

Websites and Blogs for ACW Website

How To Create A Screen Dump And Resize It Using Paint

Use a Windows desktop or laptop computer. Creating screen dumps and resizing graphics is awkward to do on a tablet or phone and may require downloading additional apps. *However, Rosemary would love to hear a Macbook user who would be prepared to write an equivalent set of instructions for using Macbooks.*



Create Screen Dump and Resize It Using Paint

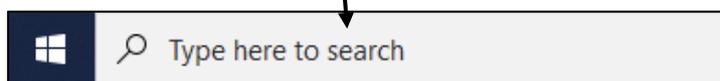
Paint is available on most Windows computers, except the most modern ones. If you don't have Paint, close this handout and download the similar handout for creating screen dumps and resizing them using Paint 3D, which you will probably have instead. *Use Paint if you can – much more straightforward!* You are, of course, welcome to edit your screen dump using PhotoShop or other more sophisticated applications if you prefer.

To Find Paint on Your Computer

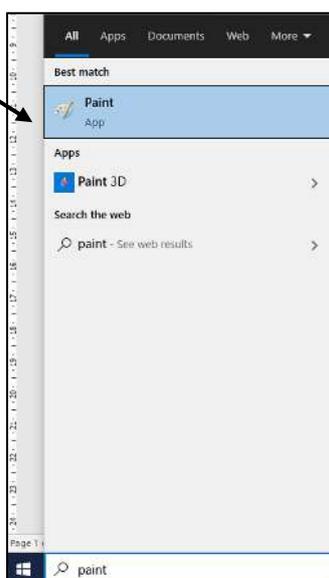
- On your keyboard, press the **Windows** key. (It is probably between **Control (Ctrl)** and **Alt**.)



- Type **Paint** in the **Type here to Search** window.



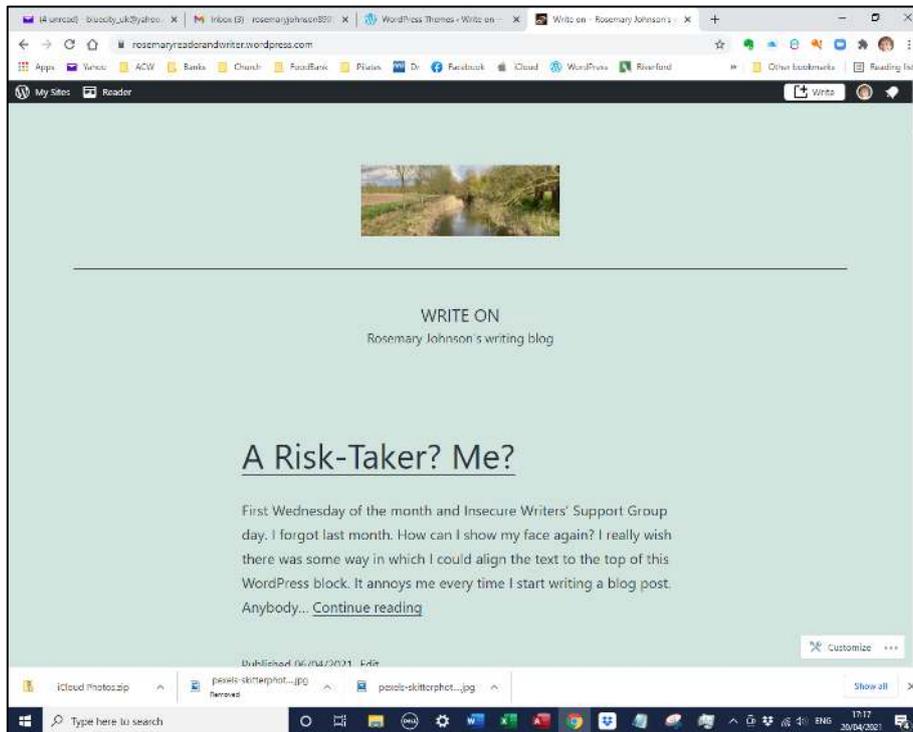
Paint should appear above.



- Click on **Paint** with mouse to open it.

