

How to Insert Your Logo or Library Name into the Database Materials

These instructions use the GIMP (GNU Image Manipulation Program), available at <http://www.gimp.org>

This software was chosen for this tutorial because it is free, open source and easily attainable.

Install the software following the installation prompts. If you have difficulty, ensure that you are downloading a compatible file (.exe is for Windows, for instance, while a .tar.gz is typical for Linux), consult the online documentation, and/or consult your IT department for assistance.

First, open the file to which you would like to add a logo.

File > Open >Your file

- To add a logo:
 - Drag and drop the logo from your file browser window (Finder for Mac, Windows Explorer for Windows) into the GIMP window.

OR

- Open your logo file in GIMP.
- Then Select all through the menu (Select > All) or press Ctrl+A.
- Switch back over to the image which you want to add the logo to, and press Ctrl+V.
- To scale the logo:
 - Select the Scale tool in the Toolbox (or press Shift+T)
 - Click in your image to activate the tool
 - If the image is too large and you cannot see the location of the corners, press the hyphen/minus key (-) to zoom out. Conversely, pressing the plus sign (Shift and = simultaneously, or + on the keypad) will zoom out.
 - Press and hold Shift, then click and drag one of the corners of the inserted image to shrink the image.
- To move the logo:
 - Select the move tool.
 - Drag the logo to its final position in the gray box.
- If necessary, repeat the scale and move procedures to get the logo positioned optimally.
 - Choose your filename at the top. At the bottom, click on the “All export images” dropdown box and choose your desired file format. .jpg and .png are some of the most common today.
 - NOTE: PNG files can have transparency, while JPG files cannot.
- To add text:
 - Select the Text tool in the Toolbox.
 - Choose your desired font, text size, and color in the bottom of the Toolbox.

- Click in the location where you want to add the text, or click and drag to create a text box to contain your text.
 - Click and drag the rectangles at the corners of the text box to resize the text box.
- To save:
 - Press Ctrl+S to save a working copy in a .xcf GIMP format. Choose your file location as applicable.
- To export to .jpg, .png, etc.:
 - File > Export As (Shift+Ctrl+E)
 - Choose your desired save destination.