



paint.net™



Website image editing tutorial: WordPress, Paint.NET and PowerPoint(!)

Jukka Niiranen

<http://niiranen.info>

“So, you need images on your website...”

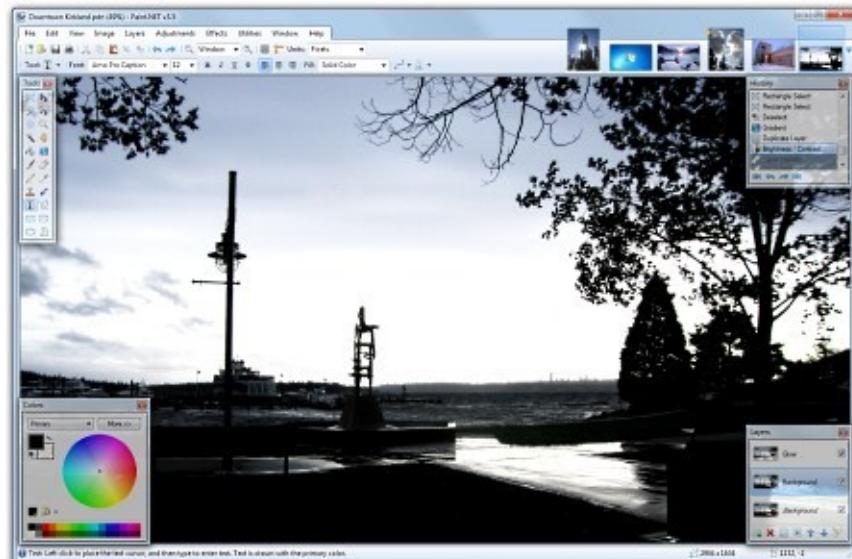
- This presentation is for you if:
 - You're a novice in web content publishing
 - You don't have experience on working with any graphics software
 - You need to add smart looking images to your blog or website without too much hassle
- I made these slides to help out a friend in managing his WordPress site
- Then I realized they might be of use to someone else as well, so I decided to publish them
- There are much better ways to achieve the same results, but this is just how I do it

Objectives

- Resize large images to fit WordPress pages
 - Preserve image quality by performing scaling before inserting to page
 - Optimize page download times by reducing image size
- Perform basic image editing
 - Crop selected areas of an image
 - Adjust image ratio to fit banners, sidebars etc.
- Combine multiple objects
 - Images and text

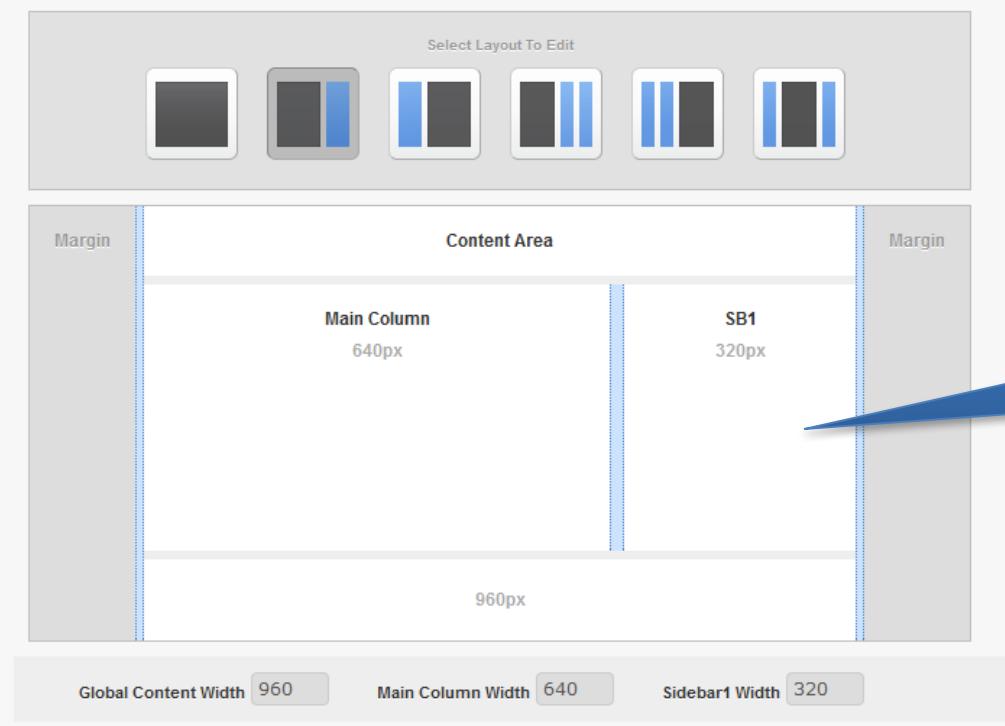
Paint.NET

- Free image editor with all the tools needed for adjusting photos for publishing on WordPress
- Download from
<http://www.getpaint.net/download.html>



