

HOW TO RESIZE COVER ART TO WIDTH 200px – Using Paint 3D

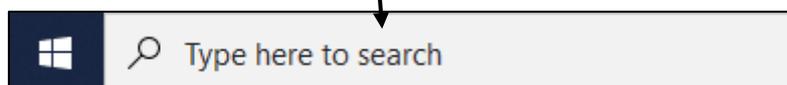
In this handout, we use **Paint 3D**, which is found on most modern Windows computers. You will need a windows desktop computer or laptop for this task, as you cannot resize an image very easily on a tablet or a phone. However, Rosemary would love to hear from any member with a Macbook who would be prepared to write a set of instructions for resizing an image on Apple devices.

To Find Paint 3D on Your Computer

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



- Type **Paint 3D** in the **Type here to Search** window.



Paint 3D should appear above.



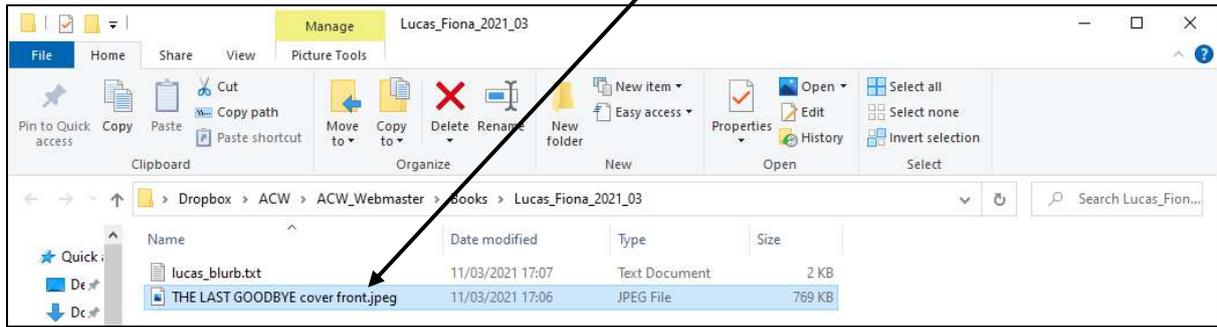
- Click on **Paint 3D** with mouse to open it.

Save Cover Art Image on Your Computer

Your publisher may have sent you cover art by email. If so, download it on to your computer and save it into an appropriate folder with other files about your book.

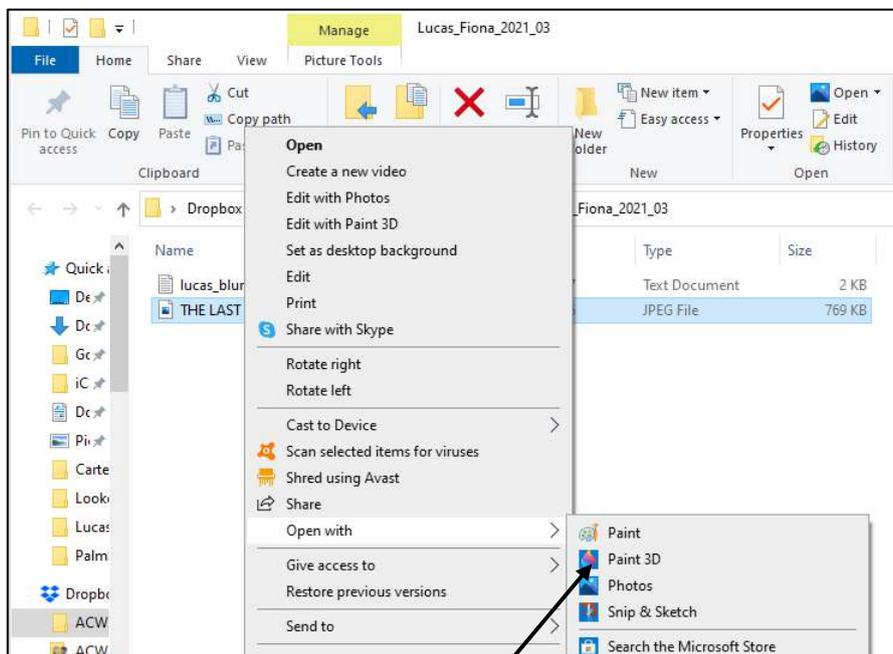
Open Your Cover Art Image in Paint

- In File Explorer, open the folder in which your cover art image is saved.



