

PIXLR* Image Editor Walkthrough

boxharry

2013



*PIXLR is third-party software and is not associated with Boxharry in any way.

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PIXLR Image Editor Walkthrough

If you have images you need to crop and/or resize but don't have a decent image editor, there is a **FREE**, third-party online image editor you can use that is much easier than Microsoft Picture Manager—PIXLR. You can use this to crop, resize and add space around vertical images that need to go into horizontal image galleries or rectangular images into a square format.

To access the image editor, go to www.pixlr.com and select "PIXLR EDITOR".

(NB: PIXLR is not Boxharry software and is not associated with Boxharry in any way. As this is third-party software, please refer to their "Help" section for any further assistance you may need. Please do not contact Boxharry. This document is merely a courtesy to help get you started.)

CROPPING / RESIZING IMAGES

1. Select “Open image from computer” from the dialogue box that appears (Fig. 1).



Figure 1

2. Your computer's Explorer will open so you can locate your image and select it (Fig. 2).

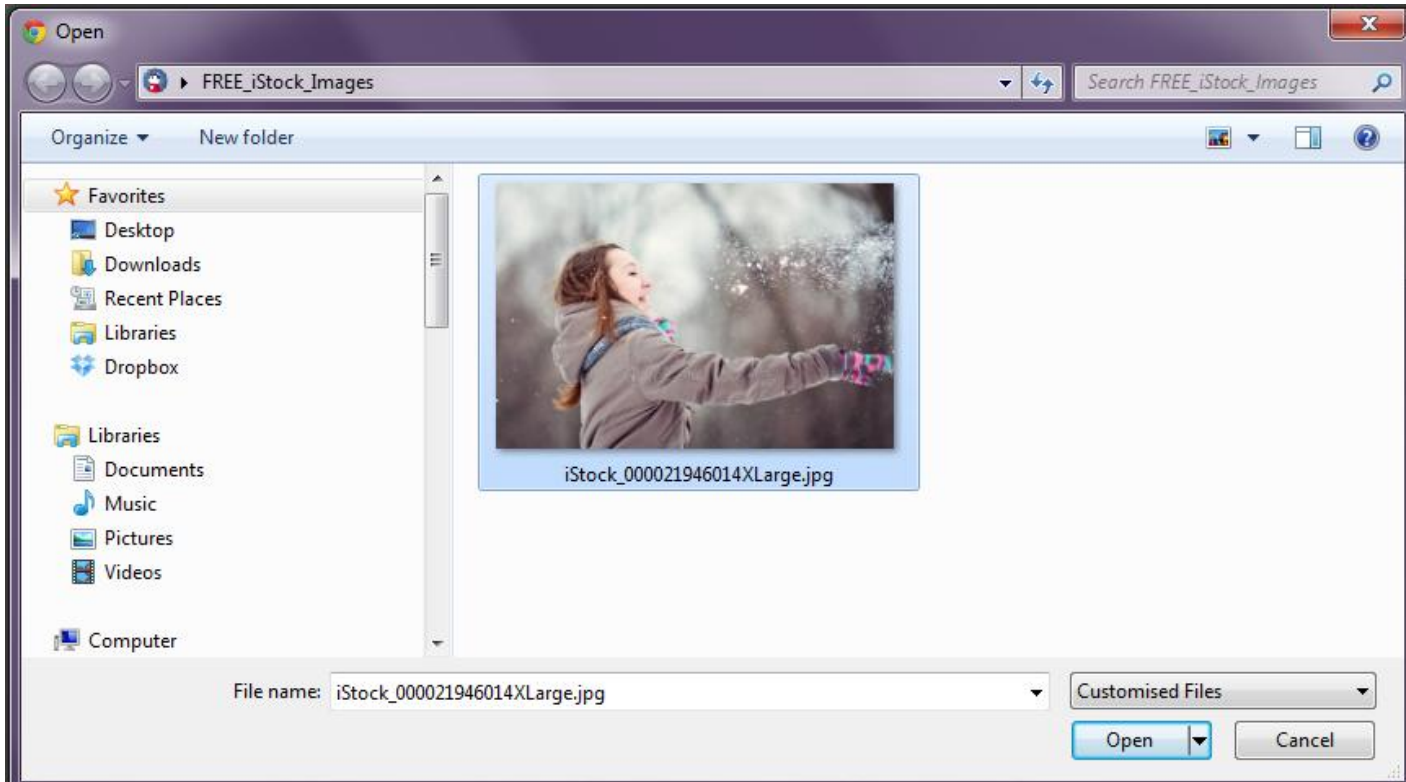


Figure 2

3. Your image will open in the editor (Fig. 3). In the bottom left-hand corner of the image are the image dimensions (in this case 4000x2666 px) and the percentage at which you are viewing the image (in this case 31%).

