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

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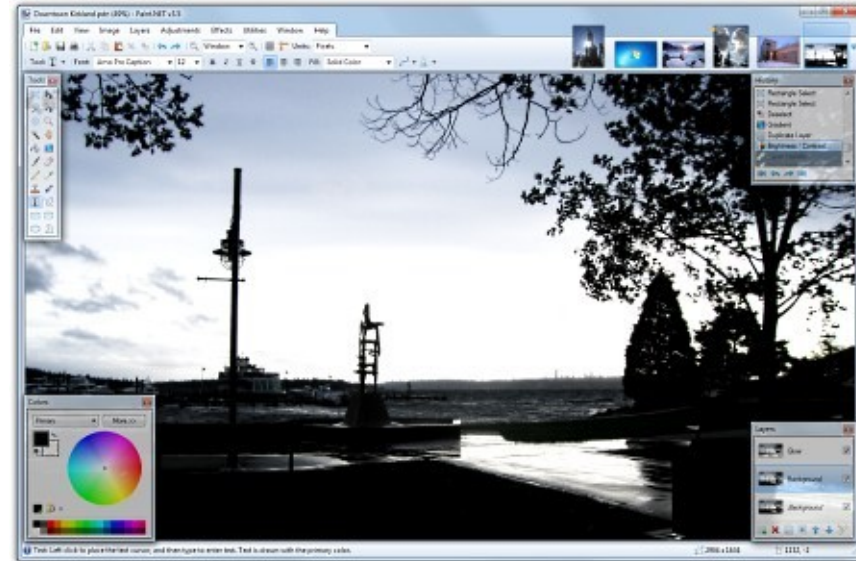# "So, you need images on your website..."

- 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
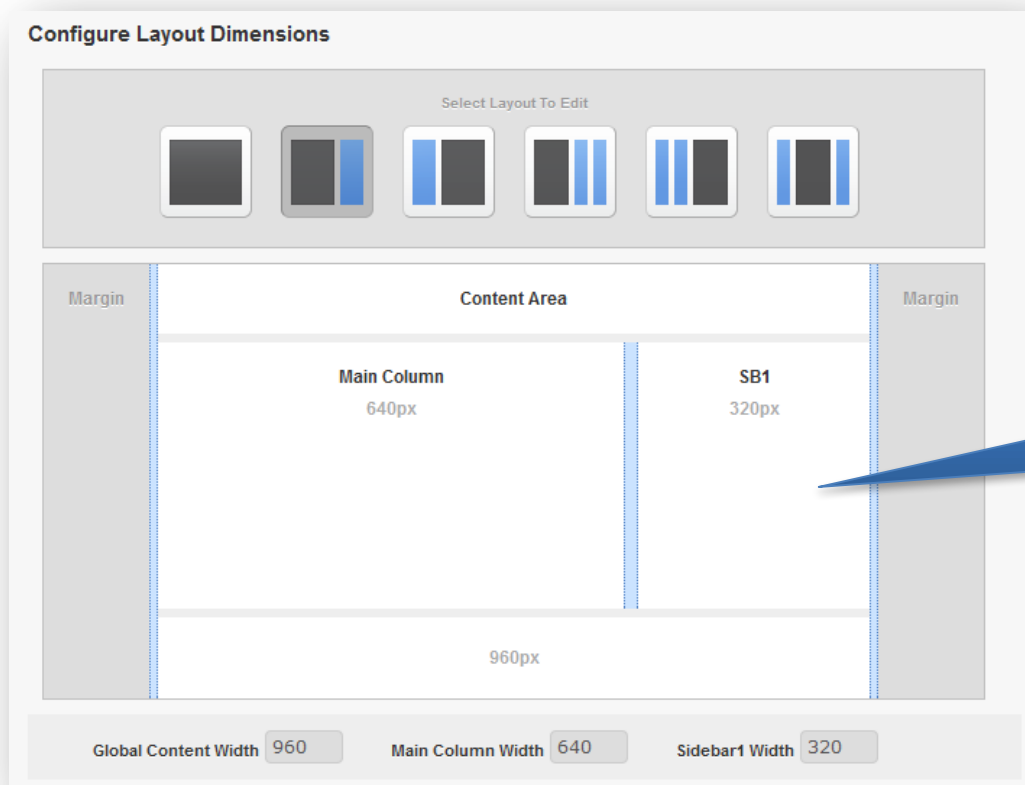
Objectives

- 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

Select Layout To Edit

Margin	Content Area	Margin

Main Column
640px

SB1
320px

960px

Global Content Width 960   Main Column Width 640   Sidebar1 Width 320

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

Maximum width for main column images: 640px

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...n 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:

Module One: Getting Started

Course catalog

Click here to browse

"Your life's happiness depends on your soft skills"

