

Working with Pictures

Introduction

There are so many option and tools available for working with pictures that it's difficult to do it justice in several weeks. These tools cover a broad spectrum of difficulty but an introduction to several of them should go a long way towards helping you to get started. Many of these tools are both free and easy to use and will provide a foundation before you tackle the more advanced tools. Some topics will be written up below and others will be demonstrated by online video tutorials.

What Tools are available

Built into Windows XP

- Wizards for On-screen Slideshows and Printing
- Built-in CD Burning (very modest features)
- Import Wizard for use with card reader
- Can attach picture to Outlook Express email
- Windows Movie Maker 2
- Windows Paint (this is an antique program)

Available for free for XP

Windows Power Toys, available at <http://tinyurl.com/553fw6>

- Image Resizer
- HTML Slideshow Wizard
- CD Slideshow Generator

Other tools

- Windows Live Photo Gallery available at <http://download.live.com>
- RAW Image Thumbnailer and Viewer
- Microsoft Photo Story 3

Other Free Software

- Picasa 3.6 at picasa.google.com
- IrfanView at www.irfanview.com
- JAlbum for making web albums available at <http://jalbum.net/>
- XnView at www.xnview.com
- For more choices, search Google for "Free photo editing software"

Professional Software Programs (look for trial versions before purchasing)

- Microsoft AutoCollage 2008 \$19.95 with Free trial at <http://tinyurl.com/8rvq7t>
- Adobe Photoshop Elements, Version 7, \$79 (look for rebates and sales)
- Paintshop Pro Photo X2 Ultimate, \$69 (look for rebates and sales)
- PhotoImpact X3, \$69.99 at www.ulead.com
- FlipAlbum for creating electronic albums available at <http://www.flipalbum.com/fahome/>
- Adobe Photoshop Version CS4, \$618 at Amazon
- Adobe Lightroom 2, \$299 available at <http://www.adobe.com/products/photoshoplightroom/>

- ACDSsee Photo Software available at <http://www.acdsee.com/>

Activities

Saving Pictures to a CD or DVD

This process is also known as “burning” pictures to a CD or DVD. A CD can hold approximately 100 jpg’s but a DVD can hold 700 jpg’s. A great free program for doing this is CDBurnerXP available at www.cdburnerxp.se.

See the Video “Saving Pictures to a CD or DVD”

Changing jpg File Associations

When you double-click a jpg or open one in an email attachment, you can control what happens with the XP File Associations.

This will be demonstrated with an online video. See Controlling File Associations.

Adding captions to pictures

Some digital cameras allow you to have the date superimposed on your pictures. You can also add your own text to a picture using any one of a number of programs, some of which are free including Picasa.

See the OC Register’s Stump the PC Club article at <http://tinyurl.com/6ykk8x> for more information on how to do this.

Scrap booking with pictures

There are two basic ways to create scrapbooks, doing them electronically or having an online service do them. The electronic way has two further subcategories, using a scrapbook program such as the programs reviewed at <http://tinyurl.com/eo7kp>, or using an image editor such as Photoshop Elements. The premiere site for learning how to scrapbook with Elements is The Scrapper’s Guide at <http://www.scrapprsguide.com/>.

An excellent site for having your scrapbook published is www.picaboo.com. The way this site works is that you download their software, create a scrapbook and upload the finished product to them for printing. I’ve used their service and have had excellent results. Albums are priced from \$10 and up with softcover and hardcover available.

This program will be demonstrated in class.

An excellent guide to scrapbooking is at <http://tinyurl.com/c47jo>.

Creating photo albums

This is similar to scrapbooking in that there are several options available. For creating electronic albums, FlipAlbum, available at www.flipalbum.com is one of the best. There is a free version plus several paid versions with more features.

Of course, creating albums the old fashion way is fun also. You need a decent printer, image editor and an acid-free photo album.

