

# HELP GUIDE

## GIMP

This section contains help on how to edit and manipulate images using the Gnu Image Manipulation Program. GIMP is an image editing program used for creating and editing images. GIMP is available to download from <http://www.gimp.org/>.

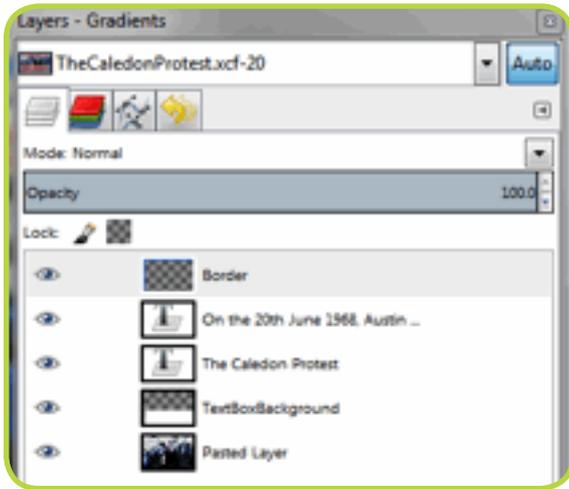
Other image editing software tools that are available are:

- >> Paint.net (available from <http://www.getpaint.net>)
- >> Photo Editor by Axiem Systems (App for iPad)
- >> Adobe Photoshop Touch (App for Android and iPad)
- >> Photo Editor by Aviary (App for Android and iPad)





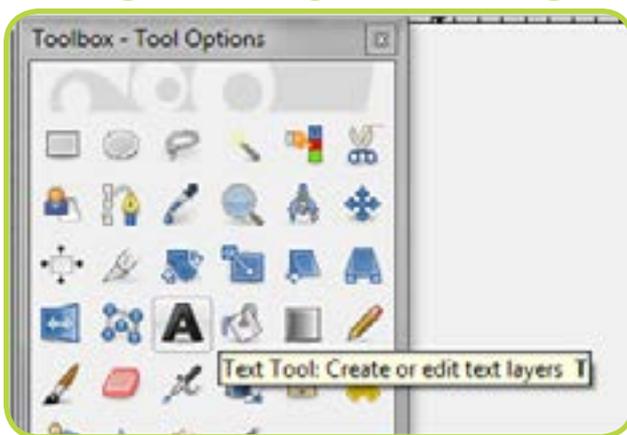
## Layers Explained



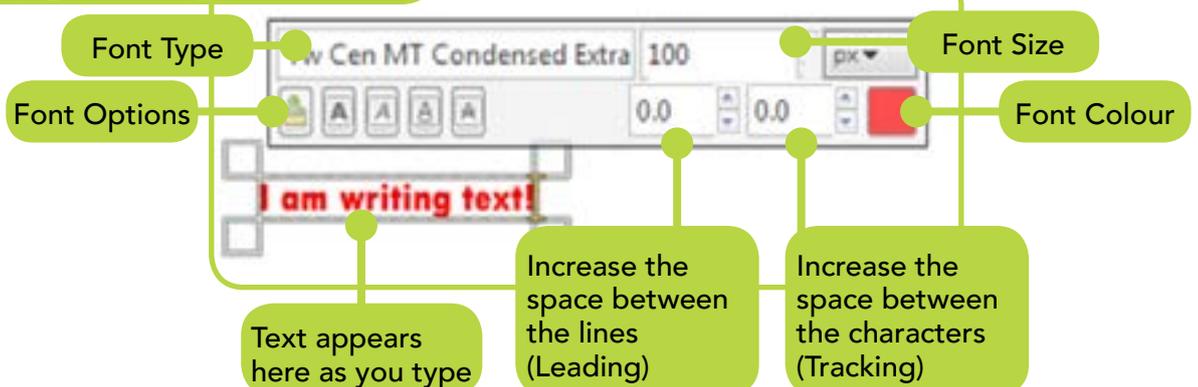
A GIMP image is sometimes made up of a "stack" of layers. Every time a new element is added, it is added as a new **Layer**. These Layers then appear stacked on one another in the **Layers Dialog** window. **The Layer** at the top of the stack is the one that can be seen first (imagine viewing the layers from a top down point of view).