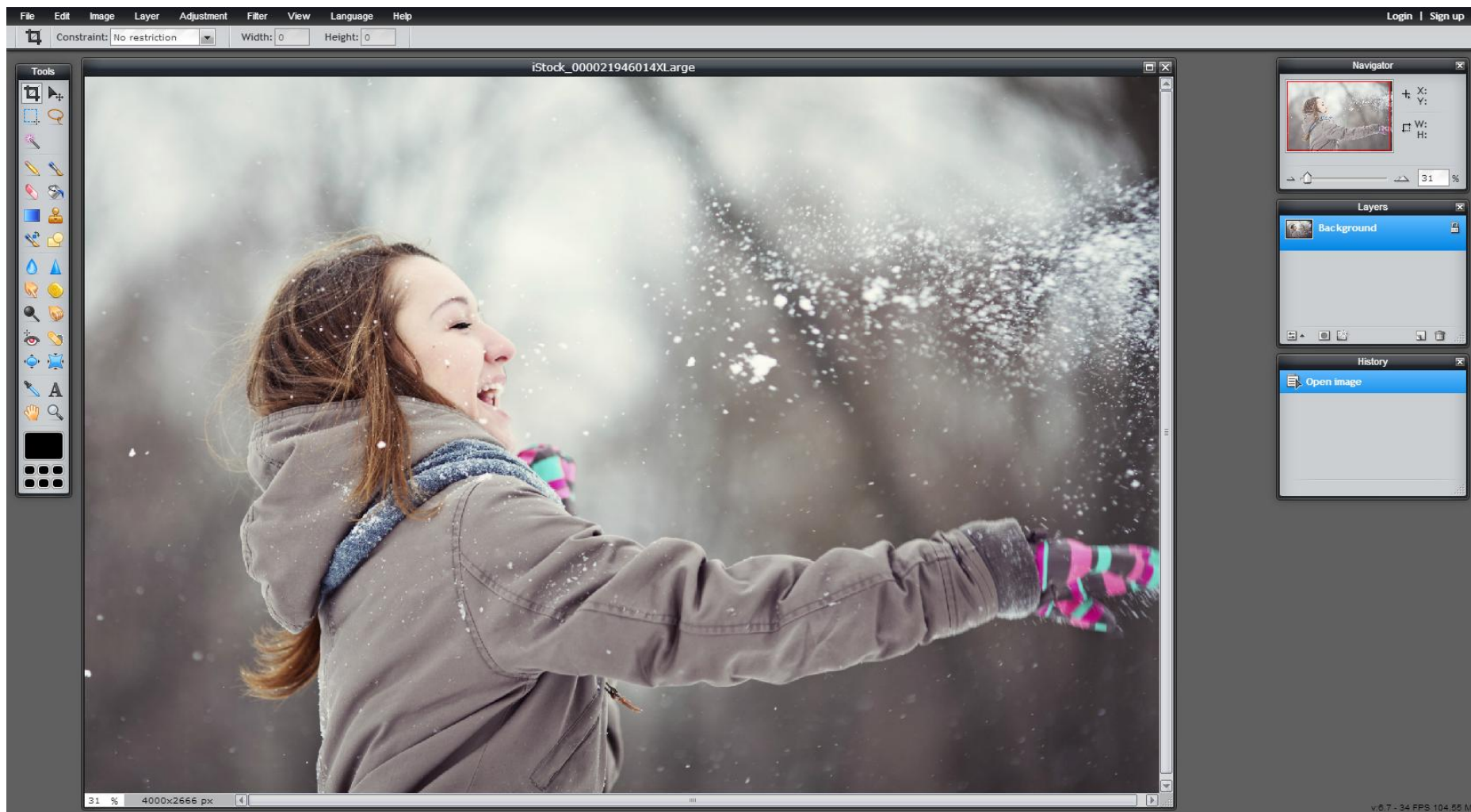


Figure 3

- The “crop” tool is selected by default in the “Tools” palette (left-hand side of the image editor). From the “Constraint” drop-down (red circle in Fig. 4), select “Output size” (red arrow in Fig. 4) and fill in the desired dimensions in the “Width” and “Height” fields.

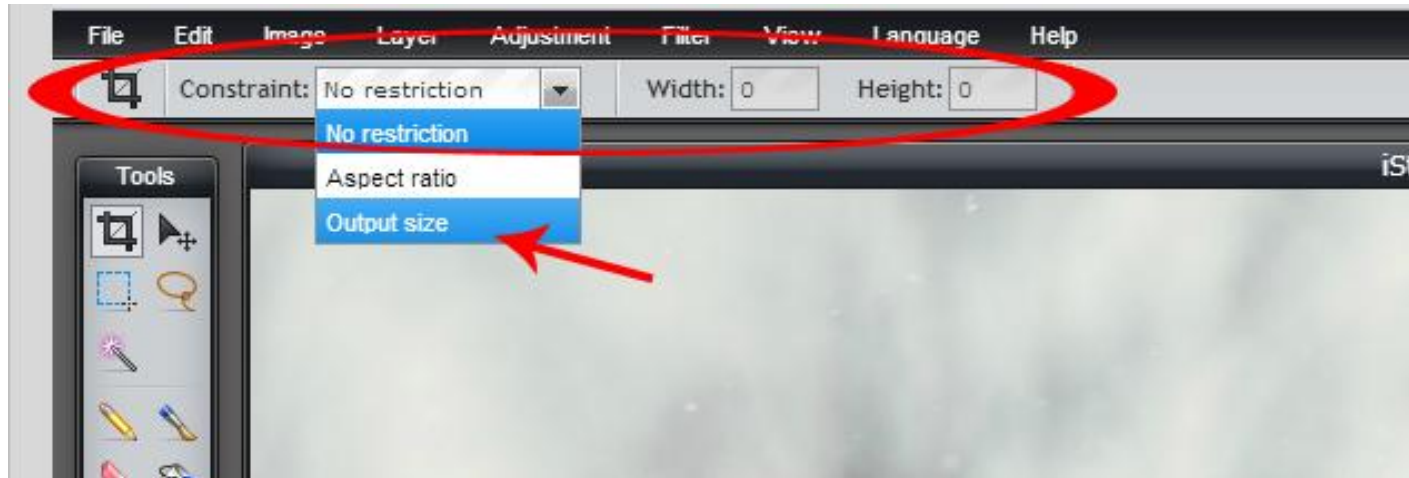


Figure 4

“No restriction” will allow you to crop the image to any size or shape within the original dimensions of the image. In other words, it is as if you cut a piece out of the original image.

“Aspect ratio” will allow you to crop the image to the any aspect ratio you set, still within the original dimensions. As with “No restriction” it is as if you cut a piece out of the original image, but it is a certain aspect ratio: square (1:1), film (16:9), TV (4:3), etc.

“Output size” actually changes the size of (resizes) the image to the pixel dimensions you enter as well as crops it to whatever crop you specify when you perform the click-and-drag operation described in step 5.

