

Web Pages Project Handout #4

Working with pictures on the Web

[The following set of directions assumes that you are using Microsoft *Office 2007*. You may need to make minor adjustments if you are using an earlier version of Microsoft *Office*.]

Including a picture in a Web page

Use this handout whenever you need to insert a picture onto a web page. This can be tricky, so keep these directions handy for when you might need help with this task during the semester.

1. Have your picture or pictures saved on disk as either a **.jpg (NOT .jpe)** or a **.gif** and no bigger than about **100K**
2. **Upload** the picture to your *SuperFreeHost File Manager*
3. **Open** in *SharePoint Designer* the web page into which you want to put the picture
4. Position the **cursor** where you want the picture to go
5. 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
6. **Right click** on the picture and select **Picture Properties** from the pop up menu
7. Click on the **General** Tab if necessary to select it and, in the **Picture:** box, type the address of where to find the picture in your File Manager, something like this:
http://yourloginname.superfreehost.org/name_of_picture (**name_of_picture** is the *exact* name of your picture)
8. **Wait** while the picture comes up on the page (it'll be uploaded from your File Manager in *SuperFreeHost* if you typed the address correctly in Step 7)
9. **Resize** the picture to your liking (while holding down the **Shift key** so as to not distort the image)
10. **Save** the web page with the picture embedded in it
11. **Upload** the web page to your **File Manager** in *SuperFreeHost*
12. **Check** out the **page** on the **web**

Capturing 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. This is also a very useful way to reduce the pixel size of an image when, for example, you took it with a digital camera that gives you very high resolution.

Supposing you want to make a handout for your students and you want to include a piece of the computer screen as an illustration (like in these tutorials). You have a key on the keyboard (towards the upper right corner) called **PrtScr** (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-PrtScr**.

After you've captured the screen or window, go to your *Word* doc, position the cursor where you want to put the 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 Tools** tab at the top of the Word window and immediately beneath it the Tab for the **Format Ribbon**. Click on Format to show the Format Ribbon. (If you're using a version of Office other than Office 2007, go to **View > Toolbars > Picture** to bring up the picture toolbar). One of the tools in the Format Ribbon is a **cropping tool**. Select it and use it to 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*, for example) and dump the screen image into there, crop it as you wish, then save it as a **.gif** or **.jpg**. You can do this with *Paint*, too.

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Working with pictures on the Web

Capturing an image from the computer screen and cropping it using Microsoft Paint¹

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.

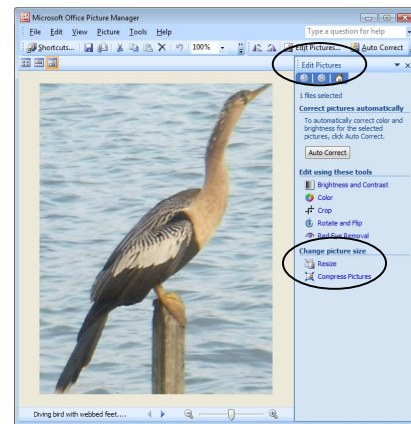
Another thing you can do to define the lower right is to place your mouse at the lower right corner of the portion of the picture you want. On the status bar of *Paint*, you will see the screen coordinates that define the size of the section you want. Go to **Image > Attributes** and enter those coordinates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

Resizing a picture that's too big (in bytes)

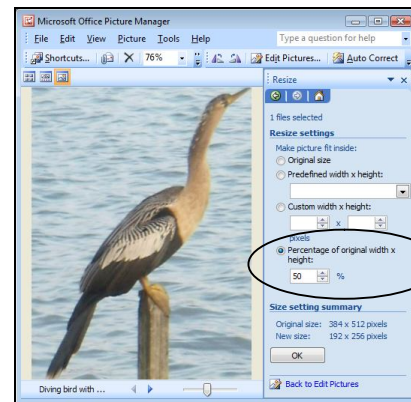
Photos taken with today's digital cameras are often quite large (a megabyte or more). You need to reduce their size to use them on the web. Here's how you do this.

1. While the picture is still on your USB drive, **right click** on it to bring up the context menu.
2. In the context menu select **Open With...**, and in the sub menu select **Microsoft Picture Manager**.
3. In Microsoft Picture Manager, click on the button at top to **Edit Picture**—this

will bring up a menu of options on the **right hand side** of the window.



4. You will see an option to **Resize**—select it. (You can also use the **Compress** option to reduce the size of images, but the **Resize** option gives you more flexibility and control over the size you want).
5. In the **Resize** dialog, click in the box next to **Percent (%)** and type at least **50%**, or **25%**, or even **10%** depending on how much you need to reduce the original image, then click on **OK**.



6. Now **Save As...**, give the file a new name **without any spaces**, and **Save** it on your USB drive where you can find it again.
7. Finally **upload** this smaller version of the picture to your **File Manager** and use it on your web page.

¹ Thanks to Art Wolinsky for these directions