- // Layers can be renamed by double clicking on them.
- // Reorganising the order of the layers can be achieved by clicking on them and dragging them.
- // You can affect the **Opacity** of a layer by selecting it and then adjusting the level in the **Opacity** bar (positioned above the layers). Decreasing the **Opacity** level will reveal the layers under the selected layer.
- // **REMEMBER!!** Before performing an action on a layer, **MAKE SURE IT IS SELECTED FROM THE LAYERS DIALOG!!!!**

## Adding a Text Layer to an image



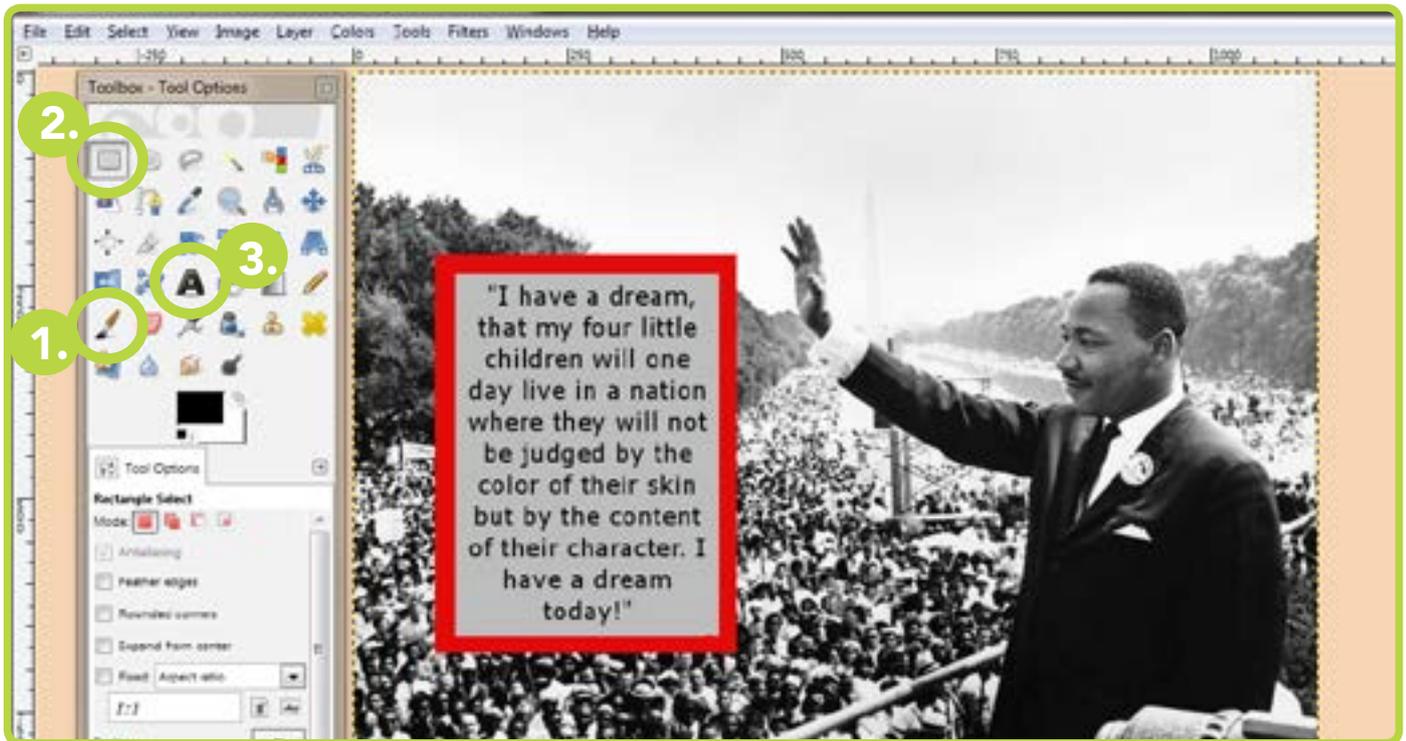
- // Add text to an image by selecting the **Text Tool** from the **Toolbox**.
- // Click on your image where you would like to place your text.
- // A number of options will be available