Programs include Picaboo available at www.picaboo.com and Smilebox available at www.smilebox.com. Both applications require you to install some software.

Organizing and cataloging pictures

This is the task we all hate to do since we already have too many photos before we get around to organizing. Here are some suggestions:

1. Organize your hard drive by placing photos in a folder organized by place or time or any other category that suits you
2. Use a free picture viewer such as IrfanView or XnView to review your pictures. These are free programs and can be found through Google.
3. A good, free program is Windows Live Gallery
4. Programs for organizing your photos include Picasa which is free, Photoshop Elements, \$79,

Windows Live Gallery and Photoshop Elements will be demonstrated in class.

Here's an online guide to organizing your photos, <http://tinyurl.com/ypkvlc>.

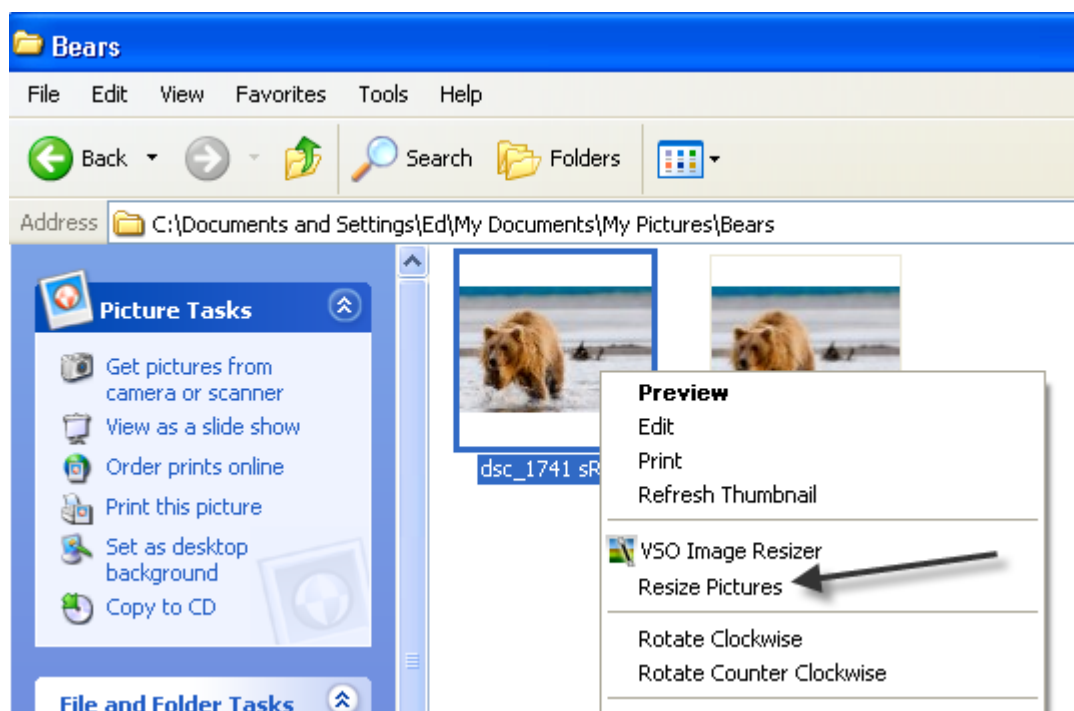
Resizing Pictures

There is a free tool available from Microsoft that does a good job of resizing pictures. It's available at <http://tinyurl.com/553fw6>. Just look for the Image Resizer link on the lower right as shown below.

