

How to Crop, Edit and Re-size Images for Printing, Email & the Web

Joe Vangsness

Downtown Computer Club Meeting at National-Louis University 1-28-2010

Digital file formats

JPG or JPEG	compressed, lossy, used for web
TIFF	uncompressed, lossless, not used for web
PSD	uncompressed, lossless, used by Photoshop programs
RAW	uncompressed, lossless, provided as an option on some digital cameras

TIP: When you first load a jpg file onto your computer, save a copy as either TIFF or PSD and work on it in that format.

Typical digital workflow process:

- Acquire images
- Load onto computer
- Save as jpg and leave it alone
- Save it as a TIFF or PSD, work on the TIFF or PSD file
- Save the final result in either TIFF or JPEG or both

Lossy vs lossless formats

What image size and resolutions are needed for the task at hand

For the web: resolution 72 ppi
size in pixels at the size you want the viewer to see, ex: 400x600

For print: 300 ppi
size in inches, ex: 8x10

How to use software to edit and resize images

Example of a workflow process using Photoshop:

Acquire digital images from a camera, scanner, web or other source
Load onto pc and save as in a folder and leave alone
Open in Photoshop and change the color space to Adobe RGB 98
Save as TIFF or PSD in new folder to work on

Edit:

Crop
Straighten
Levels
Brightness, contrast
Color adjustment

Save as second version of the TIFF or PSD

Change to the size/resolution you need and save for the web or for printing

How to include images in emails or attach them

To insert an image in a message, click on INSERT, then select image or picture

To attach an image, click on ATTACH and find the image

TIP: If you want to quickly resize images for emailing, use Microsoft Image Resizer from their Power Toys add-ons
Go to the Microsoft website and look for either Power Toys or Image Resizer.

How to store your images so you can find them later

Use image organizer features of photo editing software

Use your own system by storing images in folders

For example: Store the first set of images in a folder called "originals".
 Don't change the originals; just leave them there until you need them.
 Store copies as TIFF in a folder called "working" and edit and save edited images here.
 Save final images in other folders called either "final" or whatever you like.

A review of software widely used for editing and managing images

Photoshop
Photoshop Elements
Photoshop Starter Edition
Picasa from Google
GIMP, a free editor said to be similar to Photoshop

Lightroom by Adobe
Extensis Portfolio
Panorama Factory by Smoky City Software
Image Resizer by Microsoft (free)

Other resources

Chicago Computer Society SIG on Digital Imagery meets monthly in Lisle
www.ccs.org/Calendar/Sigs/DigitalImagery/DigitalImagery.asp

Designing Web Graphics 4 by Lynda Weinman
Photoshop Elements 8: The Missing Manual by Barbara Brundage

www.steves-digicams.com
www.photo.net
www.bhphotovideo.com
www.nikonians.org

Joe Vangsness
Vangsness Consulting Inc.
833 W. Chicago Ave. Ste 204
Chicago, IL 60642
reg@vangsness.com

Copyright © 2010 Vangsness Consulting Inc. All Rights Reserved.