Resize image by setting new width

Save new copy of image

Adjust image compression ratio

Editing the WP page
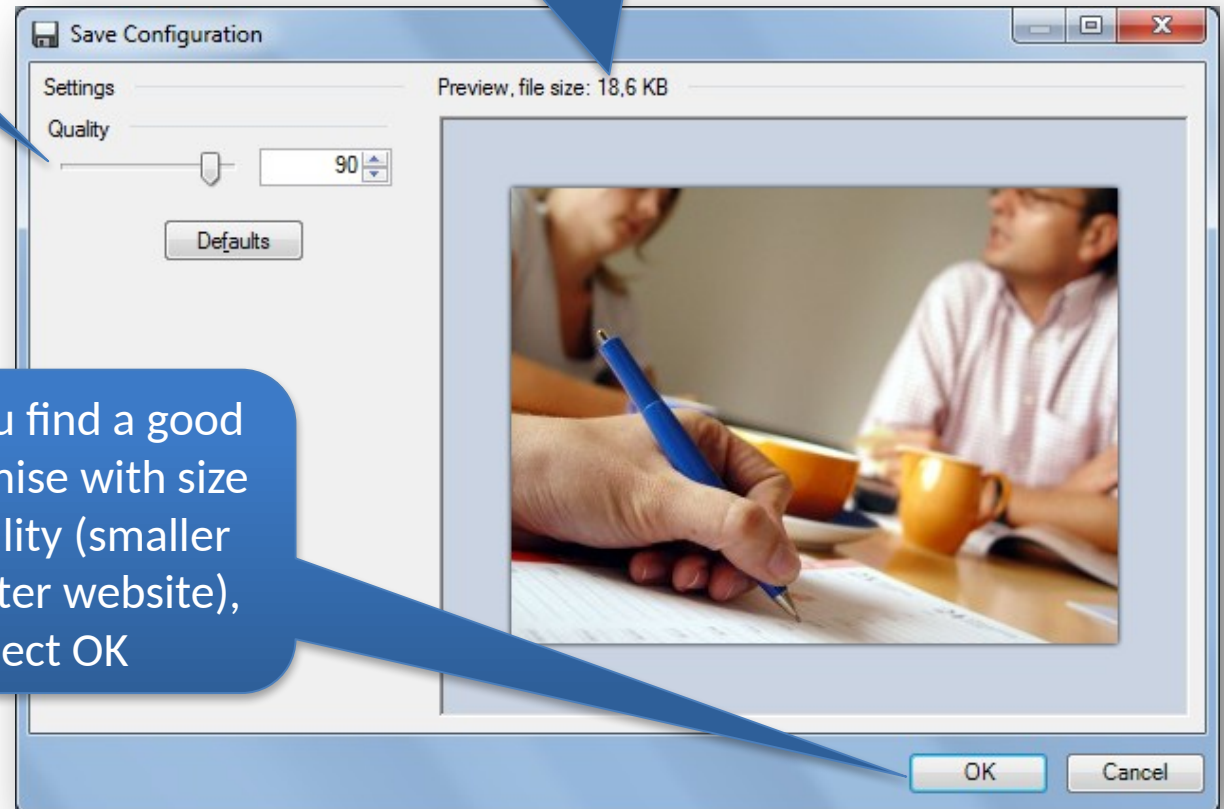
Select the image icon in "Upload/Insert"

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

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

Add an Image

From Computer   From URL   Media Library

Add media files from your computer

Choose files to upload   Select Files   Cancel Upload

Maximum upload file size: 15MB

You are using the Flash uploader. Problems? Try the Browser uploader instead.

After a file has been uploaded, you can add titles and descriptions.

File name: Pen_320.jpg

File type: image/jpeg

Upload date: December 3, 2011

Dimensions: 320 × 240

Edit Image

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

Use full size (since you've already optimized the image size)

Add an Image

File name: Pen_320.jpg

File type: image/jpeg

Upload date: December 3, 2011

Dimensions: 320 × 240

Title * Pen_320

Alternate Text Meeting management
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Link URL

None | File URL | Post URL
Enter a link URL or click above for presets.

