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## Websites and Blogs for ACW Website



### Create Screen Dump and Resize It Using Paint 3D

Use a Windows desktop or laptop computer for this. Creating screen dumps and resizing graphics is awkward using 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.*

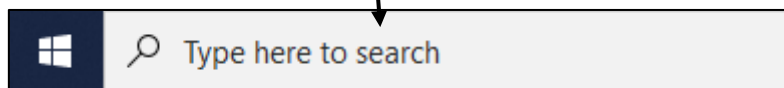
**Paint 3D** – alas – is replacing Paint. (If you have the opportunity to use old fashioned Paint, close this handout and open the handout using Paint!)

### To Find Paint 3D on Your Computer

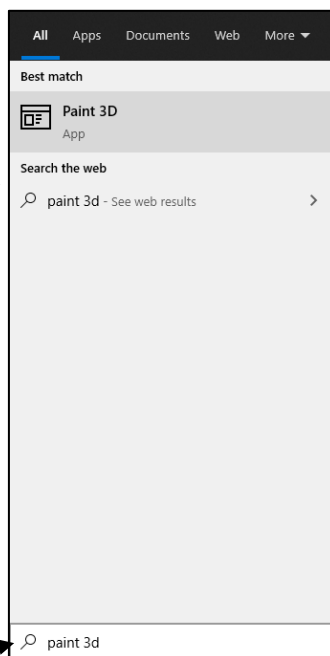
- On your keyboard, press the **Windows** key. (It is probably between **Control (Ctrl)** and **Alt**.)



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



Paint 3D should appear above.

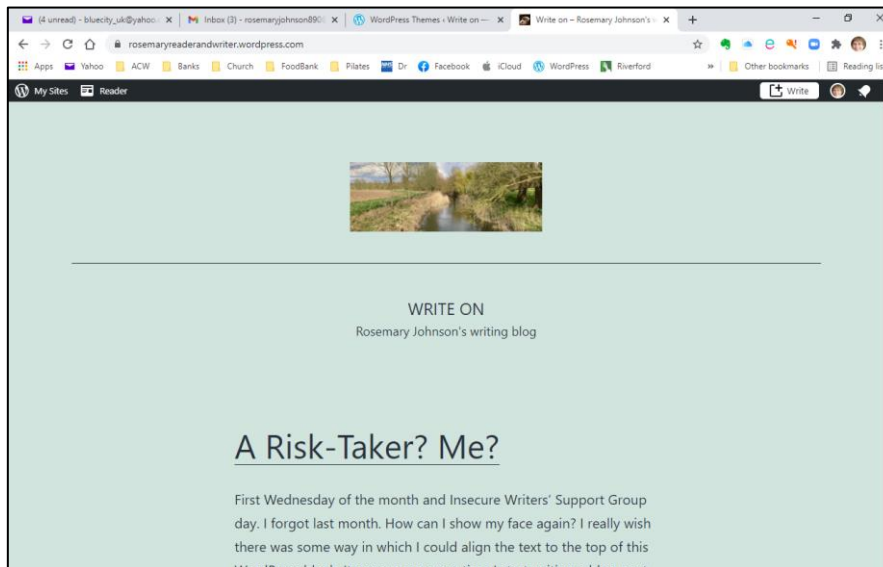


- Click on **Paint 3D** with mouse to open it.

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### **Create A Screen Dump**

