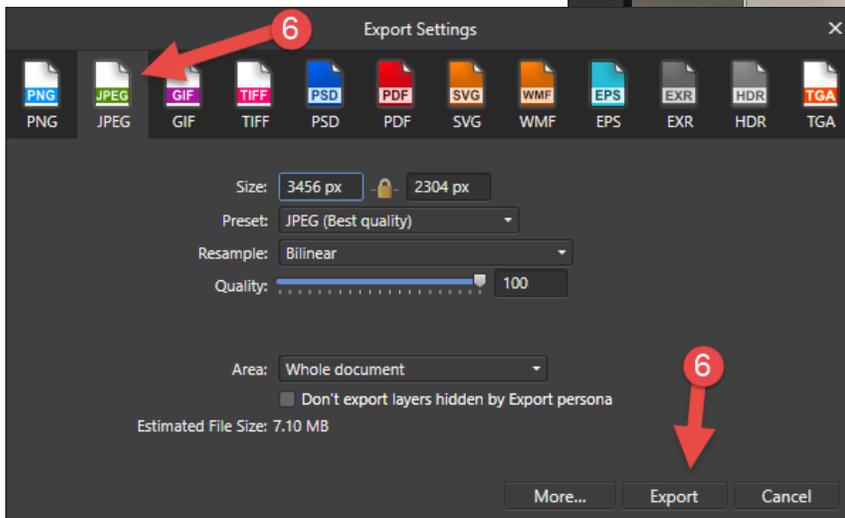
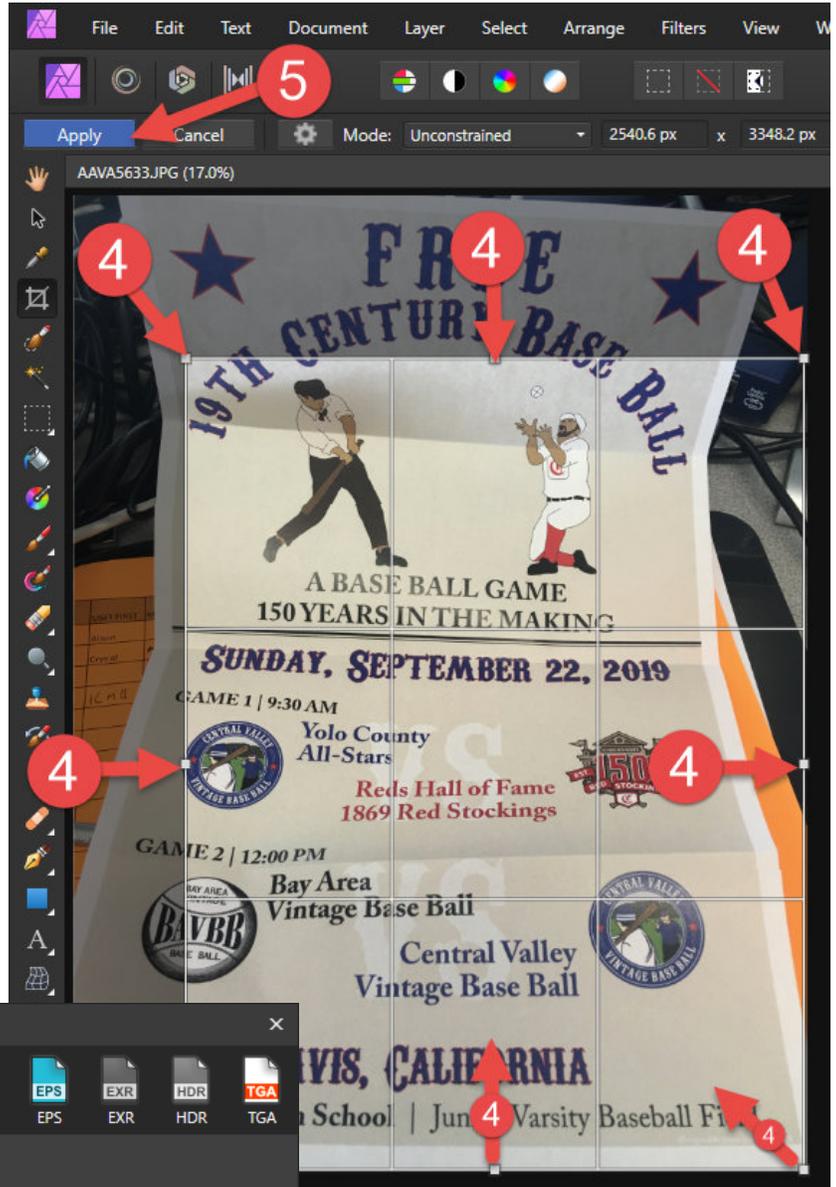