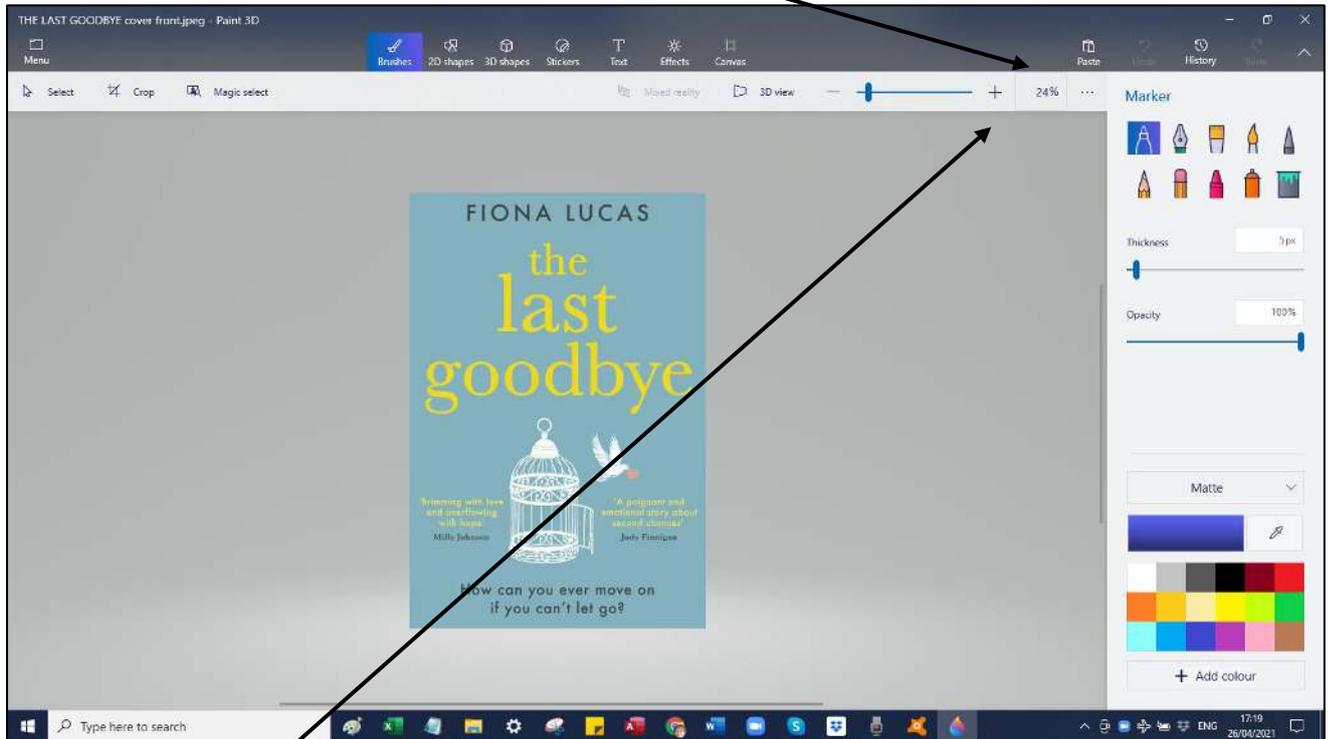
- Right click on the image.