5. Place your cursor in the image and click-and-drag to the desired crop (Fig. 5).

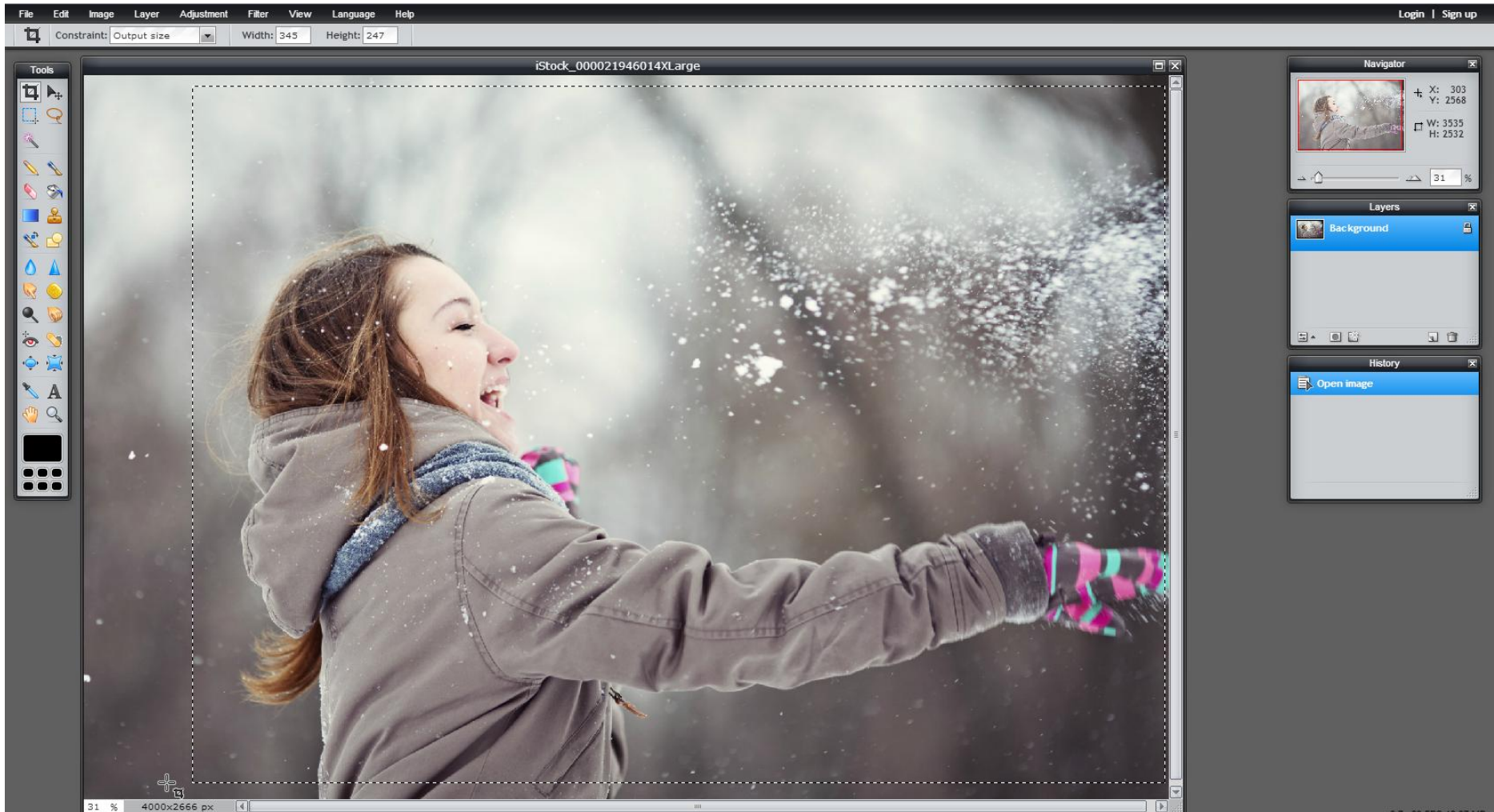


Figure 5

- When you let go, the crop selector boundary will change to a grid (Fig. 6). You can click anywhere inside the grid and drag to reposition it. You can click and drag the blue corners to grow or shrink the crop.