# Using Affinity Photo to Edit an Image

(Crop, Adjust Brightness/Contrast, Add Text, Resize)

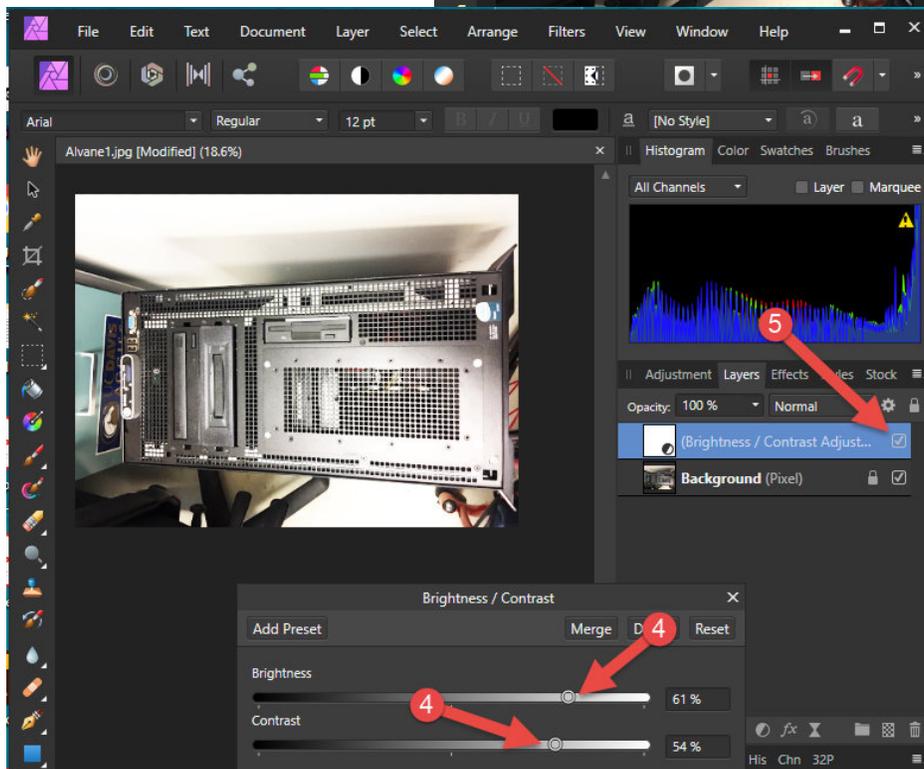
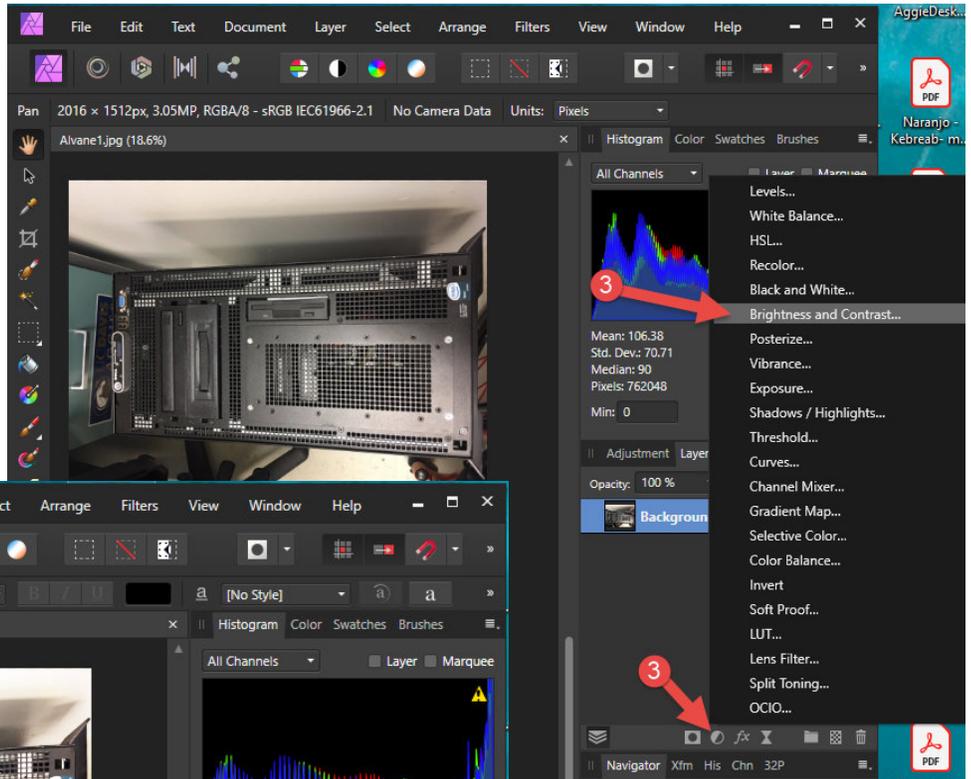
## How to Crop an Image in Affinity Photo