Resize Image in Paint 3D

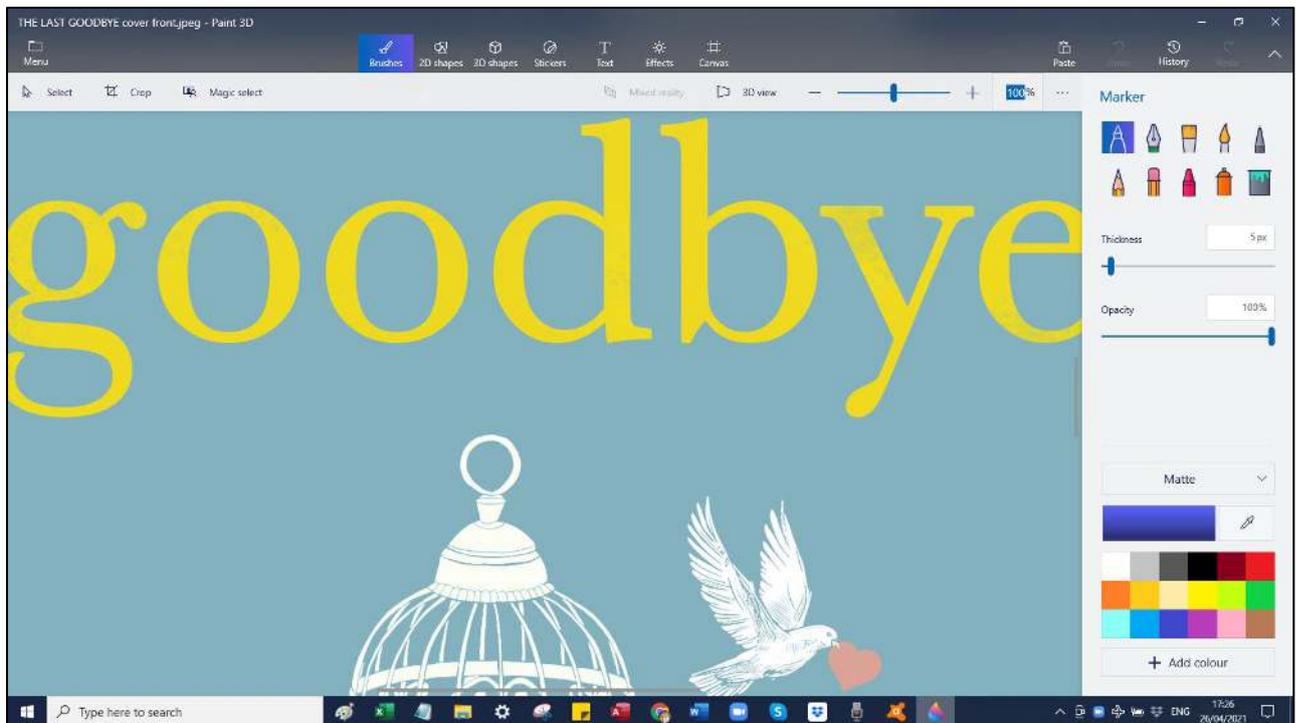


- Click on **Open with – Paint 3D**.

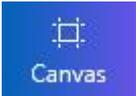
This image may not appear to be so big, but look at the percentage shown top right. This particular image is being shown at **24%** in order for it to be fitted on to Paint 3D window.