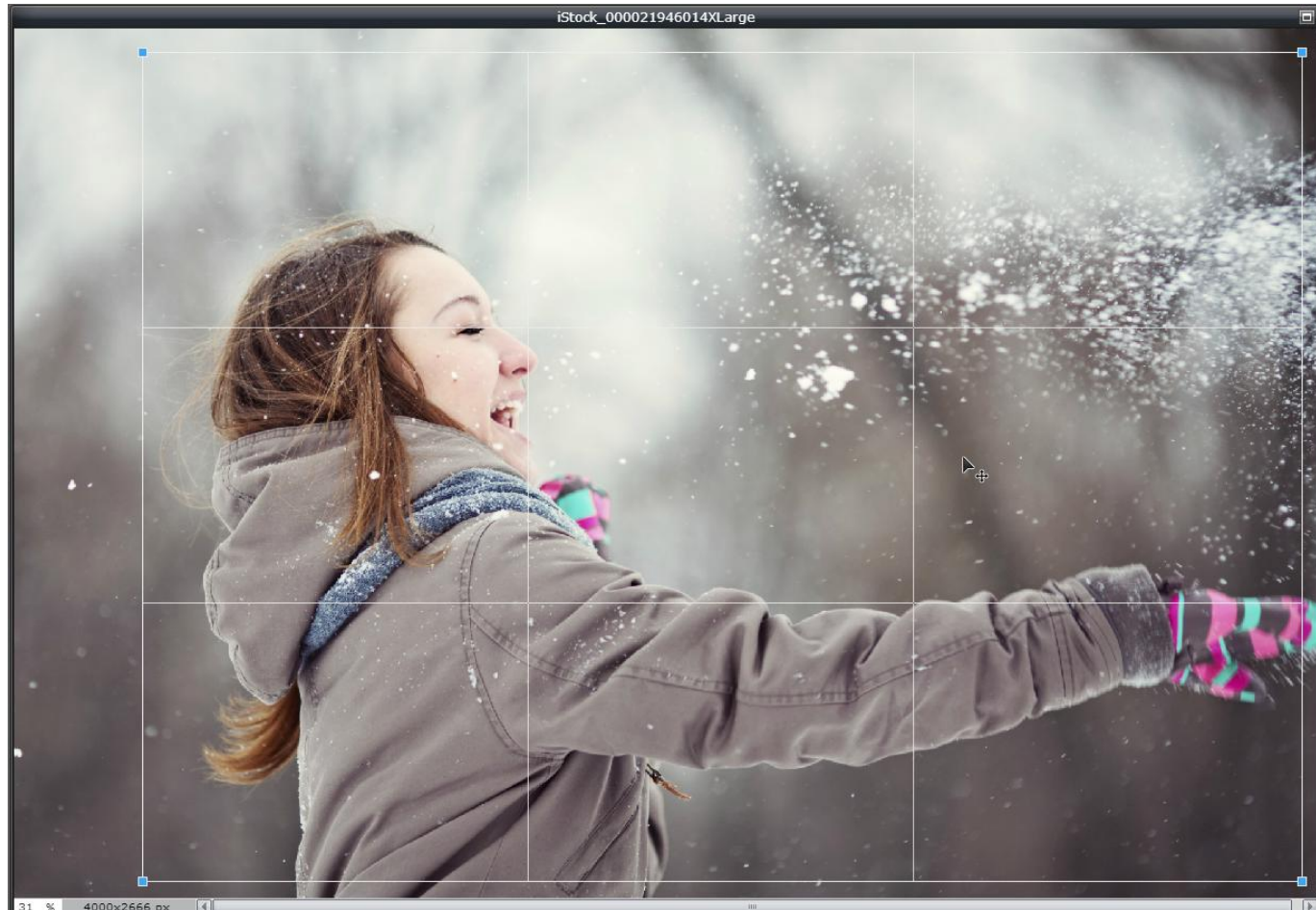


Figure 6

7. Once you're happy with the crop, hit "Enter" on your keyboard. This will crop and resize the image (Fig. 7).

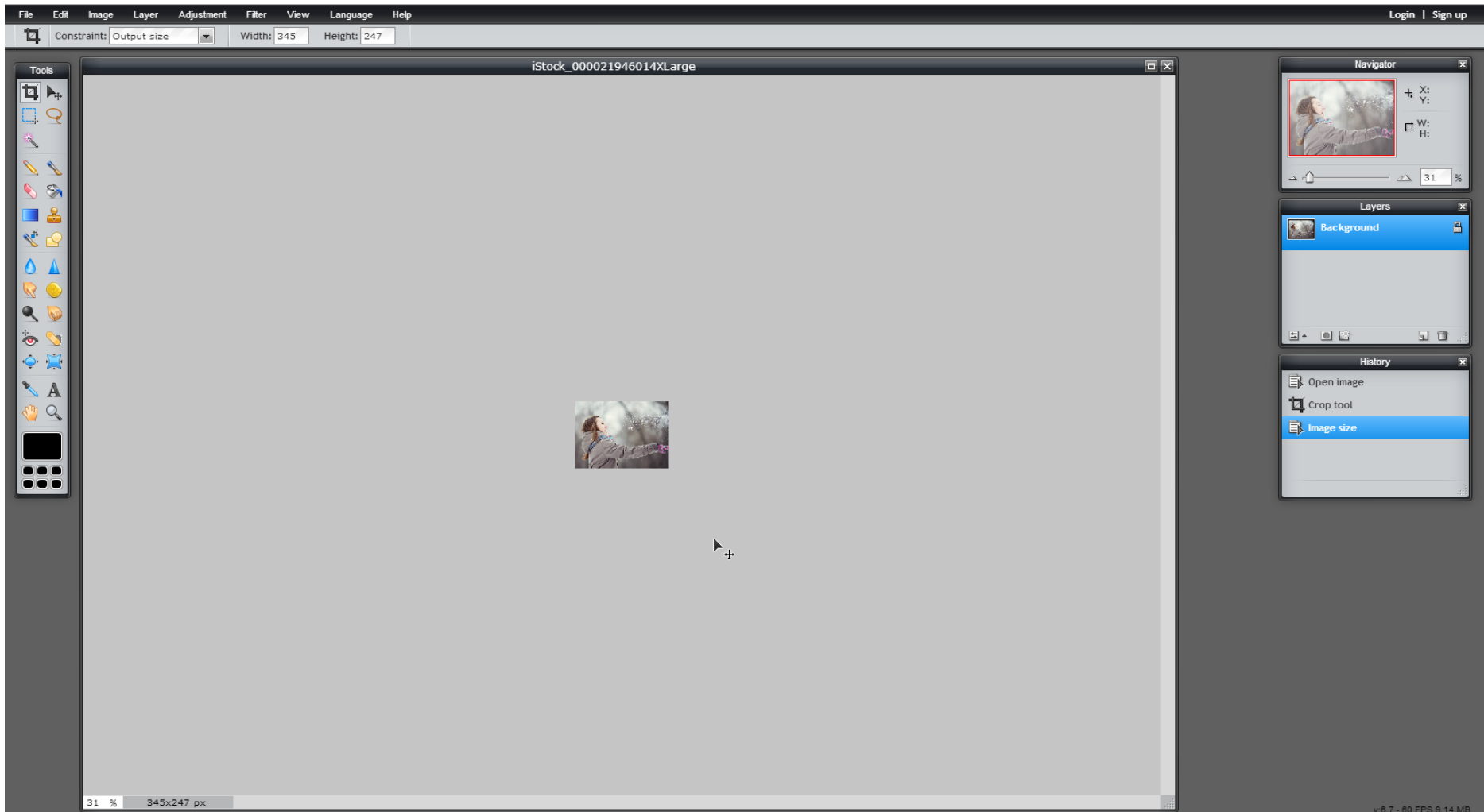


Figure 7

8. Depending on the size of the original image and the crop you choose, you may notice that your image now appears very small in the window. This is because it has been resized, but the viewing percentage is still the same. To change this, go into the “View” menu at the top and select “Actual pixels” from the list (or use the keyboard shortcut “Ctrl + 0” [zero]) to view the image at 100%.

