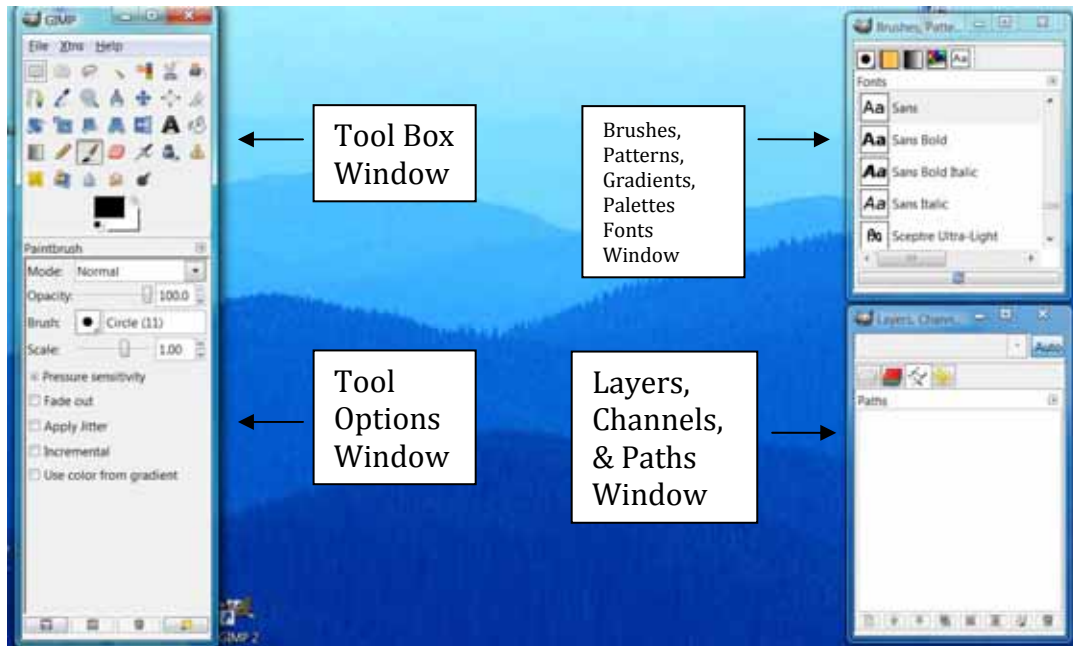




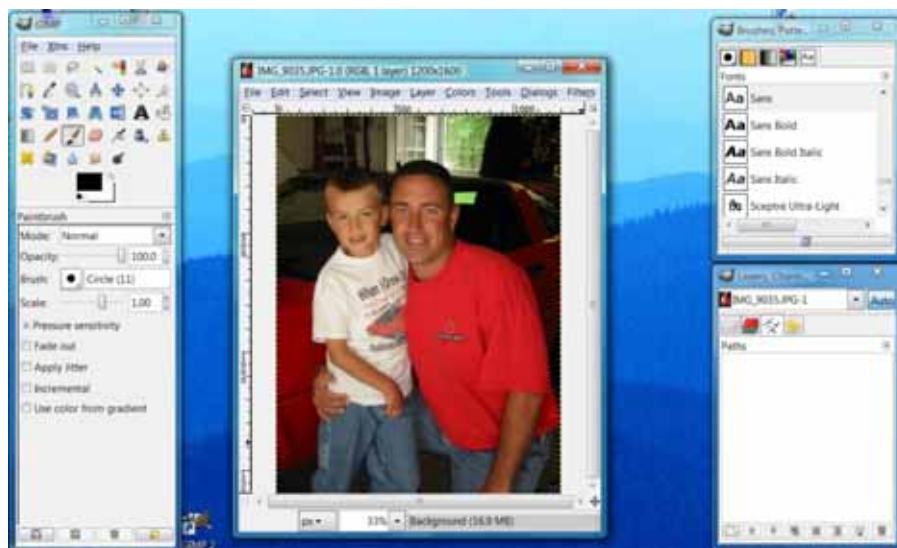
## Directions for GIMP 2.4.7

GIMP consists of 4 windows upon opening:



### To bring an image into the program.




















Go to File in the menu bar of the Tool Box and drag down to Open and browse until you find the picture or image you want and double click on it and the screen should look similar to below with added Image window: You can adjust the size of your Image window to fit between your other windows by clicking and dragging on the corners.



You can move any of the windows by clicking and dragging on the title bar across the top.

If you do not get a Layers Dialog Box (bottom right) Go to File on the Tool Box menu bar and drag down to Dialogs and over to Layers.

## Contents of GIMP Toolbox

-  Rectangular Select Tool: Select a rectangular region.
-  Ellipse Select Tool: Select an elliptical region.
-  Free Select Tool: Select a hand drawn region.
-  Fuzzy Select Tool: Select a contiguous region on the basis of color.
-  Select by Color Tool: Select regions with similar colors.
-  Scissors Select Tool: Select shapes using intelligent edge-fitting.
-  Foreground Select Tool: Select a region containing foreground objects.
-  Paths Tool: Create and edit paths.
  
-  Color Picker Tool: Set color from image pixels.
  
-  Zoom Tool: Adjust the zoom level.
  
-  Measure Tool: Measures distances and angles.
  