Alignment ☐ None ☐ Left ☐ Center ☉ Right

Size ☐ Thumbnail ☐ Medium ☐ Large ☉ Full Size
(150 × 150) (300 × 225) (320 × 240)

Insert into Post | Delete

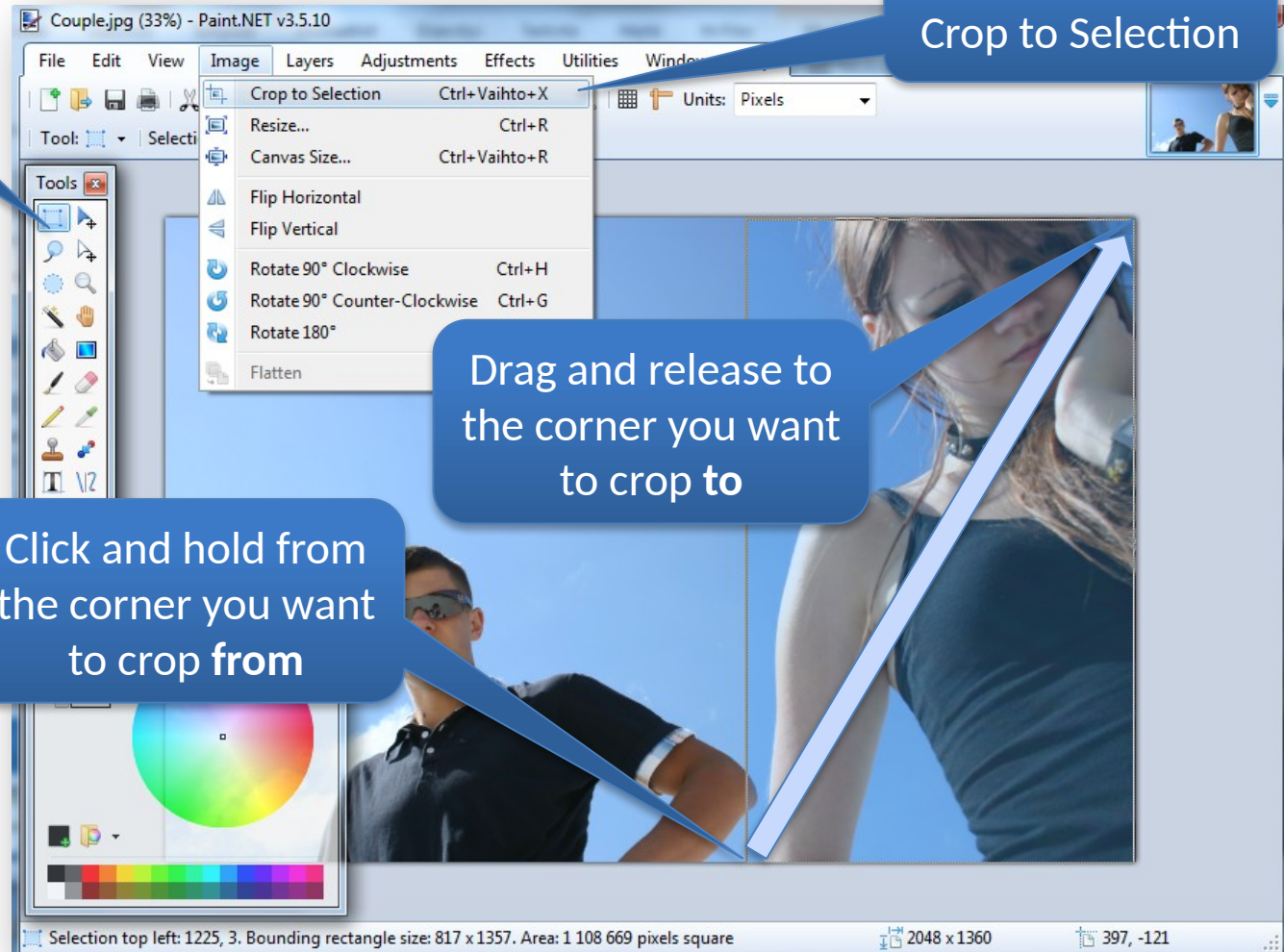# Save and view results