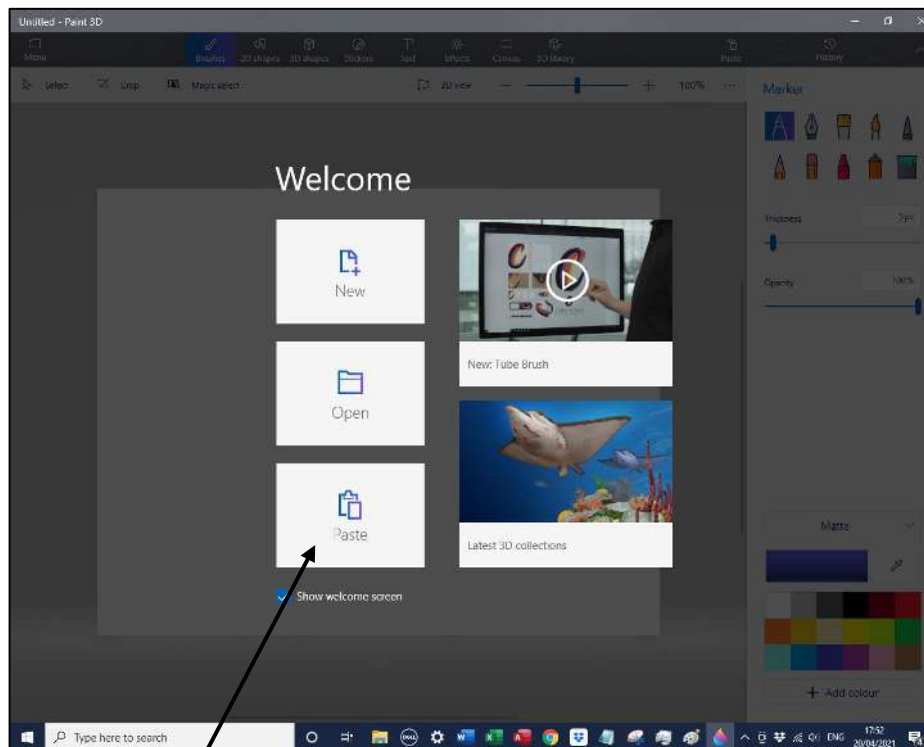
- Open the landing page (home page) of your website or blog in your browser  
In this example, Rosemary is using her writing blog *Write On*.



- 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 3D**

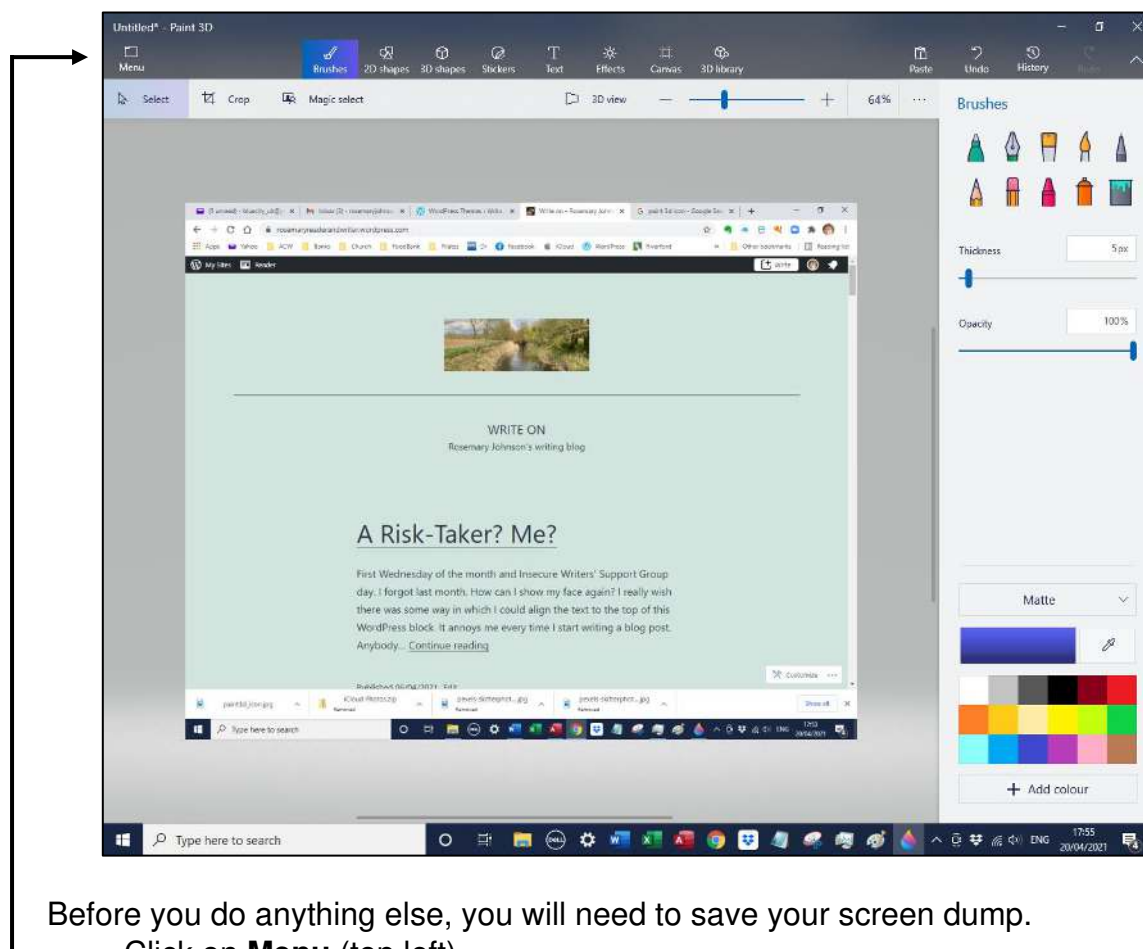
You will already have Paint 3D on screen.