Know your WP theme dimensions

Configure Layout Dimensions



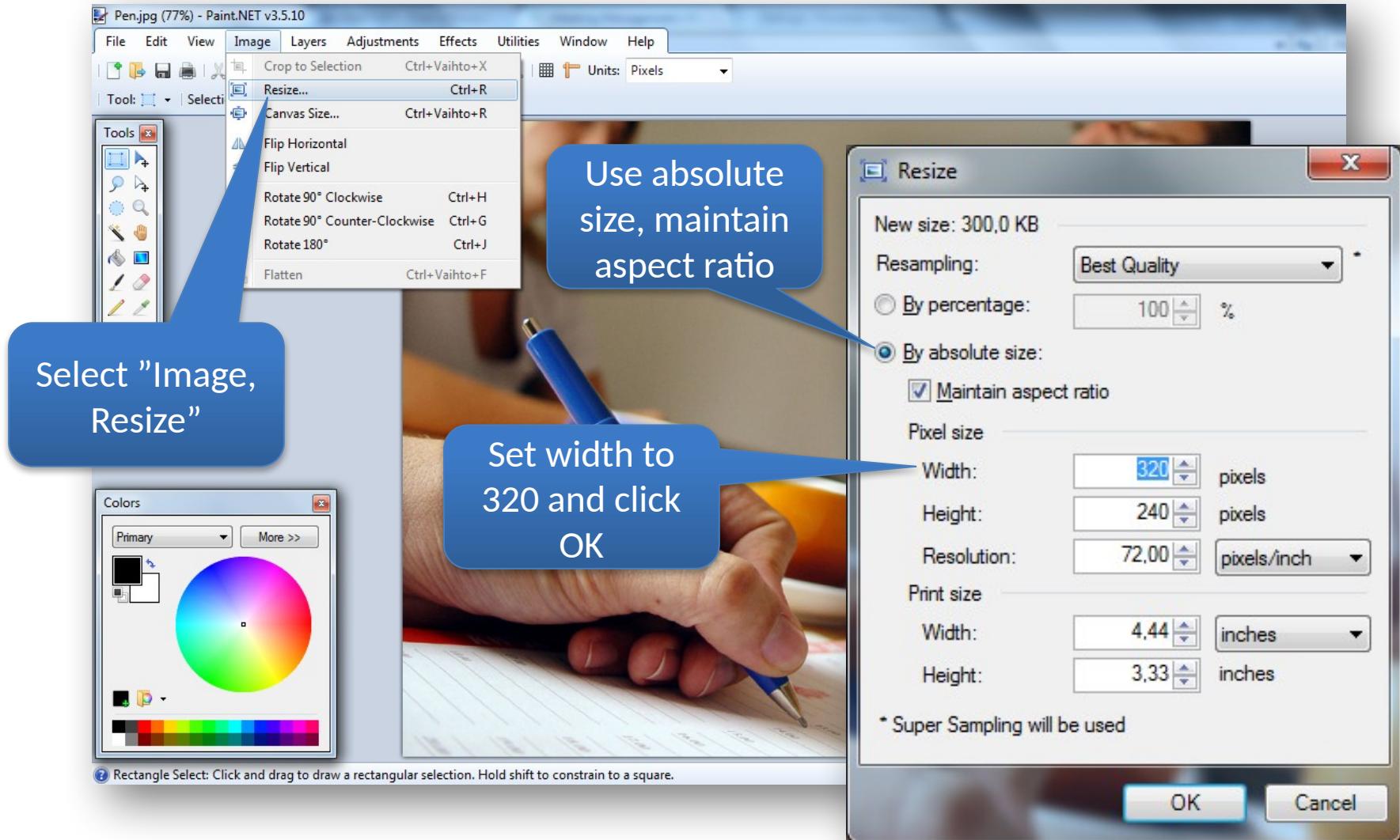
Maximum width
for main column
images: 640px

The image on the left is from a WordPress premium theme from PageLines, called PlatformPro. [Get it here for \\$95](#) if you need an easy to use, drag & drop theme framework.

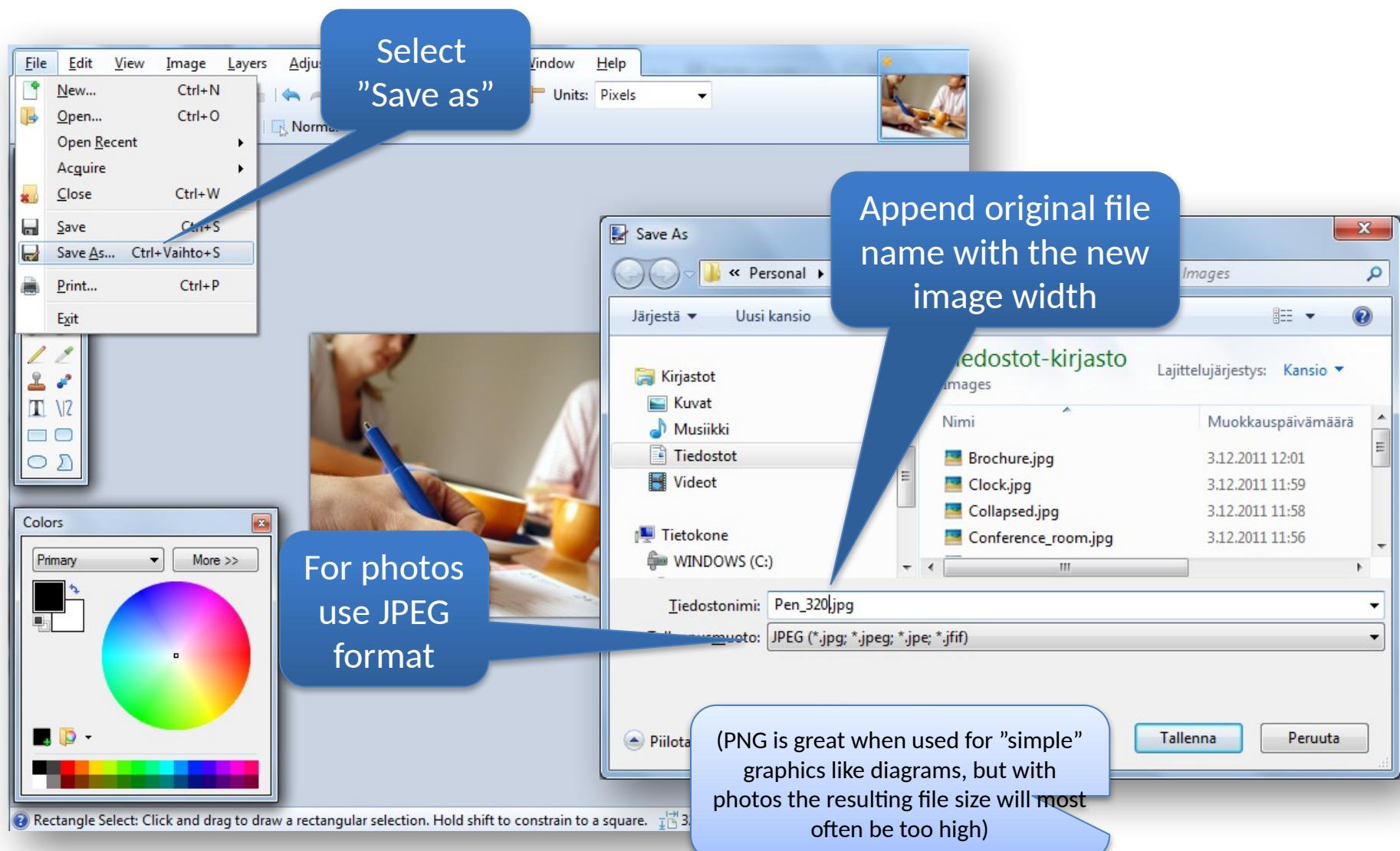
Maximum width
for main sidebar
images: 320px