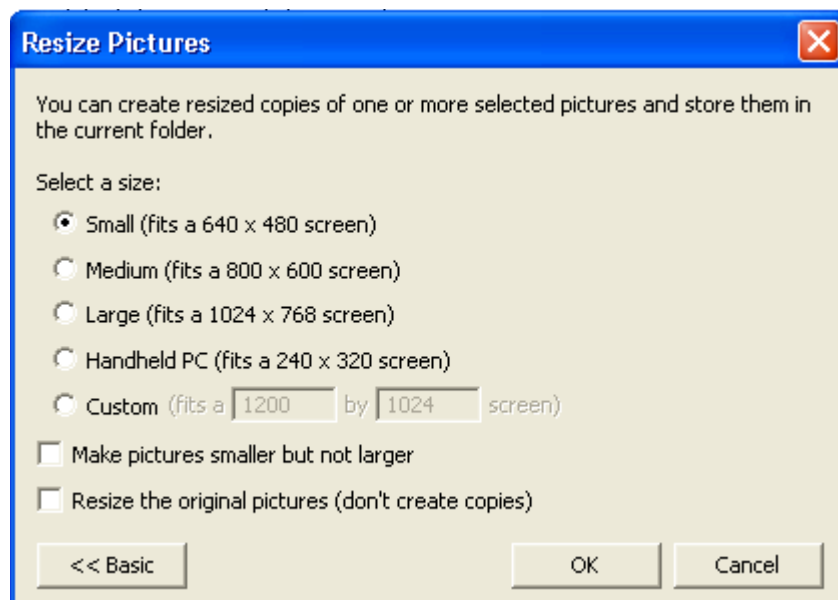


Click the link to initiate the downloading of the installation file. It's OK to save it to your Desktop since we are going to delete it after the installation is completed. To install the program, just double click it and install. Use all of the defaults and keep selecting Next until the last step, then click Finish.

From now on, whenever you right click a picture (JPG), you will get the following choice as shown below.



Select Resize Pictures and the following Window will open.



The window above shows the options with the Advanced features but the Basic features are all that is needed in most cases. Pick an image size in the above window. A popular size is the 1024 X 768 since most of our monitors will display this.

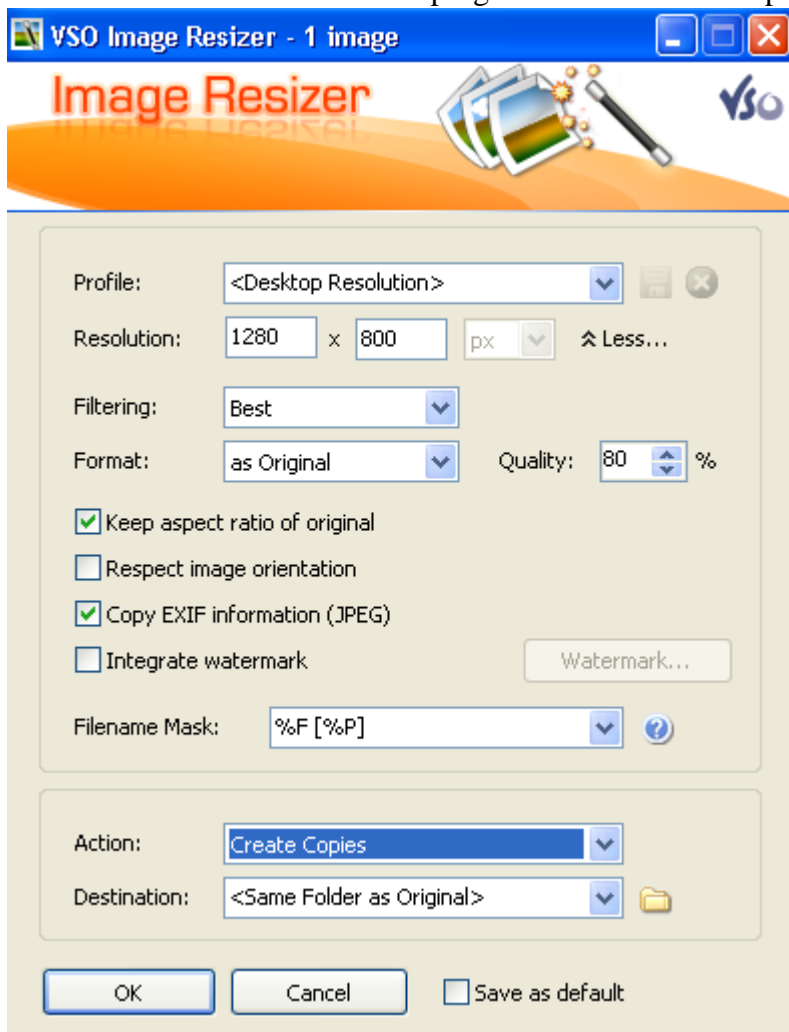
The resized picture does not affect the original. A new copy is created with the word Small, Medium or Large appended depending on your choice. The window below shows the results after creating several resized pictures.



