

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

SAVING ARCHIVE IMAGES FOR A WEBSITE

Purpose

This handout goes over how to save an image in Photoshop to prepare it for use on a website.

Step 1: Scan and Edit

After you scan your picture, it should be in the “PDF” format. Save it in a folder called “Original”. This is located in:

X:\2009Archives\Scanned images\Original (Figure 1).

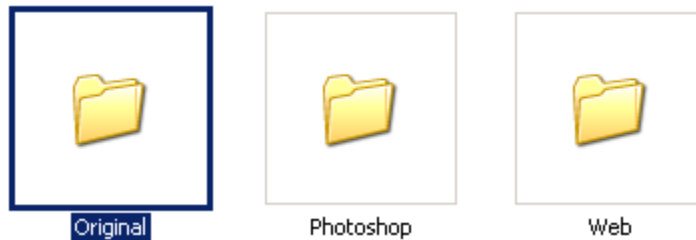


Figure 1 - “Original” Folder

When you are in the editing step of your picture, you must save it as a “PSD” in a folder called “Photoshop”. This is located in:

X:\2009Archives\Scanned images\Photoshop (Figure 2).



Figure 2 - “Photoshop” Folder

When editing, you can change many options that will make the picture appear better. Look at the example picture (**Figure 3**).

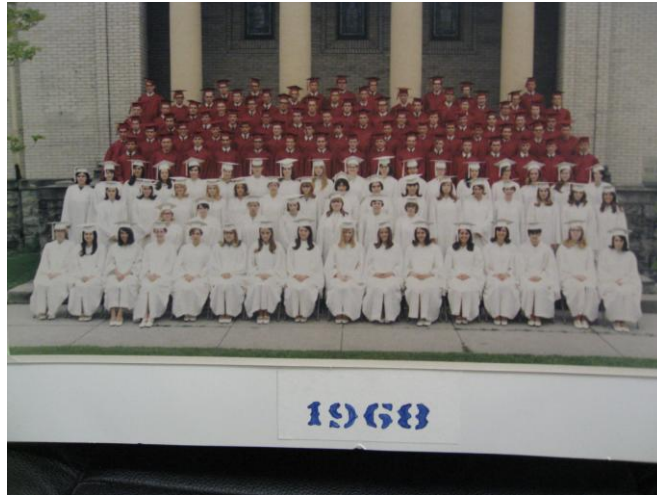


Figure 3 – Example of Unedited Picture

Before it can be put onto the website, it must be cropped and the colors can be changed to improve its appearance.

The first thing that you can do is crop it. Select the crop tool. (Figure 4)



Figure 4 – Crop Tool

Drag and select the portion that you want to keep (Figure 5). Then, press enter. Your picture will then be cropped.

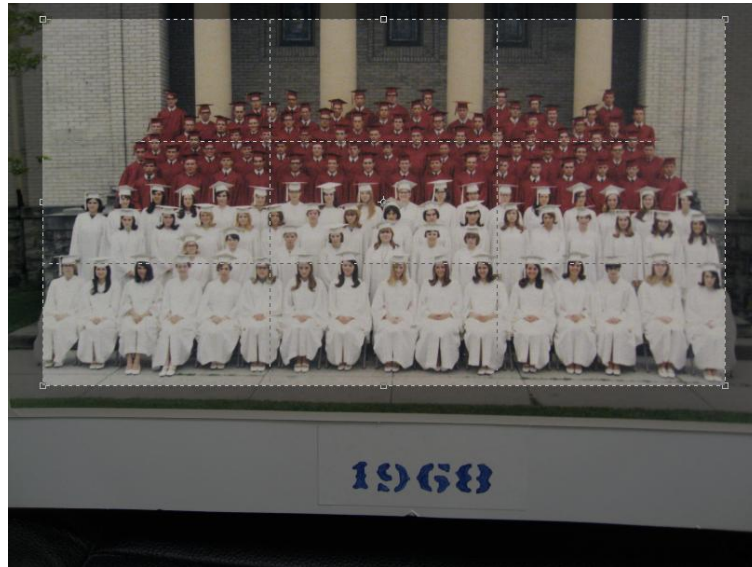


Figure 5 – Drag and select portion you want to keep

Now, you can make adjustments. By putting your cursor over the “Image” menu, you will have many choices that you can use to modify the picture (Figure 6).