A screenshot of a WordPress website using the PlatformPro theme. The header features the text 'Management Training and Consulting' and 'SKILLS TRAINING, MANAGEMENT SKILL TRAINING AND LEADERSHIP, INTERPERSONAL SKILL SERVICES'. The navigation menu includes 'ABOUT US', 'SOFT SKILL TRAINING', 'CONSULTING', and 'CONTACT US'. A search bar is located in the top right. The main content area displays a text about wasted meeting hours and a 'Course catalog' sidebar with a 'Click here to browse' button and a quote: "Your life's happiness depends on your soft skills".

Resize image by setting new width



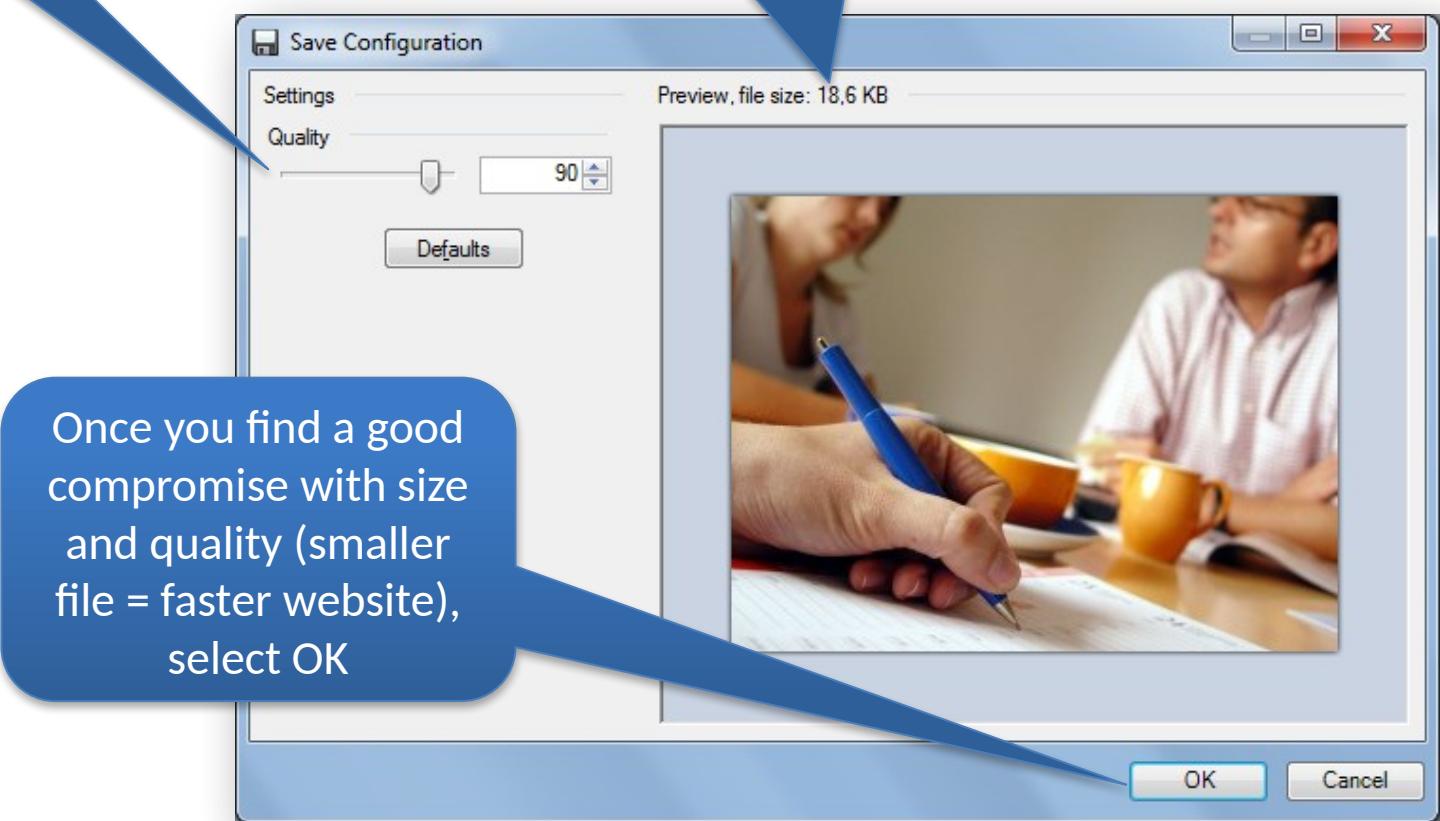
Save new copy of image



Adjust image compression ratio

Adjust the quality slider

Observe the size and preview image quality



Editing the WP page

Click the place
where you
want to insert
the image
(position the
cursor in the
text)

Select the image icon in
"Upload/Insert"

Upload the image

If you want to re-use an existing image that's already uploaded, open the Media Library tab instead