Create A Screen Dump

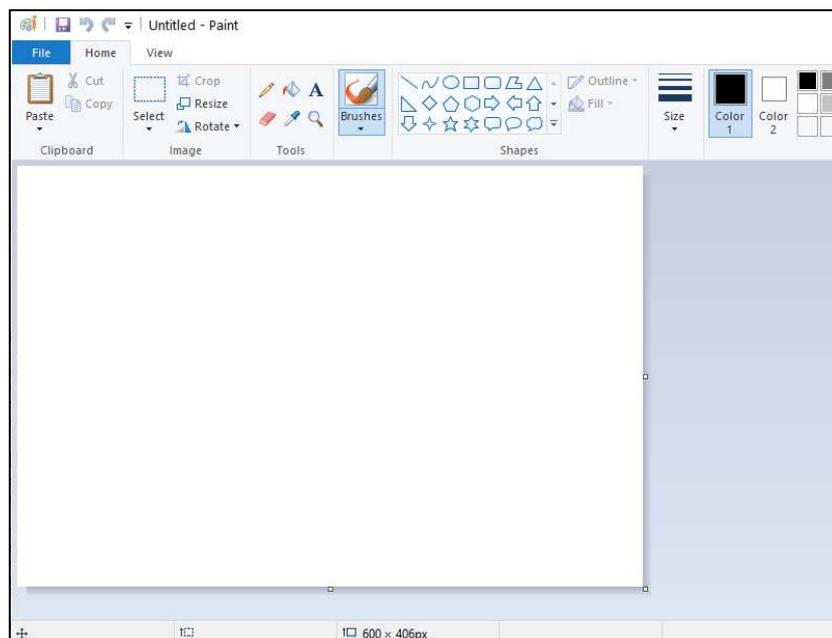
- Open the landing page (home page) of your website or blog in your browser
In this example, Rosemary is using her writing blog *Write On*.



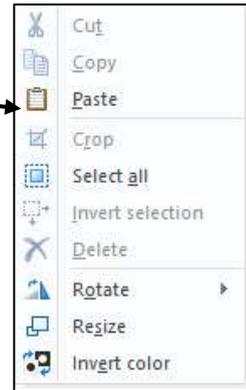
- On your keyboard, press the **Print Screen** button. (It may be labelled **Prt Scr** or **Prnt Scrn**, or some combination of these. You may need to press the **Function (Fn)** button first then the Print Screen button.)

Pasting Screen Dump into Paint

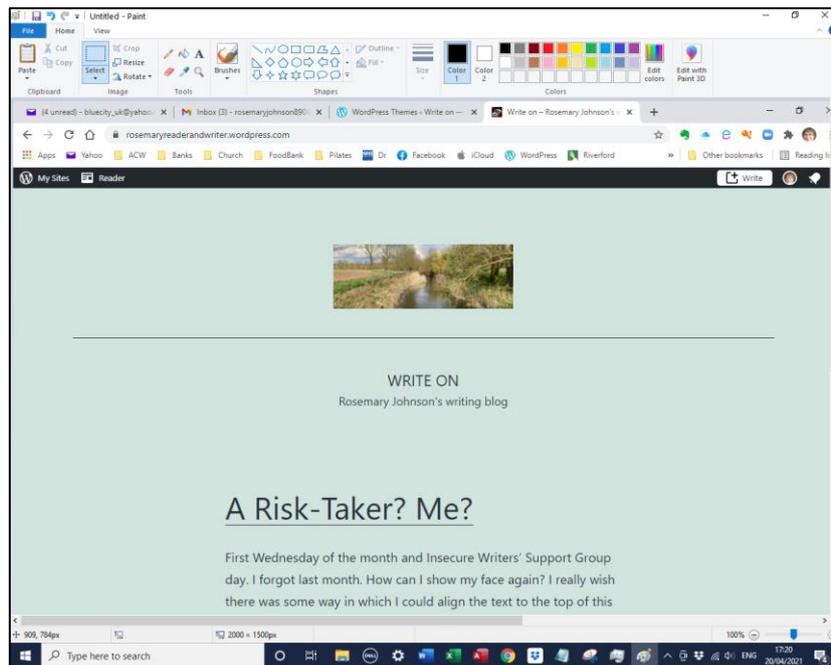
You still have Paint up on screen.



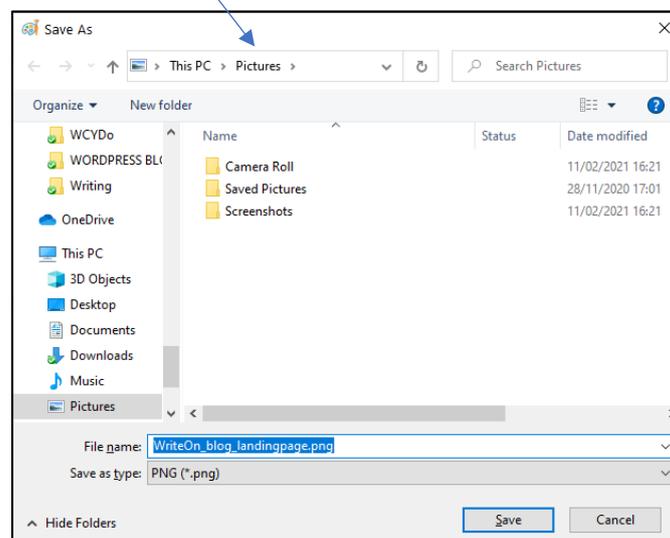
- Press (on your keyboard) **Control V** (or right click your mouse on white part of Paint window and select **Paste**).



