

# CMS ARCHAEOLOGY

## Archaeological Resources

### Part 5: How to use GIMP for photo manipulation

#### How to install

- Go to this website

<http://getgimp.com/lp/index.php?pk=4769>

- Scroll down the bottom of the page and click GetGIMP
- Click to Save File so it downloads to your computer
- Open the file by double clicking on the .exe file
- Follow the steps to install on your computer

#### How to load a photo or image

- Start GIMP from your Start Program menu or by double clicking the shortcut on the desktop
- File: Open: Navigate to the image you want to view or edit
- To Edit your image click on Tools
- If you select Toolbox or click Ctrl B a menu with tools appears. To find out what is available you can hover over each symbol and a description of the tool will appear

#### Useful tools include:



Colour picker – select an area and change the colour by clicking this tool on the desired colour



Zoom in and out



Measure angles and distances



Move objects around by clicking and dragging



Crop tool – removes edges from images



Rotate objects



[Type text]



Scale objects



Create text for labels and annotations



Block fill an area by selecting a colour then this tool then clicking the relevant area



Create a rectangle



Pencil tool for freehand drawing



Paintbrush tool



Eraser and transparency

- You can also access these tools by clicking 'Tools' menu then using the drop down themed options to browse the tools

### **GIMP Official Help Pages**

- GIMP has some useful and easy to follow tips on how to use the various tools and functions
- Go to the 'Help' Menu
- Go to User Manual (the bottom option) and then click through the contents to find an explanation for what you want to do

### **How to save**

There are two different ways of saving your data:

- To save the GIMP file click File: Save As and specify the name and folder you want to save to. This will create a GIMP compatible format that you can reopen in GIMP and continue editing
- If you want to save an image once you have finished editing then go to File: Export and choose the format, name and folder to save to. A jpeg or Tif extension is probably the most versatile