Click "Select Files" to open a file upload dialog window



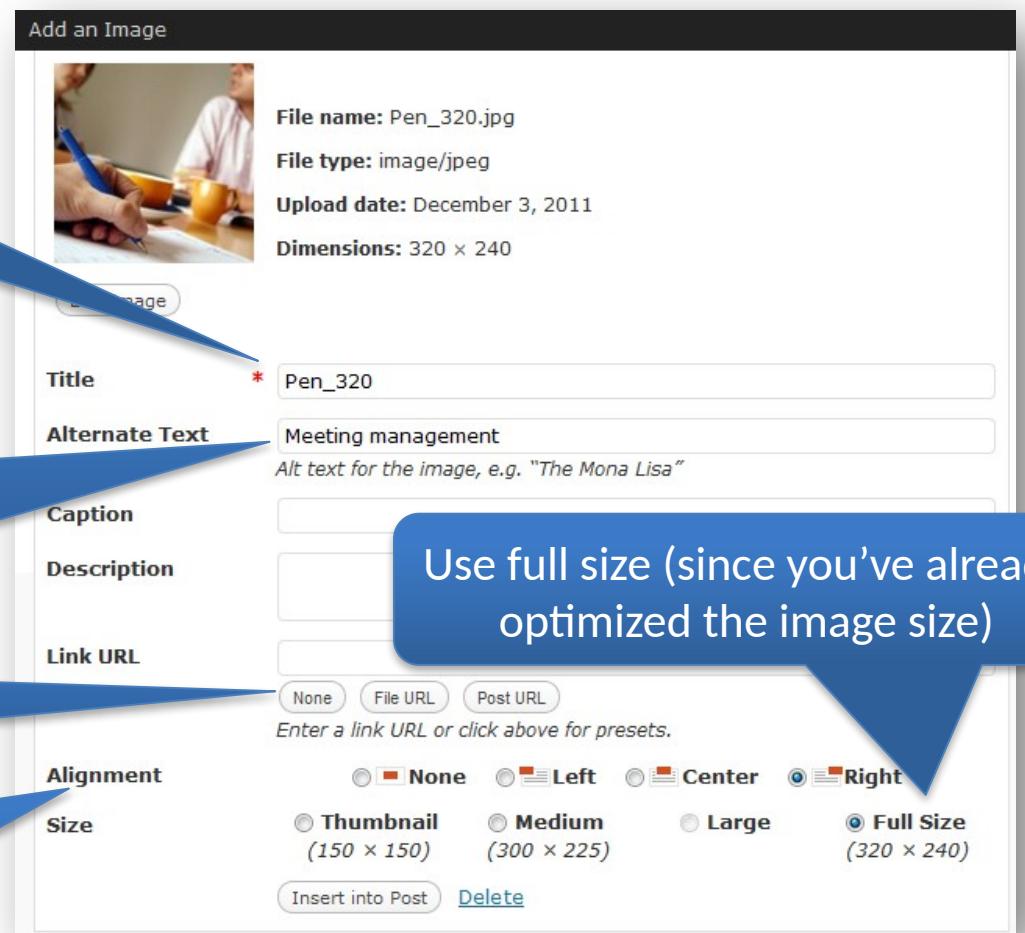
Set image attributes

Title will be shown as a tooltip if user hovers over an image. Can be left as default if your file names are "sensible"

Alternate text is shown if the user can't view the image, also important for search engines.
Enter a few descriptive keywords.

Unless you use the image as a link, remove the URL by clicking "none"

Always set an alignment based on desired layout



Save and view results

Management Training and Consulting

SOFT SKILLS TRAINING, BUSINESS SKILLS TRAINING, MANAGEMENT SKILL TRAINING AND DEVELOPMENT, INTERPERSONAL SKILL DEVELOPMENT, AND CONSULTING SERVICES

HOME SERVICES ▾ APPROACH ▾ ABOUT US ▾ SOFT SKILL TRAINING CONSULTING ▾ CONTACT US

Meeting Management

In 2005, the Ayers group reported that in the United States alone, 25 million hours were spent in meetings. Half of those hours were wasted.

With an average American hourly wage of \$16 per hour, that is a minimum of \$200 million dollars in waste. When you further consider that the average meeting attendant is at the management level or higher, that figure is a very low estimate. The Meeting Management workshop will explore how to reduce waste and make meetings more efficient.



**Meeting Management Course
Outline:**

Search



COURSE HIGHLIGHTS

- Soft skill training
- Management training
- Leadership training
- Executive coaching
- Personal development
- Business Skills
- Youth development training
- Government training

Adjust image properties if needed

Meeting Management

Permalink: <http://finnstatus.com/site/course-catalog/meeting-management/>

[View Page](#)

