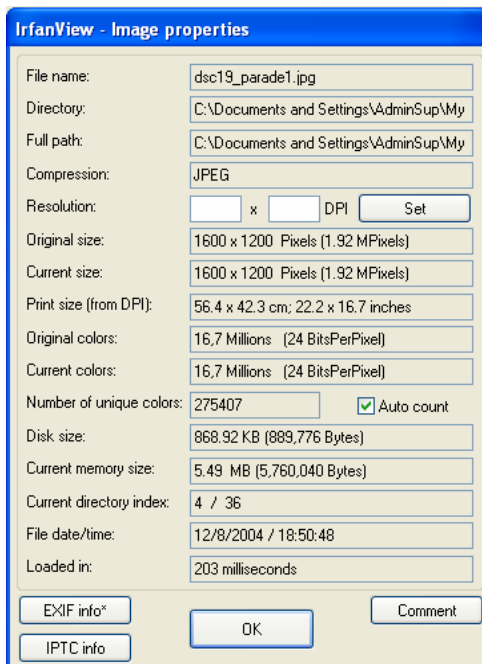


Resizing Photos with IrfanView

Viewing Photographs in IrfanView

Open up IrfanView or other photo editing software. Find the original photo from the camera or scanner. Use Image>Information to find out about the photo. Click OK when you have all the information you need.



Cropping and Cutting an Image

To crop extra area out of a picture, first select the area you want to keep. Hold down the left mouse button and drag to select the area. You will see defined rectangular area.

Use Edit>Crop.

Use Edit>Undo if you do not like the new picture.

To remove the area inside an outlined rectangle, first select the area you want removed.

Hold down the left mouse button and drag to select the area.

Use Edit>Cut – selection.

The inside area is removed. The cut portion is placed on the Windows Clipboard as bitmap image, and can be pasted somewhere else.

To remove the area outside an outlined rectangle, first select the area you want to keep.

Hold down the left mouse button and drag to select the area.

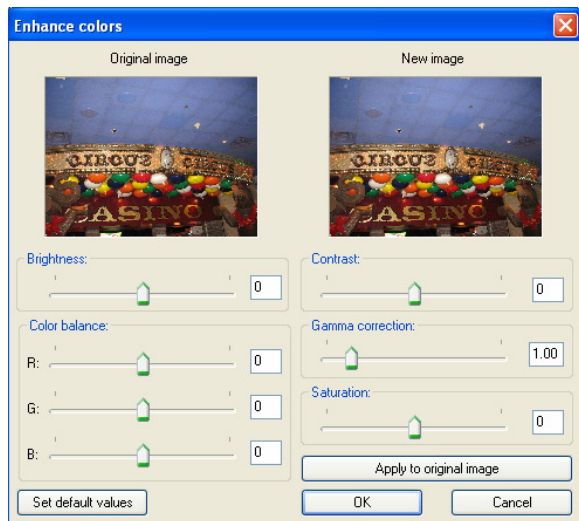
Use Edit>Cut - leave selection.

The outside area will be removed from the image. The area will usually be filled with the black color.

To change the cut area color, use Options>Properties>Misc.3. Click on Choose under the Cut color and select a new color. If you want a picture to have the appearance of matting, choose a color that compliments the picture.

Enhancing the Color

To alter the brightness, contrast, color balance, gamma correction, and saturation of an image, use Image>Enhance Colors.



Compare the original image with the enhancements. Check in the preview if the desired changes are shown.

Click on Cancel to close the box without saving any changes.

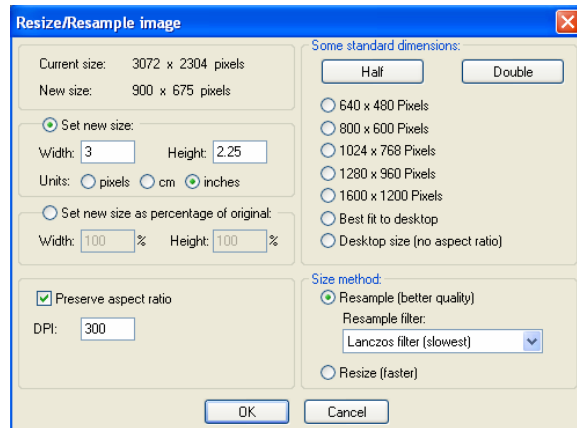
Use Edit>Undo if a change is made but you want to undo the changes.

