Images on the website

Understanding images and formats. Preparing images. Uploading images. Inserting Images on pages.

Image formats and sizes:

Images are saved using different file 'formats' with different characteristics. There are three image formats you may use on a website, GIF, JPEG and PNG. The normal format for photographs is JPEG (also called JPG).

Although many photographs are JPEG straight from the camera they still need to be prepared in order to be used online.

Preparing images:

The first thing to decide is what size you want your photograph to appear on a web page. Screen dimensions are measured in pixels and a rule of thumb is that a picture half an 'average' web page wide is 325 pixels wide.

You can use any software you are familiar with to resize your image(s), or you can upload an image from your computer to the excellent online tool picnik. (www.picnik.com). Use Picnik to crop and resize your image, then click 'Save & Share',

Save this photo to my computer

File name:
Classroom_photo   .jpg

Dimensions:
Width: 325
Height: 222   Percent: 100 %

Format:
JPG (Best for most photos)

JPG Compression Quality: 8
A sweetspot of really good quality and file size.

Save Photo

Make sure to save as JPG with a quality setting of perhaps 7 or 8. Have a folder on your computer ready to accept your edited images and name them appropriately (see 'Naming images').

Image sizes:

You should experiment to get the best 'standard' sizes for your website, and this will depend on it's design. The following are guidelines ONLY.
100 X 100 = small ('thumbnail')
215 X 215 = under 1/3 page width
325 X 325 = under half page width
670 X 500 = safe maximum width

Note that images should normally fit within the above dimensions so use them to determine the longest edge. Images should not normally be any taller than 500 pixels or most users will be unable to see them without scrolling.

Bear in mind that users have different screen resolutions so may see more or less at a time than you can. The most common screen resolution at the time of writing is 1024 wide by 768 high.

Naming images:

It is important to avoid naming images in such a way that people can be identified unless you are certain they have agreed. Avoid using real names and instead choose a name that might be an abbreviated caption. If there are multiple images in a sequence use 01, 02 etc. at the end of each name. Avoid names that you think might be duplicates.

Pixels:

A pixel is an individual dot of a particular brightness and colour. A grid of many pixels of different colours make up an image. Stare very closely at a computer screen and you will see the grid of pixels it is displaying come into view.

Photo Galleries:

Find out how to make a photo gallery in the 'Photo Galleries' guide.

Uploading images:

Log into the admin system and click on 'Media'.

- In the 'Upload Files' section near the foot of the page you <u>must</u> use the drop-down list to choose an appropriate 'Target folder' where your files are to be placed. If only /media is listed create a new folder using the 'Create Folder' section.

- Click the first 'Browse' button and find an image on your computer to upload. You can upload up to 10 images at one time.

- Click 'Upload File(s)' when you are ready.

Upload File(s)

Target folder: /media/Year6

☐ Overwrite existing Files

/classroom photos/classroom01.jpg   Browse...

/general school photos/children_seated01.jpg   Browse...

In the above example two files are ready to be uploaded to the Year6 folder.

Inserting an image on a page:

From the 'Pages' menu choose the page to edit (see guide 1. 'Editing Pages').

- Click the 🖼 'Insert / Edit image' button.

- In the pop-up window click 'Browse Server' to locate an already uploaded image. (You will need to choose the appropriate folder in order to see images listed.)

- Click an image name in the list to select it and see it previewed.

- Enter a value of 10 in the HSpace field to make space between the image and surrounding text.

- Choose to Align 'Left' or 'Right' (of page) to have text flow round the image.

- Click OK & remember to also 'save' your work!.

Uploading explained:

Images must be copied to the computer hosting the website in order to be used on any page. This is called 'uploading'.

Options when inserting images:

Additional properties when inserting an image:

Image Properties

Image Info | Link | Advanc

URL

http://www.stmichaelsn6.co

Alternative Text

Elephant

Width 169

Height 144

Border

HSpace 10

VSpace

Align Right

Alternative Text ('Alt' text) is where you describe an image. It is good practice to do this but not required.

Width and Height should normally be left alone. You can 'cheat' and change the size an image displays but it may look odd.

Type a number (1 up) to set a border. Set 0 for no border if you add a link.

Use the 'Link' tab and enter a URL if you want the image to be a clickable link.

More about image formats:

GIF (.gif) images only have up to 256 colours. They are used for simple graphics. GIF images can include animation. GIF images may have transparency set so backgrounds show through.

JPEG (.jpg or .jpeg) images, such as photographs, have millions of colours. JPEG is a 'lossy' format as 'compression' is applied to keep the filesize small. The advantage of less data in a file is that it arrives more quickly on a page so displays fast. The disadvantage can be that when too much compression is applied images can look 'blocky'. In general a quality setting of about 60% to 70% when saving is a good compromise between quality and file size. (Where 0% = low quality small files and 100% = best quality big files).

PNG (.png) tries to combine some of the best aspects of both GIF and JPEG though it is less commonly used.