Upload/Insert

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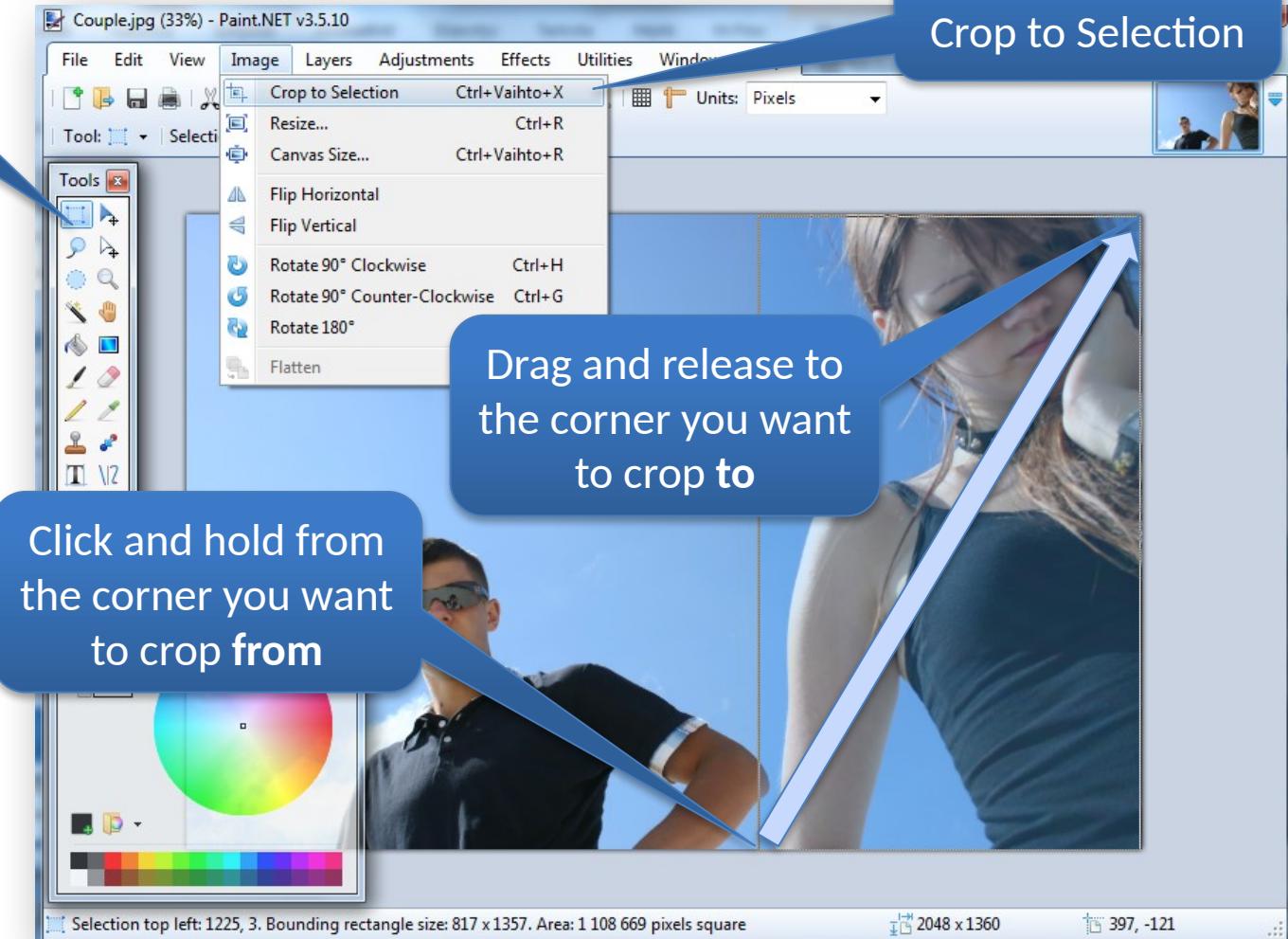
To change image position, click and hold the image to drag the cursor to the new position

To change image properties (alignment etc.), click the image and select Edit Image button

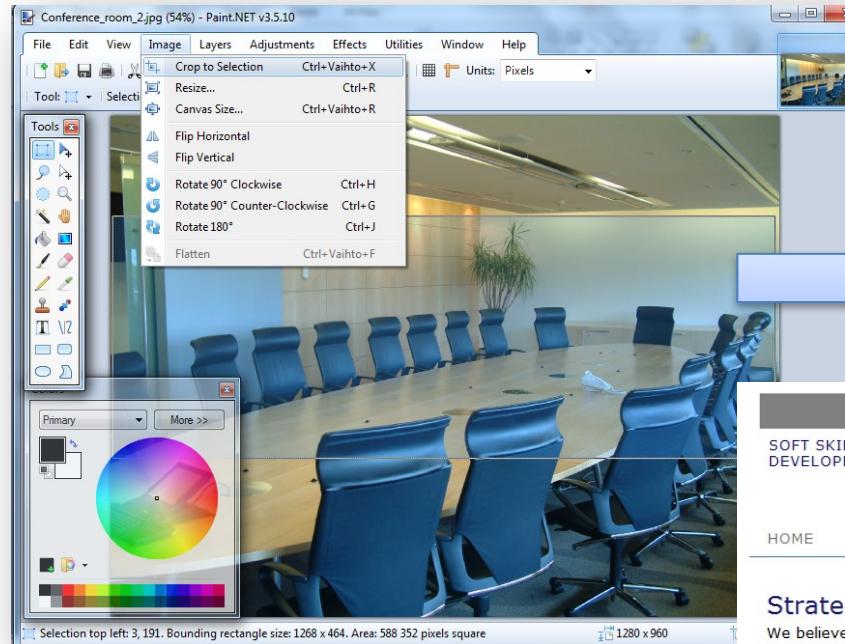
Cropping a part of an image

Select the
"Rectangle
Select" tool

Select "Image –
Crop to Selection"



Example of a cropped image



The website page features a banner with the text 'Management Training and Consulting' and 'SOFT SKILLS TRAINING, BUSINESS SKILLS TRAINING, MANAGEMENT SKILL DEVELOPMENT, AND CONSULTING SERVICES'. Below the banner are navigation links for 'HOME', 'SERVICES', 'APPROACH', 'ABOUT US', 'SOFT SKILL TRAINING', 'CONSULTING', and 'CONTACT US'. A search bar is located on the right side of the header.

Strategic consulting

We believe that strategy is the search for competitive advantage personally and professionally. Strategy is not an aim in itself but a set of paths and choices for individual, team, business or organisation's goals in the future.



Our strategic consulting services provides a carefully considered course of action designed for you or your organisational peoples high performance. Finnstatus offer clients strategic consulting support in soft skills training as a solutions for essential skills needed for high performance. Finnstatus focuses primarily in areas such as:

