

IMAGES – Need RESIZING?

All images should be resized **PRIOR** to uploading to any webpace. This allows the webpace to be efficient with how the webpace works.

Aim for the standard web quality resolution (640 pixels x 480 pixels). Images that have handwriting/printing should have a higher resolution (eg. 800 x 600 or 1024 x 760).

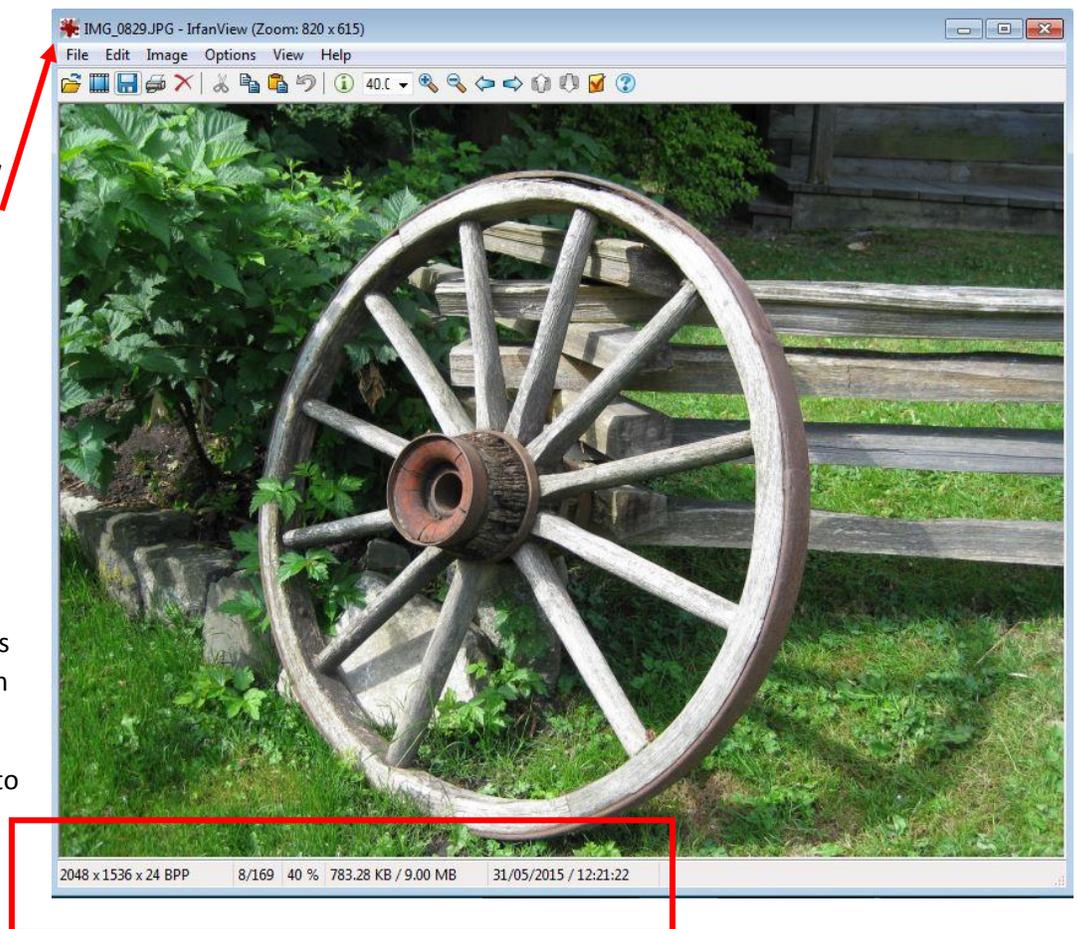
One image to resize?

On the computer – IrfanView is a great image editor and is on all school computers.

Open the image. On school computers, it will automatically open using **IrfanView** (as seen by the red splat cat icon)

