Images for the Web

Before uploading images, edit the image so it is the proper size and resolution.

Vector vs. Bitmap

Vector drawings are defined mathematically and can be resized without losing quality. Illustrator and CorelDRAW – more are listed at http://en.wikipedia.org/wiki/List_of_vector_graphics_editors

Bitmaps images are made up of pixels. Once the size of a bitmap file is reduced, the pixels are gone and one can't enlarge it without losing quality. Software: Paint.NET, Photoshop, GIMP, Irfanview and Preview (Mac) – plus many others.

JPG image at 72 dpi resolution (375 px wide)

Types of Images for the Web

GIF (graphic interchange format)

Use the gif format for graphics that use only a few colors such as line art or clip art. It supports only 256 colors

JPEG (Joint Photographic Experts Group)

Use JPG format for photos. It supports millions of colors.

Same JPG image. When enlarged it becomes pixilated

PNG (portable network graphics)

PNG was developed as a patent-free answer to the GIF format with lossless data compression. It supports millions of colors but the files can be much larger than JPG.

If you need a transparent background: use **GIF** or **PNG**

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Naming Image Files

- Be consistent when naming files.
- On our web server file names are case sensitive.
- Do not use spaces or special characters in the file name.
- Always use file extension names, I.e., .jpg, .png or .gif
- EXAMPLES:
  alumni_friends.jpg – is OK
  alumnifriends.jpg – is OK

  alumni&friends.jpg – is not OK
  alumni's.jpg – is not OK

Recommended size and resolution information for SUNY Oswego:

Right Column:
   Width: 180-200px – maximum
   Height: can vary
Main Editable Region:
   Width: 550px
   Height: can vary
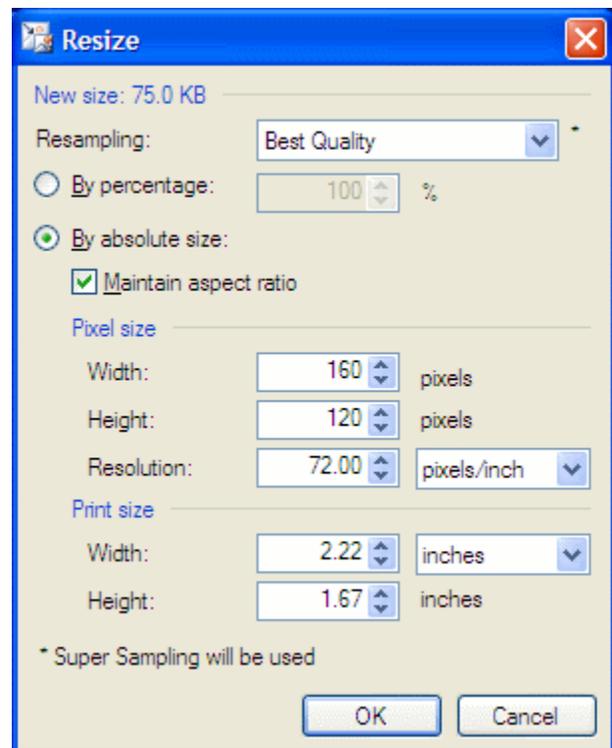Image Resolution: 72 to 96 ppi

Resizing with Paint.NET

Open the image to be resized.

1. 'Save-as' and name it differently to keep the original file.
2. Select Image > Resize
3. Change the width to 160 (right column) or 500 (for the main editable area)
4. resolution - 72ppi
5. be sure 'Maintain aspect ratio' is checked
6. Save the file as a jpeg (photos) or gif (clip art)

DO NOT USE special characters in file names:
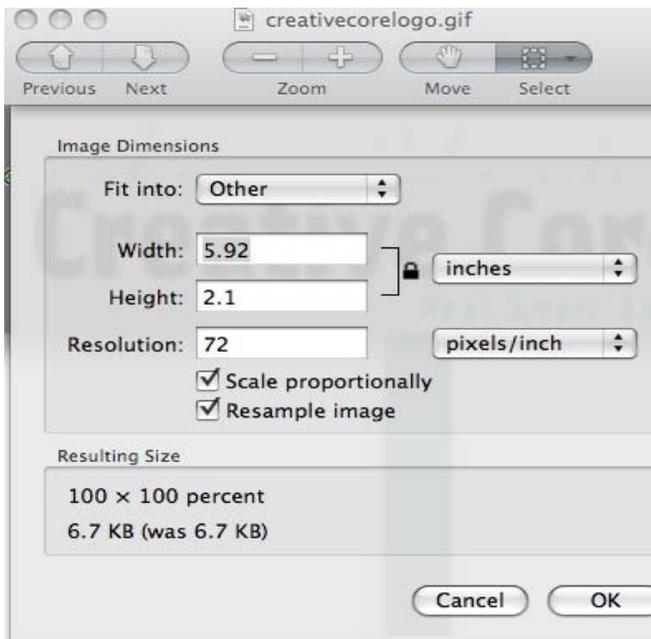
~ ! ` # * ( ) + = & % $ " '

