

Resizing and Renaming Images For Submitting

By Jerry Koons

Submitting images for sharing at our monthly meetings is certainly one of the rewarding portions of the meeting. It provides an opportunity for the members to show the results of their various aspects of photography and helps to improve our skills.

The following tutorial outlines several methods of submitting images to the Club in a format that will aid in the efficient and consistent process of entering and displaying images.

General Rules:

1. Images should be submitted in a .jpg (JPEG) file format with a maximum size of 1024 pixels x 768 pixels. Images can have other dimensions but this size will display the best on the screen. Of course, images can be in either a Landscape or Portrait format.
2. Images should be named in the following format: Last Name, Underscore symbol, First Name, Underscore symbol and the number 01, 02, 03, etc.

An example for an image submitted by John Smith would be: Smith_John_01.jpg and the next image would be Smith_John_02.jpg and so on.

3. The preferred format for submitting *Slide Shows* is in an executable .EXE file format to permit the maximum compatibility for displaying on the computer.

PowerPoint Shows (.PPT format) can also be shown but must be placed in a separate folder on the Club computer for viewing and can be sometimes overlooked.

Naming Shows should be similar except for the addition of the name of the Show. An example for John Smith's media show of Fireworks would be Smith_John_fireworks.exe.

NOTE: YOU WILL ALWAYS RECEIVE A CONFIRMATION AFTER SENDING IMAGES. Please contact Jerry or one of the Officers if you do not receive a confirmation in a timely manner.

TUTORIALS:

Windows Explorer for Sending Reduced Size Images

Step One

Open Windows Explorer and left click on the desired saved image to be sent.

Step Two

Right click on the image and select the *Send To* option.

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Windows Explorer for Sending - Continued

Step Three

Click on *Mail Recipient* and a dialog box opens. See Figure 1.

This dialog box indicates that all of your message may be reduced in size.

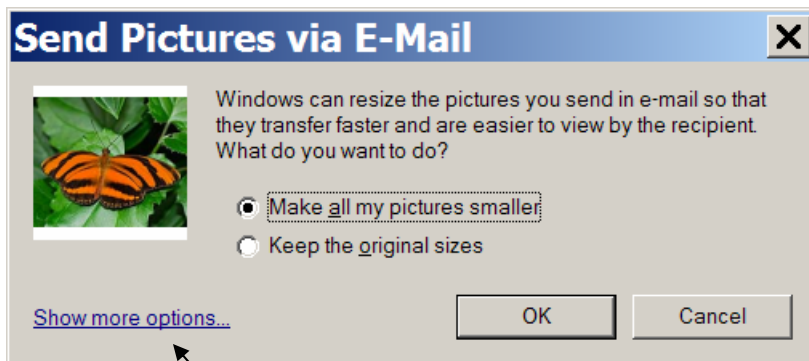


Figure 1

Step Four

Click on the *Show More Options* text to open additional choices. See Figure Two.



Figure 2

Step Five

Click on the button for the desired size and click OK to open the *EMailing* dialog box. See Figure Three on the next page. CCCC prefers the 1024 x 768 size.

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Windows Explorer for Sending - Continued

Step Six

Click on the *To:* in the Address Section and select your intended recipient from your Address Book and double-click on the name to automatically insert it and click OK to return to the *Emailing* dialog box.

Add text as necessary to the main body of the message, if desired.