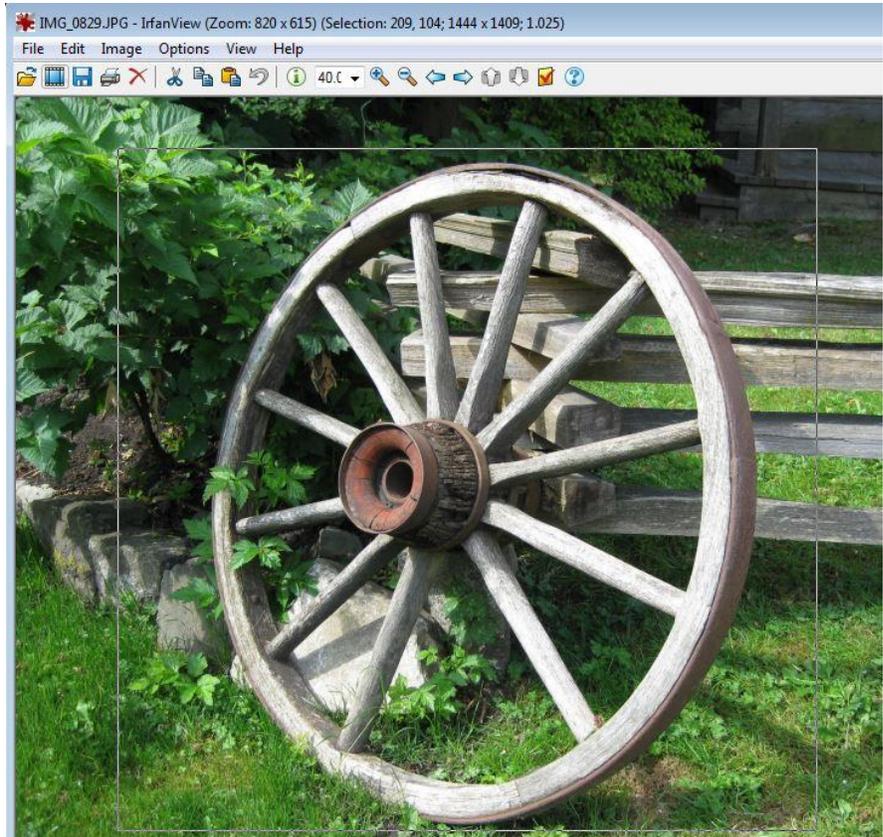
Information down at the bottom bar shows the current resolution size and space.

As we are uploading to WordPress, we want this to be 640 x 480.



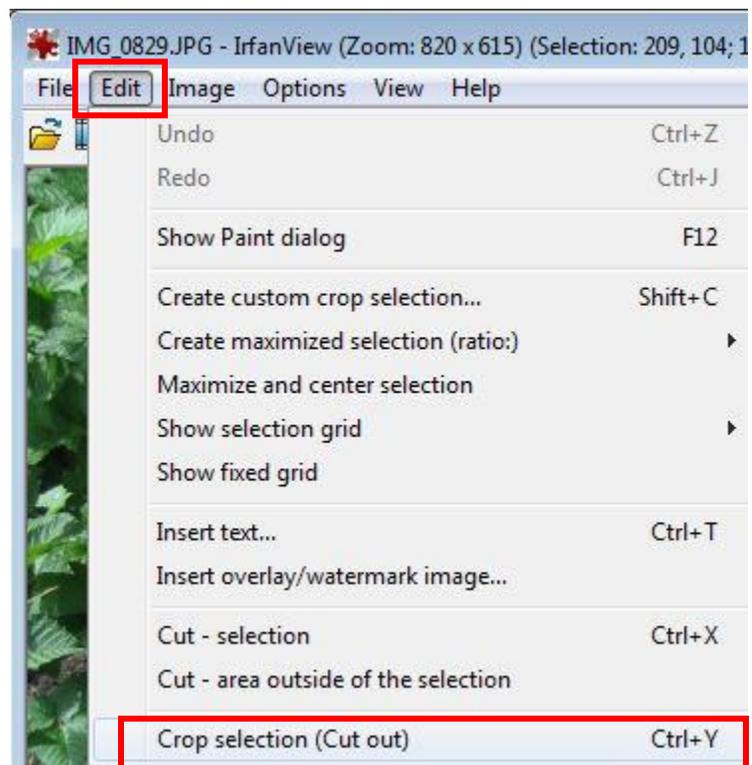
We're going to do this by **CROPPING** the image (*only do this if you feel there is too much extra background that you don't need) and resizing.

Move your mouse - click, hold and drag diagonally to select the area you wish to keep. The selected area will show up as a box.



Select **EDIT > CROP SELECTION**. (Or shortcut keys Ctrl + Y)

Click **Save**.



Multiple images to Resize?