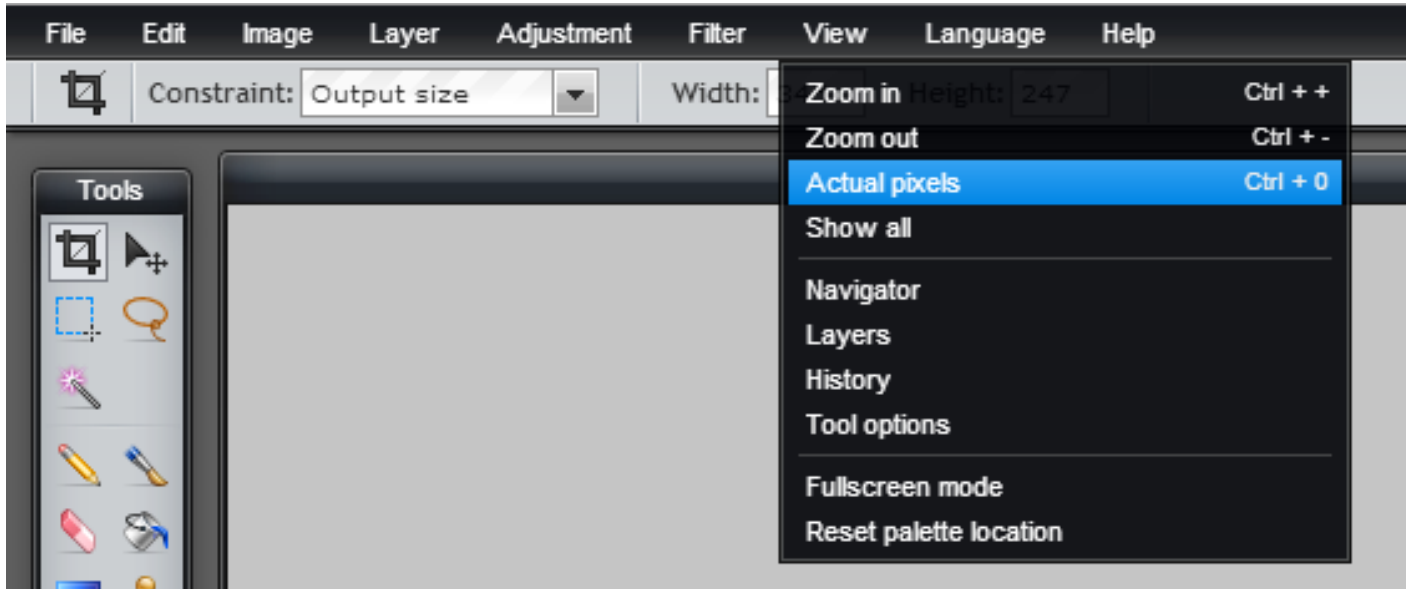


Figure 8

9. The image now shows at 100% (Fig. 9).

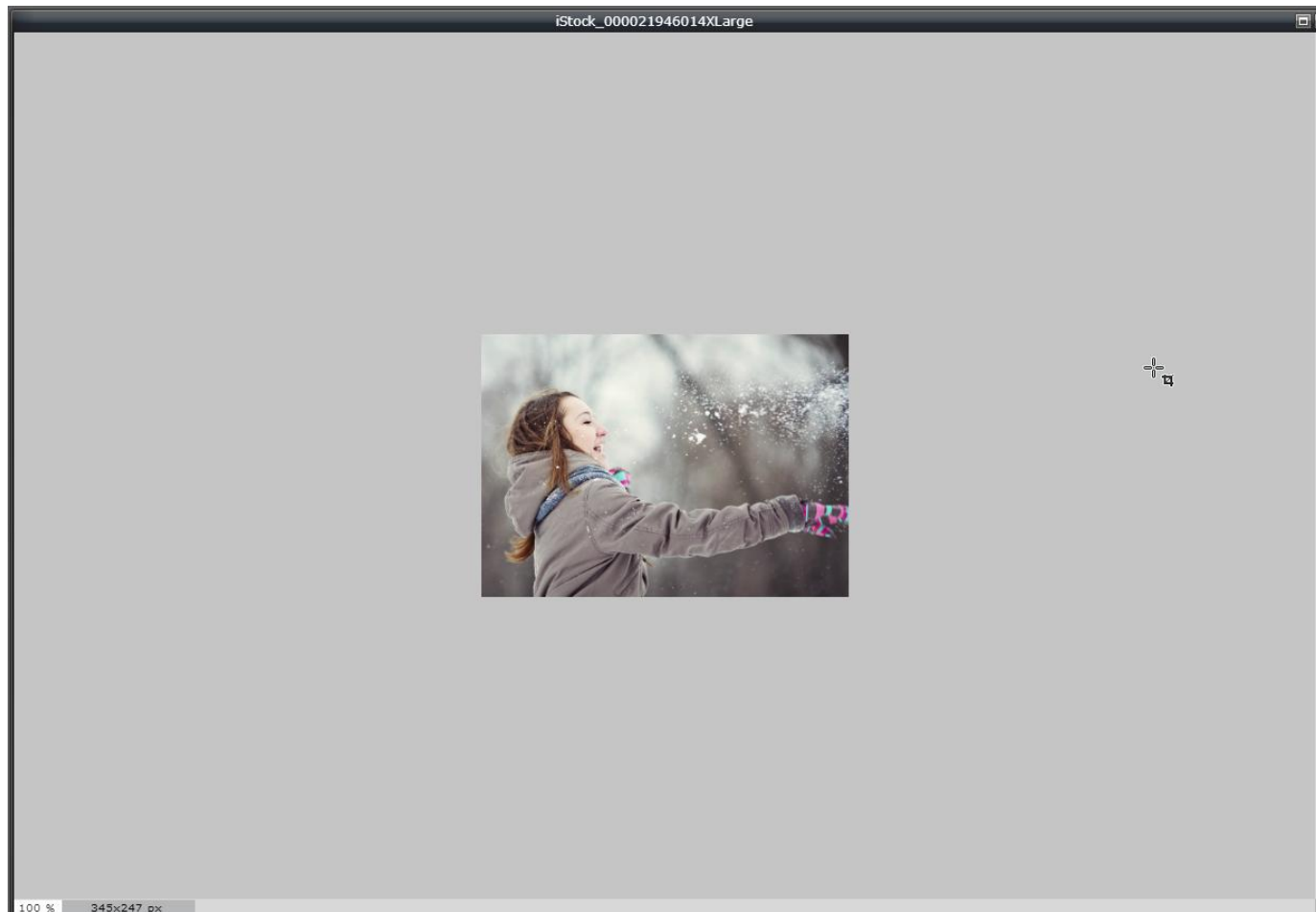


Figure 9

10. Save your image. Go to “File” and select “Save” or use the keyboard shortcut “Ctrl + S”.

CREATING A VERTICAL IMAGE FOR A HORIZONTAL SPACE OR AN IMAGE WITH A TRANSPARENT BACKGROUND

1. Select "Create new image" from the dialogue box that appears (Fig. 10). (You'll do this to create the empty canvas for the vertical image to go on. If you're working with a horizontal image, click "Open image from computer".)



Figure 10

- An image properties dialogue box will appear (Fig. 11). Ignore the "Presets" dropdown. Enter your required dimensions into the "Width" and "Height" fields and give your image a meaningful name. Click "OK".

NB: If you need to place the image on a **transparent background**, tick the "Transparent" box in this dialogue box. You will need to do this if you have an image that does not fit the target layout and is on a coloured, gradient or patterned background you cannot match. For example, the image in Fig. 12 is a rectangular image placed into a square container (which is hidden). The background is of clouds, not a solid colour and, therefore, difficult to match. Place the rectangular image at the top of a transparent square background (checkerboard pattern denotes transparent background) and saved (Fig. 13).