- Click on **Paste**.

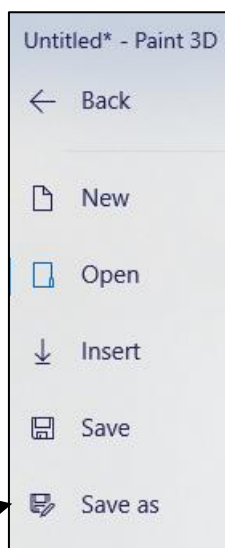
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Your website or blog landing page should now appear in Paint 3D.



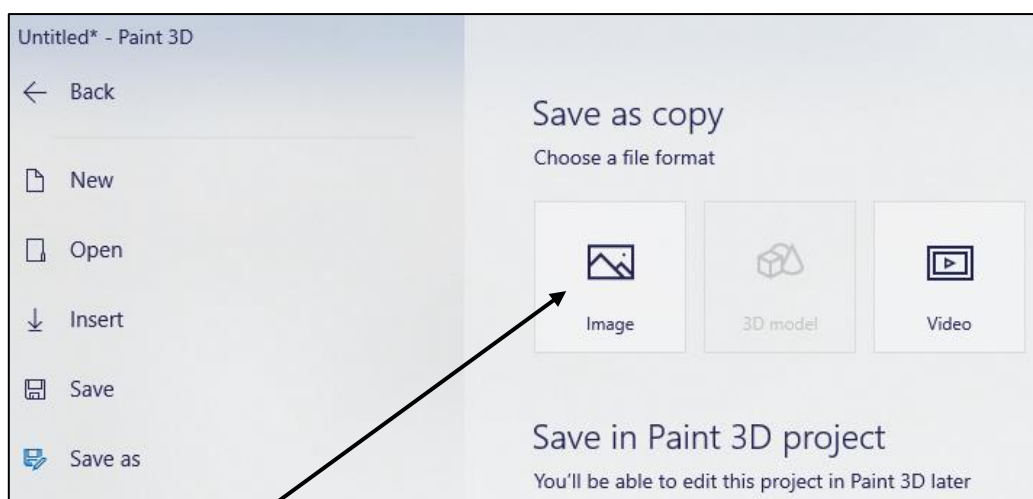
Before you do anything else, you will need to save your screen dump.

- Click on **Menu** (top left).

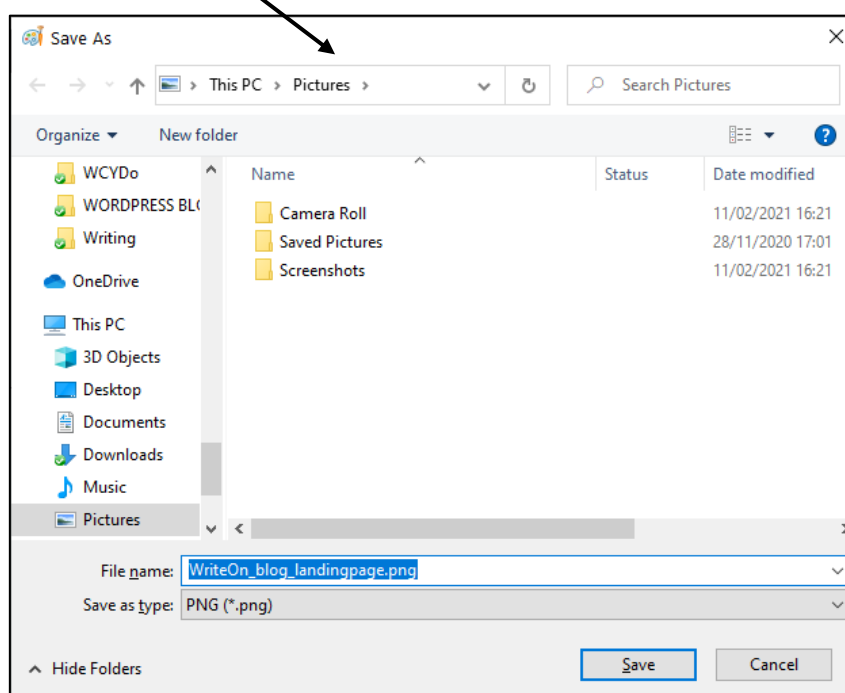


- Click on **Save As**.