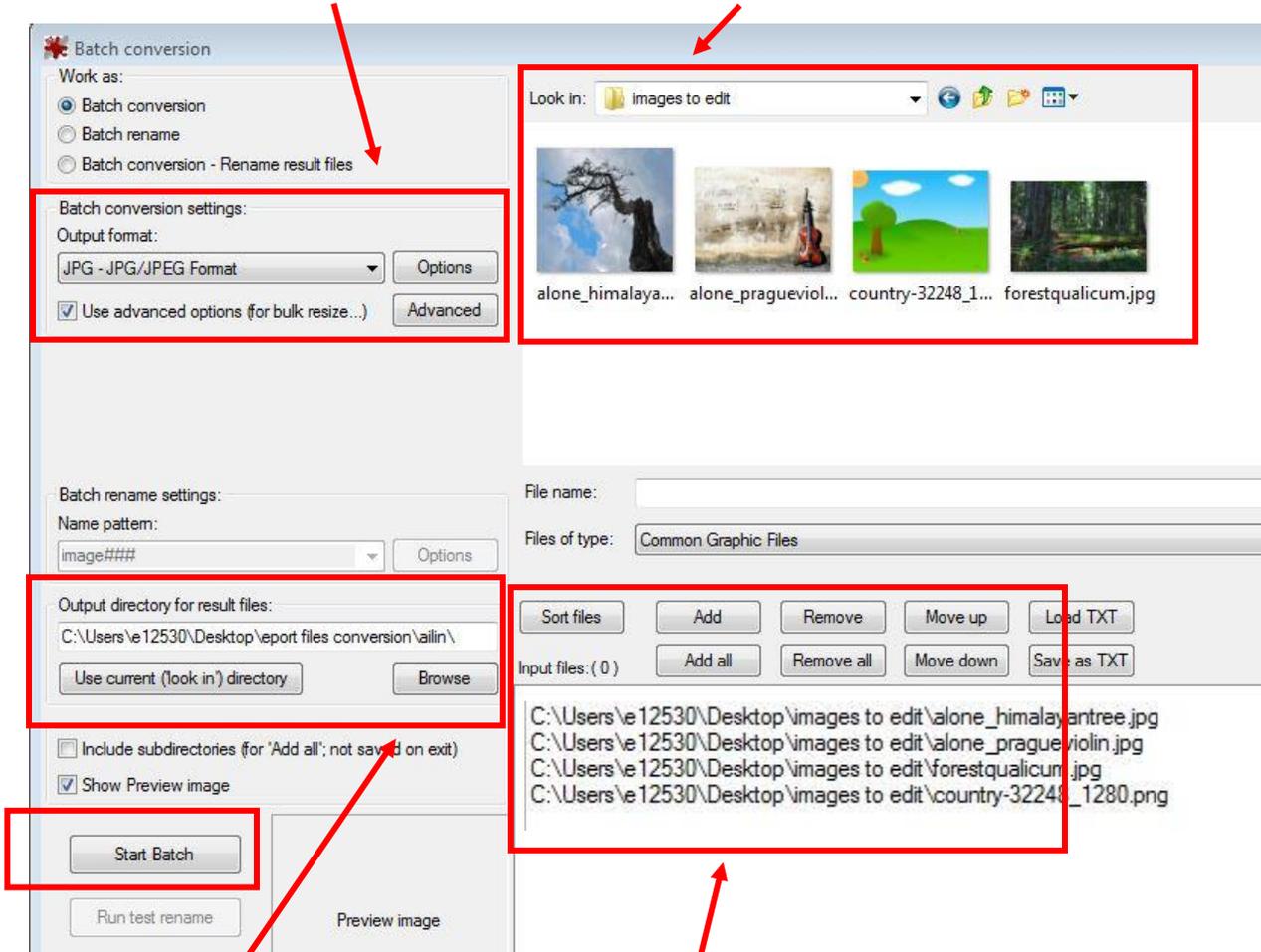
IrfanView to the rescue 😊

Group all the photos in one folder. Create a new folder and name it “Edited” – this will house your completed images.

Launch **IrfanView** from your All Programs list or **for Students** > use **Desktool** icon.

In this view, there are 4 areas to consider:

Batch conversion setting – what do you want to do; **Location** of your images to be resized



Output directory for finished images – choose a location and create a folder for your edited images

Which images do you want to add? (In the example, **ADD ALL** was selected and this popped into the open box below.)