Figure 11



Figure 12



Figure 13

3. Your empty canvas will appear in the work area (Fig. 14).

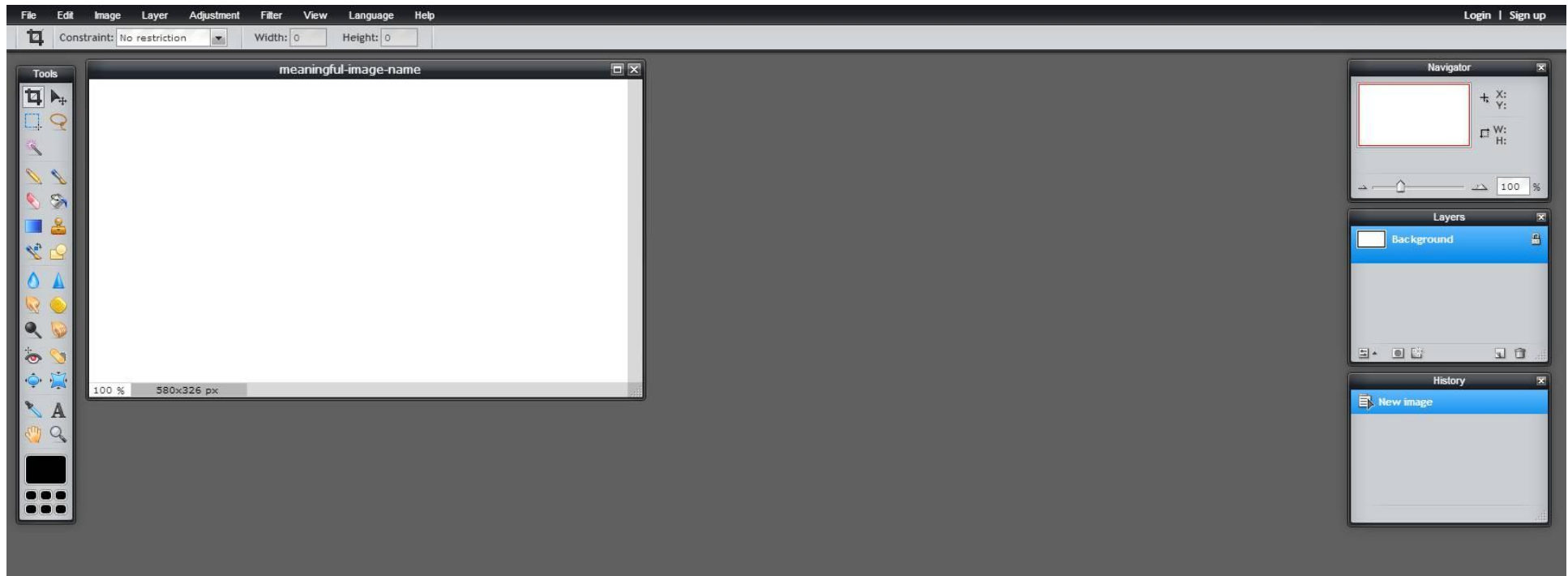


Figure 14

4. Next, you'll need to open the image you want to work on. Click "File" and select "Open image..." from the list (Fig. 15). This will then open your computer's Explorer so you can locate your image and select it.

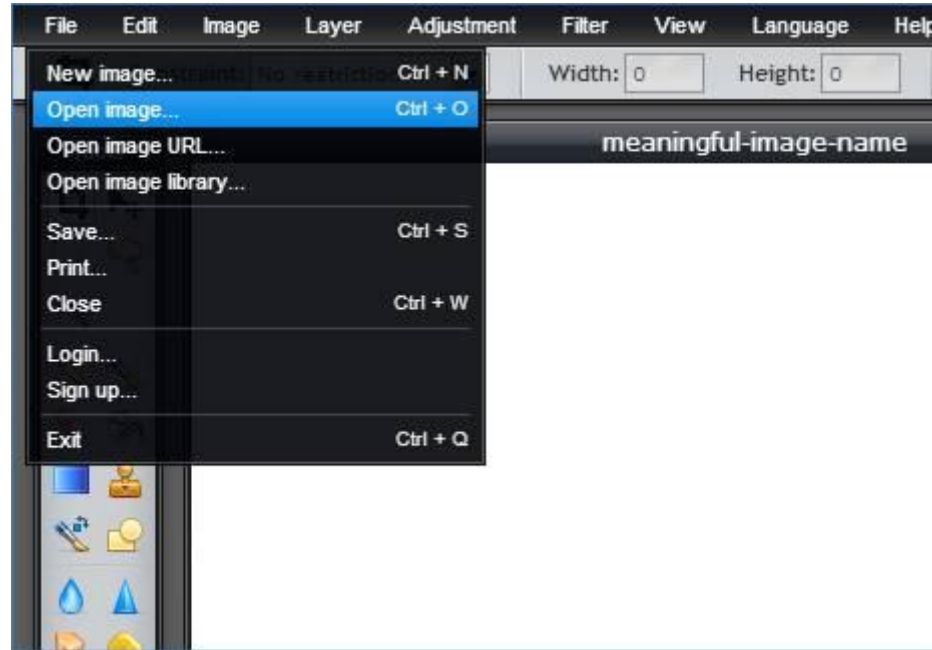


Figure 15

5. The image will open over the blank canvas you created (Fig. 16). Click in the title bar of the image and drag it out of the way, so that it sits to the right of (or anywhere other than over) the blank canvas you created (Fig. 17).