Digital Photos for a Newsletter

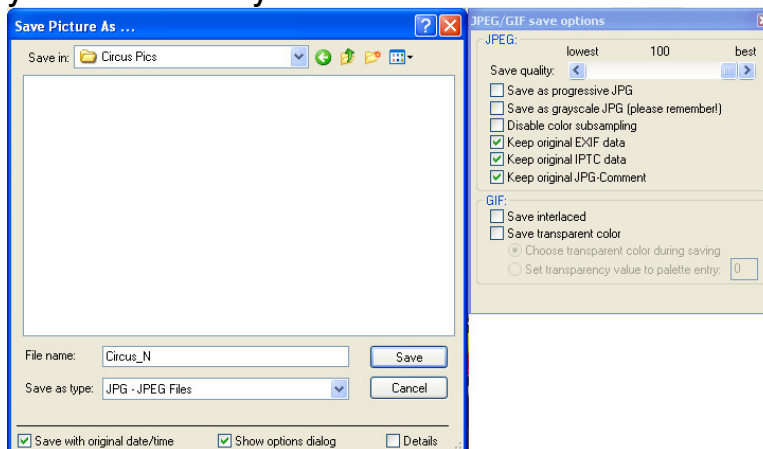
For a newsletter, the pictures should have a resolution of 300 dpi. The pixels needed will be 300 times the inches of the picture dimensions. For example, if the picture to be 3" in width & 2.25" in height, the dimensions would be 900 pixels X 675 pixels. Or it would be 300 X 225 with a dpi of 300.

1. Open up IrfanView or other photo editing software.
2. Find the original photo from the camera or scanner. Do not use a picture that you have edited in any way because every time you open & save a digital photo you lose picture quality.
3. Figure out the size of the digital photo needed.
4. Use Image>Resize/Resample.
 - a. Make sure that you have Preserve aspect ratio checked.
 - b. Make the DPI 300.
 - c. Make the Units inches.
 - d. Set the new width as inches needed & let the height change accordingly.
 - e. Use Lanczos filter as the resample method.

f. Click OK.



5. Use File>Save As to save as a jpg. Give it a name like circus_N to show it is the newsletter picture.
 - a. Keep it as a jpg.
 - b. Make sure that the “Save with original date/time” box is checked.
 - c. If “Show options dialog” is checked, make sure that the box looks similar to this one. Save quality should be 80 or higher. The higher the quality, the larger the file. However, this file should already be small enough that you can save at best quality (100).
 - d. Click on the “Save” button & save it in My Pictures or a folder that you made in My Pictures.

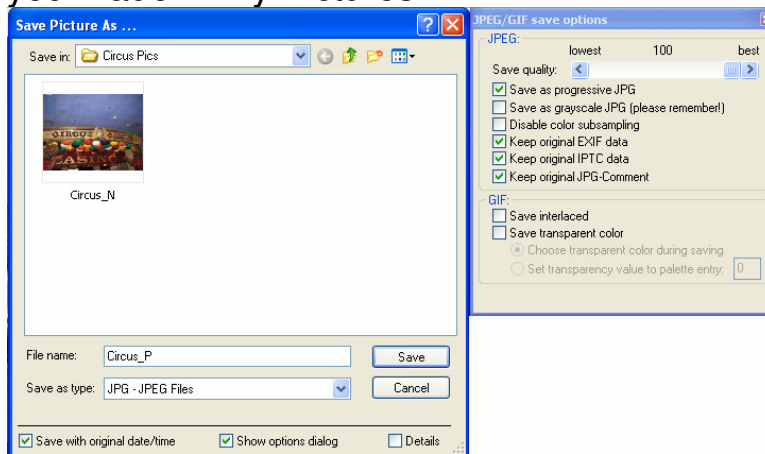


6. Open Word or Publisher. Use Insert>Picture>From File. Find the picture in My Pictures or the folder you made. Insert it on the page. You can use the Picture Toolbar to make other changes to the picture.

Save a Picture for Use in a PowerPoint Presentation

1. Open IrfanView or some other photo editing software.
2. Use File>Open. Find the original photo from the camera. Do not use a picture that you have edited in any way because every time you open & save a digital photo you lose picture quality.

3. Use Image>Resize/Resample to make the photo suitable for PowerPoint.
 - a. Make sure that you have Preserve aspect ratio checked.
 - b. Make the DPI 100 & make sure the Units are pixels.
 - c. Set the new width as 600 & let the height change accordingly.
 - d. Use Lanczos filter as the resample method.
 - e. Click OK.
4. Use View>Display Options>Do not fit anything to see what size it will be.
5. Use File>Save As & save it in My Pictures to make it easy to find.
 - a. Save the picture as Circus_P to show it is a PowerPoint picture.
 - b. Keep it as a jpg.
 - c. Make sure that the “Save with original date/time” box is checked.
 - d. Make sure the “Show options dialog” is checked. Check the “Save as a progressive JPG.”
 - e. Make sure the rest of the box looks like this. Save quality can be 100. The higher the quality, the larger the file. However, this file should already be small enough that you can save at best quality.
 - f. Click on the “Save” button & save it in My Pictures or a folder that you made in My Pictures.



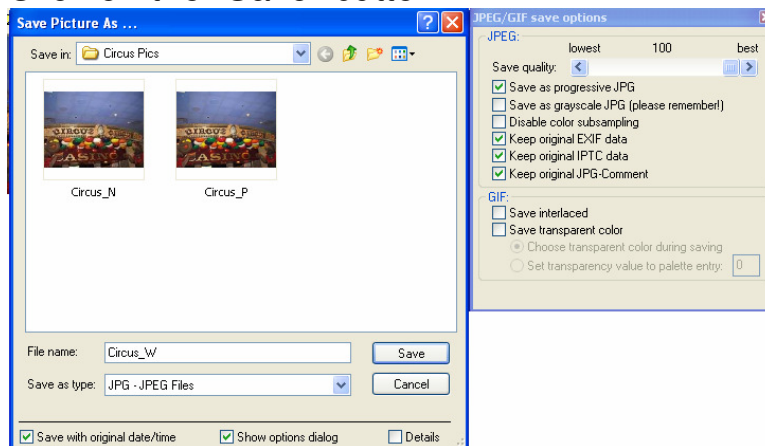
6. Open PowerPoint. Use Insert>Picture>From File. Find the picture in My Pictures or the folder you made. Insert it on the slide. You can use the Picture Toolbar to make other changes to the picture.