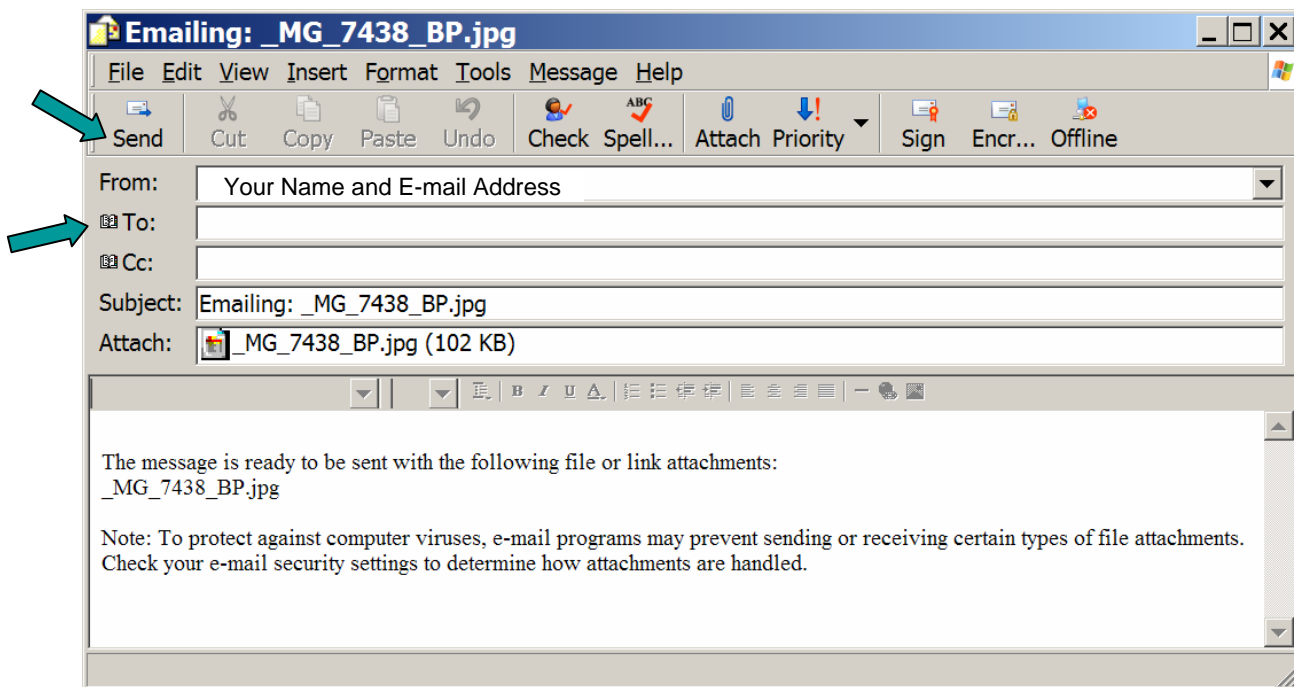


Figure 3

Step Seven

Click on the *Send* button to send the picture and text.

Your reduced size image along with your text will be sent to your intended recipient.

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Adobe Elements for Resizing and Saving

Step One

Open the Elements program and open the desired image.

Step Two

Click on *Image > Resize > Image Size* on the upper toolbar to open the *Image Size* dialog box shown in Figure Four.

Step Three

Make sure that the *Resample Image* box is checked and highlight the *Width* value in the *Pixel Dimensions* portion and type your desired image width in pixels, such as 1024. Notice that the *Height* value automatically changes also.

This width value is true for a *Landscape* image and the 768 value should be used for height in the *Portrait* format images.