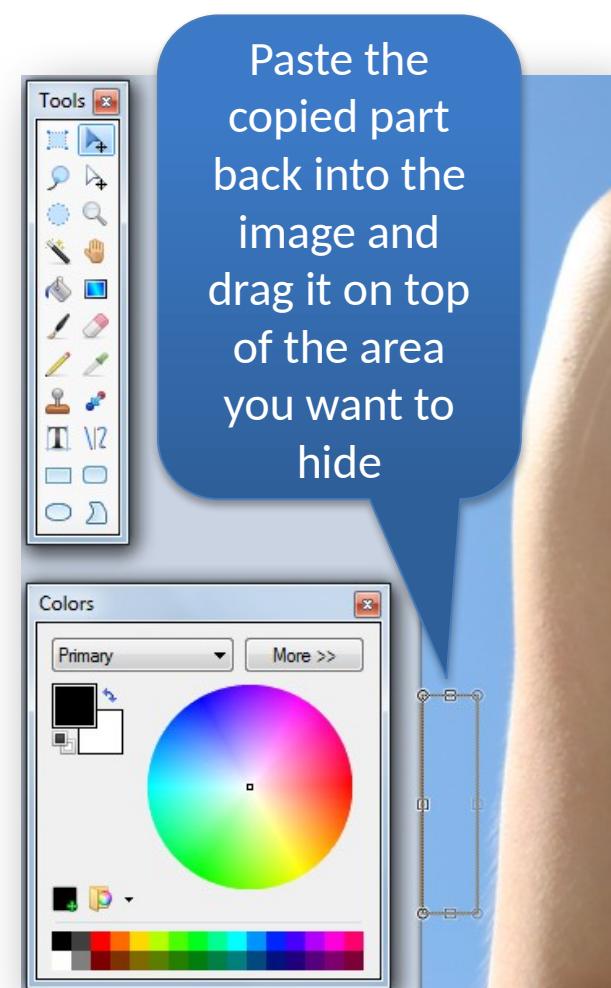
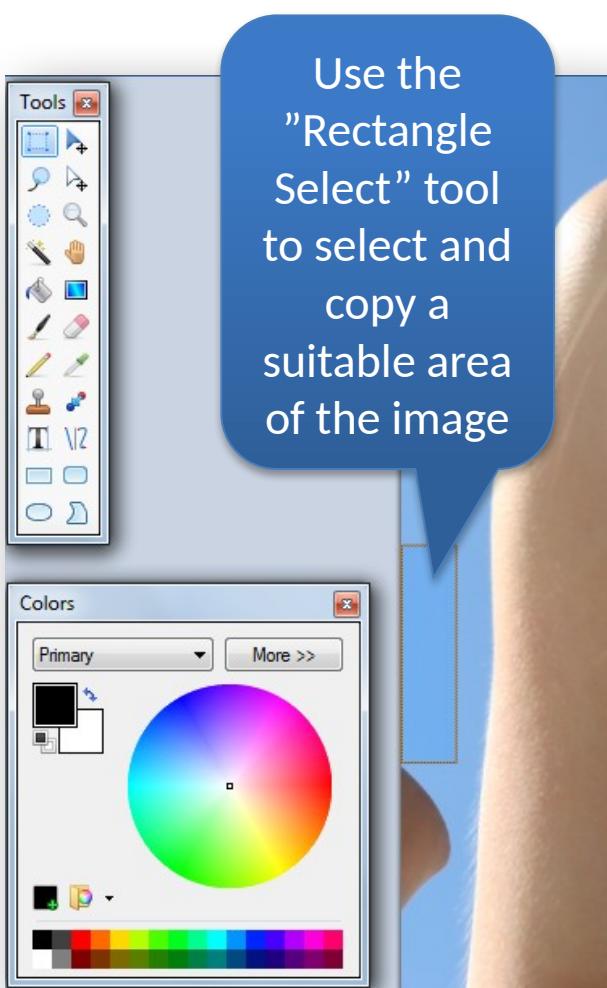
- Organisational/business strategy
- Personal strategy



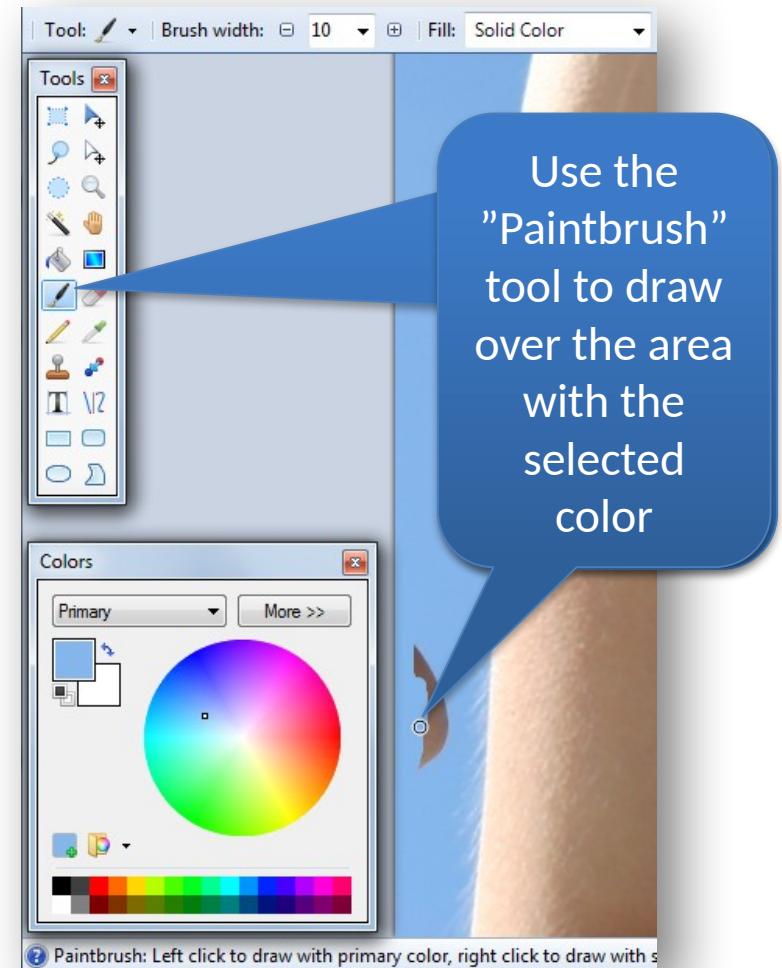
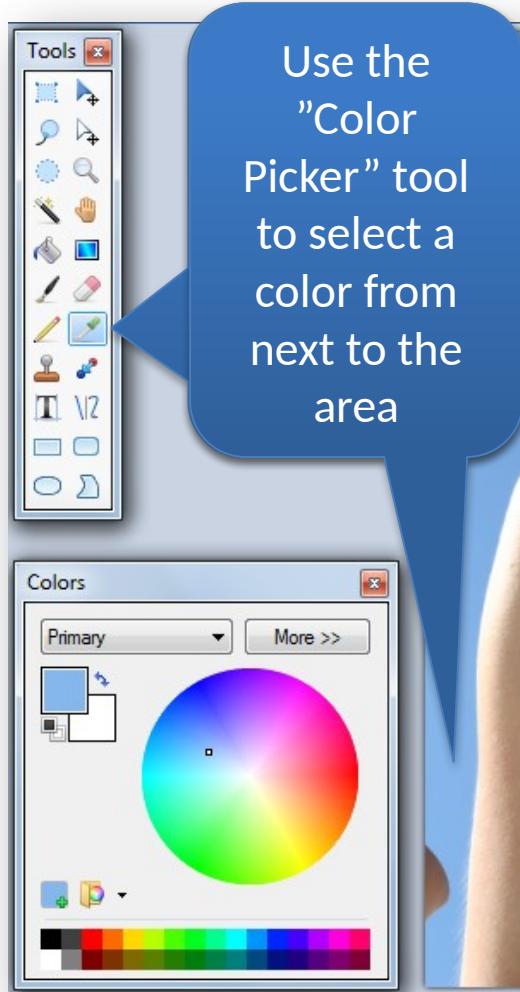
COURSE HIGHLIGHTS