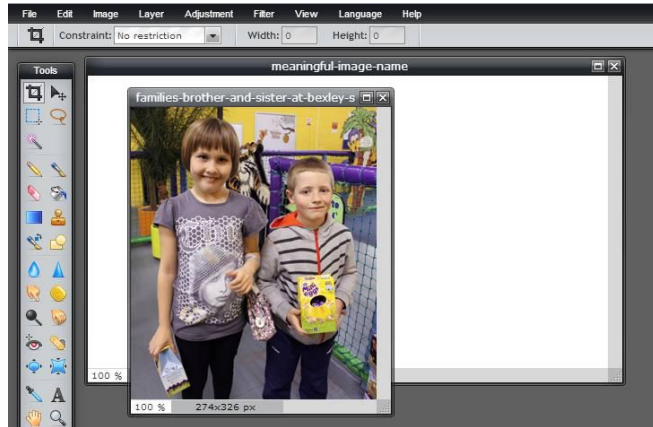


Figure 16

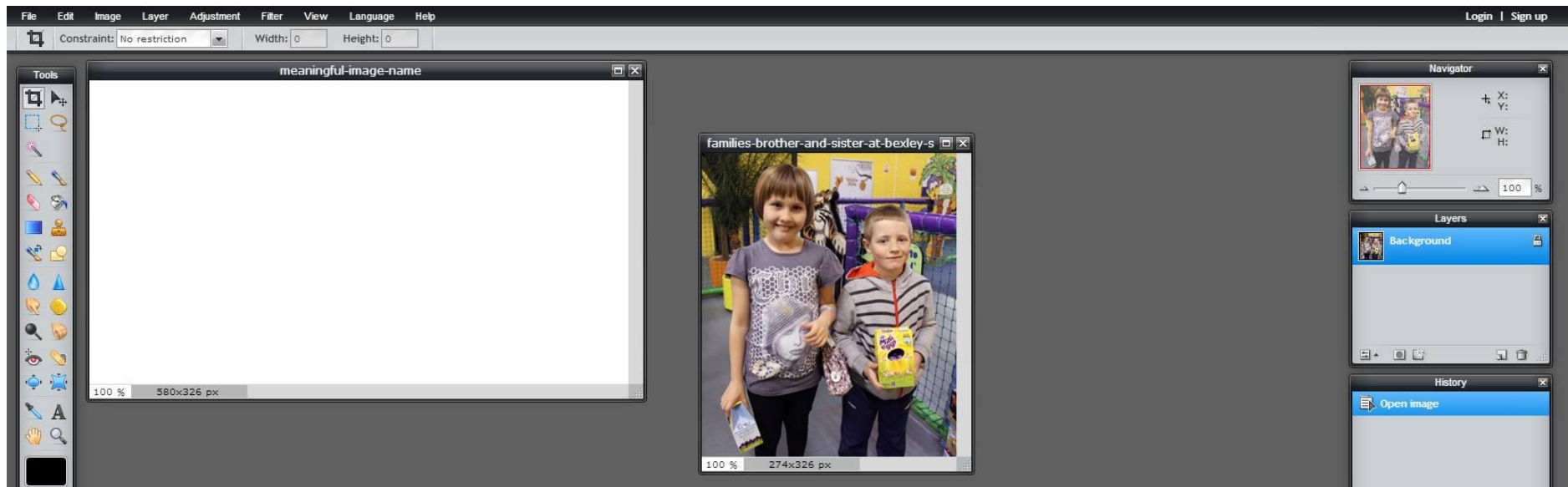


Figure 17

6. Still in the active image, click "Ctrl + A" to Select All. You will see "marching ants" appear around the image indicating the entire image is selected (Fig. 18). [You will notice that the "Navigator", "Layers" and "History" palettes change depending on which image is active. This will help you to know which image you are currently on.]

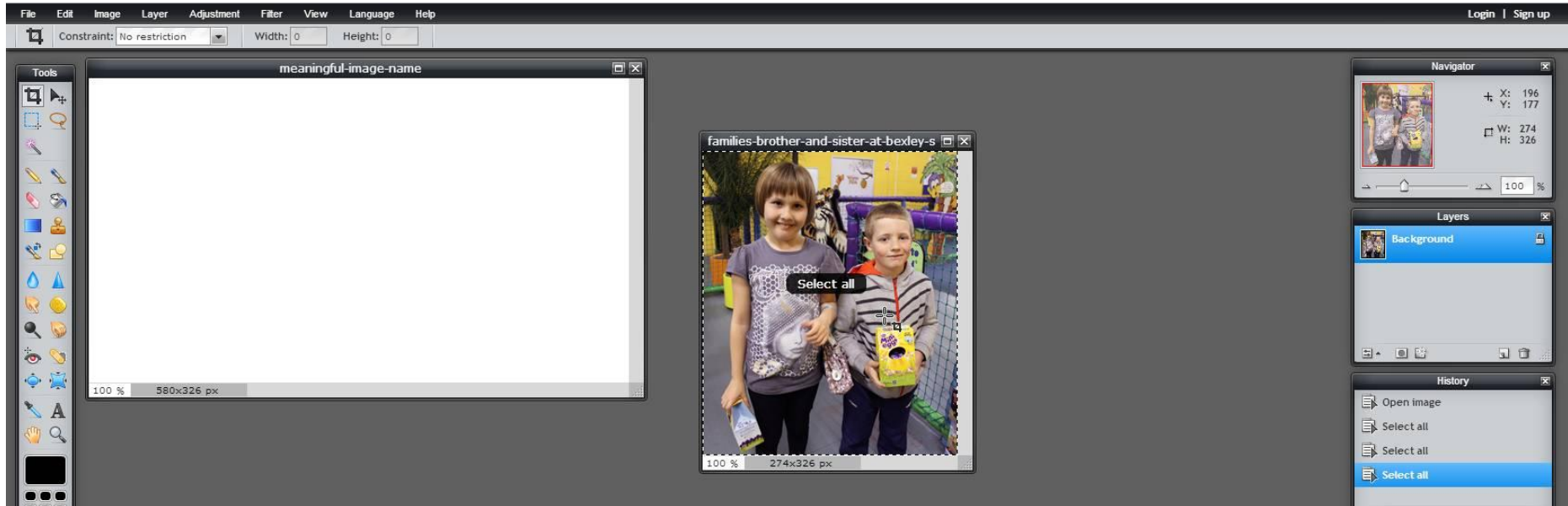


Figure 18

7. Next, copy the image by pressing "Ctrl + C".
Click anywhere inside the blank canvas you created to activate it and press "Ctrl + V" to Paste your image. By default, it will be pasted in the centre, so no need to move it (Fig. 19).

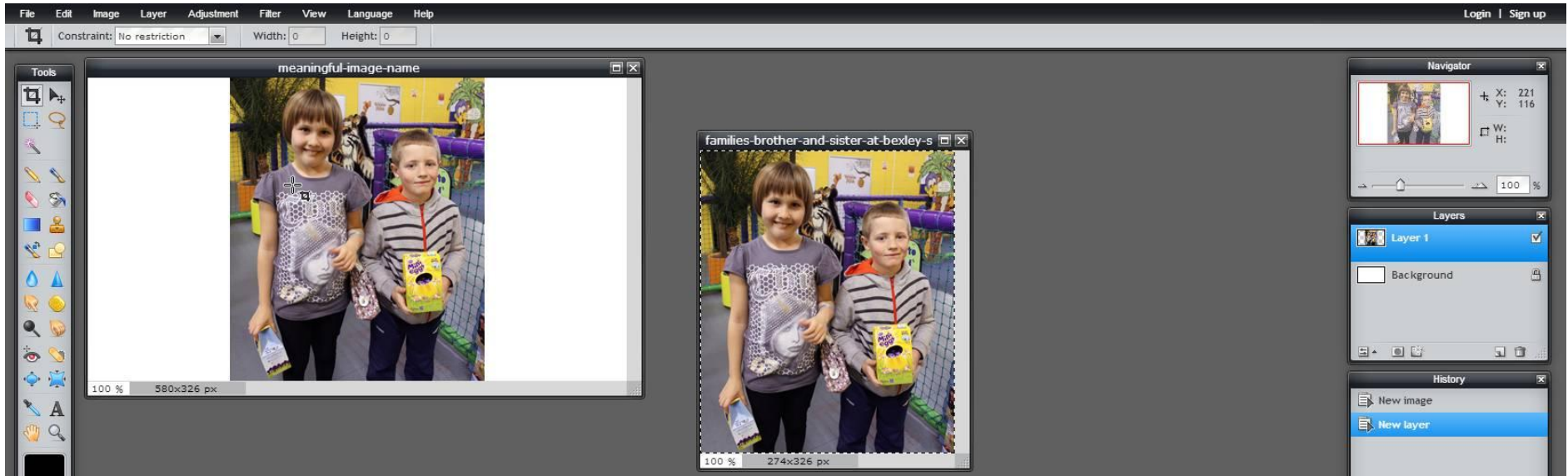


Figure 19

8. Now save your image. Click "File" and select "Save" (or just click the shortcut "Ctrl + S") to save your image to your computer (Fig. 20).