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## Adding Text and using the Paintbrush Tool



**1.** Use the Paintbrush Tool to draw a border around your image. With the paintbrush selected, click **ONCE** in the corner of the image. To complete your border, **HOLD** the **SHIFT** key and click **ONCE** in each remaining corner. Release **SHIFT**. \*This may also be performed for Step 2\*

**2.** Use the **Rectangle Select Tool** to select the area on your image where you will enter your text. Once this area is selected, press **DELETE**. To de-select the area, **Select >> None**.

**3.** Select the **Text Tool** to begin writing your text in the blank area. Click into the blank area and begin writing. A number of options will be available (Font, Font size, Font colour, etc...). Use the cursor to select the text and then change the size, colour, etc... (Similar to how you would use Microsoft Word).

When you have finished, **EXPORT** your image as a jpg. **File >> Export**

// Before de-selecting the area where you will enter your text (Step 1), why not use the **Bucket Fill Tool** to colour the area?

// Before Step 1, why not try using the Colour and Filter effects on your image? (**Color >> Color Balance, Filters >> ?**)

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### How was this image created?



The original image was opened by clicking **File >> Open**.

#### Effects on Image

- **Filters >> Artistic >> Cartoon**
- **Colors >> Color Balance** (the sliders were adjusted to achieve the desired colour)

#### Creating the Border

- A **New Layer** was created and made **Transparent** (**Layer >> New Layer >> Chose Transparent** from the **Layer Fill Type**)
- On the **New Layer**, the **Paintbrush Tool** was used to draw the border (*the Paintbrush Tool also has options e.g. Opacity, Brush Type, Size, etc..*)
- Tip! Borders can also be added by using **Filters >> Decor**

#### Adding Text

- The **Text Tool** was selected and used to type the title of the image. The text was then highlighted and using the text tool options, the font was made bigger and the colour changed.
- The **Move Tool** was used to reposition the text. The text appears as a new **Layer** on the **Layers Dialog** (*the large window to the right*).
- The **Text Tool** was selected and used to type the main text (*Tip! Be sure to hit the 'Return' key to start typing on a new line*). The text was then highlighted and using the text tool options, the font was made bigger and the colour changed. **The Move Tool** was used to reposition the text.
- The text appears as a new **Layer** on the **Layers Dialog** (*to the right*).

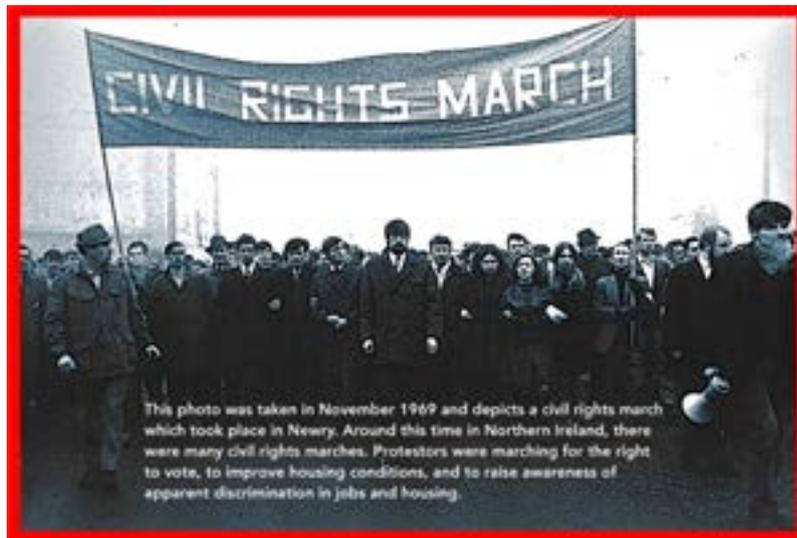
#### Text Background

To create a background to highlight the text, create a New Layer (**Layer >> New Layer**. Choose **Transparent** from the **Layer Fill Type**). With the new layer selected from the Layers Dialog, use the Rectangle Select Tool to draw a rectangle around the text. The Bucket Fill Tool can be used to colour the selected area. In the **Layers Dialog**, make sure this new layer is **BELOW** the text layer.

