

Section 4 Digital Imagery/ Photo

ALPHABET SOUP AND GRAPHICS

Working with photographs, maps, and other images requires a working knowledge of “Alphabet Soup.” In addition to working with files like Microsoft Word documents (.doc), PowerPoint document (.ppt), and Web documents (.html), when we work with image files, we need to be able to identify various formats and know when and how to use each one. Below is what we discovered about image file formats and their extensions.

For the Internet, most of people will use JPEG and GIF formats.

.JPG/JPEG (Joint Photographic Experts Group) This format is the most common method of storing and transmitting photographs on the web. It is also the most common used method of saving images. This method is not good for line drawings, but is instead intended for color-rich images.

- cannot animated
- smaller file size
- **Web recommended format for photos and some other images**

.GIF (Graphic Interchange Format) This is the second most common format of storing and transmitting photographs. It is more effectively used for storing scanned images. It only allows for 256 colors and is best used with logos, cartoons, and illustrations. GIF files can be animated whereas JPG/JPEG files cannot.

- small in file size
- can be animated
- not good for photos
- **most common on the Web**

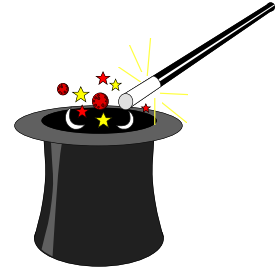
.BMP (Bitmaps) This format is used for graphics and pictures. Bits are tiny amounts of information that are represented by dots and organized to display the image. The dot density helps define the quality of the image: the higher the density of dots, the better the quality of the image.

- large file sizes
- good for drawing/graphics
- not scalable without pixilation

.TIFF/TIF (Tag Image File Format) This is the highest quality file format for images. It is commonly used mostly for detailed color photos, but is not suited for use on the web because of its large file sizes.


- highest quality
- large file size
- **NOT for the web.**

Resize Photos and Images (creating a thumbnail)




There are many ways to create smaller photos and images.
Here is one way to resize your photo for the teacher page:

Crop a photo and create a thumbnail by resizing:

1. Open All Programs/Accessories/Paint
2. Click the Paint button , click Open, find your photo
3. Look at the photo and decide if you need to crop the photo. You only want the head and shoulders.
4. On the Home tab, in the Image group, click Select rectangle
5. Click and drag to select the element you want to keep in the picture, and then click Crop.


Resizing a picture

Use Resize  to resize the whole image or to resize an object or part of a picture.

Resize the whole picture

1. On the Home tab, in the Image group, click Resize.
2. In the Resize and Skew dialog box, select the Maintain aspect ratio check box so that the resized picture will have the same aspect ratio as the original.
3. In the Resize area, click Pixels, and then enter a new width of 75 px in the Horizontal box or new height of 100 in the Vertical box. Click OK.

If the Maintain aspect ratio check box is selected, you only need to enter the horizontal value (width) or vertical value (height). The other box in the Resize area is updated automatically. .

6. Click the Paint button , point to Save as, and then click the picture file type for the cropped picture.
7. Save it with your first initial and last name and add tn for thumbnail e.g. lbrown_tn Make sure you know the folder you saved it in.

***Note: Thumbnails can be small jpegs or gifs.

Add Your Notes:

TPS-Upload Photo to Teacher Database

1. Go to <http://tps.govst.edu/teachers.asp>. Click your name (e.g. Ahern, Tammy)



Ahern, Tammy
Email: ahern@cm201.org
School: Crete-Monee Intermediate Center
Subject area:
Project Title:

2. Click image key at bottom of screen.

Name First: Tammy
 Middle Initial: L.
 Last: Ahern
 Nickname:
 Email:
School Name:
 District:
 Grade:
 Subject(s):
Personal: My vision:
 About me:
Project: Title:
 Description: keep it brief
 Topic:
 URL:



3. Log in type your special password and click submit.

UserID:
Password:
Submit

4. At the bottom of the page, next to the picture, click Edit.
5. Click Browse...to find the image. Make sure you select the thumbnail image you created, no more than 75 px wide by 100 px long.
6. Click Upload.
7. Click Save.

Saving Images, Audios, and Videos

Assignment instructions:

Save three thumbnail images and three larger images of the same item source image from collections in American Memory.

To save images:

1. Place the computer's mouse over the image. The arrow will change to a hand.
2. Click the right mouse button (Mac users: push down and hold down the button of the mouse).
3. A menu will appear. Select **Save image as**.
4. A box will appear in which you indicate the name of the image and where you wish it to be saved. Note: Web images often have non-intuitive file names (ex. 8406.jpg)—you may want to rename the image to something you will understand later (ex. goldrush.jpg).
5. Suggestion add tn to the thumbnail that you are saving.

NOTE: Saving an image (other than the thumbnail on the item record page). In the collection's item record for the image, click on the thumbnail image to view the large version of the image.

1. Place the cursor over the image and depress the button (right button on PC mouse). Choose **Save image as**.
2. The pop-up box that appears will list the file name as "map_image" or "dyn_image" with "Save as type" as **all files *.***. Usually the file extension will be either JPEG or GIF.

Saving Audio & Video

Some American Memory collections contain audio and video selections. Complete descriptions of the file formats for these media are in [Viewing and Listening to American Memory Collections](#).

To save audio and video files:

1. Place the computer's mouse over the link to the sound or video file. The arrow will change to a hand.
2. Click the right mouse button (Mac users: push down and hold down the button of the mouse).
3. A menu will appear. Select **Save target as**. Or It might come up as **Save link as**
4. A box will appear in which you indicate the name of the sound or video file and where you wish it to be saved.

To play audio and video files:

Listening to audio or playing of video requires free, downloadable player software recommended for your type of computer. Common audio and video software downloads are RealAudio and QuickTime. [Viewing and Listening to American Memory Collections](#) has additional information about basic audio and video software.