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- Select **Image**.
- Navigate to an appropriate folder in which to save the screen dump. Rosemary is saving her screen dump in **Pictures**.



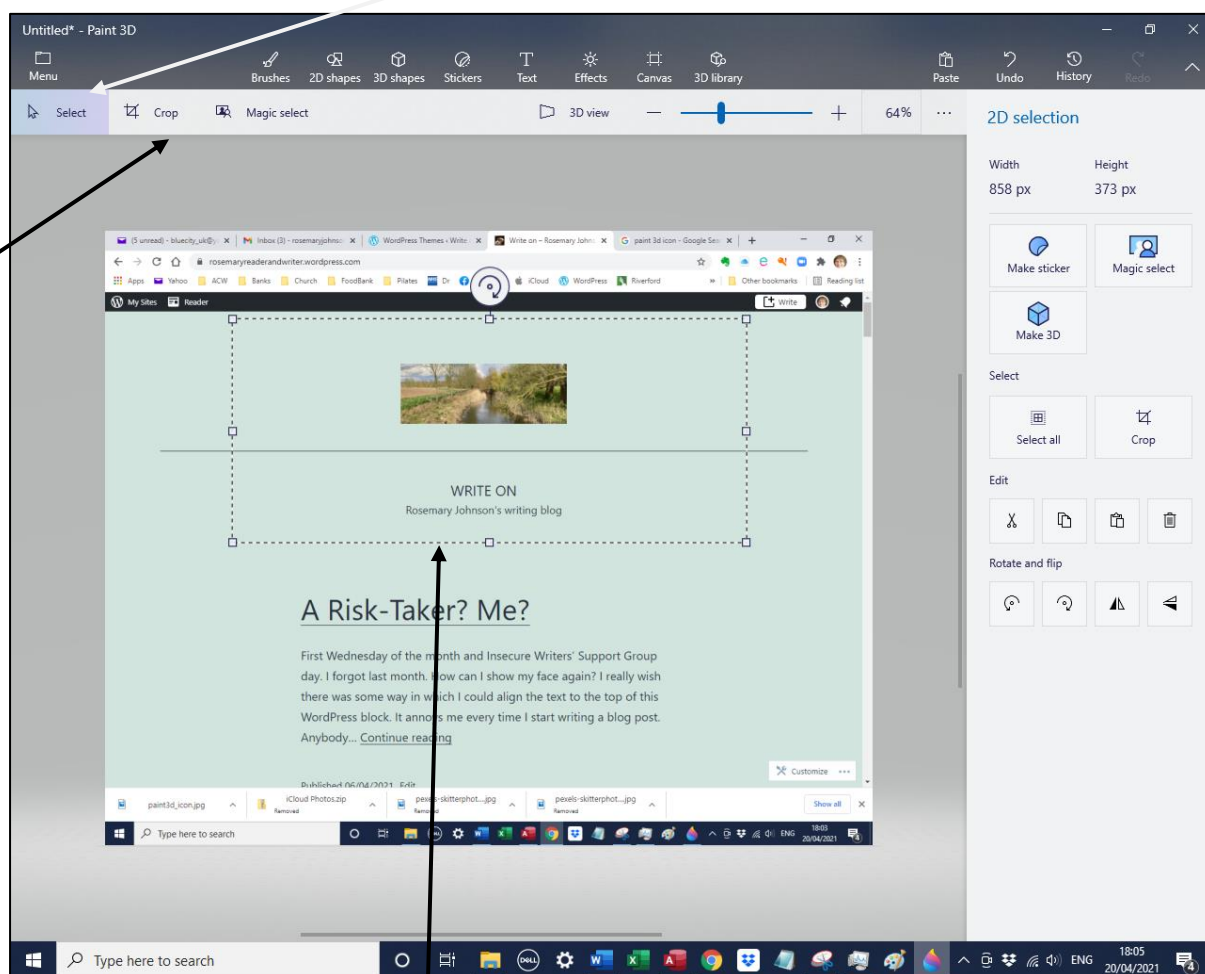
- Give the file a meaningful name – *not untitled!* Use underscores if you need to use more than one word in your filename.
- Click on **Save...** and keep your file open in Paint 3D.

