# Paint.net Cheat Sheet   paint.net
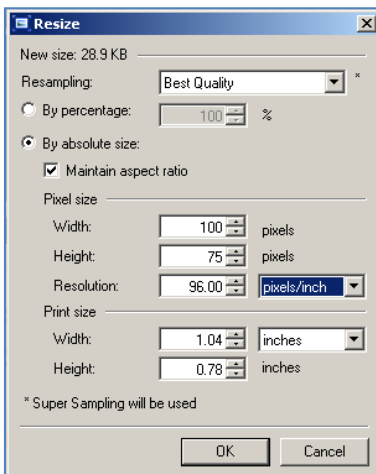
▶ **To Capture a Screen Image**

1. Navigate to the screen that you want to capture.

2. Select **Print Screen** on your computer keyboard.

3. Go to the Applications folder and open  paint.net .

4. From the Edit menu, select **Paste in to New Image**. Your screen capture will now show in the window.

▶ **To Crop an Image**

5. From the Tools menu, select the **Rectangle Select Tool** ( ).

6. Use your mouse to "draw" a box around the area, to select the part of the image you would like to use.

7. From the **Image** menu, select **Crop to Selection.**

▶ **To Create a Thumbnail**

8. Form the Image menu, select **Resize** to open the Resize window.
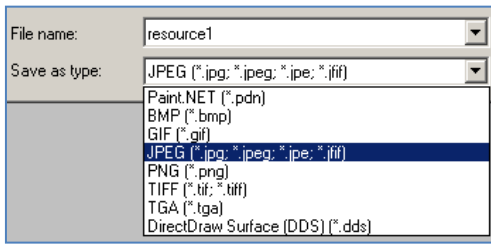
9. Change the width and height fields to the recommended sizes. Keep all other fields at the default settings as shown above.

| Image Type | Recommended size ( w x h) |
|---|---|
| Overview Page Image | 175 x 131 |

| Image Type | Recommended size ( w x h) |
| --- | --- |
| Resource Image | 100 x 75 |

**10.** Select **OK**.

**11.** From the **File** menu, select **Save**.

File name: resource1

Save as type: JPEG (*.jpg; *.jpeg; *.jpe; *.jfif)

Paint.NET (*.pdn)
BMP (*.bmp)
GIF (*.gif)
JPEG (*.jpg; *.jpeg; *.jpe; *.jfif)
PNG (*.png)
TIFF (*.tif; *.tiff)
TGA (*.tga)
DirectDraw Surface (DDS) (*.dds)

**12.** In the **File name** field, type a name for your image.

**13.** In the **Save as type** field, select **JPEG**.

**14.** Select **Save**.

## Removing Red-eye from images

▶ **Removing Red-eye**

**1.** Open the image that you want to use.

**2.** Click on the rectangle select tool.

**3.** Draw a selection around the first red eye.

**4.** From the Effects menu, select **Photo- Red Eye Removal**.  Your image will display with the corrected red eye.  Click **OK** to save.

**5.** Repeat process to remove red-eye from second eye.