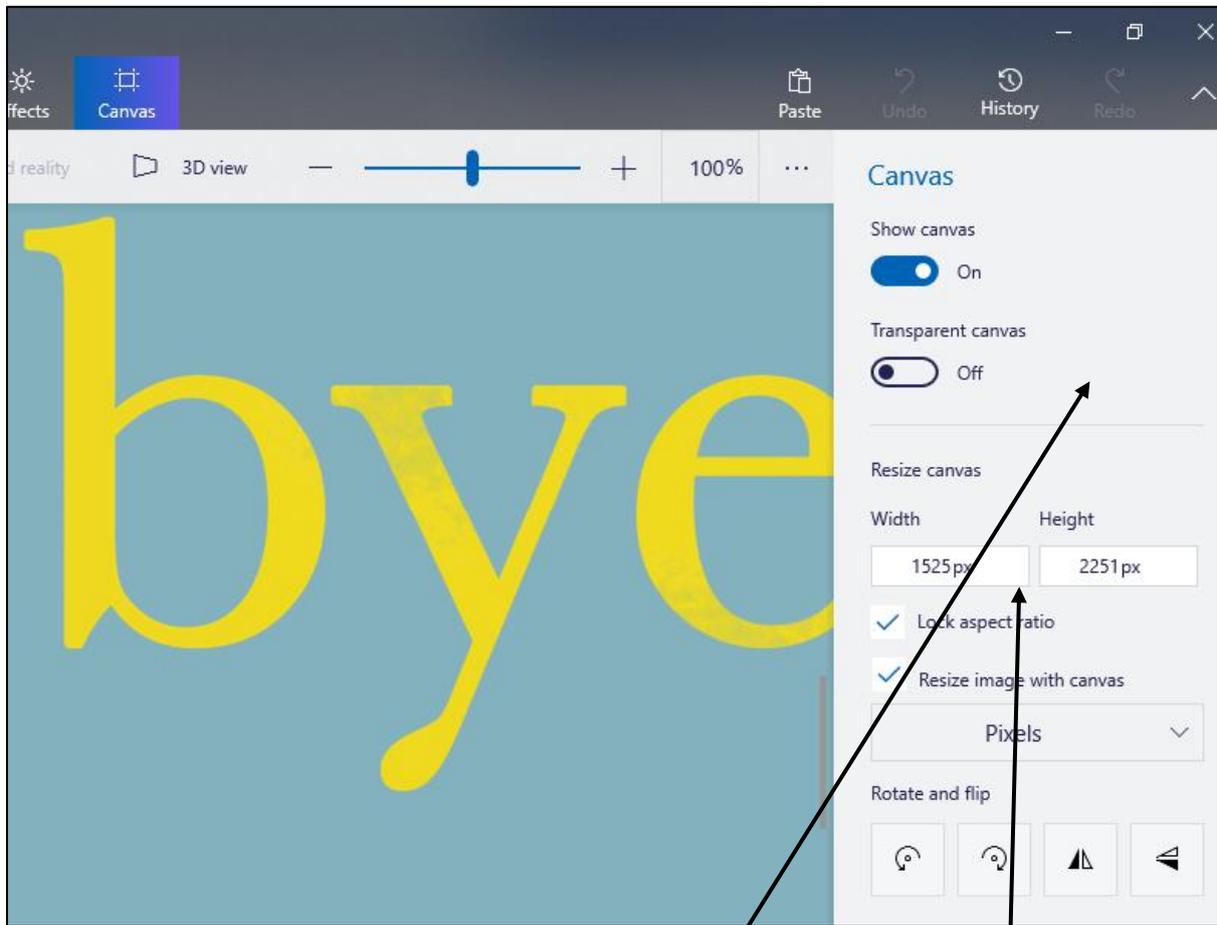


- Click on + sign to the left of the percentage and overtype whatever percentage is there with **100%**



This is the picture how it really is. Most cover art images are HUGE!

- Click on **Canvas**  (right hand side of menu at the top of screen.)



On right hand side of Paint 3D screen, you will see **Resize canvas, width and height.**

- Click into **Width** and type **200**.
- Click on a blank part of the grey area on right hand side.

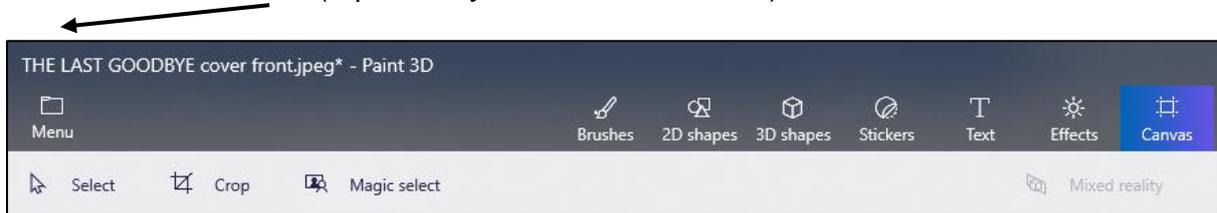
The image should now be resized to **200px width** and a height figure which keeps the image shape in proportion. You should be looking at a height figure in the region of 200 to 300px.

- If you are reading a height in 4 figures or if your cover art image looks out of proportion, make sure that **Lock aspect ratio** and **Resize image with canvas** have ticks against them. These adjust Height automatically. If they don't have ticks, check them both, and click on grey area again.