Resizing with Preview (Macintosh)

1. Open the image to be resized.
2. 'Save-as' and name it differently to keep the original file.
3. Select Tools > Adjust size
4. Change the width to 160 (right column) or 500 (for the main editable area)
5. Resolution - 72ppi

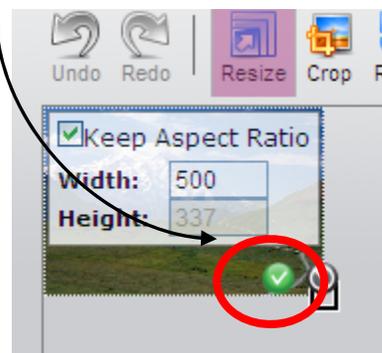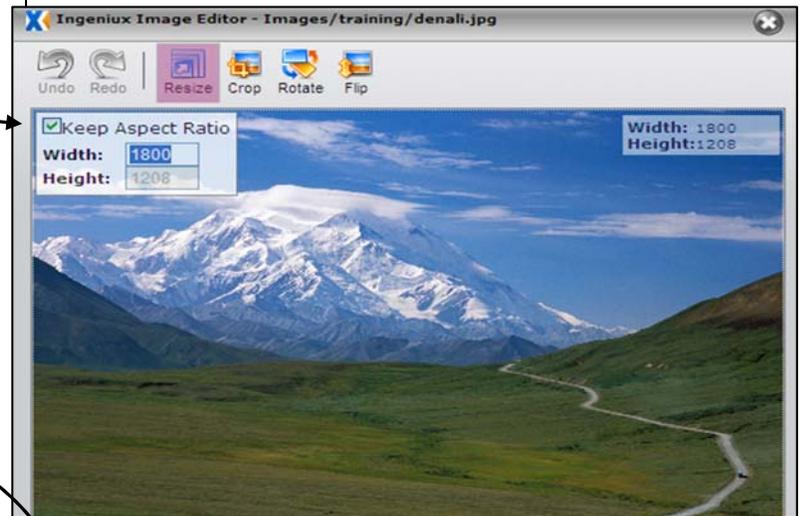Save the file as a jpeg (photos) or gif (clip art)

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Editing an Image with Ingeniux

Before you upload an image to Ingeniux, the best practice is to edit the image first. However, if you have already uploaded the image, Ingeniux provides a tool in which you can re-size, rotate, crop or flip an image. Here's how to use the tool:

1. Log into Ingeniux

2. Click on the Assets button

3. Open the images folder and go to your account folder

4. Click on the image to select it.

5. Click on the Edit button.

6. To re-size, click on Resize. (Crop, rotate and flip work in a similar manner.)

    1. Leave the 'Keep Aspect Ratio' checked

    2. Insert the width in pixels.
       -- Right column - maximum 150 px
       -- Center area - maximum 500 px
       (Height will vary.)

    3. Click on the green check mark just below the white box to accept the change.

    4. 'Save as' if you wish to keep the original photo.
       or
       Choose Save Changes to overwrite the photo file.

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Insert the Image in Ingeniux

1. Check the page out
2. Click where you want to place the image.
3. Click on the image icon
4. Click on the browse button (just to the right of the image URL area)
5. In the dialog box, click on the plus sign next to the Images folder
6. Navigate to your account's folder (or sub-folder)
7. Click on OK
8. Enter an image description
9. Click on insert

To align the image right or left:

1. Click on the image to select it
2. Click on the Appearance tab
3. In the Alignment drop-down, choose either left or right
4. Vertical space and Horizontal space each = 5
    (this puts 5 pixels of white space around the image)

Need Copyright-free Images?

You should assume any image you find on a web page is copyrighted. So please only use images or graphics that you know are copyright-free.

The *Campus Update* photo gallery archive is here:
http://www.oswego.edu/administration/public_affairs/galleries

Right click on the image and 'save image as'; resize and upload to your account's image directory.

Creative Commons: http://creativecommons.org/licenses/

Penfield Library Multimedia links and information:
http://libraryguides.oswego.edu/content.php?pid=315844&sid=3065630