

Reducing the size of a digital image using Paint

In order to fit into a Blog page without being too large
Using Paint v5 – as supplied from about 2001 onwards



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1. Open the image in Paint
eg find the file in 'My Documents' then right-click it, choose 'Open With' then Paint
(if Paint isn't on the list, click 'Choose Program' then find Paint)

In Paint

2. Click Image + Attributes and make a note of the Width and Height figures in pixels
3. The max width or height for the blog should be 400-500 pixels so you now need to work out how much to reduce the image by. If the image is currently 1600 pixels wide and you want to reduce this to say 400 then you need to end up with it $\frac{1}{4}$ of the size ie 25%
4. Assuming you are still in the Attributes dialogue box, click the Cancel button to get out
5. Next click Image + Stretch/Skew
6. In the Horizontal and Vertical boxes change the '100%' to a smaller figure
In the example here, change it to 25%
Make sure you change both figures to the same value (eg both to 25%) or you will end up with an image that is no longer in proportion!
7. Then click OK and you should have a reduced-size image on screen
8. Finally click File + Save As and re-save the image with a new or altered name
Make sure that it is being saved in JPEG format as this is what is required for the blog
9. Exit from Paint

Note that the resulting image will have less 'definition' than the larger original – eg you may be able to see the individual pixels on screen if you look very carefully. This is an inevitable effect of reducing the number of pixels but has the benefit of making the image size smaller so it will load over the internet more quickly than the larger original.