

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. Software: Illustrator, FreeHand, and CorelDRAW – more listed at http://en.wikipedia.org/wiki/List_of_vector_graphics_editors

Bitmaps 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).

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.

JPEG (Joint Photographic Experts Group)

Use JPG format for photos.

PNG (portable network graphics)

PNG was developed as a patent-free answer to the GIF format with lossless data compression. It is not supported by older browsers (IE 6 for example).

JPG image at 72 dpi resolution (375 px wide)



Same JPG image. When enlarged it becomes pixilated



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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 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: 160px – maximum

Height: can vary

Main Editable Region:

Width: 550px

Height: can vary

Image Resolution: 72 to 96 ppi

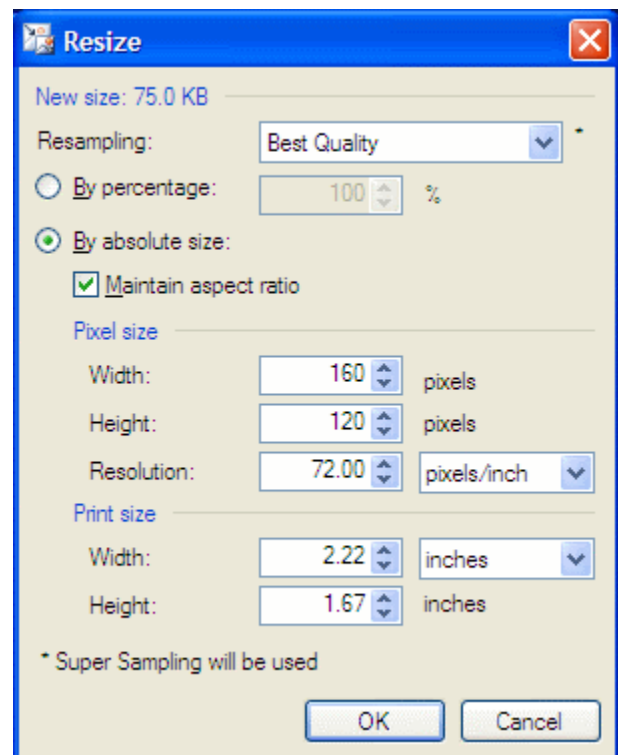
Resizing with Paint.NET

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:

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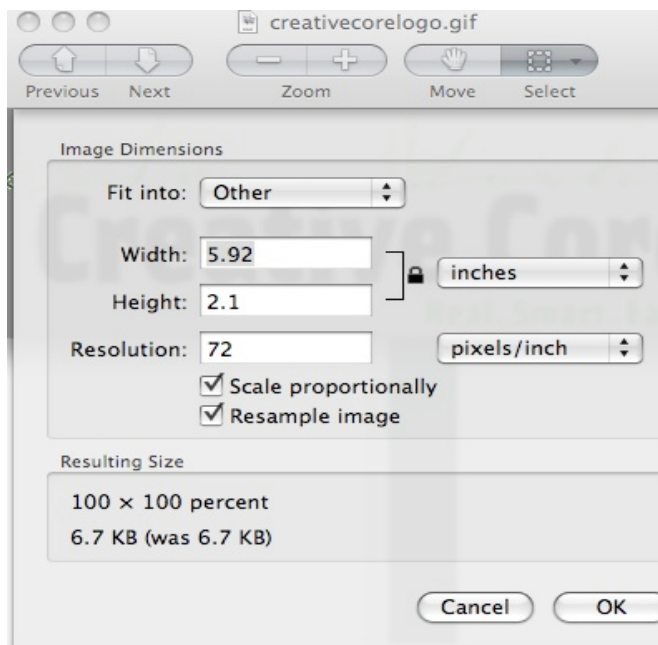
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Resizing with Preview (Macintosh)

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)

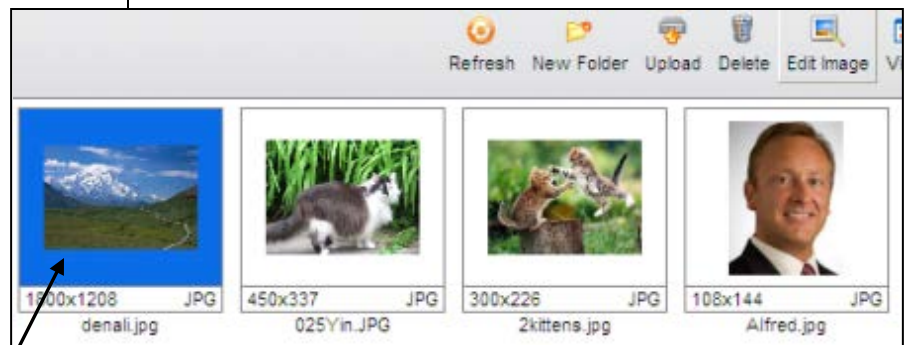
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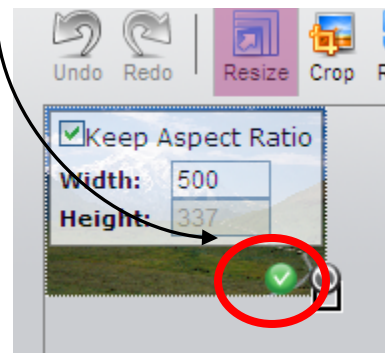
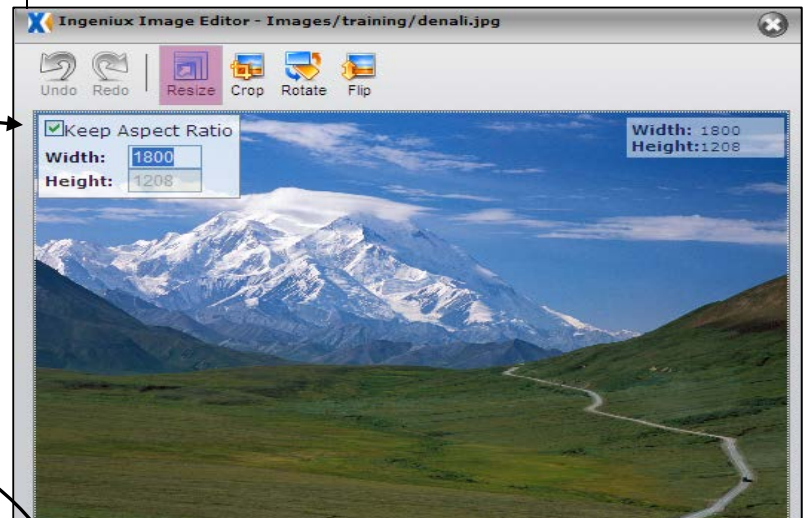
Editing an Image with Ingeniux

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.