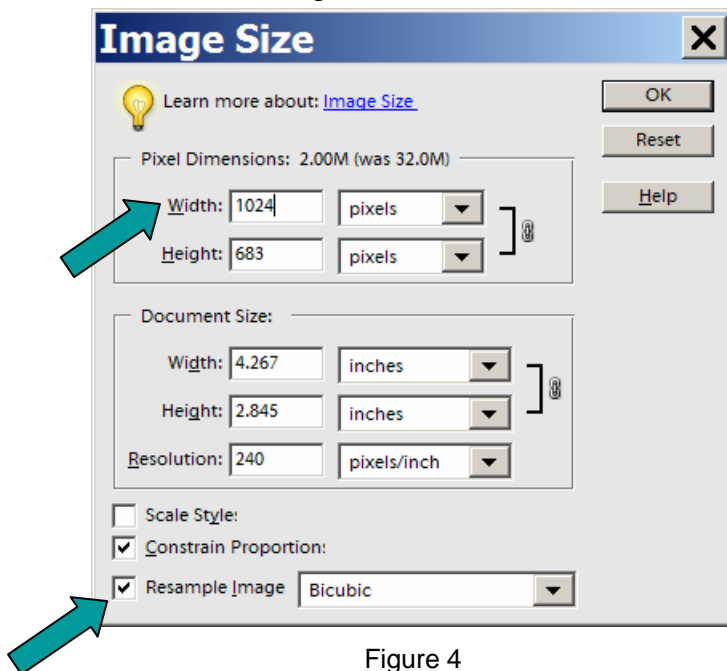


Figure 4

Click OK to complete the resizing.

Note that the image appears smaller on the screen.

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Adobe Elements for Resizing and Saving - Continued

Step Four

You will need to save the image using the *Save As* command.

Click on *File > Save As* to open the *Save As* dialog box as shown in Figure Five.

Step Five

Select the desired *Save In* directory by clicking the down arrow and navigate to the proper directory and click OK. Also, make sure that the *Format* type is JPEG (jpg ...)

Highlight the file name, if necessary, to make it active and type the desired file name.

For the Coastal Carolina Camera Club, that file name would be: *your last name followed by an underscore symbol followed by your first name followed by another underscore symbol followed by the slide number 01 (for the first one – 02 for the second, etc.) and the .jpg as shown in Figure Five below. Click OK.*

Assuming your name is John Smith, the new file name would become: Smith_John_01.jpg

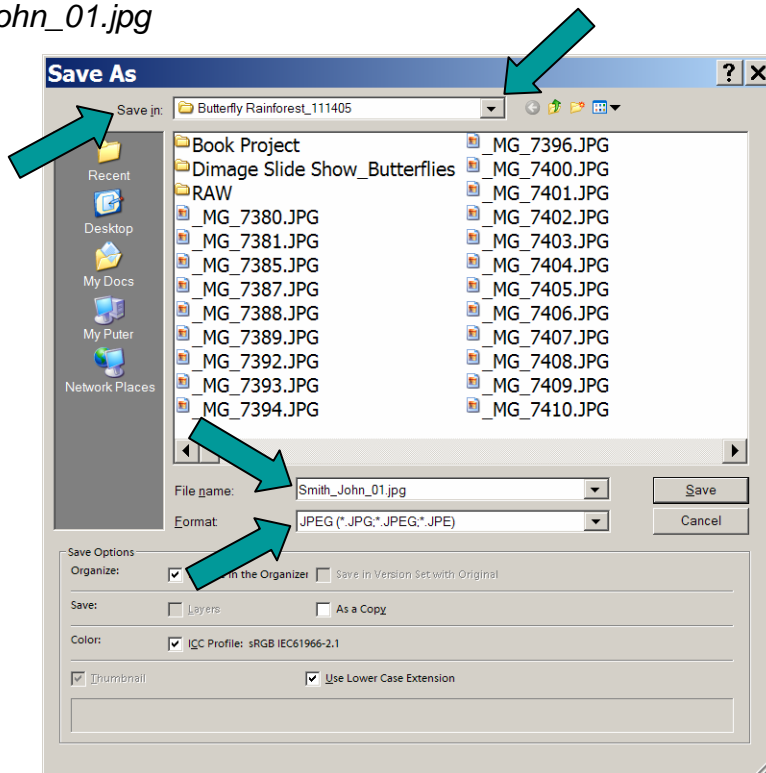


Figure 5

Resizing and Renaming Images For Submitting

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Adobe Elements for Resizing and Saving - Continued

Step Six

The image can now be sent to the Club for display.

THE FOLLOWING METHOD IS ANOTHER TECHNIQUE THAT ALLOWS CROPPING AND SAVING TO RESIZE THE IMAGE AND ALSO POSSIBLY IMPROVE THE COMPOSITION AS WELL. THIS IS MY PREFERRED METHOD.