1. Open Affinity Photo (Click on the Windows Start button and type "Affinity Photo")
2. Click File\Open or (CTRL+O), then navigate to your file and click "Open"
3. Select the Cropping tool (4<sup>th</sup> tool down in the Tools)
4. Use your mouse to click and drag the corners and edges IN to create a new border for your image
5. Select "Apply" (or press ENTER) to crop the image.
6. Finally, go to File\Export and then click "Export" to save your newly cropped file in JPEG format with a different name. Click "Save". If you would like to keep the original file uncropped, exit out of the file by clicking the X icon in the upper right and choosing "No" if you would like to save your changes.



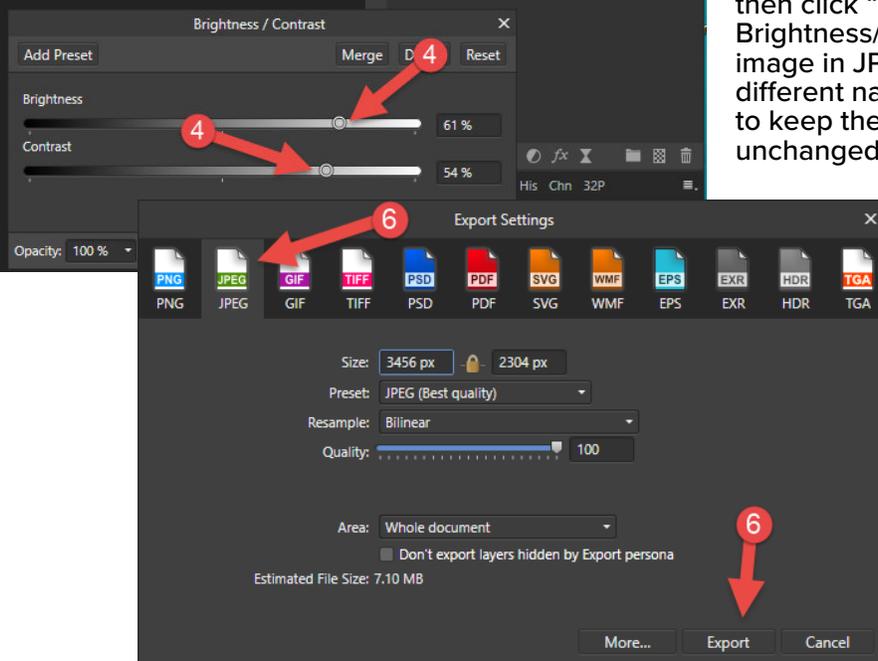
## How to Adjust Brightness/Contrast in Affinity Photo

1. Open Affinity Photo (Click on the Windows Start button and type "Affinity Photo")
2. Click File\Open or (CTRL+O), then navigate to your file and click "Open"
3. Click the "Adjustments" icon in Layer Palette. Choose "Brightness and Contrast".
4. Adjust the "Brightness" and "Contrast" sliders from left to right to the desired setting.



