

## Preparing Images for the Web

### 1. Manipulation/optimization of Image in PhotoShop \*\*

Make copy of original file to edit (so that original, with high resolution, is still available)

Follow file naming convention: no spaces or caps, specific to your project

Useful tools in tool bar: Zoom tool (magnifying glass), Select tools (marquee tools, lasso, magic wand)

Rotate image if necessary

*Image/Rotate Canvas*

Crop out what isn't important

Select with *Crop* tool first, then choose *Image/Crop*

Adjust lighting (pc's darker than macs)

*Image/Adjust Curves*

Adjust Color

*Image/Adjust Color Balance* (add blue, green, red)

Adjust Hue/Saturation

*Image/Adjust Hue/Saturation*

Adjust Canvas size (lets you add or remove work space around an existing image)

*Image/Canvas Size*

*Anchor* is where you position the existing image on the new canvas

Resize according to dimensions for specific project

*Image/Image Size...*

Banner pictures width for current Bowdoin pages is 640 pixels

*File/Save for Web/4 Up*

GIF v. JPEG (photos)

\*\*The more prominent the web page that the image is on, the more particular you need to be when editing that image.

### 2. Uploading images to the Site Management Tool

Before you can put pictures into your web page, you need to upload them to the site management tool.

First you have to navigate to an "image" folder within your department or course or faculty page directory.

If you don't have an "image" folder yet, you will need to create one.

- Navigate to the directory in which the "images" directory will reside.
- Below the blue "Current directory:" band, type in "images" (all lowercase, no spaces)
- Click on the "Create Sub-Directory" button. The new "images" subdirectory will now be displayed on the blue directory band.

When you navigate to the "images" folder, any files in the folder will be listed and to the right of the top of the list, is a button labeled "Upload File(s)".

Click on the "Upload File(s)" button. This will take you to a new window where you can upload up to 10 images at a time.

For each image that you want to upload, click on the “Browse...” button and navigate to the image file you want to use on your computer.

Select the file and click on “Open”. When you get back to the SMT Uploading window, your file and it’s path will be listed.

Once you have browsed to all your images (10 or less), click on the “Submit” button at the bottom of the window. All the image files will now appear in your file list for the images folder and can be referred to with the <img src> tag below.

### 3. Add the picture file to your web page

To add a picture, use this tag: 

The img src tag directs the browser to the source of the image (where the image is stored)

The tag has extra optional attributes that you can also use:



- align: Aligns an image: left, right, center
- border: Sets size of border around an image in pixel width
- width/height: Sets the width and height of displayed image. Helps picture load faster.
- Alt: Specifies alternative text the browser may show if image display is not possible.

#### Sample1:

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<h2>Example 1 (most simple)</h2>
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```
<h3>text above picture</h3>
```

```

```

```
<h3>text below picture</h3>
```

#### Example 1 (most simple)

text above picture



text below picture