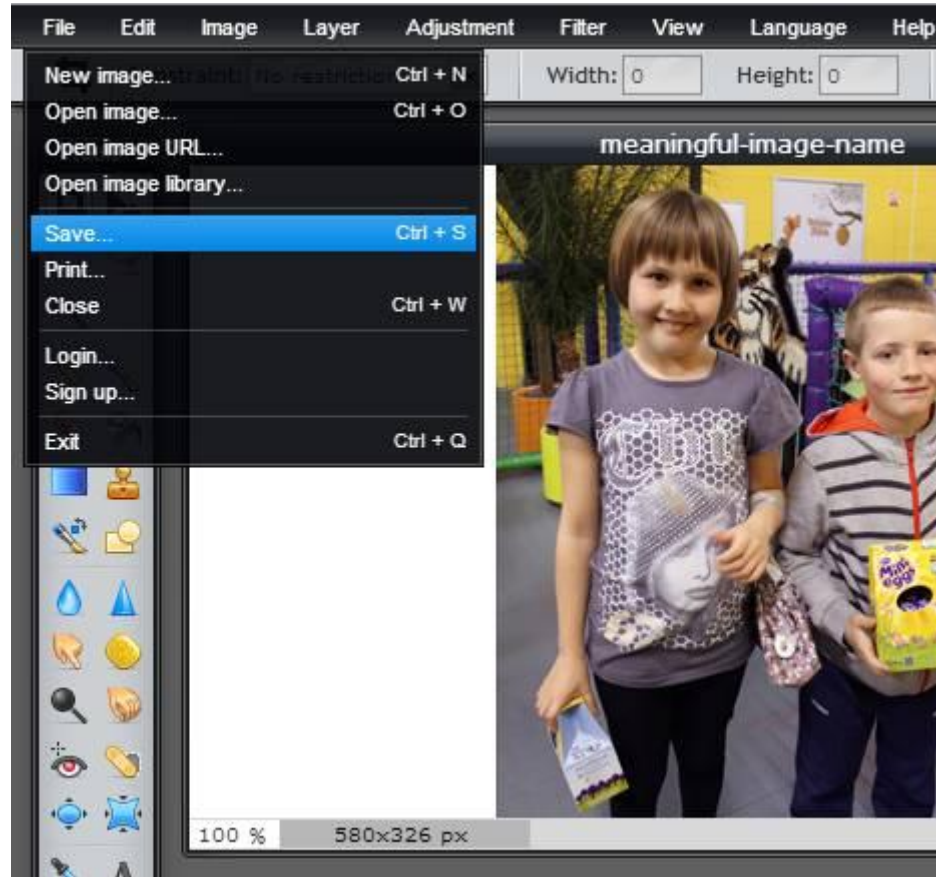


Figure 20

9. A dialogue box will appear (Fig. 21). Select "PNG" from the "Format" dropdown list (Fig. 22) and click "OK" to find a location to save it on your computer.

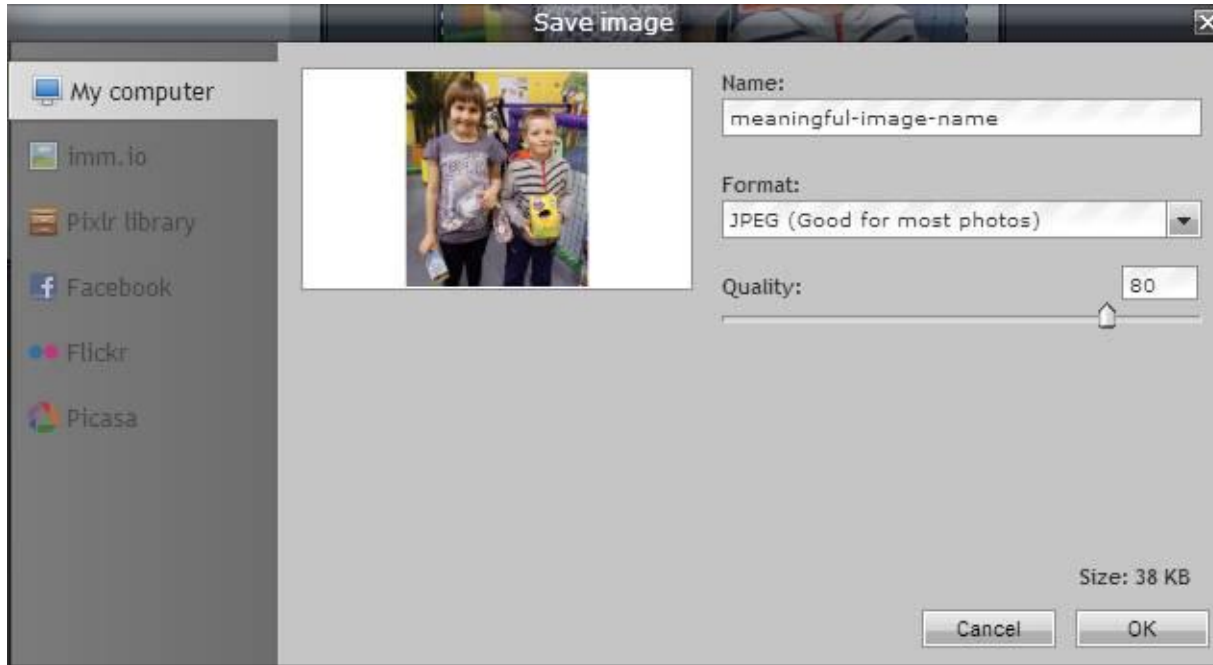


Figure 21

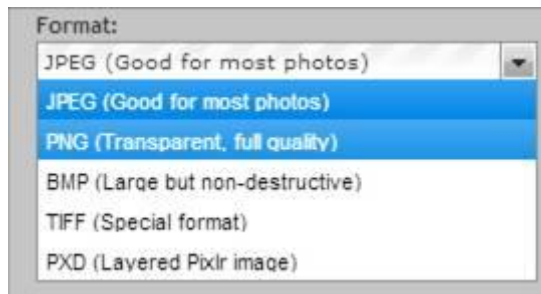


Figure 22