- Soft skill training
- Management training
- Leadership training
- Executive coaching
- Personal development
- Business Skills
- Youth development training
- Government training

Hiding image areas: copy & paste



Hiding image areas: paintbrush

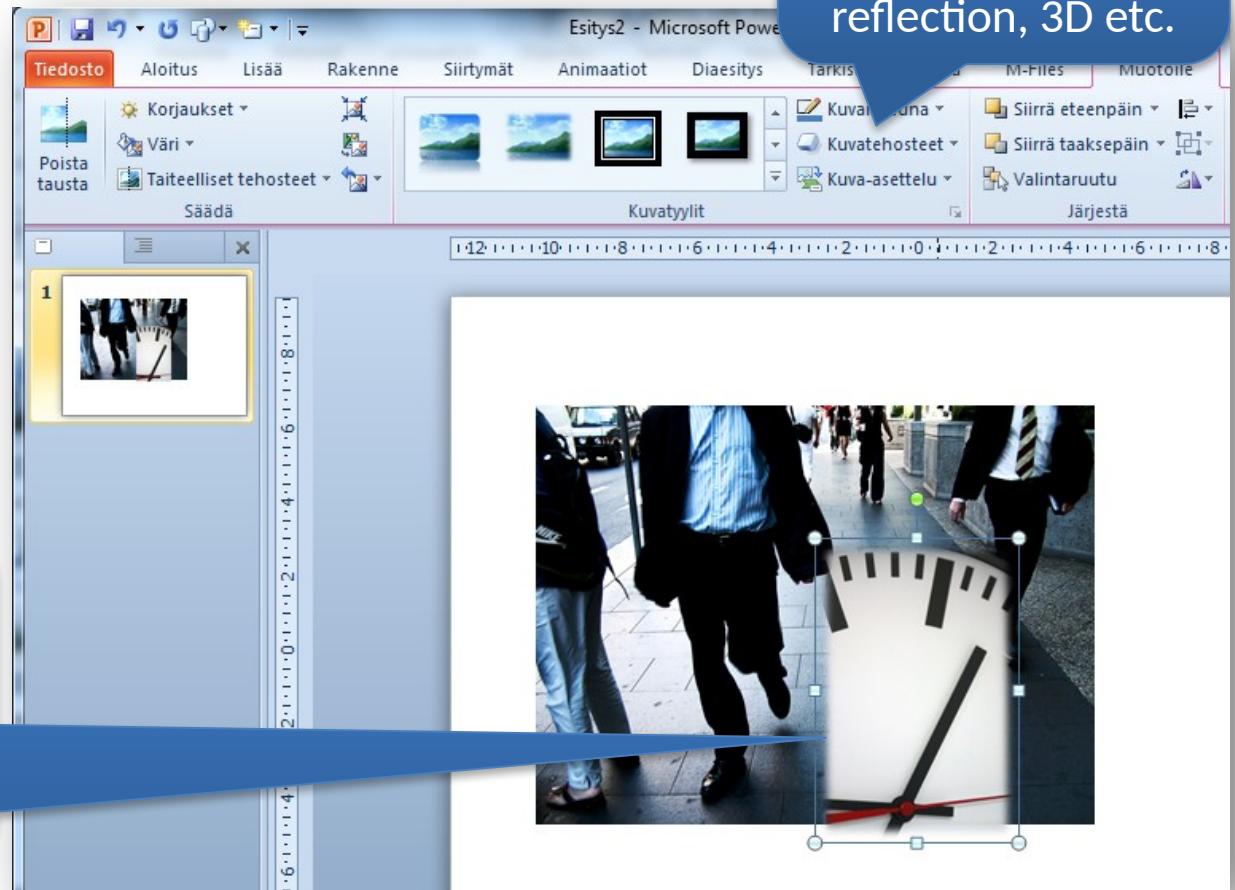


PowerPoint as your canvas (1)

For combining images, adding diagrams and text, PowerPoint is a very flexible canvas with familiar object manipulation tools

