

Resizing Images in Paint Shop Pro 8

It is considered good email etiquette ('Netiquette') not to send **attachments** that take a long time to download because their file size is too big. With Broadband becoming more common this is becoming less of a problem, but generally it's good practice to keep attachments under 1MB.

Today's digital cameras are capable of taking high resolution photos that are great for printing but are not so suitable for emailing. We need to **resize** or **compress** the file so that we can send it as an attachment or maybe post it online for others to see.

Graphics File Types:

There are several of these you need to know about when working with images. They work differently in the way they compress the information contained within.

Windows **Bitmap** files (*.BMP) are generally very high quality images that are ideally suited to printing. Their file size is large and therefore is not usually the best option for emailing.

TIFF (*.TIFF) files are also a high print quality image type and some cameras store images as TIFFs by default. Generally too big to send by email.

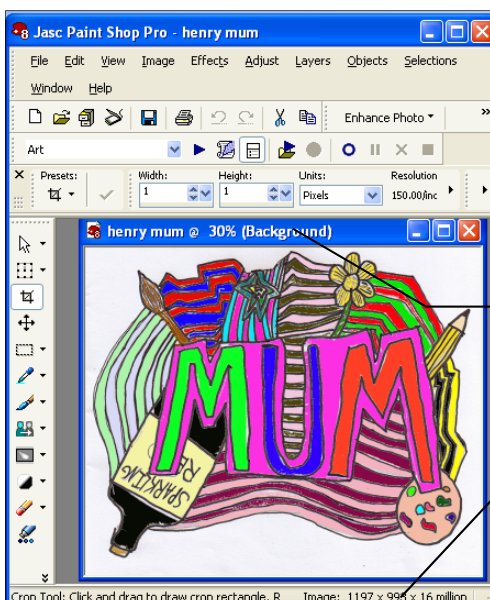
JPEG (*.JPG) files are able to compress an image without the screen quality suffering too much. This is a good option for dealing with your photos at school and most cameras are set to JPEG output by default. They are small in file size and are suited to email though print quality can suffer.

GIF (*.GIF) files are images that are small in file size because they generally have less complex info, like clip art drawings or line art. They are therefore not suited to photographs. GIFs are common on the Internet as they can be animated.

So, one way of making your images more user-friendly when emailing is to choose the correct file type / method of compression. Generally speaking, if you just want someone to view some photos, saving them in JPEG format will give you the best trade-off in image quality and file size. If you are sending photos to be printed in high quality, then BMP may be more appropriate though beware of the file size.

The second way of sharing your photos more effectively is to physically resize them. To do this we need to use a graphics program like Paint Shop Pro, Photoshop or the free Irfanview. If you are sending an email from home from Outlook, there is a facility to resize images automatically.

Resizing an image in Paint Shop Pro 8:

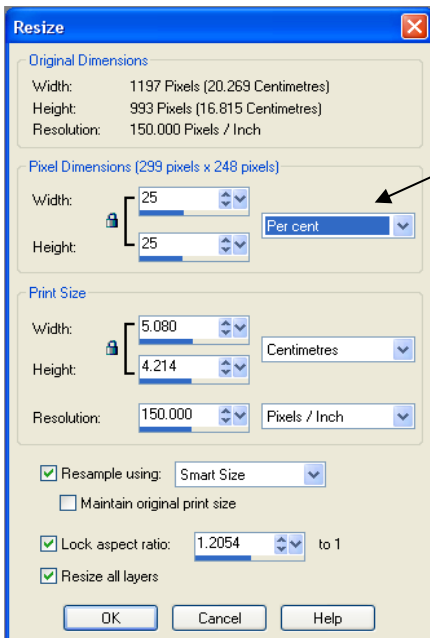


1. Open Paint Shop Pro (Start > All Programs > JASC Software > Paint Shop Pro 8).
2. Open an image by choosing File > Open and then navigate to where you have previously saved images on your computer.
3. Take note of the size of the image you have just opened. Use your wheel-mouse to zoom in so it is 100%. Does it fit on the screen?

This picture is at 30% of its true size which tells me it's probably going to be a very big picture that needs resizing.