Now, you can attach these pictures to an email using either Web mail or Internet mail.

In one of the above you may see an entry named VSO Image Resizer. That is another free program that does the same thing but with a few more options.

Its window is shown below. The program is available at <http://tinyurl.com/27ntqr>.



Using Pictures with Microsoft Word

Introduction:

This document covers the following topics:

1. How to reduce the size of your pictures with Picasa for inserting into Word

2. How to download a free utility and install it
3. How to reduce the size of your pictures with a free utility for inserting into Word
4. Inserting pictures into Word
5. Placing the inserted picture into its own layer for easy placement anywhere in the document

Most pictures that are taken with digital cameras are much too large to insert into a Word document without resizing them. This can be easily done in Word after inserting them. However, the size of the final Word document will be very large even though the picture is resized from within Word. This is due to the fact that Word maintains a copy of the original picture in the saved document. Therefore, it is necessary to resize the picture before inserting it into a Word document if you want reasonable file sizes.

Pictures are treated by Word in one of two ways. The first way is that Word treats a picture as in-line text meaning that it is no different then any other text or letter in Word. Here is an example below.



This picture was inserted here and is treated just like a piece of text.

The second way is that Word treats a picture as a floating object that can be placed anywhere in the document. In addition, the floating picture can be placed directly over text or have text surround the picture. Obviously, if the picture is placed directly over text, it will obscure the underlying text. This can be useful if the picture is to be a water mark and is semi-transparent but the most popular way is to have the picture surrounded by text.

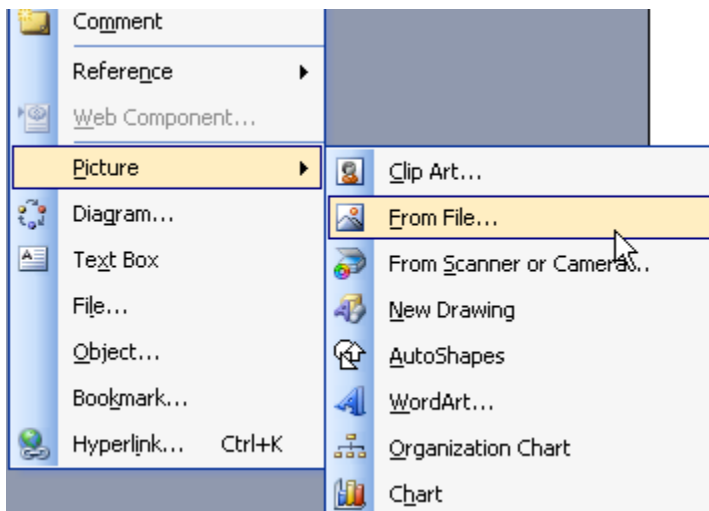
Here is an example of a picture
You can see that the words
picture can be rotated.



