

## Downtown Computer Club Meeting

### *How to Edit & Resize Digital Images for Emailing*

Joe Vangsness

6:00pm - 6:30pm Open Forum - Tips, Tricks & Traps  
6:30pm - 6:40pm Announcements  
6:40pm - 6:50pm Break  
6:50pm - 8:00pm Presentation

#### **Goals of this presentation:**

Learn how to resize, crop, and edit images

Learn how to insert images into emails and attach images

#### **Digital Workflow Process**

- Acquire the image  
  
Camera  
Scanner  
Web
- Save the original image and make a copy to work on
- Determine the purpose of the images in an email:  
  
For viewing the images on a monitor  
To print a high quality photo print
- Work on your image:  
  
Resize  
Crop  
Edit
- Prepare your email message:  
  
Insert the image in the body of the message, or  
Attach the image file to the message
- Free Tools:  
  
Image Resizer from Microsoft.com. It is part of MS Power Toys.  
([www.microsoft.com](http://www.microsoft.com), search on Power Toys)  
Picasa is a photo editor you can download from Google.com.  
Adobe Photoshop Starter Edition is a photo editor you can download from Adobe.com.
- Tools that are not free:  
  
Adobe Photoshop Elements is an image editor designer for consumer use.  
Adobe Photoshop is an image editor that is used by professionals.

#### **Next Scheduled Meetings:**

11/29/07

Demonstration of software that you can use to trade stocks and mutual funds from home

1/27/08

Demonstration of Adobe Captivate, software that is used to create computer based training materials