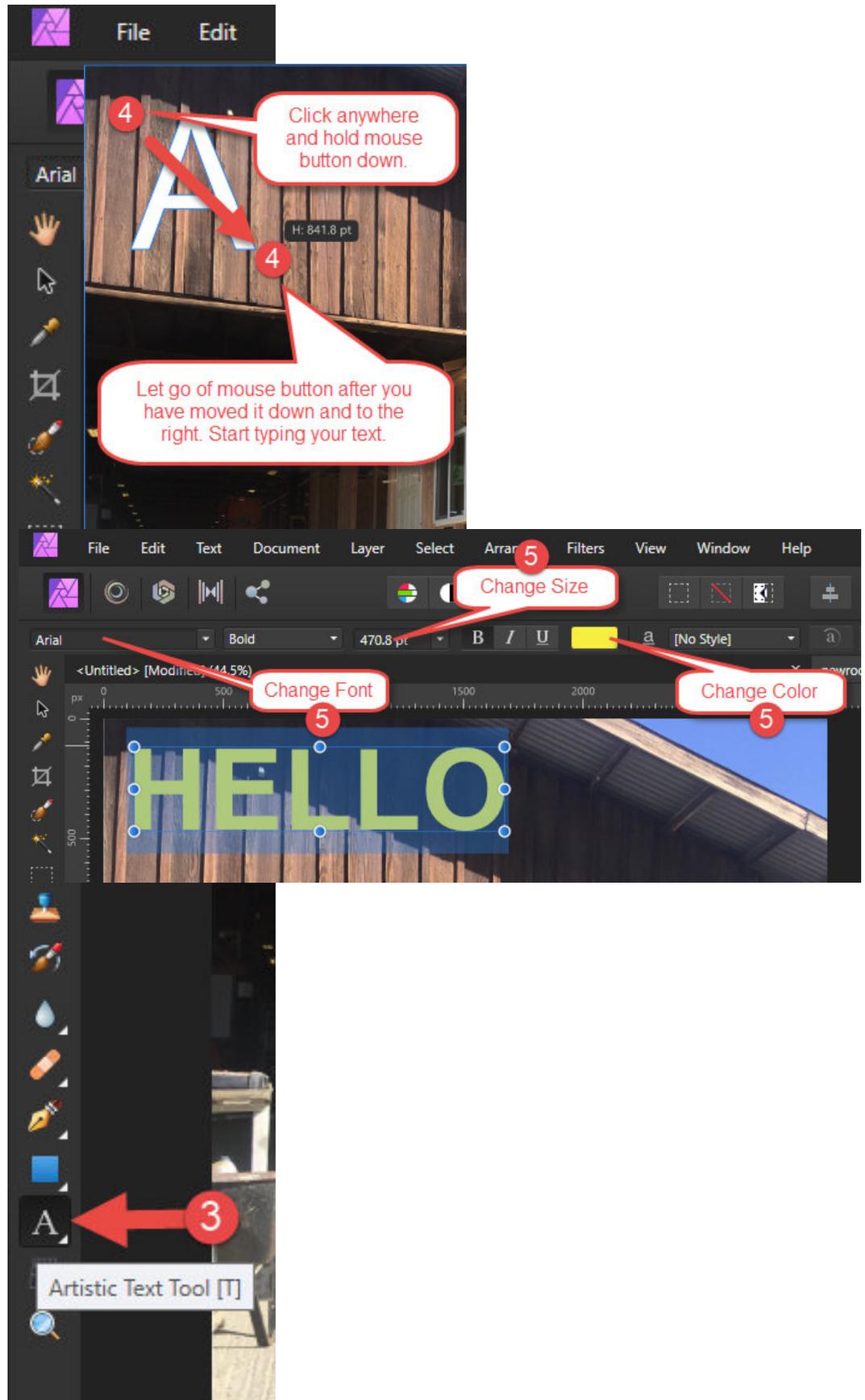
5. To switch between your original image and the new Brightness/Contrast settings, click the checkbox next to the "Brightness/Contrast Adjustment" layer.

6. Finally, go to File\Export and then click "Export" to save your Brightness/Contrast as a new image in JPEG format with a different name. If you would like to keep the original file unchanged, exit out of the file by clicking the X icon in the upper right and choosing "No" if you would like to save your changes. Otherwise, Click "Save" to save your changes to the file.