Your website or blog landing page should now appear in Paint.



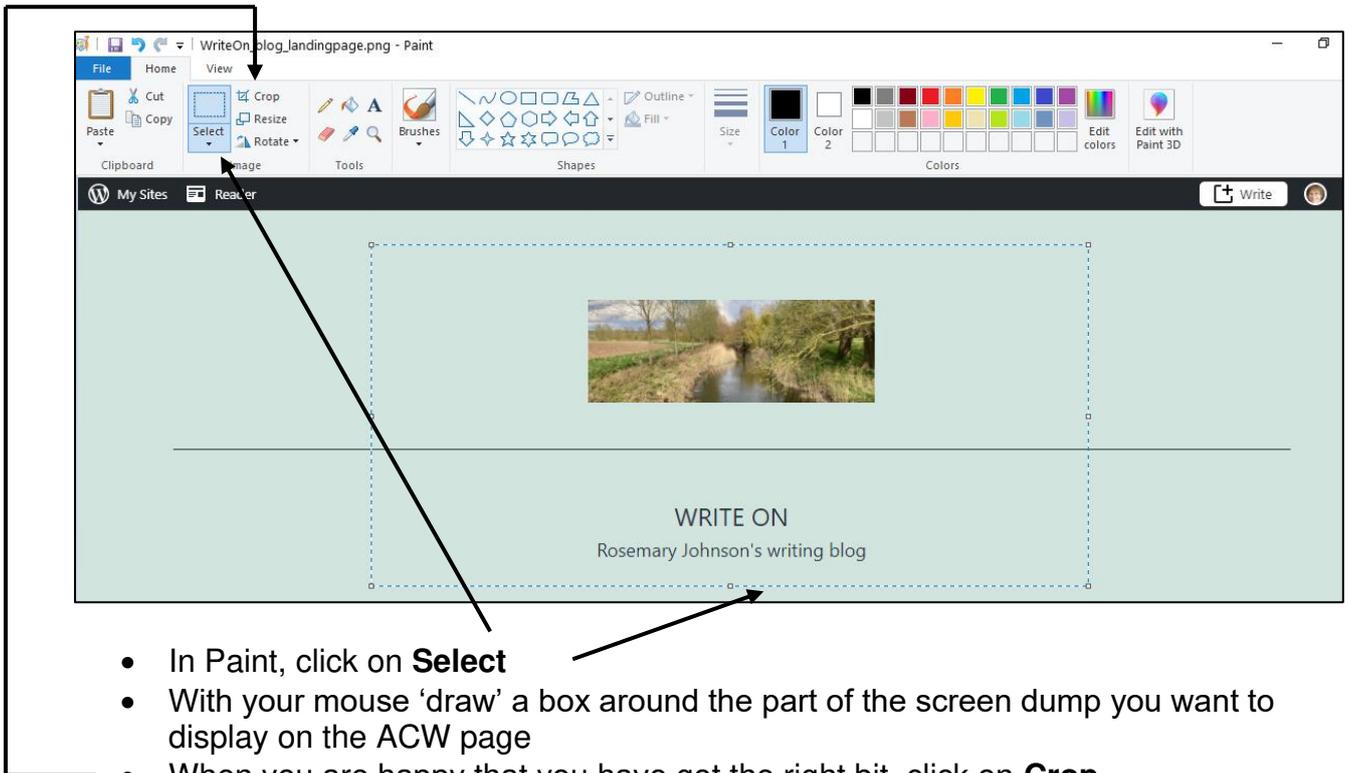
- Before you do anything else, click on **File – Save As** and select an appropriate folder in which to save the screen dump. Rosemary is saving her screen dump in **Pictures**.



- Give the file a meaningful name – **not untitled!** Use underscores if you need to use more than one word in your filename.
- Click on **Save...** and keep your file open in Paint.

How to Crop Screen Dump Image

On the ACW website we need to see the headline image (the top image) and the main title of your website or blog. Your screen dump probably shows most of the landing page, as Rosemary's does below.



- In Paint, click on **Select**
- With your mouse 'draw' a box around the part of the screen dump you want to display on the ACW page
- When you are happy that you have got the right bit, click on **Crop**.

