

Editing and resizing an image for inserting into a web page or word document

Before you select the image you wish to insert, plan your page where you want to place the image and the size you want it to be.

Once you have decided then you will need to select your image not forgetting any copyright restrictions.

It is better if the resolution of the image is as high as possible, this will give added flexibility when editing the image. The resolution is an option in a digital camera menu or, if using an image from a web page, would have been selected by the creator; as a consequence these images may be of low resolution.

Image selected – are you happy with what is there, or do you think it would be better cropped in some way, or perhaps you want to eliminate the background or just part of the image.

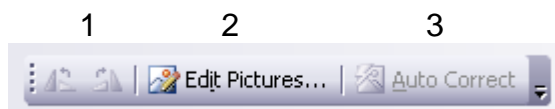
Simply cropping an image or re-sizing can be done with a windows application Windows Picture Manager. If you want to edit the image itself you will need to use photo editing software. A very simple application is Paint, or you could download a free application called Gimp.

Right, lets get started.

First select your image and open with an editing application such as Microsoft Office Picture manager. Try to look at it critically, i.e. is it too dark or light, is there anything in the picture you don't want to see. In the example there is a pillar on the left and a shelf end panel that detracts from the focus of the picture – the books on the shelf. Ask yourself questions about what you do want in the picture – several shelves of books or just a few, the lighting above the book stack, how much of the floor do you want in view.



Once you have decided what you want to edit look at the picture manager tool bar. The three tabs that will be of most use are the rotate tab, Edit picture tab and the auto correct tab.



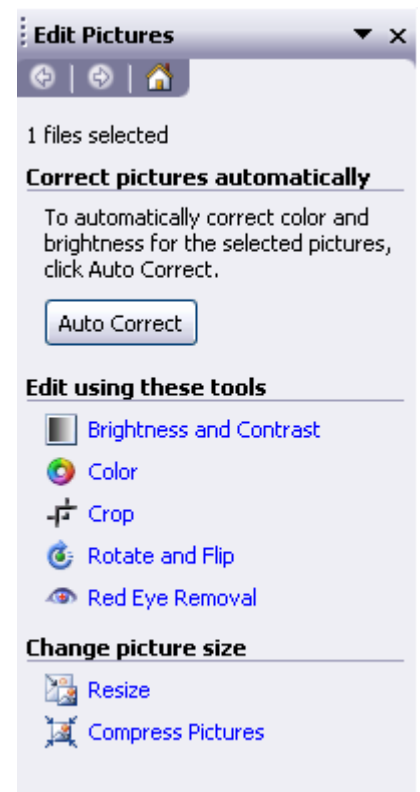
1. The rotation tab will correct the orientation of the photo if you took the photo as portrait rather than landscape

2. The edit tab will open a pane on the right side where you can choose to manipulate the photo by cropping and resizing. More about this later.

3. The auto correct tab will, if necessary, change the colour balance. This can also been done with the edit pane where you have more control over the options.

Editing the photo

Click on the Edit Pictures tab, the pane will open to the right and you will have several options. The first is auto correct, this is the same function as the auto correct tab mentioned above. If you are not happy with the auto correction select one of the other options, brightness and contrast and colour, to make the corrections manually.

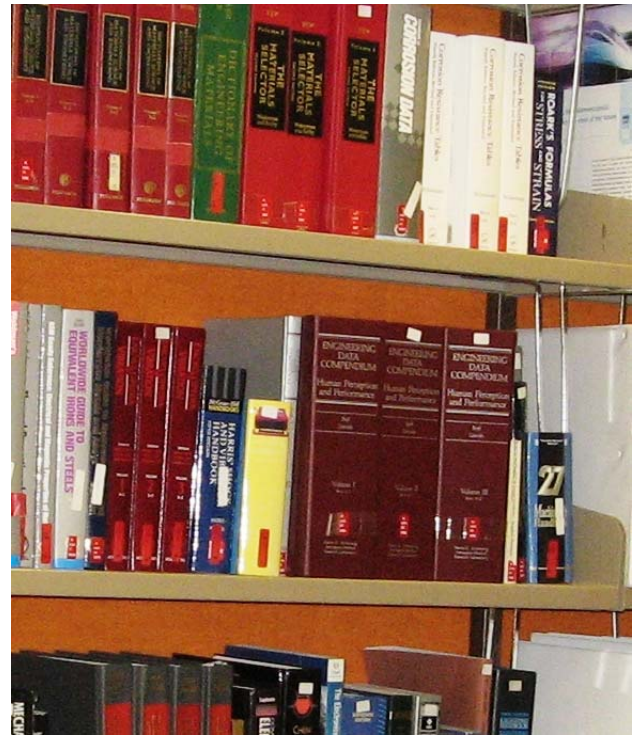


Before



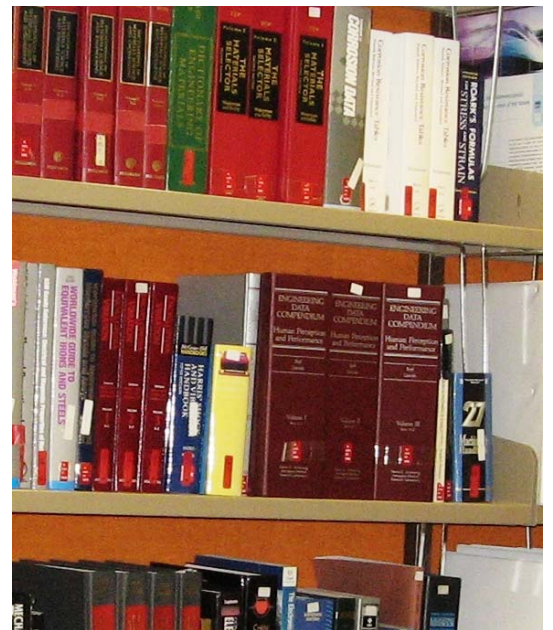
After Auto Correct

If you want to crop the image, to remove the pillar and shelf end panel, etc. click on the crop option and crop handles will border the image. Click and drag the handles until you have the desired area in the photo. The pane on the right will show the new picture dimensions.



It's possible that the photo will still be too large for your web page or document so the next step must be to reduce the size of the image. If you are adding the image to a web page you may already have a default size used in all the other pages, so you can put the known pixels in the custom width and heights fields insert into the area on the page and see how it fits.

In this example the original size was 581x685 pixels and I resized using the predefined option of Web Large which reduced the size to 480x566 pixels.



This resizing won't necessarily change the file size but this can be done by compressing the image. This may also change the size of the image. There are default values of compression for a document, web page or email. Select the radio button required and see in the preview window what the results are to the image and in the right hand window the file size change.

In this example the compression selected was for web pages and the file size changed from 251 kb to 65.8 kb.

