

Handout #4

Working with pictures on the Web

Including a picture in a Web page

1. Have your picture saved on disk with a filename that has **NO SPACES** in the name. The file type must be either **.jpg (NOT .jpe)** or **.gif**.
2. Check the **size** of the picture file by **right clicking** on the picture name and selecting **Properties** from the pop up **context menu**. If the size is larger than about **500K**, you should reduce the picture size by following the directions given in the next column of this handout (**Reducing the byte size of images**). Do this before proceeding to step 3!
3. **Upload** the picture to your **File Manager** in Yahoo!/geocities.
4. **Open** in **FrontPage** the document onto which you want to put the picture.
5. Position the **cursor** where you want the picture to go.
6. Do **Insert > Picture > From File...** and browse to find the picture on your disk, then double click on it to put it in the web page.
7. **Right click** on the picture and select **Picture Properties** from the pop up menu.
8. Click on the **General** Tab and in the **Picture:** box type the address of where the picture is in your File Manager, like this:
http://www.geocities.com/your_yahoo_login_name/name_of_picture (where your_yahoo_login_name is the name you chose for your Yahoo! geocities account and name_of_picture is the **exact** name of your picture)
9. **Wait** while the picture comes up on the page in FrontPage
10. **Resize** the picture to your liking
11. **Save** the web page with the picture embedded in it
12. **Upload** the web page to your **File Manager** in geocities
13. **Check out the page** on the **web**

Reducing the byte size of images

Using Microsoft Paint:

If you want to reduce the byte size of a picture (a good thing to do if you're using the huge pictures taken with modern digital cameras), open the picture in *Paint*, go to **Image > Stretch/Skew**, and reduce the **vertical** and **horizontal** dimensions by whatever percentage you want. Be sure to reduce BOTH vertical and horizontal dimensions, otherwise the picture will be stretched or skewed—unless that's what you want to do, of course.

Using Microsoft Picture Manager:

Open this program, use **File > Add Picture Shortcut...** to locate the picture(s) you want to work with, then in the **Edit Pictures Task Pane** click on **Resize**.

Using other free programs:

Image Resizer

Dan Gross (an EDTECH listserv subscriber) has had a lot of luck using the XP Powertoy's **Image Resizer** free from Microsoft. Here's the URL:

<http://www.microsoft.com/windowsxp/download/power toys/xppowertoys.msp>

Just **right click** on an image, and choose to make it **small/medium/large or a custom dimension**. Even the large size pictures are GREATLY reduced in file size. It's quick, easy and works well on batch jobs when you have a whole bunch of pictures that need to be done.

Just a quick warning about what you'll find at the website above... These are small helper apps developed by the Windows team that didn't make it into Windows. Some, like **TweakUI**, can really mess up your system if you don't have a clue what you're doing. (But its also really great for doing things like automatically logging you in on bootup for home machines that you're the only user, and cleaning up phantom drive letters when you have to move things around to play nice with Netware...) **So, just... Be careful...**

PixResizer

Kevin Jarrett (another EDTECH listserv subscriber) recommends **PixResizer** - it's perfect for reducing the byte size of pictures, and it's also free! Here's the URL:

<http://bluefive.pair.com/pixresizer.htm>

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Capturing and saving images from the computer screen

The following is a useful way to capture any image off the computer screen, even if the Web won't allow you to do so.

Supposing you want to make some directions for your students and you want to include a piece of the computer screen as an illustration (like in my tutorials). You have a key on the keyboard (towards the upper right corner) called **Prt Scr** (Print Screen). When you press it, the content of the whole screen is captured to the clipboard. To capture only an active window, use **Alt-Prt Scr**.

Then, go to your *Word* doc and position the cursor where you want to put your illustration and hit **ctrl-V** to paste the captured image into your document.

With the handles around the image (meaning it's selected), you should see the **Picture toolbar** (if you don't see the picture toolbar, go to **View > Toolbars > Picture** to bring it up). One of the tools in the toolbar is a **cropping tool**. Select it and drag the handles on the image to crop out just the piece of the screen that you want to use.

If you want to save the image for later use in other documents, open your favorite photo editing program (**PhotoShop** or, my favorite still, **Photo Editor**) and dump the screen capture into there, crop it as you wish, then save it as a **.gif** or **.jpg**.

Capturing an image from the screen using Paint

(Thanks to Art Wolinsky of EDTECH fame for the following directions)

1. Hit the **Print Screen** button to capture a picture of your screen.
2. Open **MS Paint**, go to **Edit** and **Paste** the screen
3. Grab and move the portion of the screen you want to save and move it to the **upper left corner** of the screen.
4. Go down to the **lower right hand** part of the screen. You will see a **tiny black dot** in the corner. If you place your mouse on that dot, the mouse pointer will become a **double sided arrow** and in that mode you can hold the **left button** down and drag to define the lower and right side of the picture.
5. Click on the **Select** tool and **drag to select** the exact portion you want to keep and then **ctrl-x** to **cut** it.
6. Go to **File > New**, then **ctrl-v** to **paste** the picture you just cut.
7. **Save As...** and be sure to select **jpg** or **gif** as the file type, then give the file an **appropriate name** of your choosing and click on the **Save** button.

Another thing you can do to define the lower right is to place your mouse at the lower right corner of the portion of the picture you want. On the status bar of Paint, you will see the screen coordinates that define the size of the section you want. Go to **Image > Attributes** and enter those coordinates to trim the screen to that size.