double click on the GIMP.app to open it (which can take a little while)

When GIMP Is Open

- 1) Understanding the Workspaces: You see a Toolbox on your left, and a Layers box on the right, as well as a box named GNU Image Manipulation Program, which you must leave alone or the application closes
- 2) Opening an Image: Click on the Toolbox then at the top menu click File > Open and select an image that you have saved to a folder where you have renamed an image that you plan to use for a particular purpose and named it something appropriate like Trudy Thomson - Water Winds - Marbled Silk - 24 x 36 - \$400.jpg

When you choose the image it pops into what was the GNU box

- 3) Cropping the Image (skip this step if your image has a nice border you like)
If for some reason you need to crop the image to cut off excess stuff around the edge do that first. Other wise skip this instruction about cropping and go to 4) to scale the image

Go to the menu at the top and select Tools > Transform Tools > Crop

Use your mouse to grab the plus (this is very pale somewhere inside the area of the photo) and mark an area around the image that you want to keep and press enter.

- 4) Brightening the Image (skip this step if your image looks fine)
If you want to brighten the image, go to the menu at the top and select colors > Brightness-Contrast > then move the white circle at the center of the Brightness Scale to the Right to a higher number, such as 33. You can also increase the contrast but usually only Brightness might be needed. Then click OK

5) CONSIDER THIS when Scaling the Image! You will scale the image differently depending on whether you want to send the image through email or put up on a website OR if it is needed for some print purposes

NOTE FOR MAIL/WEB IMAGES : Resolution needs to be 72 dpi Or it will take too long to load on a web page

NOTE FOR PRINT IMAGES: Resolution needs to be 300 dpi

DIMENSIONS: The actual dimensions of the image depend on your purposes and what you have been requested to do for an application to a particular show or other purpose

Note, for the purposes of most websites, you should make the longest side of your image, which could be the width or the height 800 px, so it does not go larger than the display that most people use.

6) To scale the image go to the top menu again and select Image > Scale Image

First, go to the X resolution which is linked to the Y resolution and swipe over it and then type in either 72 or 300 to the X resolution and make sure that the term pixels is in the box to the right

When you click enter, both resolution boxes will read the same dpi.

6) Saving the image with a good name and the correct format/extension

I usually name my images something like this (unless asked for a different format):

Laura David - Opening Pandoras Box - Acrylic - 16 x 20 - \$500.jpg

When you have finished all the corrections you need to make, go to the top menu and select File > Export As then make sure you like the name of the file and use the drop down box at the bottom right to click on the arrows and go down until you see JPEG image and use that so that your file name will end in .jpg

When you export make it 50% of quality, and click Export

There are many other things that you can do using Gimp but these are the features one needs to properly prepare their images for the web or for print

7) You might want to save the images your prepared for the web in a special folder named something like *My Images for the Web*
or *My Images for Print*
or *My Images To Apply to Raleigh Fine Arts*