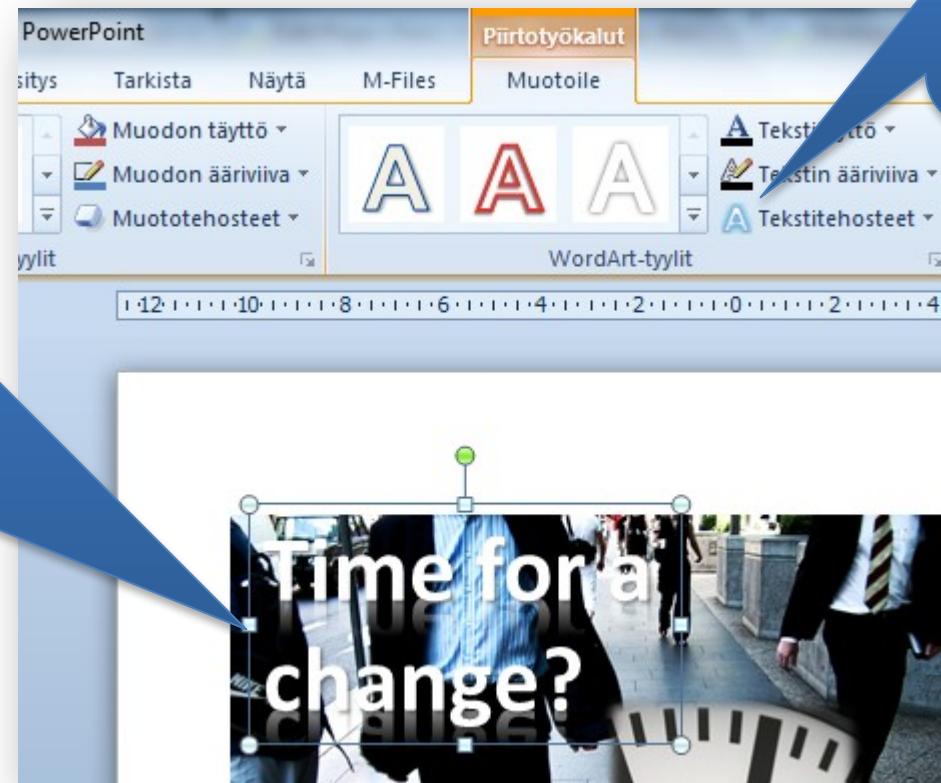
Insert multiple images on a slide, drag them around and adjust size as needed

Take advantage of basic image effects like drop shadow, reflection, 3D etc.



PowerPoint as your canvas (2)

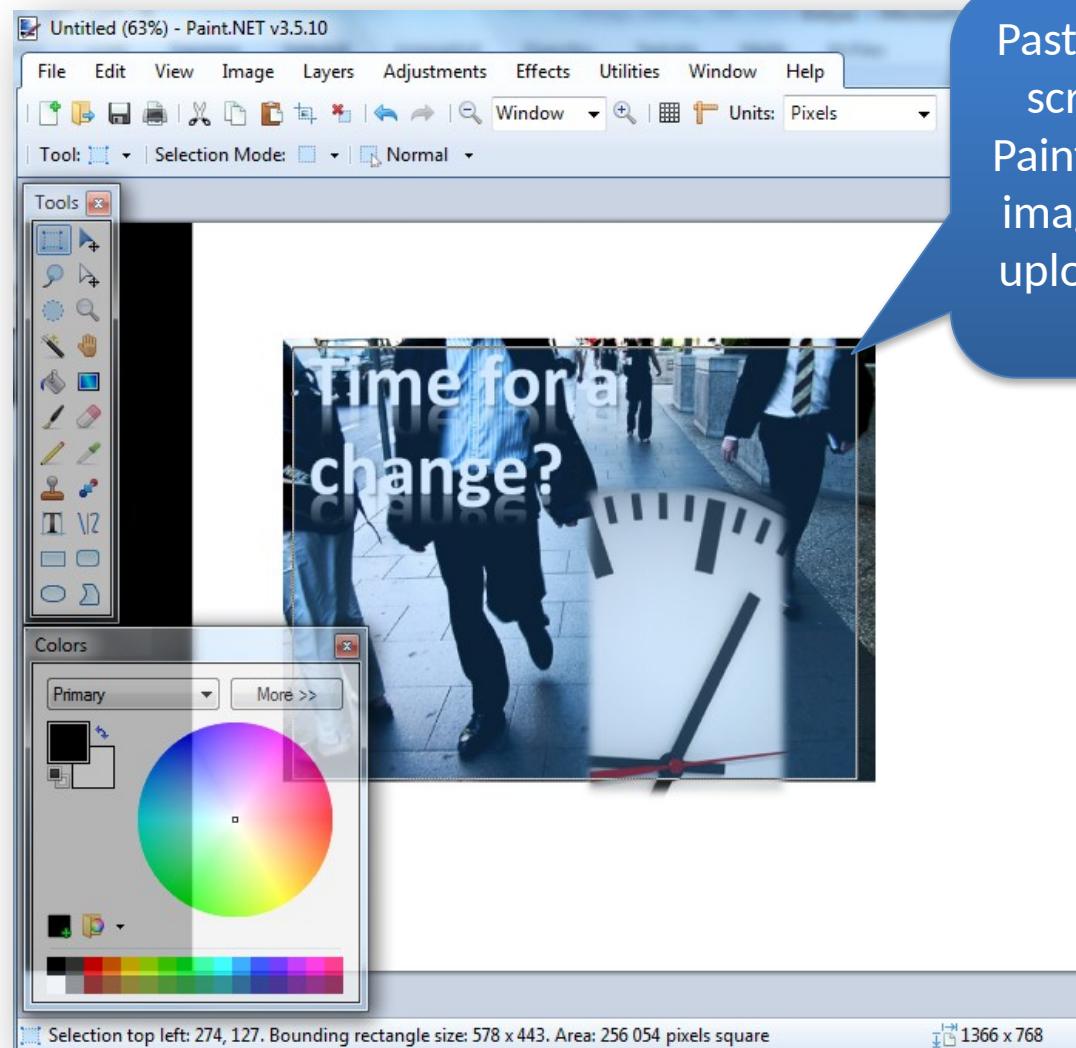
PowerPoint was made for visualizing textual information, therefore it has great tools for editing text on top of images, adjusting fonts etc.



Again, basic effects are at your disposal, but don't go overboard with them!

PowerPoint as your canvas (3)

Once you're ready with editing the objects in PowerPoint, enter presentation mode and take a screenshot with "Print Screen" button



Paste the resulting screenshot into Paint.NET, crop the image, save it and upload to the web page

PowerPoint/Paint.NET "mash-up" result

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Time Management

Personal time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis – stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their the organization.



The Time Management workshop will cover strategies to help participants learn these crucial strategies.

Time Management Course Outline:

Search



COURSE HIGHLIGHTS

Soft skill training
Management training
Leadership training
Executive coaching
Personal development
Business Skills
Youth development training
Government training