Adjust image properties if needed
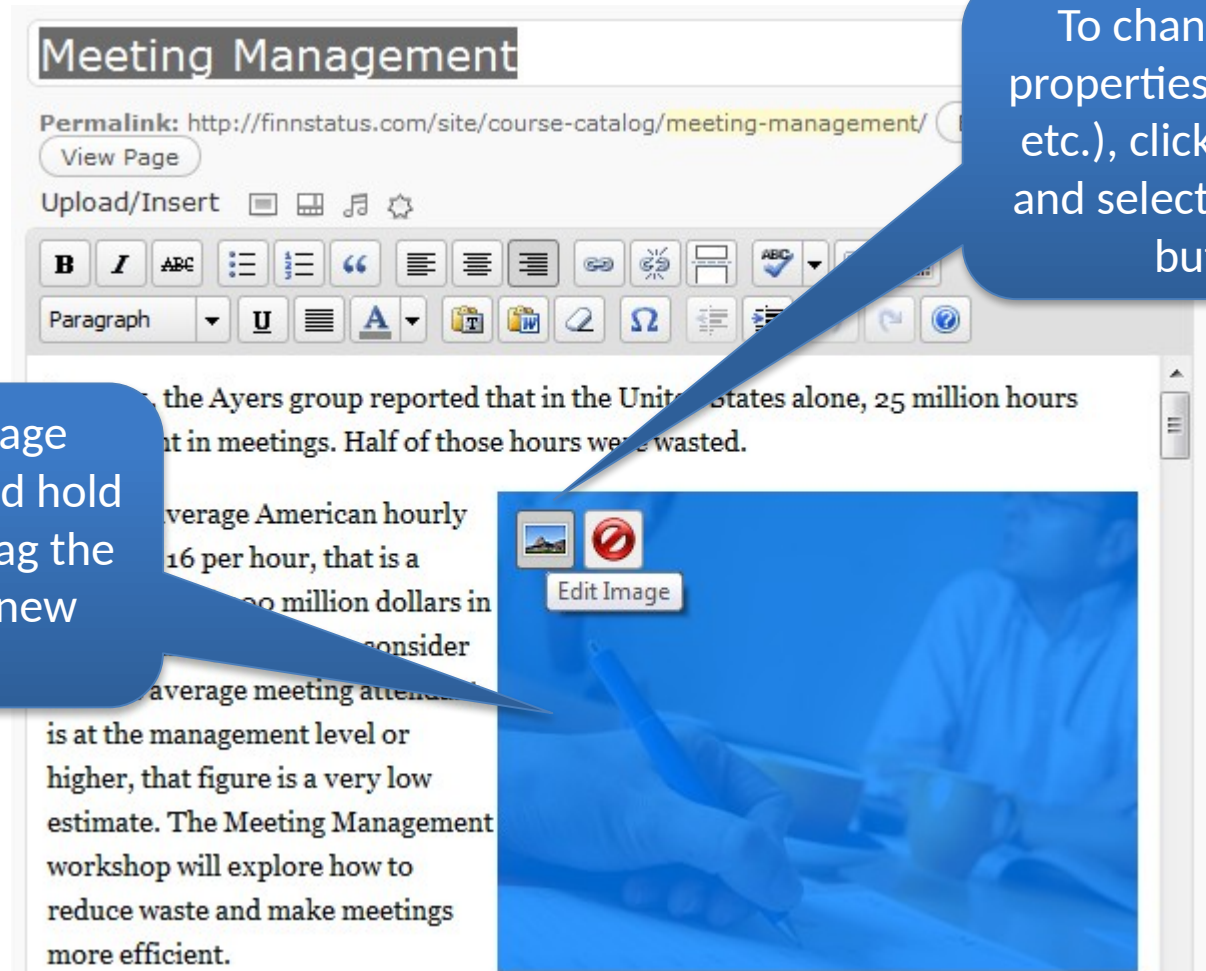
Cropping a part of an image
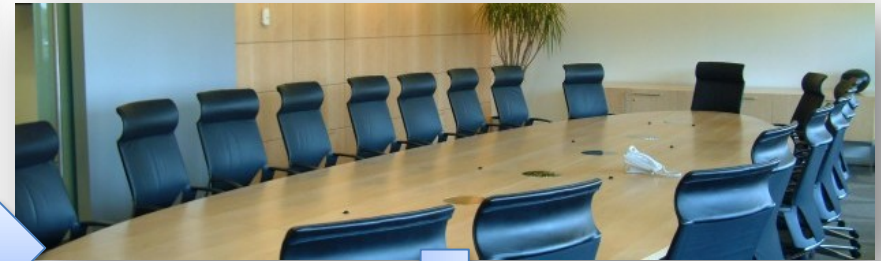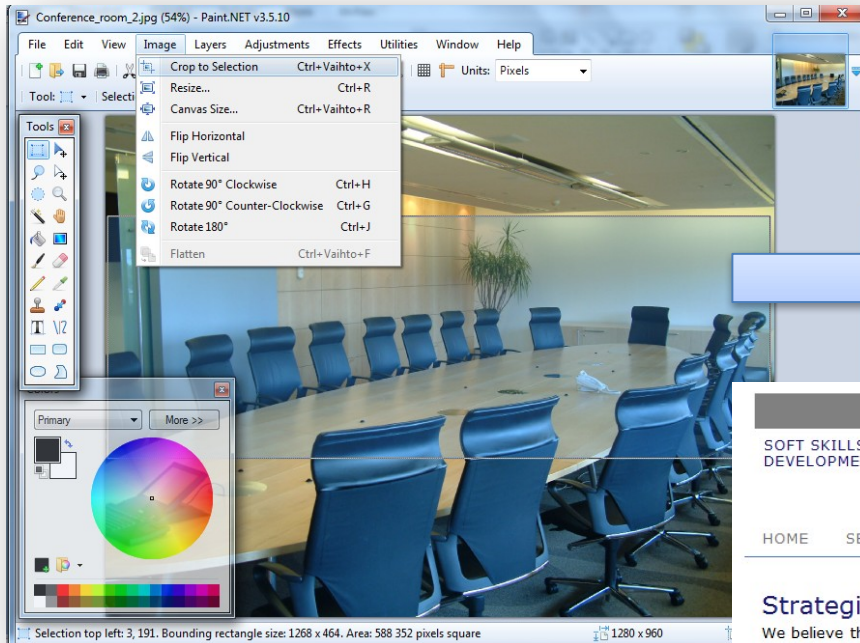