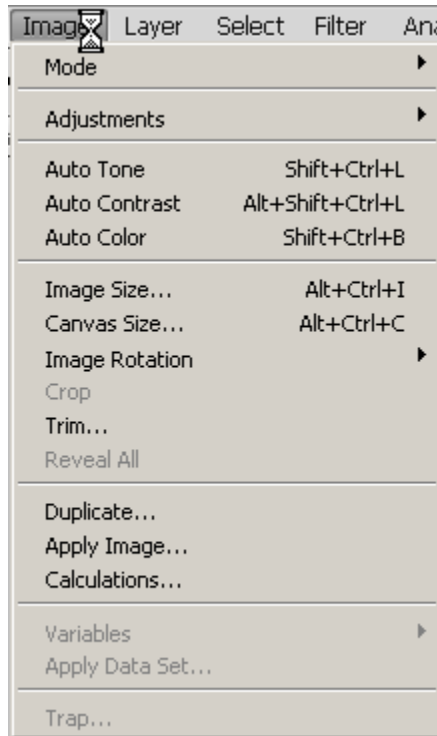


Figure 6 – Choices to Modify Picture

For example, the “Auto Contrast” option automatically brightens pictures. Compare the Before and After pictures in Figure 7.



Before

After

Figure 7 – Auto Contrast before and after

By testing out these tools and options, you can make the picture look better.

Step 2: Saving for the Web

Once you've edited your picture and it is ready for the web, you must save your picture a specific way so it takes a minimum amount of time to load. First, go to FILE, and then "Save for Web & Devices." You could also type "Alt + Shift + Control + S". (See Figure 8)

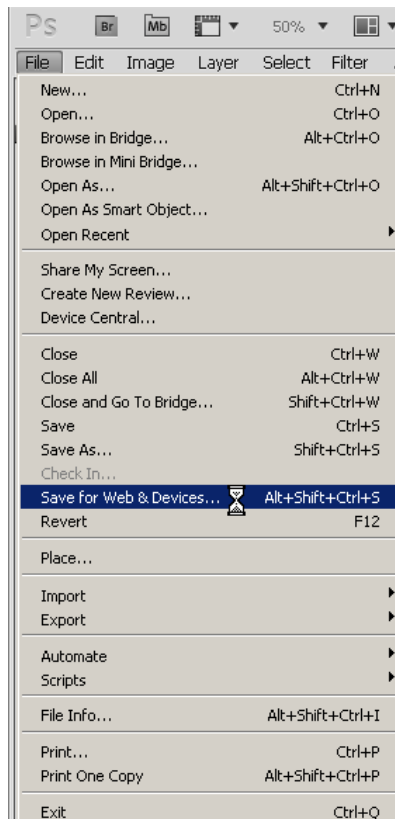


Figure 8 - Save for Web & Devices

Change the preset to PNG-8 128 Dithered.

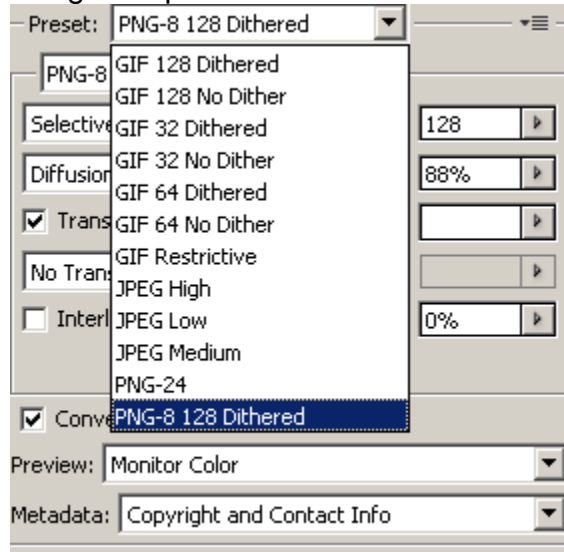


Figure 9 – PNG-8 128 Dithered.

Next, you can adjust the Width and the Height. Pictures should be kept a consistent size. A good size to have the Width (The “W” in Figure 10) is 800 pixels. By typing “800”, The Height (“H”) will automatically adjust so it is proportionate with a Width of 800.

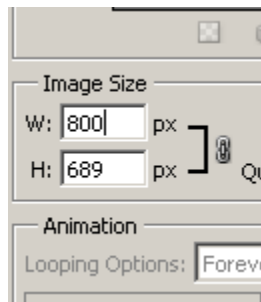
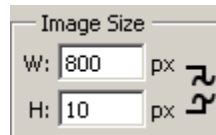


Figure 10 – Adjust the Width to “800”

Be certain not to break the chain that keeps the Width and the Height proportional. By clicking on the image of the link, it will allow you to type in your own values for the Height, which can make it disproportionate. If the chain is broken, it will look like figure 11. If you see the symbol in figure 11, always click on it to make it a chain again.



After your settings are correct, you can click on “Save” (Figure 11).



Figure 11 - Save

Step 3

You will then be asked to choose a title and location for your picture. Before hitting “Save”, you must make sure it is in the correct folder. (See Figure 12). You can change the folder by using the arrows or typing text next to the “Save in:” field. “Save In”.

All pictures should be saved as PNGs in the folder titled “Web”. (See Figure 12) This is located in: X:\2009Archives\Scanned images\Web



Figure 12 – Choosing the location of your picture.



Figure 12 – “Web” Folder

After hitting “save”, your picture will now be in the correct format for the website.