Adobe Elements for Cropping and Saving

Step One

Open the Elements program and open the desired image.

Step Two

Click on the *Crop Tool icon* (or letter C on the keyboard) to make it active.

Step Three

Make sure that the *Rulers* are visible (click *View > Rulers* if they are not visible) and place the cursor on the ruler and *Right Click the mouse* to open a drop down box and select *Pixels*. Refer to Figure Six.

Type the desired width value, in pixels, (such as 1024) in the *Width box*, press the *Tab* key and type the desired height (such as 768) in the *Height box* and leave the *Resolution box empty*.

Step Four

Click, hold and draw a rectangular marquee on the image to show crop lines to the approximate desired image. The intended crop area will retain the normal luminosity and the outer area to be cropped will darken. See Figure Seven.

Note that you can click and hold the image inside the crop lines and move the crop lines and you can also click, hold and drag one of the corner “handles” to increase or decrease the size of the intended crop.

When you have it properly sized and positioned, click the check mark symbol on the lower right hand corner of the image to complete the crop and resizing. You can also double-click within the image to complete the crop and resizing operation.

The image will appear smaller on the screen and will be ready to save as outlined in Step Five.

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Adobe Elements for Cropping and Saving - Continued

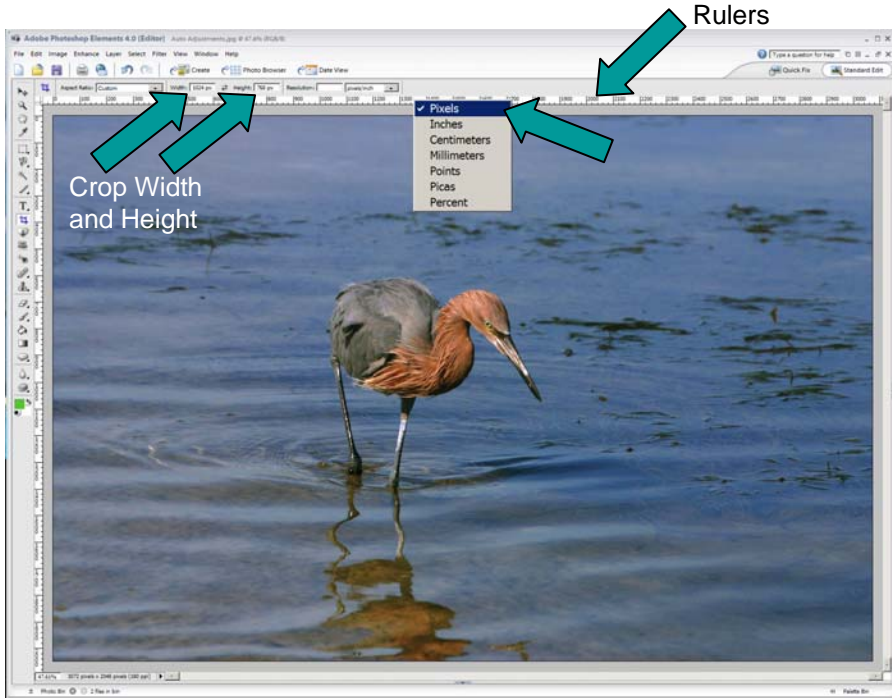


Figure 6

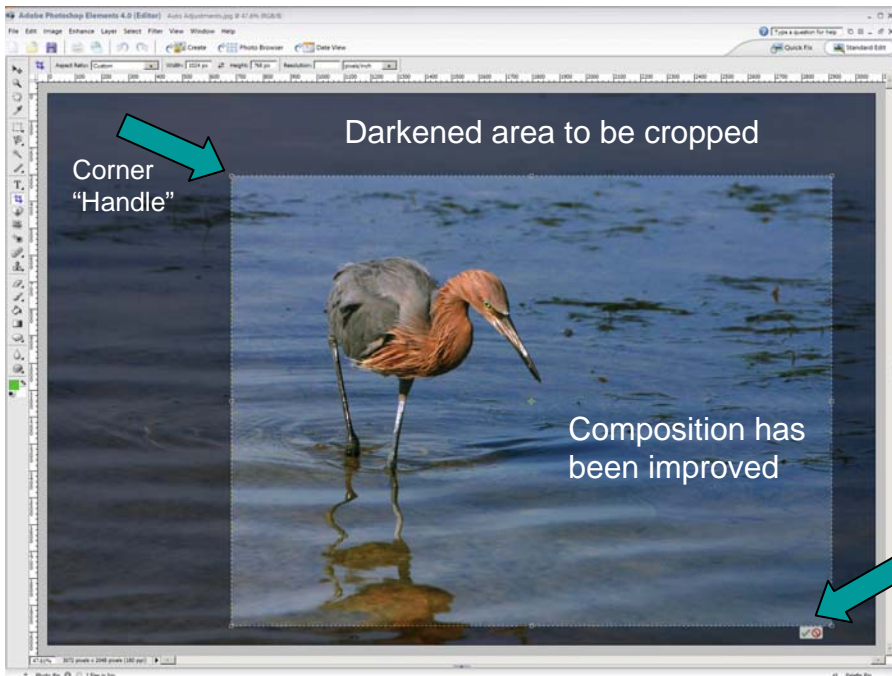


Figure 7

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Adobe Elements for Cropping and Saving - Continued

Step Five

You will need to save the image using the *Save As* command.

Click on *File > Save As* to open the *Save As* dialog box as shown in Figure Eight.

Step Six

Select the desired *Save In* directory by clicking the down arrow and navigate to the proper directory and click OK. Also, make sure that the *Format* type is JPEG (.jpg)

Highlight the file name, if necessary, to make it active and type the desired file name.

For the Coastal Carolina Camera Club, that file name would be: *your last name followed by an underscore symbol followed by your first name followed by another underscore symbol followed by the slide number 01 (for the first one – 02 for the second, etc.) and the .jpg as shown in Figure Eight below. Click OK.*

Assuming your name is John Smith, the new file name would become: Smith_John_01.jpg

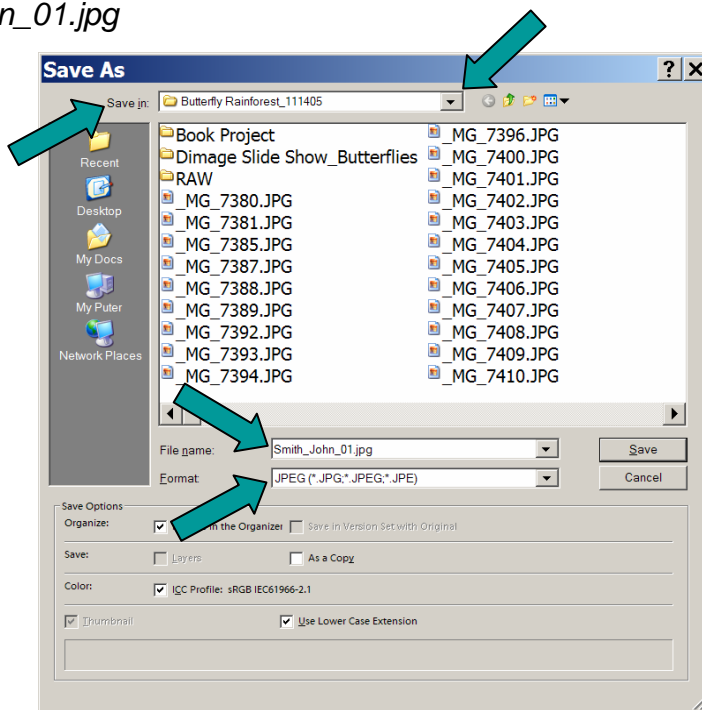


Figure 8

Step Seven

The image can now be sent to the Club for display.