Select the "Rectangle Select" tool

Select "Image – Crop to Selection"

Drag and release to the corner you want to crop **to**

Click and hold from the corner you want to crop **from**

Example of a cropped image

Hiding image areas: copy & paste
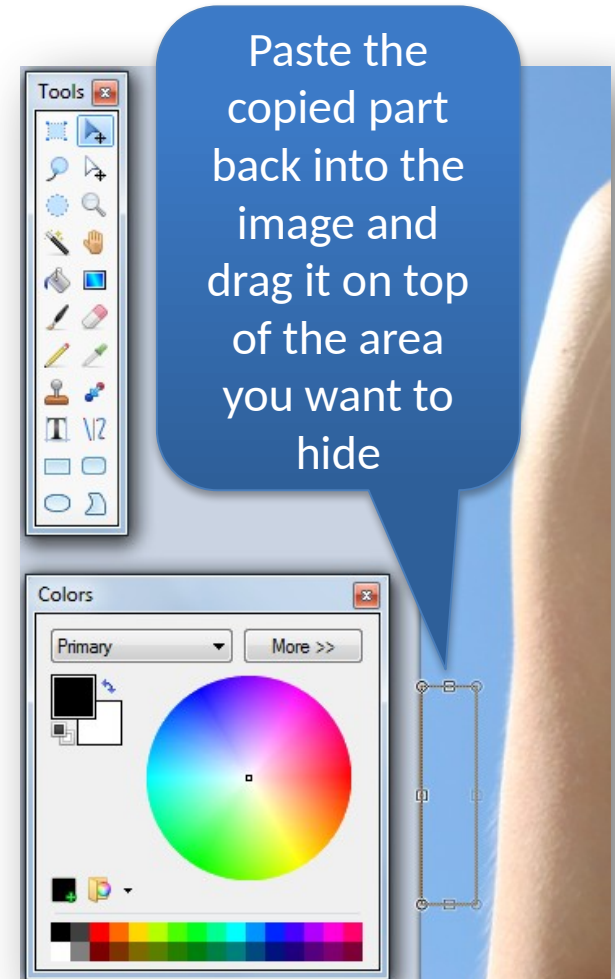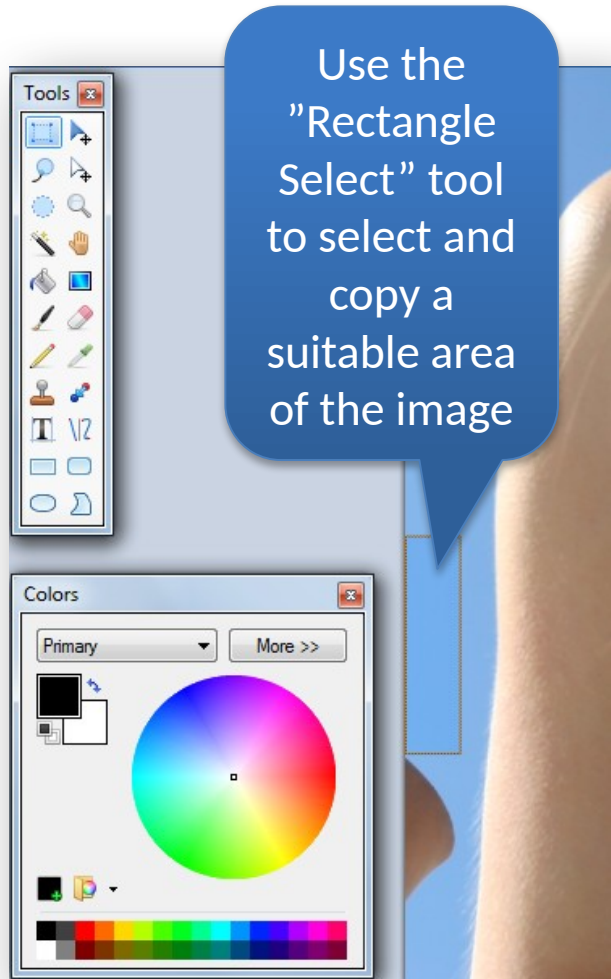
Hiding image areas: paintbrush

