



Process Sheet for Preparing Images to Upload to a Website Managed by HtEdit. www.htedit.com (or in fact, any other website use)

1. A number of actions will generally be required to adjust an existing photo or other image before it is applied to a Website. Physical Sizing and File Sizing are the most important.
We will also discuss simple digital image enhancement.
2. **Image Handling Tool:**
We recommend that you use the powerful yet simple to operate program of **Irfan View**. It may be downloaded for free (home use) from here: www.irfanview.com
Download it and install on your computer. (Note that when you install, the installation program may ask you to also install other tools such as Google toolbar etc. These are optional and not necessary)
 - It is worth having a shortcut to the installed program on your desktop.
 - We will base this discussion on the assumption that you have Irfan View installed and available to you.
3. If you intend to use the program in a commercial (office) environment, please register it. It's only \$12.00
http://www.irfanview.com/main_support_engl.htm
4. Download the needed images from camera, or E-mail, PC file, or other place of origin to a convenient place to work with them...
 - We suggest making a new folder on your desktop that you can work in then discard or file when finished with.
 - To make a new folder... Right Click on the desktop and choose: **New, Folder**.
This places a folder on the desktop ready to be named with a convenient title.... e.g. temp_images.
5. **The first actions** to be undertaken involve resizing (downsizing), and possibly cropping, of an image to the needed physical size to be applied to the page. The "currency of measurement" in webpage images is the "**pixel**". (name for one dot on a computer screen)
 - Often, an image from a digital camera is output at a two or three thousand pixels wide... yet a webpage is most commonly displayed at a width of up to 1024 pixels total width, and images within those pages are seldom wider than 500 pixels.
 - In the case of a photo or other image to be displayed **within the text** of a webpage, consider that **350 pixels** is a good width

without distorting the layout and other visual components of the page.

- In the case of an **image gallery**, (collection of images set up in a table) consider that **250 pixels** is your maximum displayed size.

6. **Open your original image in Irfan View.**

- The preferred method is to **drag and drop** the image onto the Irfan View desktop **shortcut**.
- Another alternative is to right click on the image and choose: Open With, Irfan View
- Another alternative is to open Irfan View from the Irfan View desktop shortcut and then use its navigation system to select and open the file that you wish to work with

7. **Cropping may be desirable** to eliminate unneeded background or other material around the actual subject of the photo. e.g. you may wish to take just one “head and shoulders” portrait of a person out of a group shot.

- Use your mouse to click and drag a rectangle within the photo until you have selected the area you wish to keep.
- The next preferred action is to use the keyboard shortcut Ctrl+Y or,
- Use the command: Edit, Crop Selection

8. **Resizing and Resampling:**

Choose the tool:

- Image, Resize/Resample
(or preferably use the keyboard shortcut **Ctrl+R**)
- You’ll be presented with a dialogue window where you should choose **Set new size**
- Type in the **width box: 250** (If you are creating a gallery image. - Or set another size that you wish to work with)
- Set the “**units**” to be **pixels**
- Check the box that’s titled **Preserve aspect ratio**
- DPI should be **72**
- Choose “**Size Method**” to be **Resample**
- Choose Resample filter to be Lanczos filter (**slowest**)
- Click **OK**

9. **IF....** Your image needs to be digitally enhanced to improve its appearance, follow these steps....

- **Enhance Colours** (this changes the colour range of the image and can be used effectively to bring more “light” into an image when the camera exposure has been poor.)
 - Select Image, Enhance Colours,
(or preferably use the keyboard shortcut **Shift+G**)

- o Experiment with the “Gamma Correction” slider up or down to perhaps 1.5 and see how it changes the thumbnail of your image.
- o Then select “Apply to Original Image” to see the effect on the full size picture.
- o Use **Ctrl+Z** to undo ONE action only if you don’t like what you get
- **Contrast and Saturation** can also be adjusted similarly to improve your image.

10. **Typically**, a photo from a digital camera can be improved by doing these simple steps:

- **Gamma Correction of about 1.5 or 1.7**
- **Contrast of about 10 to 20**
- **Saturation (amount of colour used) by about 20 to 50**
- **Sharpen** – Select Image, Sharpen
(or preferably use the keyboard shortcut **Shift+S**)

11. **Use: File, Save As**, (or preferably keyboard shortcut of **S**) to save the file.

12. **Format for Saving:**

If it’s anything other than a logo with only a few colours, use the JPG format to save the file.

- **Give the file a name** and choose the extension of JPG – JPEG Files
- You’ll then notice another window attached to the save window...
- **Set the “Save Quality”** slider to be 95% for a very good image if a photo of a person or important feature.. You may use a lower quality if the image is not so important – you will be creating a smaller file – with a faster download speed, but quality will be reduced – it’s a trade-off.

13. **Plenty more detail is available** within the help system of Irfan View.

We cannot recommend strongly enough that you take a few hours to become accustomed to using it and training yourself to become proficient. It will be well worth your effort.

14. **Updated Process Sheets:**

This document and other process sheets may be updated from time to time.

Check: www.htedit.com/htedit/ for a current version.