-  Move Tool: Move layers, selections and other objects.
  
-  Alignment Tool: Align or arrange layers and other objects.
  
-  Crop Tool: Remove edge areas from image or layer.
  
-  Rotate Tool: Rotate the layer, selection or path.
  
-  Scale Tool: Scale the layer, selection or path.
  
-  Shear Tool: Shear the layer, selection or path.
-  Perspective Tool: Change perspective of the layer, selection or path.
  
-  Flip Tool: Reverse the layer, selection or path horizontally or vertically.



Text Tool: Bucket Fill Tool: Fill selected area with a color or pattern.



Bucket Fill Tool: Fill selected area with a color or pattern.



Blend Tool: Fill selected area with a color gradient.



Pencil Tool: Hard edge painting using a brush.



Paintbrush Tool: Paint smooth strokes using a brush.



Eraser Tool: Erase to background or transparency using a brush.



Airbrush Tool: Paint using a brush, with variable pressure.



Ink Tool: Calligraphy-style painting.



Clone Tool: Selectively copy from an image or pattern, using a brush.



Healing Tool: Heal image irregularities.



Perspective Clone Tool: Clone from an image source after applying a perspective transformation.



Blur/Sharper Tool: Selective blurring or unblurring using a brush.



Smudge Tool: Smudge selectively using a brush.



Dodge/Burn Tool: Selectively lighten or darken using a brush.





Foreground & background colors. The black and white squares reset colors. The arrows swap colors. Click to open the color selection dialog.



The active brush. Click to open the Brush Dialog. The active pattern. Click to open the Pattern Dialog. The active gradient. Click to open the Gradient Dialog.

### To Remove Red Eye:

Go to the Tool Box window and click on the Zoom Tool.  Zoom in on the eye. Go to the Tool Box window and click on the Ellipse Select Tool.  Make a selection around red part of eye. Use the 4 pointed star and not the circle. Your selection has to be accurate. Go to Colors on Image window menu bar and drag down to Levels. The Levels Tool Box window will open. To the right of Channel use drop down arrow to select red. To the right of Output level move slider bar to the left. Click the OK button.

### To add text or a caption to an image:

Go to the Tool Box window and click on the font tool.

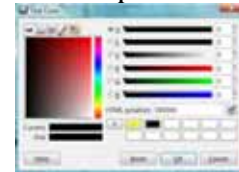


Go to the Tool Options window click on the font you want to use, choose size and justification.




Click on the Image window and you'll get a small Text editor window in which you'll type your caption. Click on the close button.

The default font color is black. If you would like to change it, go to the Tool Options




window click on the Color box and you will get a Text Color window. Click on whatever color you want. Click on the OK button.

### **To move the text box:**

Go to the Tool Box and click on the Text tool and then click on the Move tool.  Hold down the shift key and click on the text box and move it to another position.

### **To crop an image:**

Go to the Tool Box window and click on the Crop tool.  Click to the above, left of the area you want to crop and hold the left mouse button down and drag over area you want to crop.

### **To brighten or darken an image:**


Go to Tools in the Image window menu bar and drag down to Color tools, Brightness-Contrast, adjust the bars, click on the OK button.

Note: For more advanced users you can also go to Colors in the Image window menu bar and drag down to Levels or Curves and make adjustments in those windows.


### **To rotate an image:**

Go to the Tool box window and click on the Rotate tool. 


### **To repair a photo using the Clone tool:**

Go to the Tool box window and click on the Clone tool.  Hold down the Ctrl. Key and mouse button and click on area you want to clone. Click on damaged area and hold down Ctrl. Key and mouse button and drag over damaged area. Adjust Tool Options if necessary.



### **To repair a photo using the Healing tool:**

Go to the Tool box window and click on the Healing tool.  Change any option you'd like in the Tool Options. You can use the pull down menu to change Mode, a slider bar for Opacity, click on the brush icon to change brush type, use slider bar to change scale and check boxes for Pressure sensitivity such as Fade out Apply Jitter, Incremental and Use color from gradient. When you have changed any tool options hold down the Ctrl. Key and click on the area you want to clone by making a circle or other shape. Then click on the area you want to cover and drag over area.


### **To erase an area:**

Go to the Tool box window and click on the Erase tool.  Click on area you want to erase and hold down mouse button to erase. Adjust Tool Options if necessary.

### **To draw basics shapes:**

Go to the Tool box and click on the Rectangle Select tool.  Move cursor to Image window or workspace, click and while holding mouse button down drag until rectangle is correct size. Go to the Tool box and click on the Bucket Fill tool.  Go to the Foreground and Background Tool and click on the top color. Use slider and OK button to change color. Go to your Tool Options window and click on Fill whole selection. Click inside your shape.

### **To lighten or darken areas of your image:**

Go to the Tool box and click on the Dodge/Burn tool.  In the Tool Options windows below you will see a slider bar for Opacity, choice of brush size, a slider bar for Scale, check boxes for Fade Out, Apply Jitter or Hard Edge. Under Type you have radio buttons for Dodge or Burn and radio buttons for Mode in Shadows, Midtones, Highlights and a slider bar for Exposure. Click Dodge under Type to lighten or click Burn to Darken areas of your image then click and drag over areas you want to change.