PowerPoint as your canvas (1)
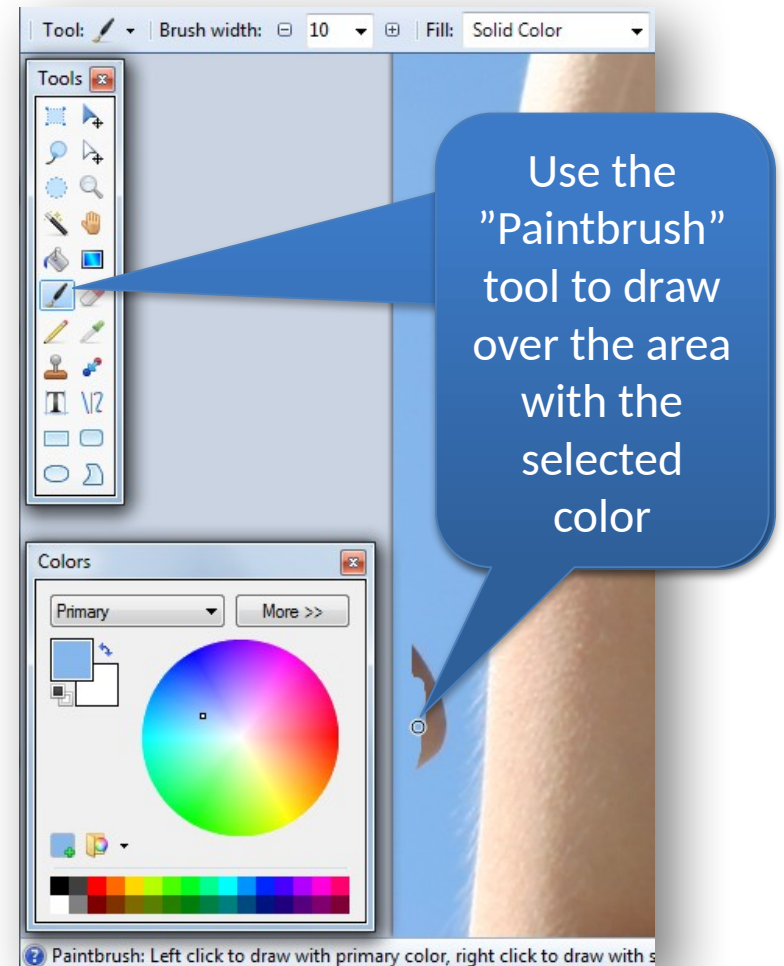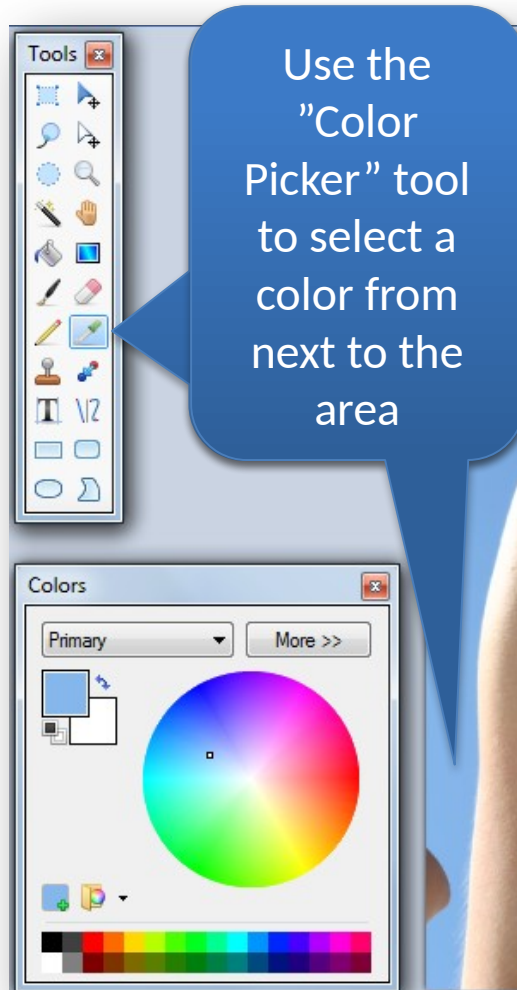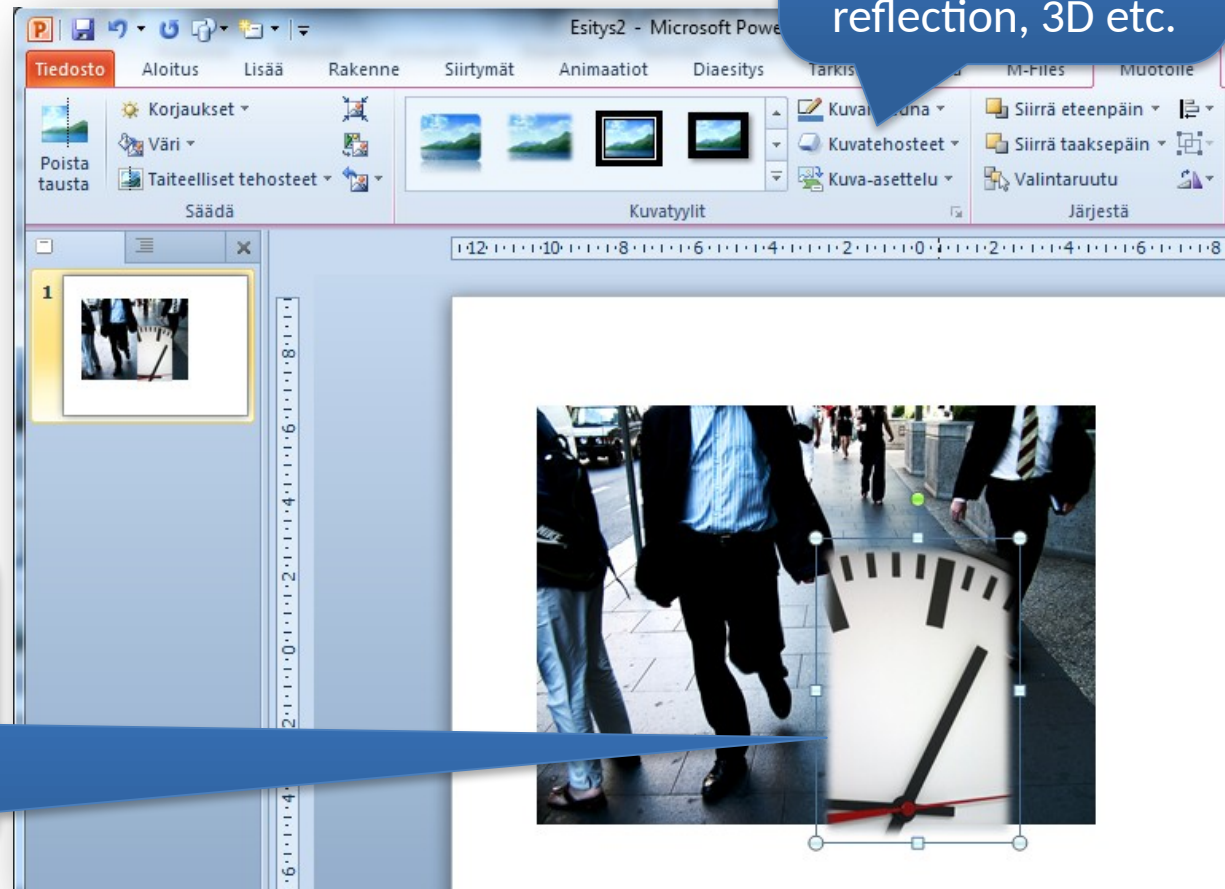
For combining images, adding diagrams and