Batch Conversion Setting:

Select **Advanced** to get this screen

Select **RESIZE**

Width: 640

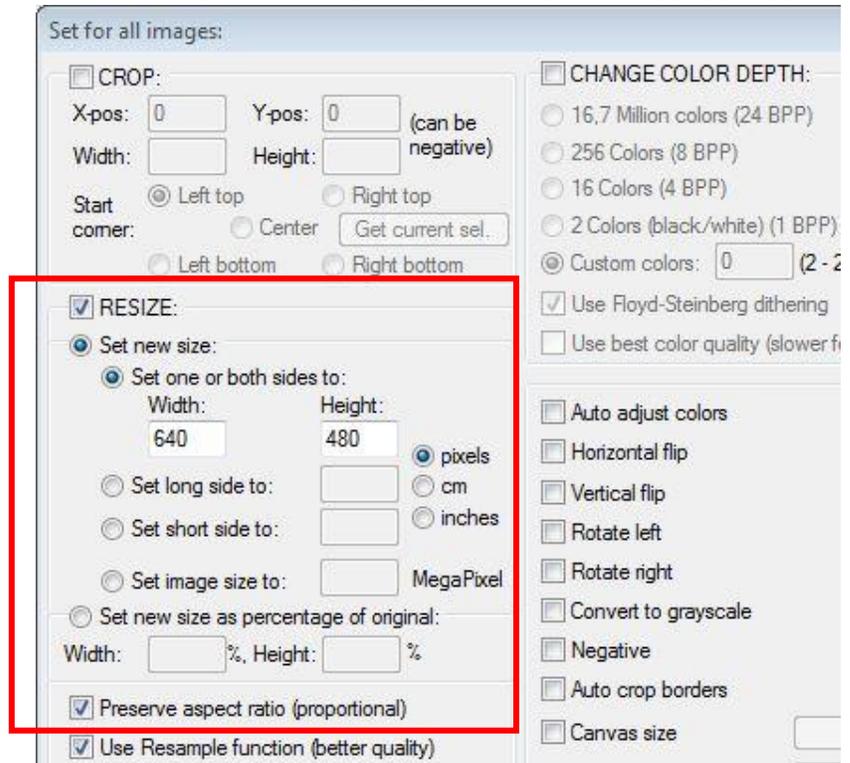
Height: 480

Select **PRESERVE ASPECT RATIO**

(will keep image proportional)

Click **OK**

Click **START BATCH**



IMAGES FLIPPED?

This is common all due to how the camera was held when the picture was taken.

You can either flip the image before you upload or upload and edit the image.

OPTION - Before uploading to WordPress:

Locate the image and double click to open.

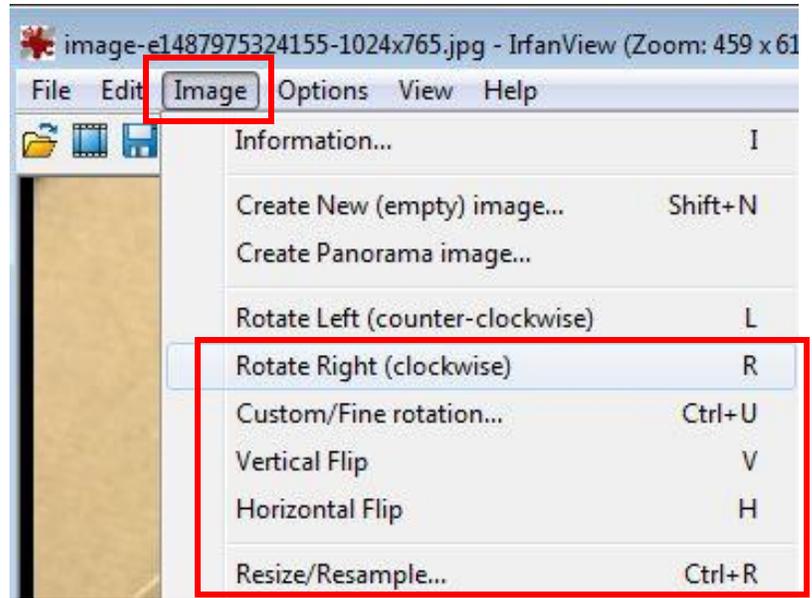
(*Note: The image automatically launches inside of IrfanView software. All school computers work this way as a default. At home, you may have to launch IrfanView manually.)

This image is sideways.