Have a look at the pixel size in the bottom right corner. Pixels are the squares or dots that make up a photo. You can see them when you zoom in close.

This image is 1197 X 993 pixels. To email this picture I would shrink it so the biggest size (in this case the width) is around 300 pixels.

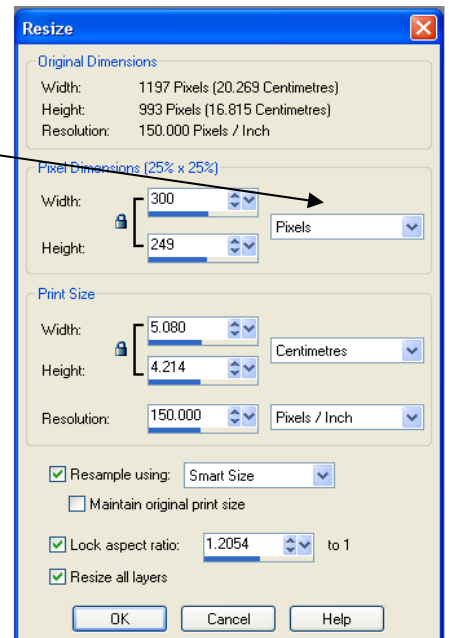


4. Go to Image > Resize.

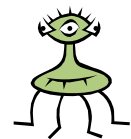
Note that you can resize by a percentage of the image or by the actual pixel size of the image. When you type a number in the Width or Height box, the other will be matched automatically. This is called the aspect ratio.

5. Use either method and press OK. Your image should now be much smaller in both physical size and file size.

6. If you want to keep your original image, save the new resized one with a different name. (File > Save As).



Task: THE MONSTER SWAP



NB. This tutorial was made for students using EdMail. You may need to adjust details depending on which email system your students use. In this task you will describe a monster and email your description to another participant who will do the same for you. You will then check your email and from your partner's description, draw their monster using Kid Pix. You will save your Kid Pix picture as a JPEG, resize it in Paint Shop Pro and email it as an attachment back to your partner. Finally you will check your email, download the attachment to your computer, check it for viruses and insert it as a graphic in any of the programs we have used thus far.

Step 1: Describe a monster in terms of eyes, hair, legs, hands and general physical appearance (eg. One bloodshot eye, purple spiky hair, 3 stubby legs, hairy hands with long claws, hunched back).

Step 2: Open EdMail and 'Compose' a new message. Find out your partner's email address (it will usually be in fred.flinstone@domainps.sa.edu.au format) and type it in the 'To' field. In the subject field type the name of your monster.

Step 3: Type the description of your monster in the main body of the message. When happy, click 'Send.' Wait for your partner to send you their monster—if you like click 'Show Notify Popup' to be notified when this email arrives.

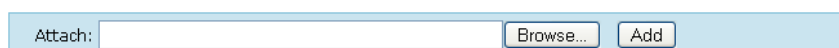
Step 4: When the email arrives, read the description and minimise the window. Open Kid Pix and begin creating your partner's monster. Practise minimising and maximising the windows as you swap between the 2 programs.

Step 5: When you have completed the monster, save the picture as a JPG file (File > Export). Save to your desktop.

Step 6: Resize the image in Paint Shop Pro so that the biggest size (the Width) is 300 pixels. Follow the instructions above. Save this picture also to your desktop, taking care to save it with a different name.

Step 7: Go back into EdMail. If your partner's email is still open, click 'Reply'. In the 'Subject' field type the name of your partner's monster and in the main body write a quick greeting.

Step 8: Attach the monster design you just made by scrolling down and, in 'Attach', clicking 'Browse'. Locate the file you saved previously. Click 'Add' - this loads in your attachment ready to send. When you have done this click 'Send'.



Step 9: Check that your partner's email has arrived. When it does, scroll down and download the attachment by clicking 'Download' and then 'Save to Disk'. Save into your folder. Check this file for viruses (Right Click > Scan for Viruses).

Step 10: Now open Word or Publisher and use the Insert > Image command to embed both your monster and your partner's monster in the document. Make a text box and use the Copy & Paste function to copy in yours and your partner's monster description under the images. Dress the page with Word Art and fancy borders.