text, PowerPoint is a very flexible canvas with familiar object manipulation tools
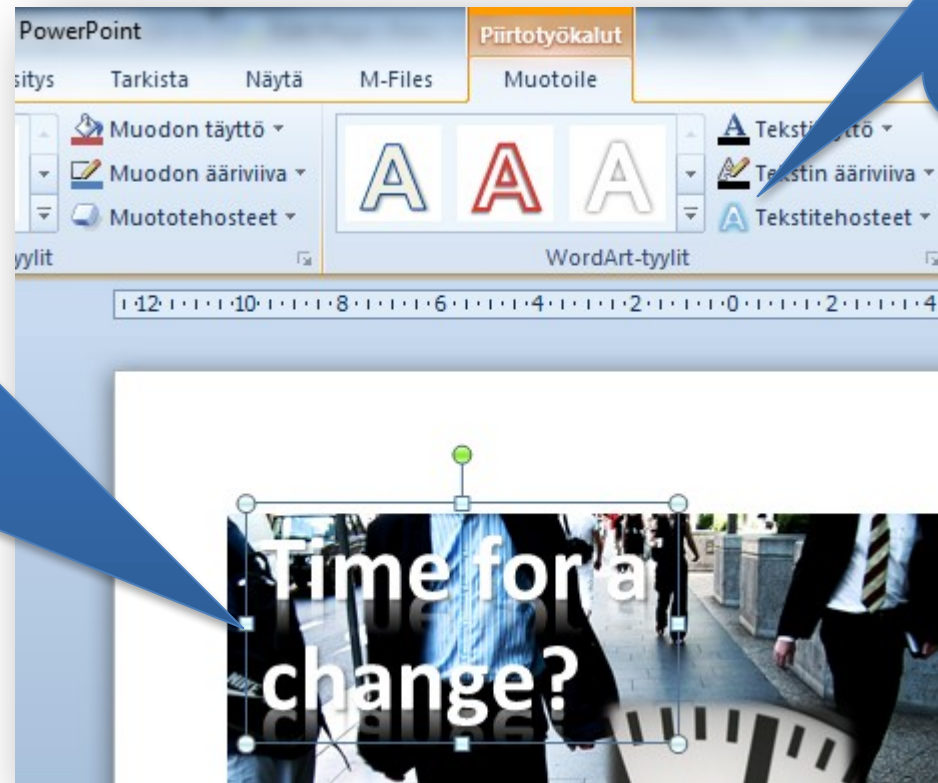
Take advantage of basic image effects like drop shadow, reflection, 3D etc.