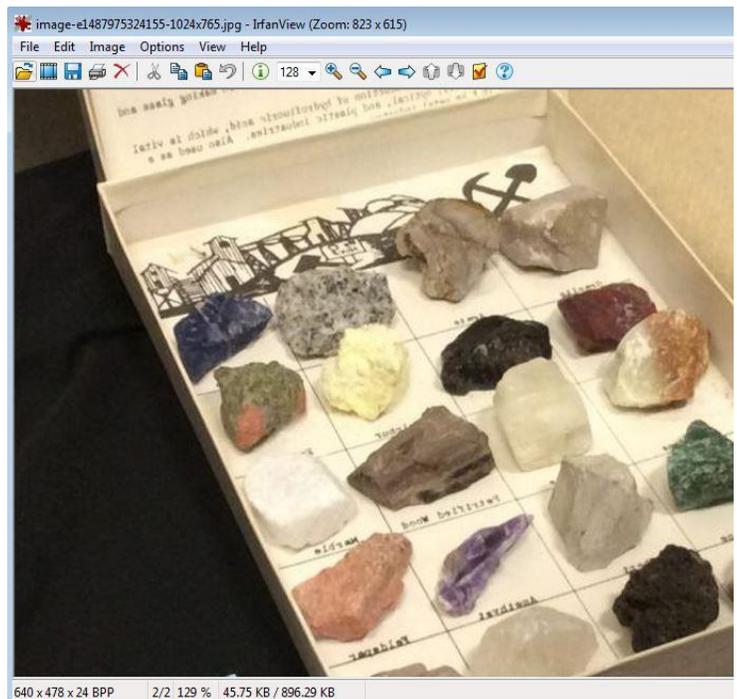


Choose **IMAGE > Rotate Left** or **Rotate Right** to change the image.

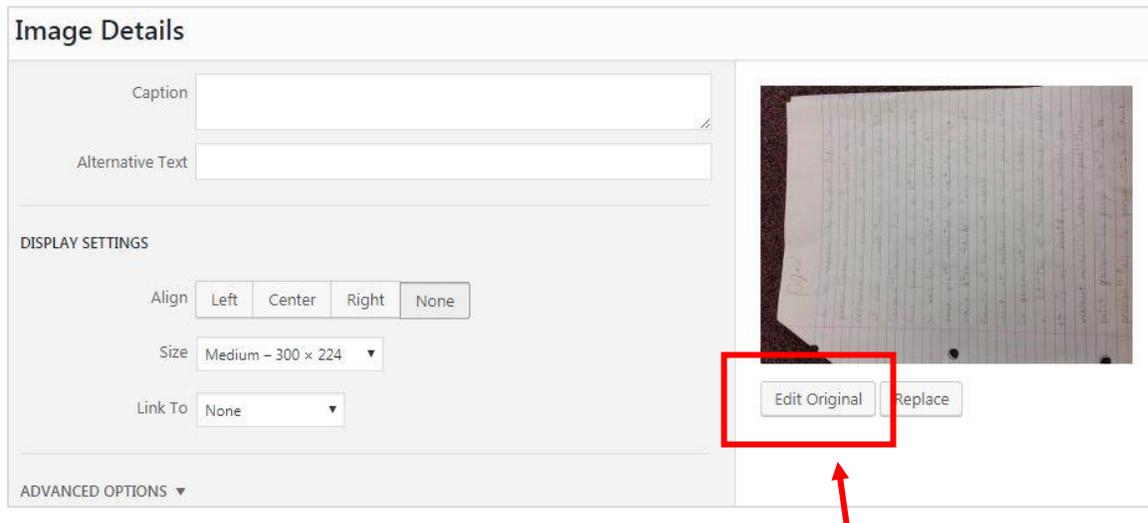
You can also choose **Vertical Flip** or **Horizontal Flip**. (*Note the keyboard shortcuts next to the options, which you can use.)



Save the edited image through **FILE > SAVE**. Or use the **shortcut keys (Ctrl + S)**.



OPTION - After uploading to WordPress



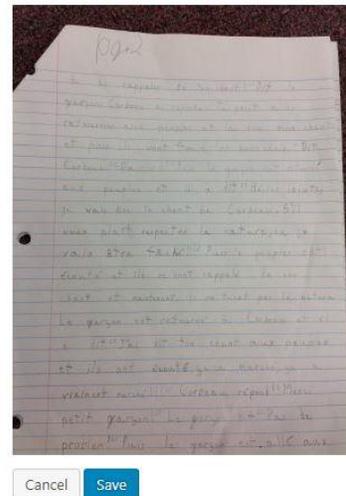
There are 2 areas (left side = settings; right side = image). Choose **EDIT ORIGINAL**.

Choose the flip icon to change the orientation of the image.

Your edited images show up in the view area.

Click **SAVE**.

Edit Image



The final decision is the **DISPLAY SETTINGS**. (*Note: These sizes are pre-defined by WordPress.)

ALIGN: Choose where you would like your image to show on your post.

SIZE:

If the image is text/writing, choose **LARGE or FULL SIZE**. This will allow a larger visible image for readability. If the image is a picture of artwork (with less details) or inventions, choose **MEDIUM**.

Click **SAVE**

