

Standard Operating Procedure: Basic Image Editing in Paint.net

Version: 5.1

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Effective Date: Summer & Fall 2025

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1. Purpose

The purpose of this SOP is to describe the procedure for cropping, rotating, resizing, and resaving images in the *Paint.net* program used by the organization.

2. Scope

This SOP applies to all staff and volunteers of the organization.

3. Responsibilities

Any of the organization's staff and volunteers who are working with images to edit, primarily for external marketing and online resources, and internal assets.

4. Procedure

Here is a detailed step-by-step guide of the procedure.

4.1 Step 1: Open an image in Paint.net

- 4.1.1 Substep 1: Launch the Paint.net program installed by IT.
- 4.1.2 Substep 2: Go to the *File* menu and select *Open*. Your computer's file directory will appear.
- 4.1.3 Substep 3: Select an image from the file directory, and click *Open*.

Note: You can repeat these steps to open additional images.

4.2 Step 2: Crop the image

- 4.2.1 Substep 1: In Paint.net, click the *Rectangle Select* tool, located in the floating toolbox at top left. Tip: click the *Hammer* icon at the top right of the program window to toggle your floating toolbox off and on.
- 4.2.2 Substep 2: On the image: click, hold, and drag your mouse (or finger on a touchpad) to select the area you want to keep.
- 4.2.3 Substep 3: Go to *Image* menu and choose *Crop to Selection*. The selected area will be kept.
- 4.2.4 Substep 4: If needed, fix a mistake by going to the *Edit* menu and choosing *Undo*.

4.3 Step 3: Rotate the image

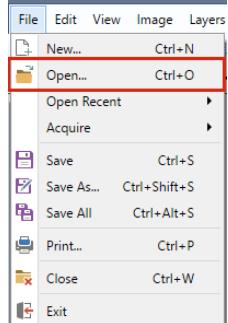
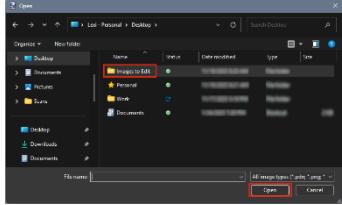
- 4.3.1 Substep 1: Select all by using the *CTRL + A* command on your keyboard.
- 4.3.2 Substep 2: Go to the *Image* menu and select your desired rotation option:
 - *Rotate 90° Clockwise* (to the right)
 - *Rotate 90° Counter-Clockwise* (to the left)
 - *Rotate 180°* (flip completely)
- 4.3.3 Substep 3: If needed, fix a mistake by going to the *Edit* menu and selecting *Undo*.

4.4 Step 4: Resize the image

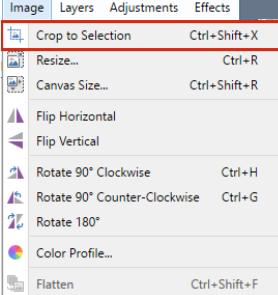
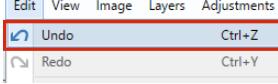
- 4.4.1 Substep 1: Go to the *Image* menu and choose *Resize...*
- 4.4.2 Substep 2: Choose *Percentage* or *Actual Size*. Enter your desired settings, and click *OK*.

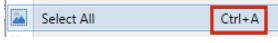
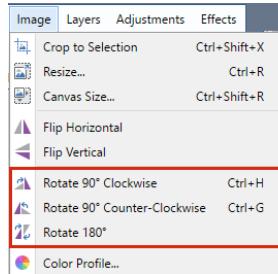
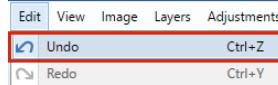
4.5 Step 5: Resave the image

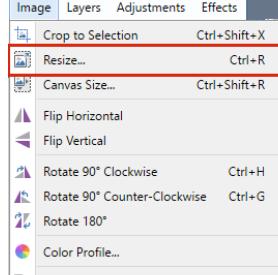
- 4.5.1 Substep 1: Go to the *File* menu and choose *Save As*. Choose a new name and location to save the file, if needed.
- 4.5.2 Substep 2: Use the “Save as type” dropdown to choose *PNG* or *JPEG*, depending on your project needs.
- 4.5.3 Substep 4: Name the file and click *Save*.