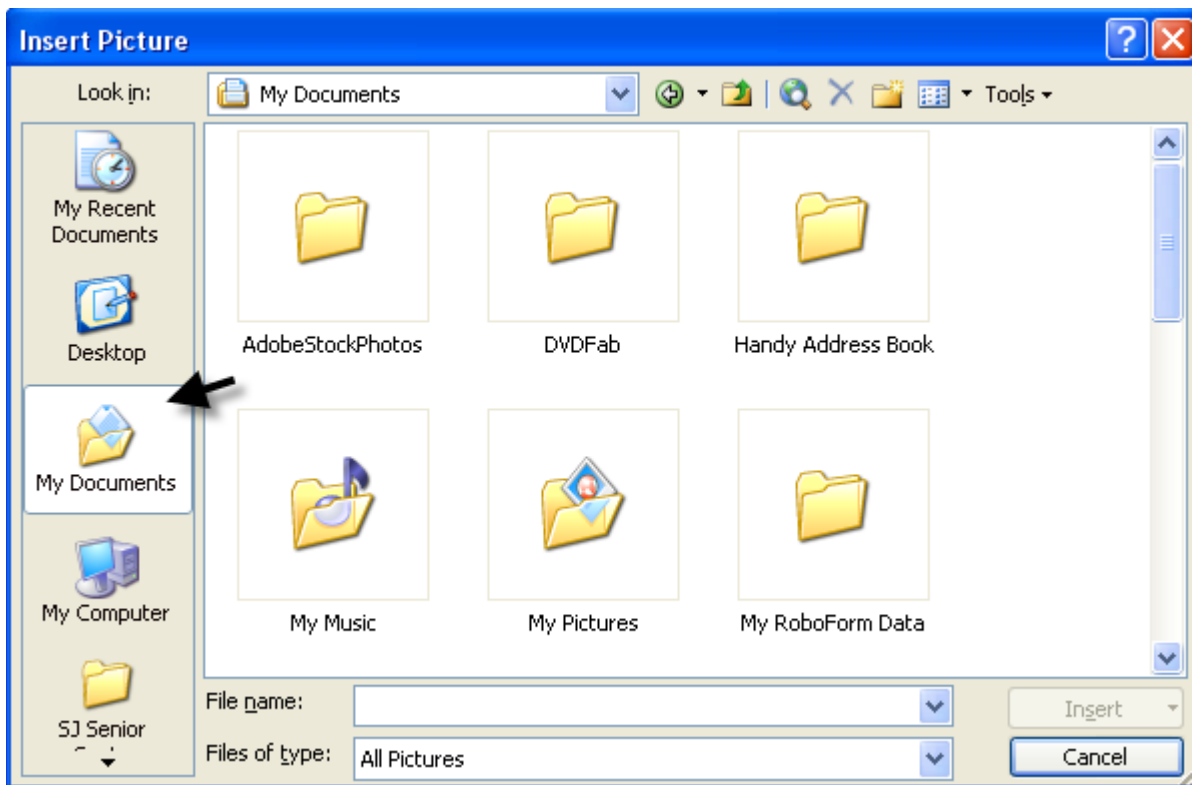
inserted and then placed on its own layer.
actually wrap around the picture. Also, the

Here are the steps:

