

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

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## **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](http://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](http://www.steves-digicams.com)

[www.photo.net](http://www.photo.net)

[www.bhphotovideo.com](http://www.bhphotovideo.com)

[www.nikonians.org](http://www.nikonians.org)

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