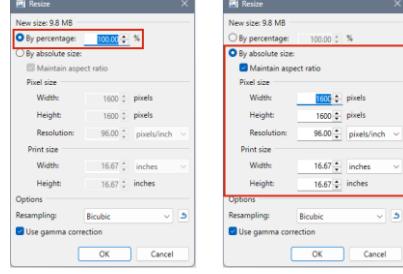
Step	Action	Image
4.1	Step 1: Open an image in Paint.net	
4.1.1	Launch the Paint.net program installed by IT.	
4.1.2	Go to the <i>File</i> menu and select <i>Open</i> . Your computer's file directory will appear.	
4.1.3	Select an image from the file directory, and click <i>Open</i> . Note: you can repeat these steps to open additional images.	
Click to see Step 1 in real time! (No Audio)		Click to View Tutorial 

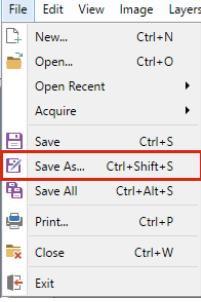
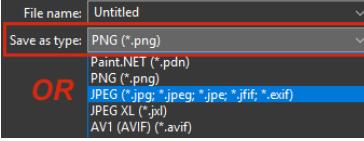
Step	Action	Image
4.2	Step 2: Crop the image	
4.2.1	In Paint.net, click the <i>Rectangle Select</i> tool, located in the floating toolbox at top left. Tip: click the <i>Hammer</i> icon at the top right of the program window to toggle your floating toolbox off and on.	 
4.2.2	On the image: click, hold, and drag your mouse (or finger on a touchpad) to select the area you want to keep.	

4.2.3	<p>Go to the <i>Image</i> menu and choose <i>Crop to Selection</i>. The selected area will be kept.</p>	
4.2.4	<p>If needed, fix a mistake by going to the <i>Edit</i> menu and selecting <i>Undo</i>.</p>	
<p>Click to see Step 2 in real time! (No Audio)</p>		Click to View Tutorial 

4.3	Step 3: Rotate the image	
4.3.1	<p>Select all by using the <i>CTRL + A</i> command on your keyboard.</p>	
4.3.2	<p>Go to the <i>Image</i> menu and choose an option:</p> <ul style="list-style-type: none"> • <i>Rotate 90° Clockwise</i> (to the right) • <i>Rotate 90° Counter-Clockwise</i> (to the left) • <i>Rotate 180°</i> (flip completely) 	
4.3.3	<p>If needed, fix a mistake by going to the <i>Edit</i> menu and selecting <i>Undo</i>.</p>	
<p>Click to see Step 3 in real time! (No Audio)</p>		Click to View Tutorial 

4.4	Step 4: Resize the image	
4.4.1	<p>Go to the <i>Image</i> menu and choose <i>Resize...</i></p>	

4.4.2	<p>Choose <i>Percentage or Actual Size</i>. Enter your desired settings, and click <i>OK</i>.</p>	
<p>Click to see Step 4 in real time! (No Audio) Click to View Tutorial </p>		

4.5	<h3>Step 5: Resave the image</h3>	
4.5.1	<p>Go to the <i>File</i> menu and choose <i>Save As</i>. Choose a new name and location to save the file, if needed.</p>	
4.5.2	<p>Use the “Save as type” dropdown to choose <i>PNG</i> or <i>JPEG</i>, depending on your project needs.</p>	
4.5.3	<p>Click <i>Save</i>.</p>	
<p>Click to see Step 5 in real time! (No Audio) Click to View Tutorial </p>		

5. Supporting Documentation

- Paint.net feature list: <https://www.getpaint.net/features.html>
- Paint.net overview and documentation: <https://www.getpaint.net/doc/latest/>
- For technical help, please submit a helpdesk ticket through the IT portal.