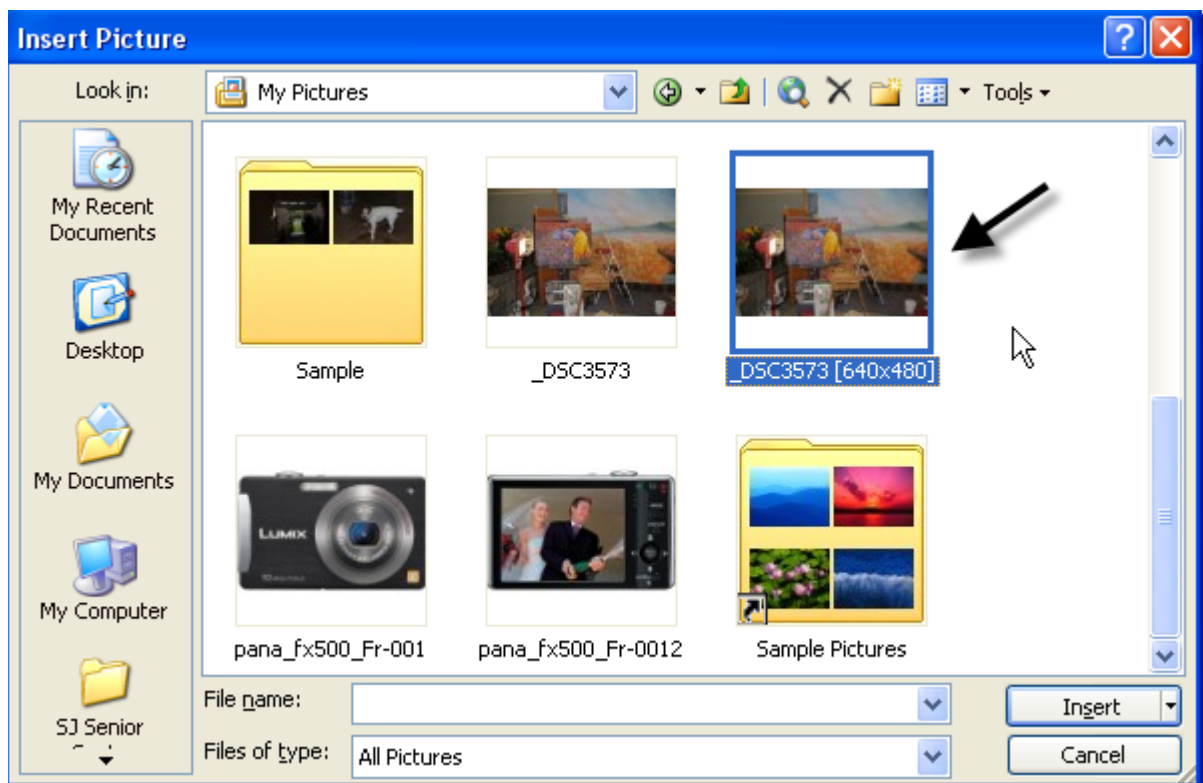
1. Open a Word document and place your cursor where you want to insert a picture
2. Click Insert, Picture, From File as shown below.



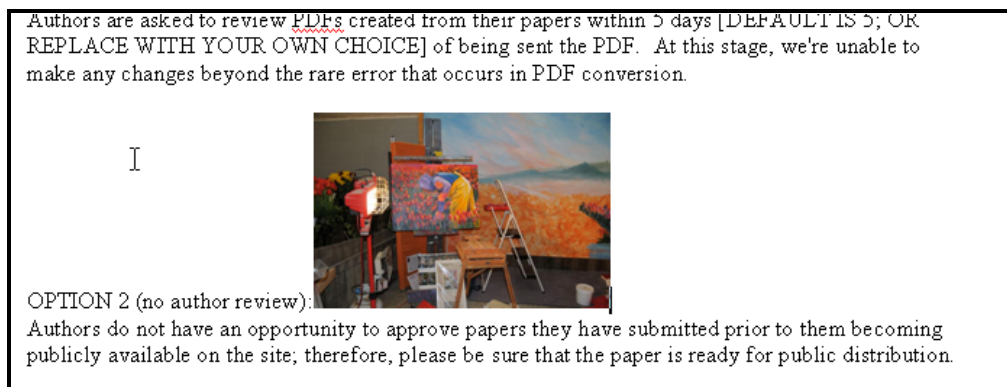
3. Click the My Documents folder on the left as shown below. This assumes that the picture you want to insert in the My Pictures folder which is located in My Documents.



4. Open the folder where the picture resides that you want to insert. In this case, the picture resides in the My Pictures folder. Below is shown a picture that was resized with VSO Resizer. Click the Insert button.



