

# Standard Operating Procedure: Basic Image Editing in Paint.net

**Version:** 5.1

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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**

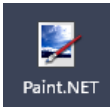
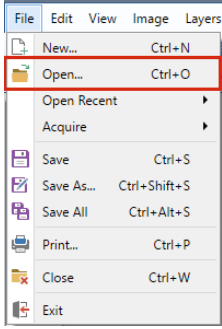
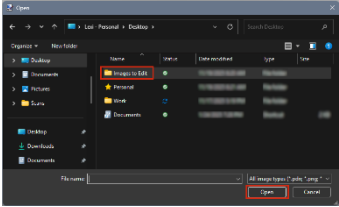

- 4.3.1 Substep 1: Select all by using the *CTRL + A* command on your keyboard.
- 4.3.2 Substep 2: Go to the *Image* menu and select your desired rotation option:
  - *Rotate 90° Clockwise* (to the right)
  - *Rotate 90° Counter-Clockwise* (to the left)
  - *Rotate 180°* (flip completely)
- 4.3.3 Substep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

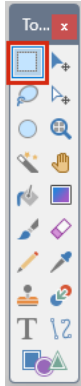

## **4.4 Step 4: Resize the image**

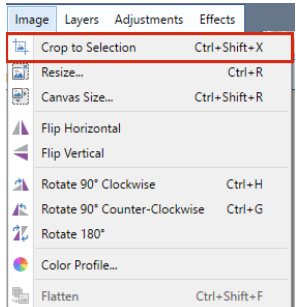
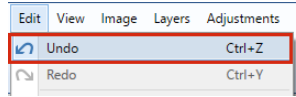

- 4.4.1 Substep 1: Go to the *Image* menu and choose *Resize...*
- 4.4.2 Substep 2: Choose *Percentage* or *Actual Size*. Enter your desired settings, and click *OK*.

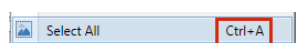
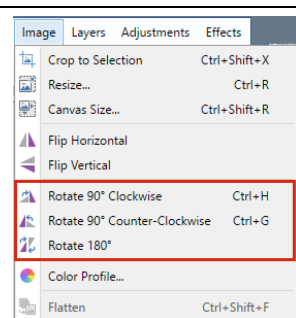
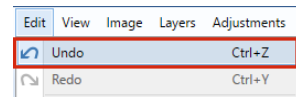

## **4.5 Step 5: Resave the image**

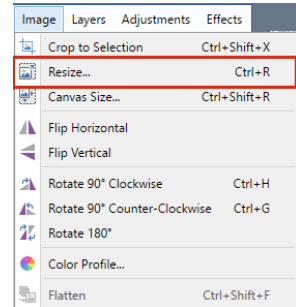
- 4.5.1 Substep 1: Go to the *File* menu and choose *Save As*. Choose a new name and location to save the file, if needed.
- 4.5.2 Substep 2: Use the “*Save as type*” dropdown to choose *PNG* or *JPEG*, depending on your project needs.
- 4.5.3 Substep 4: Name the file and click *Save*.

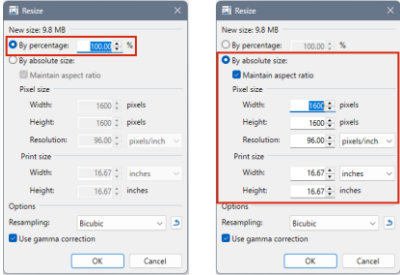

Step	Action	Image
<b>4.1</b>	<b>Step 1: Open an image in Paint.net</b>	
4.1.1	Launch the Paint.net program installed by IT.	
4.1.2	Go to the <i>File</i> menu and select <i>Open</i> .  Your computer's file directory will appear.	
4.1.3	Select an image from the file directory, and click <i>Open</i> . 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

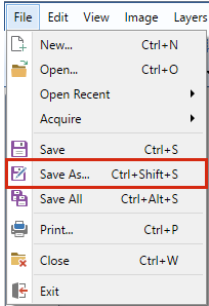
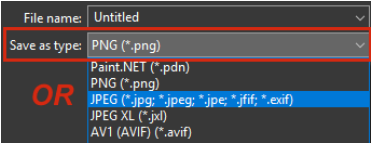
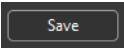

<b>4.2</b>	<b>Step 2: Crop the image</b>	
4.2.1	In Paint.net, click the <i>Rectangle Select</i> tool, located in the floating toolbox at top left.  Tip: click the <i>Hammer</i> icon at the top right of the program window to toggle your floating toolbox off and on.	
4.2.2	On the image: click, hold, and 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>.</p> <p>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><i>Click to see Step 2 in real time! (No Audio)</i></p> <p><a href="#">Click to View Tutorial</a> </p>		

<b>4.3</b>	<b>Step 3: Rotate the image</b>	
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"> <li>• <i>Rotate 90° Clockwise</i> (to the right)</li> <li>• <i>Rotate 90° Counter-Clockwise</i> (to the left)</li> <li>• <i>Rotate 180°</i> (flip completely)</li> </ul>	
4.3.3	<p>If needed, fix a mistake by going to the <i>Edit</i> menu and selecting <i>Undo</i>.</p>	
<p><i>Click to see Step 3 in real time! (No Audio)</i></p> <p><a href="#">Click to View Tutorial</a> </p>		

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

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

4.5	Step 5: Resave the image	
4.5.1	<p>Go to the <i>File</i> menu and choose <i>Save As</i>.</p> <p>Choose a new name and location to save the file, if needed.</p>	
4.5.2	<p>Use the “<i>Save as type</i>” 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><i>Click to see Step 5 in real time! (No Audio)</i></p> <p><a href="#">Click to View Tutorial</a> </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.