## How to Add Text

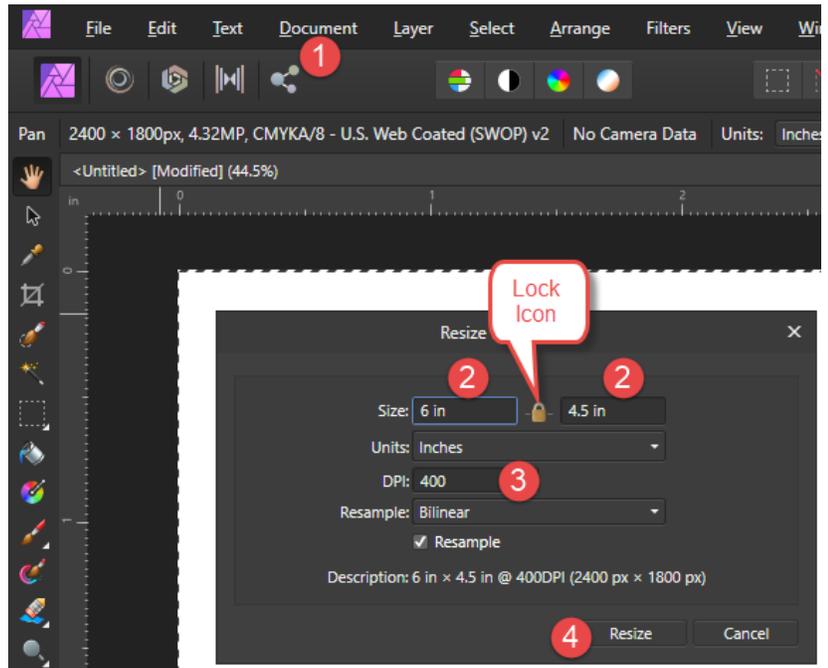
1. Open Affinity Photo (Click on the Windows Start button and type "Affinity Photo")
2. Click File\Open or (CTRL+O), then navigate to your file and click "Open"
3. Select the Artistic Text tool (The letter A on the toolbar menu on the left)
4. Left-Click and keep the mouse button held down on the spot that you would like to add text. While still holding the mouse button down, drag the mouse down and to the right. You will see an "A" appear and once you can see the size of the font that you would like to use, let go of the mouse button and start typing your text.
5. After you have typed your text, double-click the text to highlight it and then use the tools at the top of the screen to change font size, color and type.



## How to Resize, change DPI and Export to different file formats with Affinity Photo

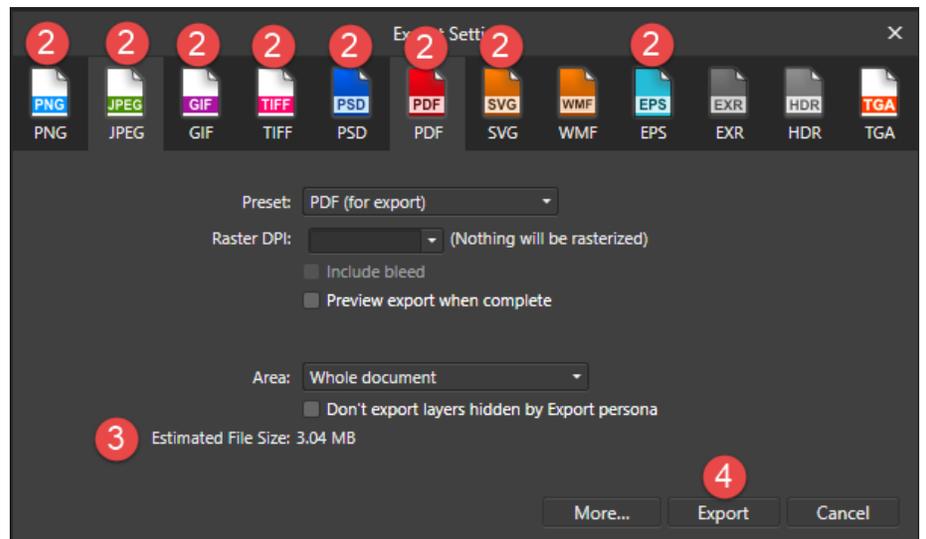
To resize and change the DPI of an image:

1. Click Document\Resize Document (CTRL+ALT+I)
2. Enter in a new width and height (if the LOCK icon is closed it will keep the aspect ratio correct and automatically update the opposite field with a new number. If its open, it will resize and stretch out the image to the new dimensions)
3. Enter in a new DPI (Please note the higher the DPI the larger the file. DPI for Web is 72, DPI for Printing for publication should be 300 or higher).
4. Click "Resize" to make your changes.



Exporting to different file types:

1. Click File/Export (CTRL+ALT+SHIFT+S)
2. Choose the file type that you would like to export your image to. (Please refer to the chart below when making your choice)
3. Please note that a larger DPI will increase the size of your file
4. Click Export to create a new name for your new file.



PNG	JPG	GIF	TIFF	PSD	PDF	SVG	EPS
For Web-Based Graphics	For Web-Based Graphics	For Web-Based Graphics	For High Quality Publications (300 DPI or higher)	This file type can be opened in Adobe Photoshop	Universal Document Format	For High quality vector graphics	For High Quality vector graphics combined with bitmapped images