Digital Education Team | University of York

Cropping and resizing using GIMP

GIMP is an Open Source image editing application which can perform many of the tasks that Photoshop can and is available on Windows/Linux/MacOS. GIMP is available on all the university machines across the campus or if you wish to download and install it on your own computers at home then you will be able to get it at gimp.org.

GIMP's own training and support guides can be found here.

Cropping an Image

1. Open the **image** by going to *File* and click **Open** and navigate to the image you want.
2. Select your area to crop using the **Select/Marquee Tool.**
3. Choose the **Rectangular Marquee tool** and drag across the area you would like to crop.
4. To crop your Image once you have made your selection, first go to the *Image menu* and select **Crop to Selection**.
5. You will now see your newly cropped image. If you are unhappy with the results you can always **Undo** the crop and repeat the procedure selecting a different area.

More guidance on cropping an image in GIMP.

Saving an Image

1. To save your edited image as a new file go to the *File menu*
2. Then click **Save As** and choose the file format.
    a. It's always best to **Save As** that way you don't accidently over right the old file.
    b. For embedding into Word & PowerPoint we recommend the JPEG/JPG file type. The choose file type options are to be found in an expanded options section to the bottom of the window.
3. You will be presented with the JPEG file options. The only setting which you will want to alter is the **Quality** settings; you shouldn't need anything higher than 80%.
    a. Note: If you need to lose some file size this is a good place to achieve this, a setting of 50% to 60% should be fine for most purposes.

More guidance on saving an image in GIMP.

Resizing Images

1. Open your image.
2. To open your image select the *File menu* and click **Open** then navigate to the image.
3. Go to the **Image** menu and select **Scale Image**.
4. Make your changes to the settings.

5. The **Image Size** settings are the values that you need to alter.
    a. **Note:** It can be a bit of trial and error getting the exact size to embed into a Word or PowerPoint document but as a rule the longest side shouldn't really need to be more that 800 pixels.
    b. **An example:** An image with the width set to 800 pixels will span the majority of a page width in a Word document.

More guidance on resizing images in GIMP.

Further Help

- See our Help Pages
- Contact Us, the Digital Education Team.