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

PowerPoint as your canvas (2)

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

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

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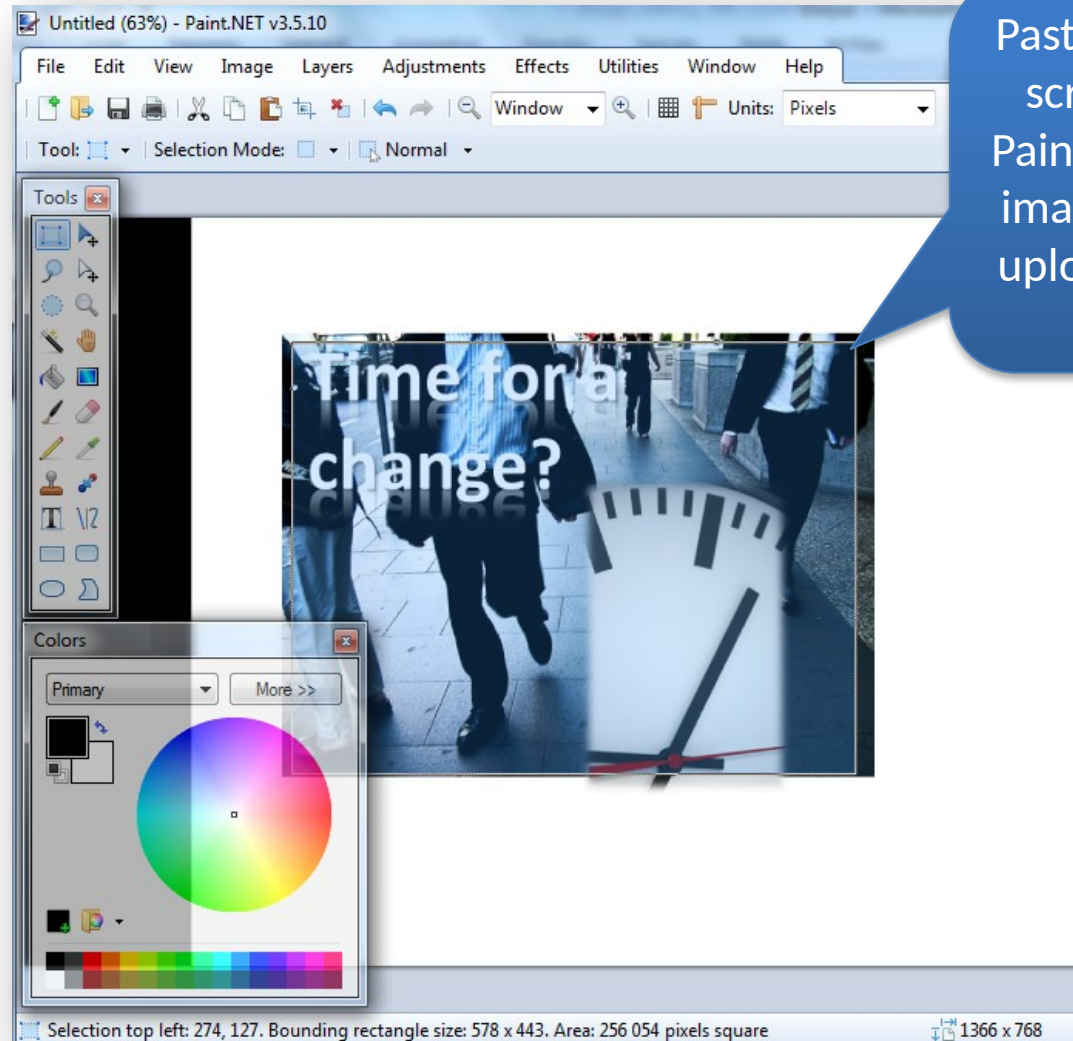
Paste the resulting screenshot into Paint.NET, crop the image, save it and upload to the web page

PowerPoint/Paint.NET "mash-up" result