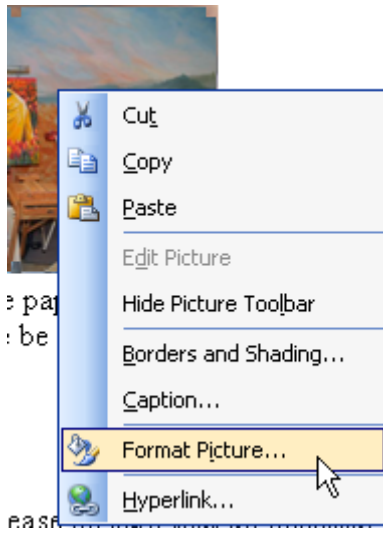
5. Your picture will now be in the document as shown below. This picture has been inserted as in-line text which is the default for Office 2003. Your version may be different.



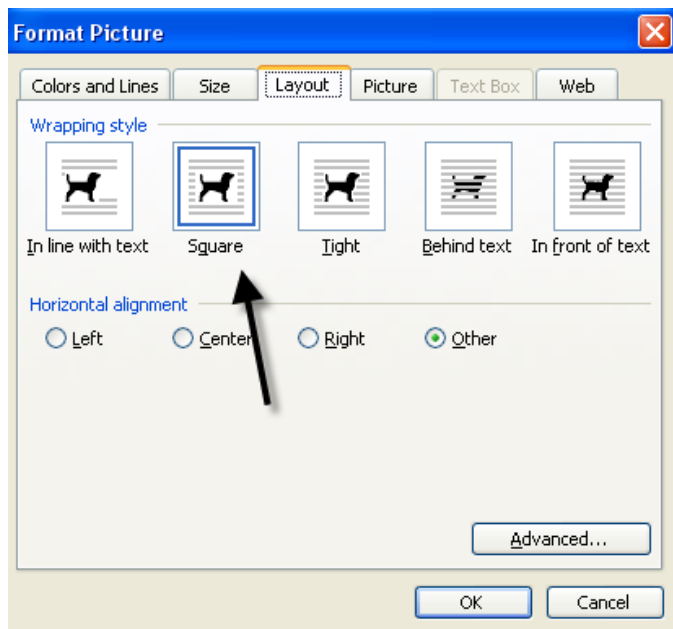
6. If you click the picture, handles will appear that will allow you to resize the pictures. Notice the double arrow in the upper right corner in the figure below as the picture is being resized.



7. To make the picture float above the text, right-click the picture and choose Format Picture as shown in the figure below.



8. In the window that opens, select the Layout tab and click Square. This will make the picture float above the text with the surrounding text forming a square. You can experiment with the other settings.



9. Notice below that the picture now has a Rotate handle and little round balls around the perimeter. You can now click and drag the picture anywhere and it will remain above the text. Use the balls for resizing. It's best to use only the corners for resizing to keep the proportions the same.

OPTION 1 (author review):

Authors are asked to review PDFs created from their papers within 5 days [DEFAULT IS 5; OR REPLACE WITH YOUR OWN CHOICE] of being sent the PDF. At this stage, we're unable to make any changes beyond the rare error that occurs in PDF conversion.

OPTION 2 (no author review):

Authors do not have an opportunity to approve papers they have submitted prior to them becoming publicly available on the site; therefore, please be sure that the paper is ready for public distribution.

10. That's it, you're done.

Printing pictures

Introduction

Printing pictures is a broad topic. A lot of it depends on the application that you are using such as Photoshop Elements or PaintShop. Here are several important considerations:

- Crop the picture to eliminate any objectionable areas or object
- If printing to use in a frame, measure carefully
- Use the correct paper
- Use good ink. Some 3rd party inks may fade, etc
- Learn how to set up the properties of your printer

Printing with Picasa

Before printing, be sure to crop the picture to the correct size. This way, you will get an accurate print size for your frame. To print several pictures to a page, place these pictures in the Hold area. To get more than 1 picture in the hold area, select the 1st picture that you want to print in the Library, and then click the Hold button to keep the picture in the Hold area. Then, select subsequent pictures in the same manner. An example would be to select 4 pictures, then click the print button and choose the 3 ½ by 5 size to get 4 pictures per page.

