Picture-Perfect Websites:

Making Images with Picasa.

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Picture Sizes

Blank white image templates are available on the PLS website at www.peacelibrarysystem.ab.ca/content/website-management/ for each of the following recommended image sizes. You can download a template and use it to create an image.

> *Note:* If you create an image in a program (such as Microsoft Publisher) that does not allow you to set the pixel size of the image, you should open the image in another program to change its size.
>
> If you use Picasa to do this, see the *Save or Export an Image* section.
>
> You may also change pixel sizes in Microsoft Picture Manager (a program that comes with MS Office). Go to *Picture > Resize*, and set the pixel size in the right sidebar.

Recommended Banner Sizes

For a <u>2-column</u> website: **608 x 400** pixels (width x height)

For a <u>3-column</u> website: **484 x 300** pixels (width x height)

With the PLS website templates, the **maximum widths** for banners in the 2- and 3-column layouts are 608 and 484 pixels, respectively. You can choose any height you want, but you should be consistent and use the same height for all your banners.

Recommended Side Content Image Sizes

A good size for a side content image is **200 x 150** pixels (width x height). Side content images may be smaller than this, but should not be much wider (or part of the image will be cropped when it is displayed on the page).

File Sizes

Remember: Image files should be **small!** The larger the file size of an image, the longer it will take to load the webpage where it's displayed. Keep in mind that in a banner or photo gallery, all of the images are loaded at the same time. This can make the page load very slowly, if the combined size of the image files is quite large.

To see the file size of an image, go to the file on your computer, right-click on it, and click on Properties. A good size for an image is **under 100 KB**. If the image file size is large, you may need to resize or crop the image itself, or save it in a different file format (like .jpg, .gif, or .png, which create the smallest file sizes.)

Picasa

Download Picasa

Picasa is a free program offered by Google. You can download it from:
http://picasa.google.com

Open an Image

You will need to open an image in Picasa before performing any of the editing tasks described here. To do this, double click on the image in the *Library* view.

(If you do not see the image in the *Library* view, go to the *File* menu, click on *Add File to Picasa*, find the image file on your computer, and click *Open*. Then double click on the image in the *Library* view.)

Add Text to an Image

In the *Basic Fixes* tab, click on the *Text* button. Then click anywhere on the image and start typing.

Use the left sidebar options to change text font, colour, or size.

To **move** text around on the image, drag and drop it (click on it, hold down the mouse button, and move the mouse until the text is where you want it. Then release the mouse button.)

To **rotate** text, click on it, then drag the red dot around on the compass circle.

When you have finished adding text, click on *Apply*.

Crop an Image

In the *Basic Fixes* tab, click on the *Crop* button.

Click on the image and (holding down the mouse button) drag your mouse to draw a rectangle. The part of the image **inside** the rectangle will be kept, and the part of it **outside** the rectangle will be cropped. Once you have drawn a rectangle, you can move it around the image.

Click on *Apply* when you are ready to crop the image.

Redeye

If you have a photo of someone with red eyes, you can remove the redness in Picasa by clicking on the *Redeye* button (in the *Basic Fixes* tab). Picasa will try to automatically detect the redness and remove it. It will also give you the option of drawing a rectangle around any redness Picasa missed. (Click on a rectangle to remove the rectangle.)

Click on *Apply* when you are satisfied with your changes.

Add Effects to an Image

In the *Effects* tab, Picasa provides a number of effects you can add to an image – you can sharpen it, make it sepia-toned or black and white, warmify (which adds a yellow tint), add film grain (a grainy overlay), tint it any colour, increase or decrease colour saturation, introduce a soft focus (blurring all of the image except for a particular area), create a glow, use the Focal B&W button to remove colour from the image except around a particular point, or create a graduated tint (this is useful where part of the photo is sky and you want to tint the sky but not the rest the picture).

Remember to click on *Apply* to add an effect.

Change Background Colour of PLS White Templates

To do this in Picasa, go into the *Effects* tab, and FIRST click on either the *Warmify* or the *Film Grain* button. Then click on the *Tint* button. (If you do not first click on Warmify or Film Grain, the *Tint* button will simply change the background to black.)

Alternatively, you may open the white template in another program, such as Paint, and use the paint bucket button to fill the image with colour. Then you can save it and re-open in Picasa.

Change Image Lighting

In the *Tuning* tab, you can lighten an image, brighten the highlights in an image, or darken the shadows in an image by using the appropriate sliding bar. You can also change the "temperature" of an image – making the image "colder" gives it a blue tint, and making it "warmer" gives it a yellow tint.

Create a Collage

You can **combine** images in a collage. You can also use the collage function to add whitespace around a single image in Picasa.

To combine images

If the images are in the same folder, you can select multiple images at the same time in the *Library* view by holding down the *Ctrl* button as you click on each image. Then go to the *Create* menu and click on *Picture Collage*.

You can also add an image to a collage and then go back for more images by going to the *Clips* tab and clicking on the *Get More* button, selecting the image(s), and again going to *Create* and then *Picture Collage*. (This is what you would do to combine images that are stored in different folders.) Then drag and drop from the *Clips* sidebar onto the collage space.

You may drag and drop pictures anywhere on the collage space. You may also rotate them (hover over the picture, then drag the red dot around on the compass circle). Right click on a picture to move it to the top or bottom of the pile of pictures.

If you need more whitespace than the amount that is provided by default, change the *Page Format* setting (under the *Settings* tab in the left sidebar).

When you have finished creating your collage, click on the *Create Collage* button (under the *Settings* tab in the left sidebar).

To add <u>whitespace</u> to an image

Select the image in the *Library* view. Then go to the *Create* menu and click on *Picture Collage*. If you need more whitespace than the amount that is provided by default, change the *Page Format* setting (under the *Settings* tab in the left sidebar).

Click on the *Create Collage* button (under the *Settings* tab in the left sidebar).

You may then wish to go to the *Basic Fixes* tab and crop the image.

See the *Save or Export an Image* section for instructions on saving a collage.

Undo All Edits

Right click on an image in the *Library* view and click on *Undo All Edits* to remove all changes you have made to the image in Picasa.

Save or Export an Image

Picasa remembers your changes to an image without affecting the actual image file. (This is why you can return to an image later and "undo all edits" to go back to the original image.) If you have not finished modifying an image, you do not need to formally save it – as long as you have *Applied* your changes, you can exit Picasa, and your changes will still be there the next time you load the program.

However, before you can upload the image to your website, **you will need to save your changes to a new image file.** You can do this in one of two ways:

If you started with a PLS blank template

Your image is already correctly sized (for a banner or for side content), so you can simply go to *File* then *Save As*. Navigate to the folder where you want to save the image, give your image a name, and click *Save*.

If you used your OWN image, or created a collage

Your image may not be correctly sized, so you must export it in order to change the size. To do this:

Go to the *File* menu and click on *Export Picture to Folder.*

If you plan to use the image as a banner, set its **maximum size** now. Select *Resize to* and enter either **484 pixels** (for a 3-column website) or **608 pixels** (for a 2-column website). If you plan to use the image in side content, enter **200 pixels**. (This setting actually sets the size of your picture's largest dimension – either width or height, whichever is bigger. Usually your largest dimension is width; Picasa's default settings for picture collages create images with greater width than height.)

Make a note of the *Export Location* so you can find the file on your computer. You can set the *Export Location* by clicking on the *Browse* button next to it.

Click on *Export.*

Picasa will automatically assign a filename to the collage when exporting, but you can then rename the file.