### **How to Crop Screen Dump Image**

For the ACW website you need the headline image (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.

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- In Paint 3D, click on **Select**



- With your mouse 'draw' a box around the part of the screen dump you want to display on the ACW page.
- Click on **Crop**.



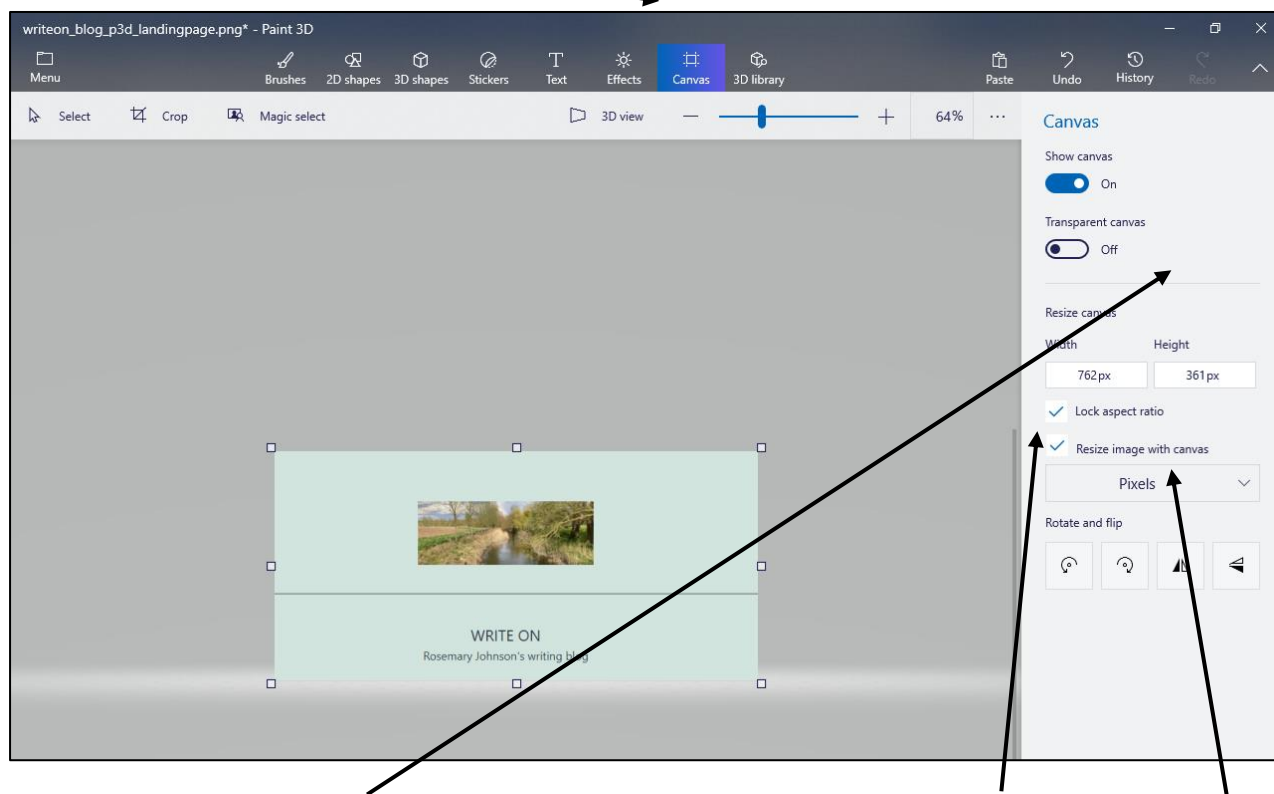
- Click on **Menu – Save As – Image** and save the cropped image with a new file name eg **landingpage\_cropped.png**

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## **How To Resize Screen Dump To Width 300px**

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

- Click on **Canvas** in the top menu.



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

- Click into **Width** and type **300**.
- Click on a blank part of the grey area on right hand side.

The image should now be resized to **300px 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 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.
- Click on **Menu – Save As – Image** and save the cropped image with a new file name eg **landingpage\_cropped\_300.png**

*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*