From the **Layers Dialog**, the **Opacity** can also be adjusted.

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### Step-by-step guide to Editing an Image with Text and Effects



#### 1. OPEN YOUR IMAGE

**File >> Open** and choose your image

#### 2. ADD A BORDER TO YOUR IMAGE

**Filters >> Decor >> Add Border**

- "Border X/Y size:" refers to the thickness of the border along the X/Y axis
- Adding a border to the image will create a new layer in the **Layers Panel** called Border Layer

#### 3. ADD A FILTER EFFECT TO YOUR IMAGE

**Filters >> ??**

- Each filter will offer a preview of what your image will look like, so don't be afraid to experiment!

#### 4. ADD TEXT TO YOUR IMAGE

Select the **Text Tool** (the letter A icon) from the **Toolbox** and click on your image roughly where you would like to add your text

- To change the format of your text (font type, size, colour), highlight the text and change the formatting options in the **Text Tool** options (bottom half of the Toolbox)
- Use the **Move Tool** (the icon with the 4 arrows) to move your text around
- To make changes to your text at a later stage, select your text layer in the **Layers Panel**, select the **Text Tool** and then click on your text

#### 5. SAVE AND EXPORT

**File >> Save** will save your image as a GIMP file (.xcf) which means it can only be opened in GIMP and will be able to be edited

**File >> Export** will allow you to save your image in a number of picture formats (.jpg, .png, etc...). It can then be printed or imported into other programs (e.g. PowerPoint)

## GIMP Creating a Newspaper Front Page



Clicking on **File >> New** from the menu will allow you to create a new image. The window that appears will offer you the opportunity to set the size/orientation and set the colour. For this task, we will set the size to A4, orientation to portrait and the colour to 'White'.

Add text by using the **Text Tool**. Before you add your text, you should choose your font type, size and colour. After adding your text, it can also be moved using the **Move Tool**.

The 'dirty' effect is achieved by saving a 'dirt map' image from the internet. Add the image to your project...

**File >> Open as Layers**

Place this new layer ON TOP of your original background layer and reduce the **Opacity**.



Add an existing image to your project.

**File >> Open as Layers**

Your opened image will appear as a new layer in the **Layers Panel/Dock**.

At this point it may be necessary to move or resize your image. To achieve this, you can use the **Move Tool** and the **Scale Tool**.

Add a new layer to your image by clicking on **Layer >> New Layer** from the menu bar. The New Layer window will allow you to name your layer, set the size and set the colour. Click OK. Use the **Paintbrush Tool** to add lines to separate your text. In the **Tool Options** (bottom half of the Toolbox) you can set the colour, type and thickness of the brush.

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## Creating a Propaganda Postcard



Start by creating a new image. **File >> New**

From the 'Create a New Image' window that appears, choose 'A5' from the Template dropdown box and choose a 'Background Color' from the 'Advanced Options'.



Next, add your saved image that you have sourced.

**File >> Open as Layers**

This image will open up as a new **Layer** so you may need to move it or change its size. To do this use the **Scale Tool** and the **Move Tool**.

There are also other features you could use to edit your image.

// **Colors >> Color Balance**  
// **Filters >> Artistic**  
// Adjust the **Opacity**

Add your text layers. Select the Text Tool and click on the image where you would like to add your text layer. Change the size and style of your text to make it stand out.

### Add a Stroke to your text

// Right Click on the text layer in the **Layers Panel**  
// Select '**Text to Path**'  
// Choose the colour you want your stroke to be from the **Toolbox**  
// **Edit >> Stroke Path**  
// Take note! After applying a stroke to your text, it is no longer a text layer which means the text cannot be edited

### Add a Border to your image

You can do this in two ways.  
1) **Filters >> Decor >> Add Border**  
This will automatically add a new layer to your image.  
2) **Layer >> New Layer**  
Add a transparent new layer and use the **Paintbrush Tool** to paint your border. Click once and then hold down the **SHIFT** key to draw in a straight line.