Digital Photos for Websites

A good size picture for a webpage that has text is 200 X 150 with a resolution of 100 ppi. This is because most computer screens show 96 pixels per inch & it is easier to do the math with 100 ppi.

1. Open up IrfanView or other photo editing software.
2. Find the original photo from the camera. Do not use a picture that you have edited in any way because every time you open & save a digital photo you lose picture quality.

3. Use Image>Resize/Resample.
 - a. Make sure that you have Preserve aspect ratio checked.
 - b. Make the DPI 100 & make sure the Units are pixels.
 - c. Set the new width as 200 & let the height change accordingly.
 - d. Use Lanczos filter as the resample method.
 - e. Click OK.
4. Use View>Display Options>Do not fit anything to see what size it will be.
5. Use File>Save As to save as a jpg. Give it a name like Circus_W to show it is a website picture.
 - a. Keep it as a jpg.
 - b. Make sure that the “Save with original date/time” box is checked.
 - c. Make sure the “Show options dialog” is checked. Check the “Save as a progressive JPG.”
 - d. Make sure the rest of the box looks like this. Save quality can be 100. The higher the quality, the larger the file. However, this file should already be small enough that you can save at best quality.
 - e. Click on the “Save” button.



6. Upload file to website.

Full-Size & Thumbnail Photos for Websites

Sometimes you will want to have the full-size photo showing on the internet. It is better to have a thumbnail linking to the full-size photo. Then the viewer can choose whether to wait while the full photo shows up on the screen.

For the full-size photo, open IrfanView or other photo editing software.

1. Use File>Save As to save as a jpg.
2. Give it a name like Circus_F to show it is a full-size website picture.
3. Make sure that the “Save with original date/time” box is checked.
4. Make sure the “Show options dialog” is checked. Check the “Save as a progressive JPG.”

5. Upload file to website.

Thumbnails are small versions of the photo that are used to give a preview or serve as a link to the full-size photo. The rule for thumbnails is that the thumbnail is usually 10 percent of the original size or the smallest length (either width or height) is 100 pixels, whichever is larger.

1. Open up IrfanView or other photo editing software.
2. Find the original photo from the camera. Do not use a picture that you have edited in any way because every time you open & save a digital photo you lose picture quality.
3. Use Image>Resize/Resample.
 - a. Make sure that you have Preserve aspect ratio checked.
 - b. Make the DPI 100 & make sure the Units are pixels.
 - c. Change the smallest length to 100 pixels or change the pixels to 10 percent of the original size (take off the last digit).
 - d. Use Lanczos filter as the resample method.
 - e. Click OK.
4. Use View>Display Options>Do not fit anything to see what size it will be.
5. Use File>Save As to save as a jpg. Give it a name like Circus_th to show it is a thumbnail picture.
 - f. Keep it as a jpg.
 - g. Make sure the "Show options dialog" is checked. Check the "Save as a progressive JPG."
 - h. Save quality can be 100.
 - i. Click on the "Save" button.
6. Upload file to website.

Digital Photos for Emails

A good size picture for an email message is 640 X 480 with a resolution of 100 ppi. This is because the smallest computer screens are usually 800 X 600 & this is the largest size that will fit on the screen.

1. Open up IrfanView or other photo editing software.
2. Find the original photo from the camera. Do not use a picture that you have edited in any way because every time you open & save a digital photo you lose picture quality.
3. Use Image>Resize/Resample.
 - a. Make sure that you have Preserve aspect ratio checked.
 - b. Make the DPI 100 & make sure the Units are pixels.
 - c. Set the new width as 640 & let the height change accordingly. Or if the photo has not been resized previously, click on the "640 X 480 Pixels" button

- d. Use Lanczos filter as the resample method.
- e. Click OK.
4. Use View>Display Options>Do not fit anything to see what size it will be.
5. Use File>Save As to save as a jpg. Give it a name like Circus_E to show it is an email picture.
 - a. Keep it as a jpg.
 - b. Make sure that the "Save with original date/time" box is checked.
 - c. Make sure the "Show options dialog" is checked. Check the "Save as a progressive JPG."
 - d. Save quality can be 100.
6. Use File>Save As to save as a jpg. Give it a name like Circus_E to show it is an email picture. Save it on your desktop for easy accessibility.
7. Open up your email program. In the message box, there should be a "paperclip" or Insert>Attachment. Go to the Desktop & click on the picture. Click on "Open" or "Attach." When you go back to the message, make sure that the photo is listed somewhere on the message.