

## Information about using pictures and your computer

**What is a JPEG or JPG?** The acronym for Joint Photographic Experts Group, JPEG is an image compression format used to transfer color photographs and images over computer networks. Along with GIF, is the most common way photos are moved over the Web. When you are sent a picture attached via e-mail the file extension will be .jpg or .jpeg.

**What is a Bitmap Image:** This is the method of storing pictures electronically that maps an image's Pixel by Pixel. These images consist of rows and columns of dots. Each dot has a color value. The value of each dot is stored in one or more bits of data. There are many bitmap file formats: JPEG, PNG, GIF, BMP, TIFF, PSD etc.

**Where are pictures saved when you use Windows?** Pictures are saved to **My Pictures**. You can create and name folders to organize your pictures.

**Saving Pictures:** To save JPEG/JPG images. Move your mouse pointer on top of the image that you want to save.

1. Click with your right mouse button; a menu will appear.
2. Select Save Picture As.
3. Look at the folder in which the image will be saved. If you use Win XP it will be the **My Pictures** folder. For Win 95/98/2000 it will probably be the My Documents folder.
4. Click the Save button and the image will be copied to your computer.

**To make a photo album on your computer:**

- 1- Open My Pictures
- 2- Under **File and Folder Tasks**, click **Make a new folder**
- 3- Type the name of the folder and press enter
- 4- Right click on the new folder and click **Properties**.
- 5- On the **Customize** tab, **under Use this folder as a template**, select **Photo Album**.

**Sizing Pictures:** When using images on the Internet, try to keep the file size below 15k so they will load more quickly on the user's computer.

1. Go to Start > Programs > Accessories > Paint. Click File then click Open.
3. Browse to the folder containing the file you wish to reduce in size and double click the file to open it.
4. Click Image, then Stretch/Skew to open the resize dialog. Enter the same amount in both the Horizontal and Vertical boxes in the Stretch section of the window. (For example, 50% in each box would reduce the image to half of its original size on the screen. If the size is too large or too small, do not immediately try to resize it again.)
5. Click Edit, then Undo and it will return to it's original size, then repeat the resize process again by clicking Image, then Stretch/Skew.

6. When the image is at the desired size, click file, then Save As. This will open the Save As dialog box. Enter a name for your file in the File Name box. In the box labeled Save as Type, choose .JPG or .JPEG. This will result in the smallest file size. Your file is now ready to upload.

#### **Inserting a picture into a Word Document:**

- 1- Open a Word Document.
- 2- Click on Insert
- 3- Choose from File
- 4- Choose desired Picture
- 5- Click on Insert. (Be sure the cursor is located where you want the picture to be.)



**This picture was inserted here.**

#### **Some Other Picture Resources on the Internet:**

**Picasa-** Picasa is a computer application for organizing and editing digital photos. In 2004, Google acquired Picasa from Idealab and began offering Picasa as a free download. Picasa has file importing and tracking features, as well as tags and collections for further sorting. It also offers several basic photo editing functions, including color enhancement, red eye reduction and cropping.

**Snapfish-** Snapfish is a web-based image sharing and print service currently owned by Hewlett-Packard, launched in April 2000. Customers can download their digital photos or send film to Snapfish. Their pictures are placed in albums for later purchase or viewing. The service also offers other photo items for sale.

**Shutterfly-** Shutterfly is an Internet company founded in 1999 by Netscape. It provides a digital photo printing service to customers. In response to market changes in recent years, Shutterfly now offers other products, such as customized calendars and greeting cards. Snapfish and Shutterfly provide like services.

**Flickr** is a photo sharing website and an online community platform to share personal photographs. The service is widely used by bloggers as a photo repository. Its popularity has been fueled by its innovative online community tools that allow photos to be tagged and browsed. The site is owned by Yahoo.