

Step 1: Preparing an Image to Print at a Specific Size in Paint.net

Follow these steps to size your image using **Paint.net** on the Epson print station laptop. These settings are a good catch-all that will be sufficient for most printing.

1. **OPEN YOUR IMAGE** - Right click the file, select "Open With," then select "**Paint.net**" (not Paint)
2. **RESIZE YOUR IMAGE** - At the top of the screen, click **Image > Resize**.
 - For best results, you should begin with the highest resolution/largest image you can, and size it down. Sizing up a smaller image does not give optimal results.
 - First, ensure that the "By Absolute Size" radial button is selected.
 - The "Maintain Aspect Ratio" should be checked.
 - Start by setting the **Resolution**, under "Pixel Size," to **300 pixels/inch**.
 - Under "**Print Size**," you can now set the print dimensions. Depending on the shape of your image, setting one dimension may mean that the other dimension falls below what is desired. In these cases, you must set the dimension that falls short of your needs to the desired size. This will mean that the other dimension is now bigger than you need, and you'll need to crop it.
3. **CROP YOUR IMAGE** – At the top of the screen, click **Image > Canvas Size**.
 - First, ensure that the "By Absolute Size" radial button is selected.
 - The "Maintain Aspect Ratio" should be left unchecked.
 - Under "**Print Size**," reduce whichever dimension is too large to match your desired size.
 - Reducing either dimension in the Canvas Size menu will crop part of the image off. You can control where this cropping occurs using the anchor point selector. If you select the top, the image will be cropped at the bottom. If you select the left, the image will be cropped on the right. If you anchor in the middle, the image will be cropped equally in both directions.
 - When the image's Print Size matches what your desired dimensions, click **Okay**.
4. **Save a copy of the image.** We recommend saving a new copy with a new name that indicates the size this version is prepared to print at (i.e. "IMAGE_11X17"). Saving as a .jpeg tends to work best for printing on the Makerspace's Epson printer. When asked for the quality setting of the .jpeg as you save, select 100% for best results.

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