

Welcome to "ITS Technology Tips," where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

Resizing Photos and Making Banners with Paint.NET

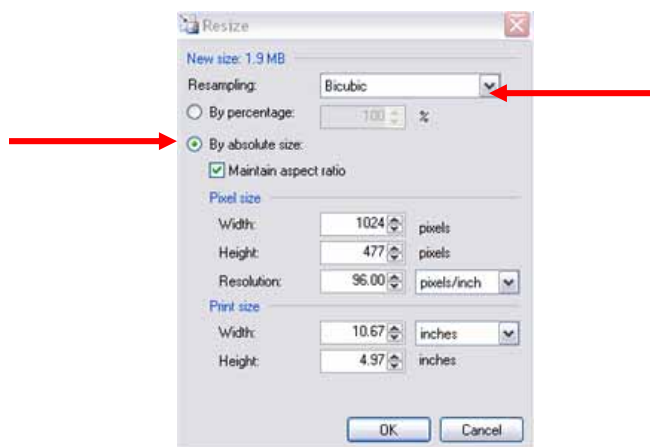
Photo-editing software can help you resize or alter images that you may have downloaded from the Internet, scanned from home, or taken with your digital camera. It's incredibly helpful to have this type of software and know how to use it. For example, you might want to create a banner for your Blackboard course and need to resize it for the web, but don't know what program to use.

Paint.NET is image and photo manipulation software that runs on Windows XP or Windows 2000 and is a [free download](#). Paint.NET can help you with some basic image editing tasks like resizing your digital photos or other images without losing quality, cutting out a "slice" the right size for a banner, and saving the image in a compressed format.

Resizing a Photo

In Paint.NET there are two options for resizing images, by specifying a relative percentage to resize the image to or by specifying your desired absolute pixel or print size. The option to **maintain aspect ratio** ensures that the **width** and **height** of the image remain proportional when you resize the image. **Resampling** is the process of computing what the new pixels should be based on what the old pixels are. **Bilinear** and **bicubic** resampling can help reduce blurriness when you resize an image; it is recommended to select bilinear if you are increasing the size of your image and bicubic if you are decreasing the image size. It's always a good idea to experiment with resizing using a **copy** of the original image. If you prefer the changed size, you can then apply the new settings to the original image.

1. Open Paint.NET.
2. Click **File > Open**, and browse to select the image you want to resize.
3. Once your image file is opened, click **Image > Resize**.



4. In the **Resampling** options, select either **By Percentage** or **By Absolute Size**.
5. If you would like to increase the size of your image, next to Resampling select **Bilinear** from the drop down menu. If you would like to decrease the size, select **Bicubic**.
6. Make sure that **Maintain aspect ratio** is checked.

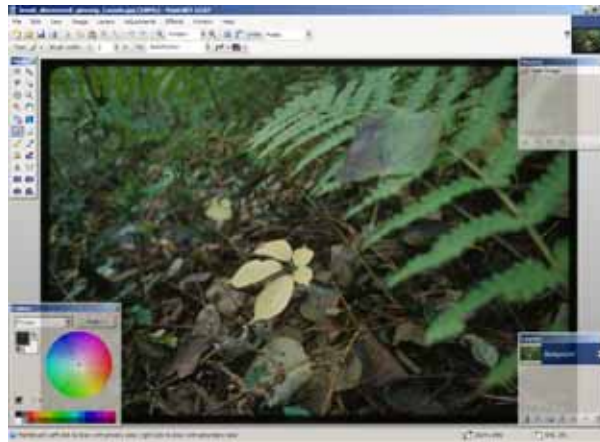
7. If you selected **By Percentage**, use the arrows to increase or decrease the size of your image. If you selected **By Absolute Size**, use the arrows to increase or decrease the pixel or print size of your image.

Making a Banner for your Blackboard Course

A web banner is a graphic placed at the top of a webpage, similar to a banner headline, which stretches across the top of a newspaper's front page. It can be an attractive introduction to your course, a helpful identifier as students move from one course to another in Blackboard.

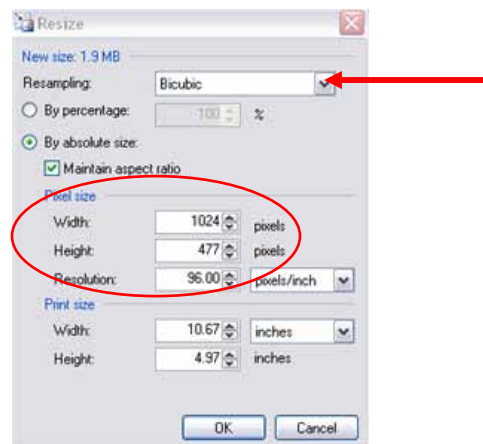
Web banners are usually about one inch tall by eight inches wide (100 pixels tall by 800 pixels wide), saved in a compressed format like JPG or GIF. They can be formatted text on a colorful background, or they can be created from images, with text added on top of the image.

1. Open Paint.NET.
2. Click **File > Open**, and browse to select the image you want to use as a banner.



Check to see if the image is wide enough for a banner; if not you will need to resize it, then select the "slice" you want.

3. To find the width of the image, click **Image > Resize...**
4. If the image width is smaller than 800 pixels, drop down the list next to **Resampling** and select **Bilinear**. If the image width is greater than 800 pixels, select **Bicubic**.




5. Make sure that **Maintain aspect ratio** is checked, then type in a width of 800 and click **OK**. The height will adjust automatically to keep the image proportions the same.
6. Select part of the image.
 - a. Click on the Rectangle Select tool 
 - b. Drag the pointer to select a thin slice of the image, about one inch tall.



7. Copy and paste into a new file.
 - a. Click **Edit > Copy**.
 - b. Click **File > New**.
 - c. Click **Maintain Aspect Ratio** and then click **OK**.
 - d. Click **Edit > Paste**.
 - e. Click **File > Save as**, give it a name, and make sure the type is JPG or GIF. You can change the settings to decrease or increase the quality and size and click **OK**.

To add text to the banner:

1. Click the text tool  in the **Tools** palette.
2. Choose a color in the **Colors** palette.
3. Choose font and font size.
4. Click where you want the text to go and type your text.
5. Click the **Select** rectangle when you are finished.
6. Save the banner.



Upload to Blackboard

1. Go to **Control Panel > Course Design > Course Banner**.
2. Browse for the image you want and click **Submit**.

That's our technology tip for this week. If you have found the information helpful, please drop us a line at Training@luc.edu . If you'd like to go back to our archive of technology tips, please visit us on the Web at <http://www.luc.edu/its/techtips.shtml>.