Appendix One - Preparing Images for your **Website**

Images used on the website must be:

1.   Cropped and/or resized.
     Generally it is best if the image is less than about 400 pixels wide.
     (This will vary depending on your website layout)
     If it needs to fit into a sidebar it will need to be even smaller
     TIP: if you right click on an image already in your website and then select 'View Image Info' you can get an idea of what size you need to make your images.

2.   Saved as a jpeg (which is a file type)

3.   Compress the image (reduce the file size) so it loads quickly on the page

There are many image editing programs you can use to do these tasks including Microsoft Photo Editor (a part of the Microsoft Office Suite), Macromedia Fireworks, Adobe Photoshop. When using an editing program please consult the program's Help files to guide you through the editing process.

If you don't already have one of these programs we recommend the Image Editing program **The GIMP** which is a free program for photo editing. It also has advanced features such as colour correction.

To install GIMP on Windows go to: **http://gimp-win.sourceforge.net/stable.html**
Download and install "GTK+ 2 for Windows" and "The Gimp for Windows".

To install GIMP on a Mac go to: http://gimp-app.sourceforge.net/
Download and install "X11" and "The Gimp for Mac".

If any of these links do not work go to www.gimp.org and locate the correct downloads for your computer.

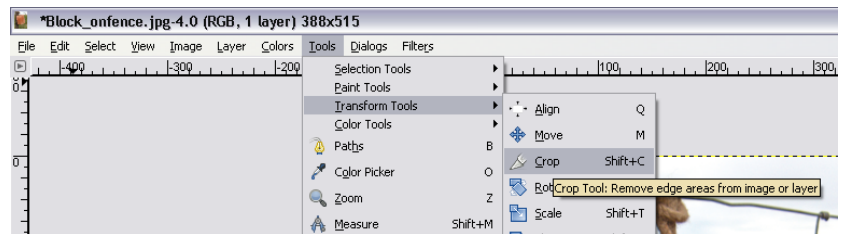The GIMP comes with extensive help files and online tutorials.
Please refer to the website
http://docs.gimp.org/2.8/en/   **for more information**.

Cropping an Image (Using the GIMP)

You may want to crop your image to get rid of any unwanted background.

To select the crop tool, Select Tools in the menu >> Transform Tools >> Crop
or Shortcut is SHIFT C

Drag over the section you want to keep and adjust with the corner 'handles.'
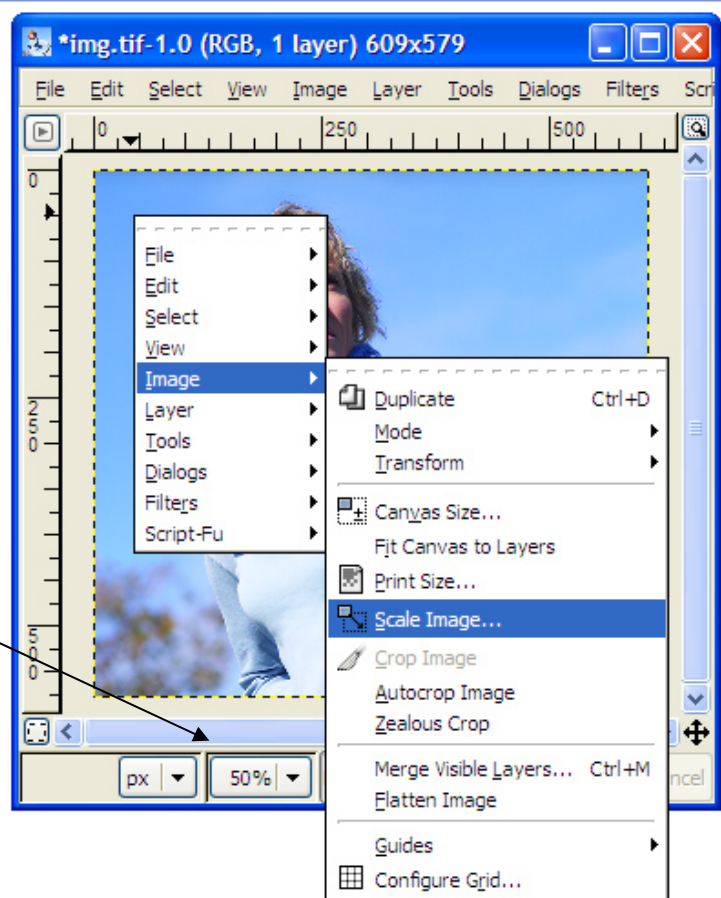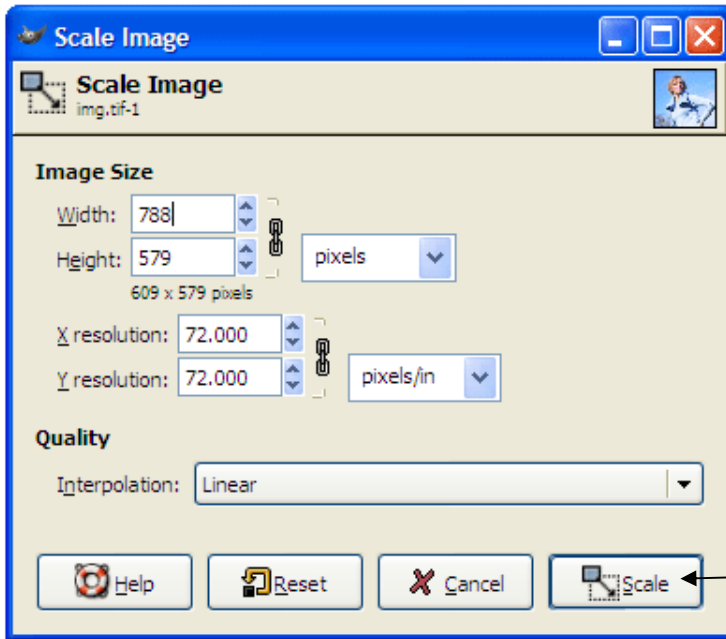
When you are happy with your crop
Click ENTER

Change the Size of an Image -Scale (Using The GIMP)

Find the image that you wish to work on by clicking on File, Open and then locating the image file. The GIMP opens the image at a size that will fit on your screen nicely. So, if your image is really big (like the sample image) it will be displayed zoomed in until it fits on your screen.

You can tell if the image has been scaled by the percentage number in the title bar. This should be at 100% for the image to be viewed at its proper size.

Place your curser over the images and Right Mouse Click on your image
Then and select Image > Scale Image...

Units must be set to pixels (as displayed). X & Y Resolution must be set to 72 pixels/in.

The dialog box shows the current size of the image. If you have a new width in mind, type it in to the "Width" field. Remember that you should only ever decrease your image size otherwise distortion occurs.

Click on "Scale" button – to set your image to this size.

Your image will appear in the original screen.

To OPTIMISE and SAVE for web

To export your image as a JPEG click on
File in the top menu and then Export

This will bring up the Export Image Dialog box.
Type the new Name you wish to call your image into the text field.

Click on the + next to
Select File_TYPE (By Extension)

A drop down menu will display the available file formats for you to save your image as – select JPEG

Click on EXPORT

In the next box "Export Image as a JPEG", you can use the defaults which will automatically reduce the

file size quite a bit without decreasing the visual quality too drastically. This would be the safest and easiest option. To do this just click on Export when you open this box. However you can make your image file size even smaller, to do this make sure that the "Preview" toggle is on and then watch the image area and change the compression level by moving the "Quality" slider down. You can see the quality of the image changing, especially towards the leftmost end of the slider. If you wish to go back to the default, click on Load Defaults, and then Save.

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