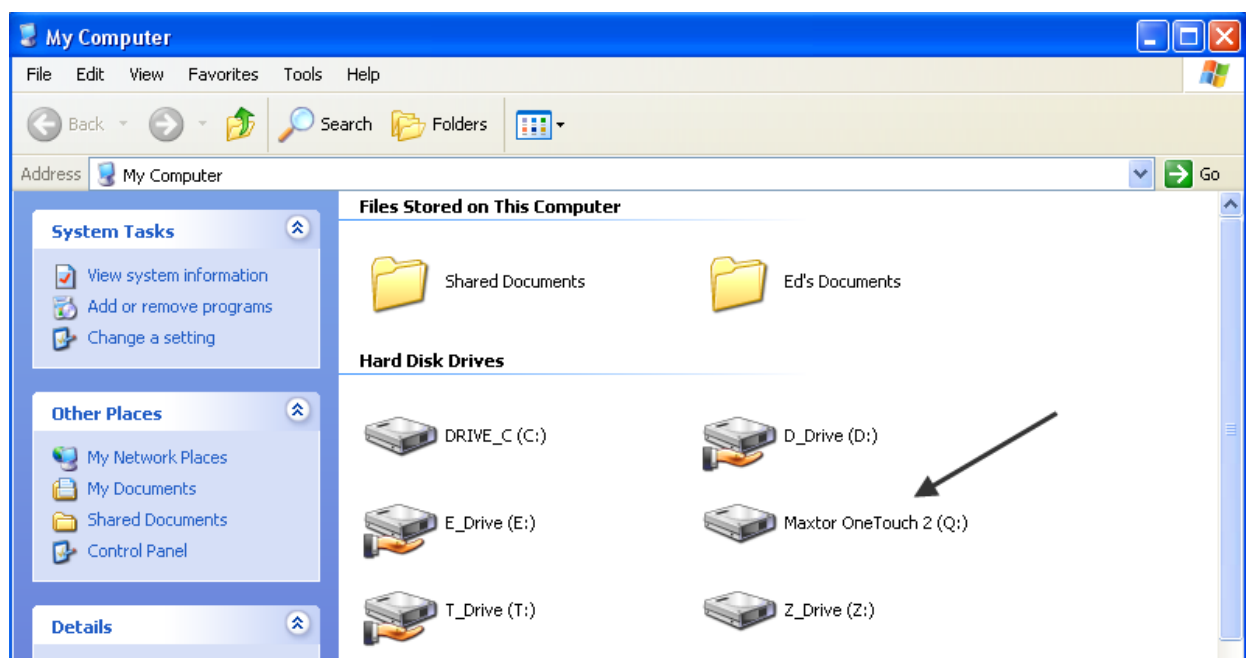
Printing with Windows XP

When you use this feature, XP will do the cropping for you and you can make any adjustments to the pictures. You print them just as they are. On the other hand, if you use a program like Photoshop Elements which cost \$79, you have infinite control over you pictures prior to printing. This will be demonstrated in class.

See the Video "Printing with the XP Task Pane"

Backing up your pictures to an external drive

In order to do this, you must know how to navigate to your external driver. If My Computer is opened, you can locate the external drive and record its name and drive letter, see figure below, for use later on.



Watch the video entitled “Backup your pictures to an external drive”.

Editing your pictures

There is a rather broad topic since there are several great programs available for editing your pictures. The best program by far is Adobe Photoshop Elements since for \$79 you get a great editor and a great cataloger as well. There are many excellent books available to help you get started and you can search Google for online tutorials also.

This program will be demonstrated in class. I will post a tutorial at my web site that was created by SeniorNet and is used for an 8 week class. There is a beginning and advanced version with a total of over 600 pages of information..