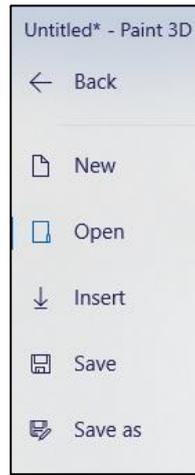
Saving Your Resized Cover Art Image

It is important to save your resized cover art with a new filename, as you may need the original for something else later.

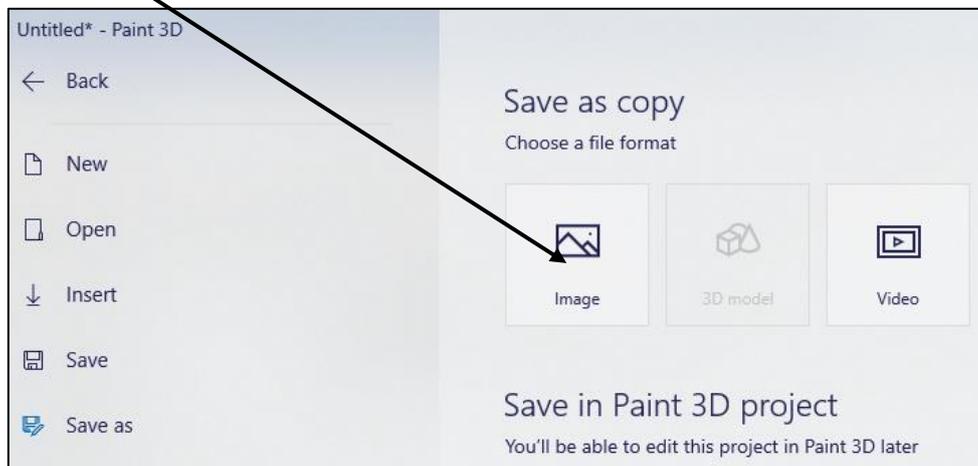
- Click on **Menu** (top left of your Paint 3D screen).



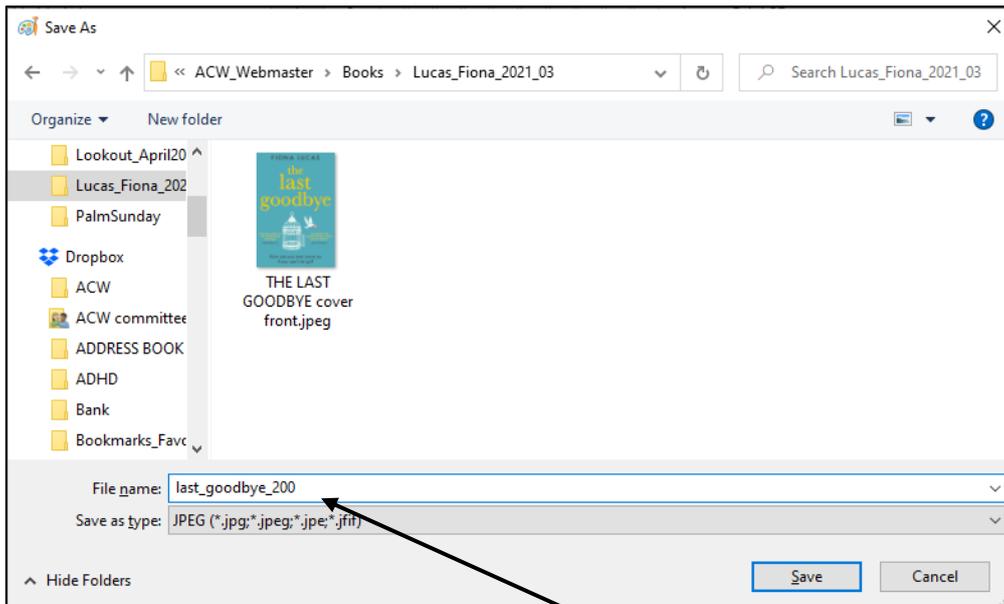
- Click on **Save As**.



Select **Image**



- Navigate to an appropriate folder.



- Save your image with a new filename, with **200** in it (see over page).
- Click on **Save**.

When typing filenames for web, try to use one word only, separated by underscores (_) if necessary. Web browsers will otherwise stick 20% in all your spaces.

With many thanks to Fiona Lucas for allowing us to use her cover art in this handout.