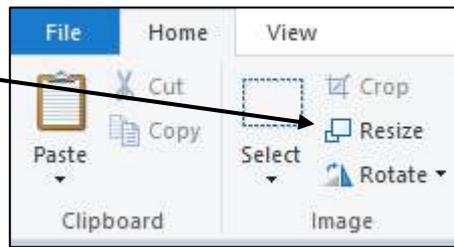


- Save the cropped image with a new file name eg **landingpage_cropped.png** and keep it open in **Paint**.

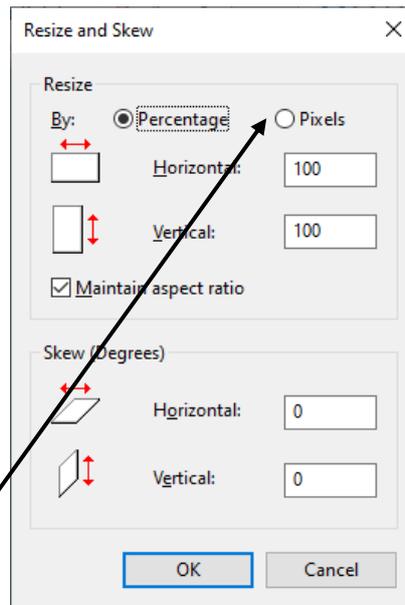
How To Resize Screen Dump To Width 300px

Please don't attempt to resize screen dump image using sizing handles. Sizing handles squash your image, without reducing file size, and increase webpage download times.

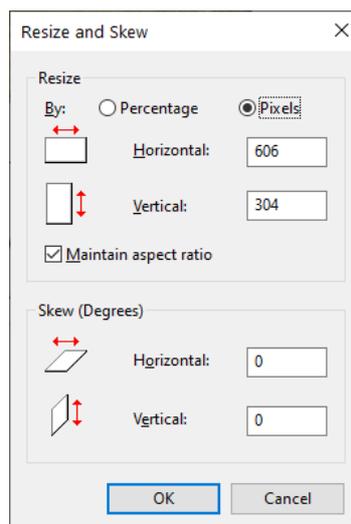
- Click on **Resize** (top left)



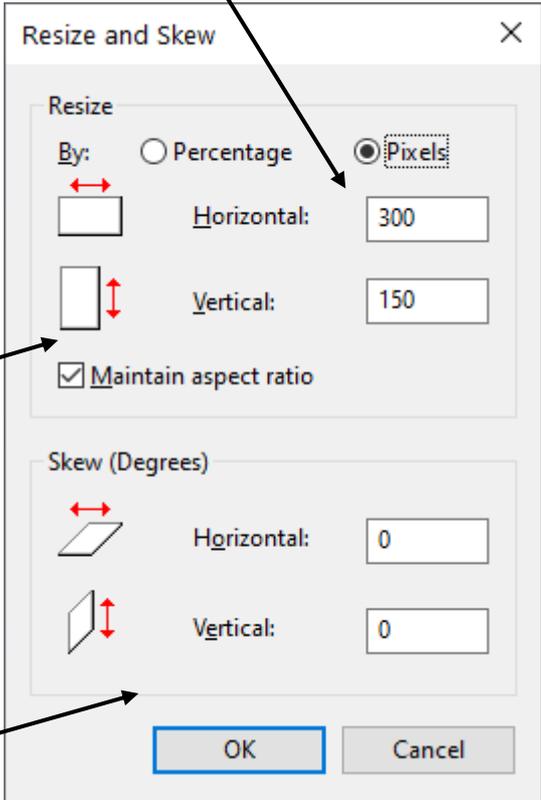
Resize and Skew menu will appear



- Click on **Pixels** option.



- Type **300** in the Horizontal window.



The image shows a 'Resize and Skew' dialog box with the following settings:

- Resize:**
 - By: Percentage **Pixels**
 - Horizontal: 300
 - Vertical: 150
 - Maintain aspect ratio**
- Skew (Degrees):**
 - Horizontal: 0
 - Vertical: 0

Annotations:

- An arrow points from the instruction 'Type 300 in the Horizontal window.' to the 'Horizontal' input field.
- An arrow points from the instruction 'Maintain aspect ratio should be checked. Make sure that you don't accidentally delete the tick.' to the 'Maintain aspect ratio' checkbox.
- An arrow points from the instruction 'Do not adjust vertical at all!' to the 'Vertical' input field.
- An arrow points from the instruction 'Click on OK.' to the 'OK' button.

- Click on **OK**.
- Save your image with a new filename again.

And that is that! Hope these instructions are not too complicated. Rosemary tried to include everything because there is nothing worse than instructions which don't include all the steps you need to take.