

## Cropping a photo

Load image file

Choose the **Rectangle Select Tool**

Drag a rectangle to mark required area of image. Fine tune the selected rectangle by dragging the “handles” along the rectangle edges.

Crop to the required area. **Image | Crop to Selection**

Export the cropped image to a new file.

**Tip:** You can set the rectangle to a particular proportion by setting a **Fixed Aspect Ratio** in the Tool options.

Useful ratios are

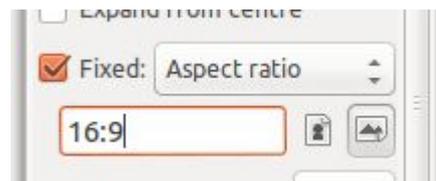
4:3 - traditional TV and the VGA/XGA family of monitors)

8:5 - the WXGA family of widescreen monitors (aka 16:10)

16:9 - widescreen TV

**Tip:** You can also make the tool select an exact size by setting a **Fixed Size** (in pixels) instead of a fixed ratio.

**Tip:** Remember to untick the **Fixed** option to restore the tool to its normal function.



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## Resizing an image

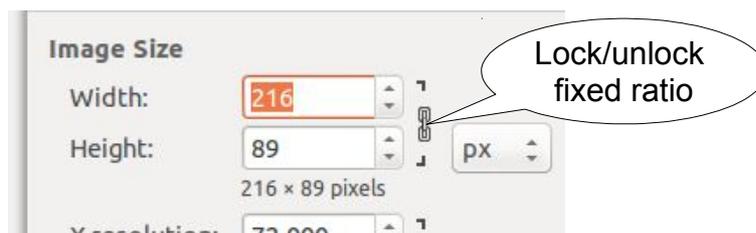
Load image file

Scale the image to the required size. **Image | Scale Image**

Enter the new required **width** (or **Height**) and click the **Scale** button.

Export the resized image to a new file.

**Tip:** Normally the aspect ratio is fixed, so changing the width alters the height proportionally (and vice versa). If you actually want to distort the image, click the link image to the right of these settings and enter both new height and width.



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## Correcting a photo that is not level

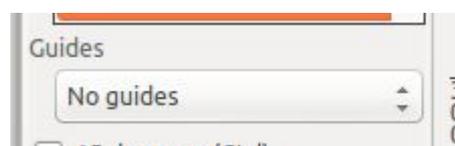
Load image file

Choose the **Rotate Tool**

Click on the image and either drag the image or use the controls in the dialog box to rotate the image as required. Click the **Rotate** button when satisfied with settings.

Crop the photo to remove the transparent edges.

**Tip:** Various guides are available to assist visually but you may find it easier to switch Guides off in the Tool Options.



## Rotate an image 90°

Load image file

Rotate 90° left or right as required. **Image | Transform | Rotate 90° clockwise**  
or **anti-clockwise**

Export the corrected image to a new file.

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## Adjusting image colours, contrast and brightness

Load image file

Open the Colour Adjustment dialog. **Colours | Levels...**

The first step is to see if GIMP can automatically enhance the image.

Click the **Auto** button.

Useful improvements often come from adjusting the **Gamma** level using either the central slider or the numeric control.

Export the corrected image to a new file.



**Tip:** If results are not an improvement click the **Reset** button and try other settings.

**Note:** Although the image is updated as you make changes, this is only a preview. Changes are not committed until you click the **OK** button in the dialog.

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## Drawing a straight line

Open a new blank image at least 640 x 480 px. **File | New...**

In the dialog either set the image size in pixels as required, or choose a preset size from a template.

Set the foreground colour by either clicking the **Foreground Colour** or using the **Colour Picker** tool.

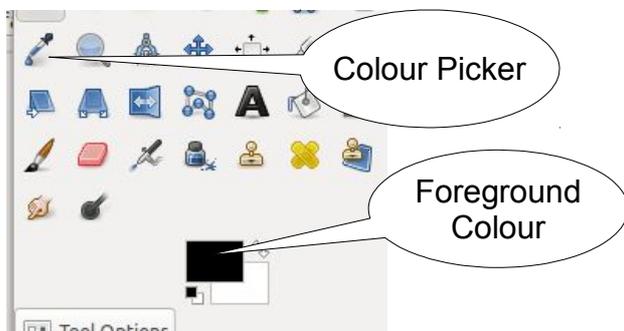
Choose the pencil tool and make the following tool settings:

Mode: Normal

Opacity 100%

Brush: Round with hard edge

Size: Between 1 and 5 for a fine line



Click once on the drawing area to mark the start of the line.

Move to where you want the line to end and hold the **Shift** key down

Still holding the **Shift** key, move the pointer if needed to correctly position the line.

When happy, left-click to complete the line

To continue the line, move the pointer to the new end point, hold down **Shift**, and left-click when the line is in the right place.

**Tip:** To draw an accurate horizontal or vertical line, or at 15° intervals, press and hold down the **Control** key after pressing the **Shift** key.

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## Drawing a rectangle or ellipse

Open a new blank image

Set the foreground colour to the colour you want to use for the line.

Choose either the Rectangle Select or Ellipse Select tool.

Draw the shape you want. Adjust if necessary using the resize handles.

When ready, set line drawing options in the Stroke Selection dialog.

**Edit | Stroke Selection...**

For a solid line, choose

Solid colour

Tick Antialiasing

Choose line width

Click on **Stroke** to draw the line and close the dialog.



Default line settings

**Tip:** To draw a square or circle, set the aspect ratio to 1:1 in the Tool Options for the selection tool you are using.

**Tip:** To draw a dotted line, expand the Line Style part of the Stroke Selection dialog box and choose one of the Dash preset styles.

**Tip:** To draw a filled circle, draw the selection and choose **Edit | Fill with FG colour**

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## Adding a Drop Shadow

Open a new blank image

Draw a filled ellipse

With the ellipse still selected, add the Drop Shadow effect.

**Filters | Light and Shadow | Drop Shadow...** and adjust settings as required in the dialog.

**Tip:** The drop shadow is added as a separate layer. You may want to merge this with the drawing layer. Right-click the drop shadow layer in the layers panel and choose **Merge Down**.

## **Create image with faded edges**

Open the source image

Choose either the Rectangle or Ellipse selection tool.

In the tool options, tick Feather Edges and set a pixel distance of typically 15 to 30 px.

Select the required area.

Make a copy of the selected area and paste as a new image.

**Edit | Copy**

**Edit | Paste as | New Image**

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## **Fade image to transparent**

Load image

Add a white layer mask. **Layer | Mask | Add Layer Mask... | White (Full Opacity)**

Use the **Blend** tool and set tool option **Gradient to FG to Transparent**. Start from part you want totally transparent and drag to where fade should begin. (**Shape** set to **Linear** is usually most useful but try other options.)

***Tip:** Hold the control key while dragging to constrain direction of fade to vertical, horizontal or 15° angle steps*

***Note:** Some image files, typically GIF files, may need to be converted to use the full RGB colourspace before fades will work. **Image | Mode | RGB***

***Note:** Not all graphics file formats support transparency, so export to .png or .jpeg to be safe.*

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## **Fade image to white (or other colour)**

Start by fading image to transparent (see above).

Add a new layer. **Layer | New Layer... | White**

Move the layer to the bottom of the drawing stack. **Layer | Stack | Layer to Bottom**

To fade to a colour, first set the foreground colour to the required colour.

Then add a new layer of this colour. **Layer | New Layer... | Foreground Colour**

and move layer to the bottom. **Layer | Stack | Layer to Bottom**