

# Preparing Images for Blackboard Using iPhoto

Images can be valuable additions to your course. They can enhance levels of comprehension and exceed the power of text alone. Images may also help students learn concepts that are difficult to convey verbally.

If you decide to include images in your Blackboard course site, we recommend that you prepare them for display on the web before uploading them to Blackboard. Things you can do to prepare images include:

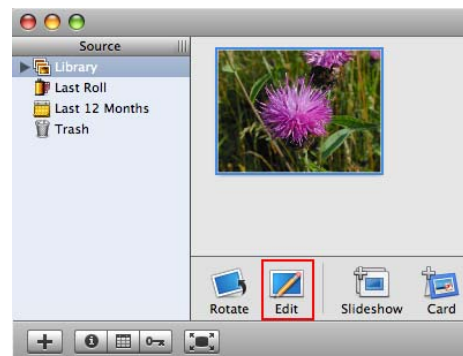
- Crop images so that only a portion of it is displayed. This will help viewers focus on the most important parts of the image and can reduce the size of the file.
- Reduce the displayed size of images. High resolution images may have a display size that is much larger than needed for a web page. Reducing the resolution and display size results in smaller files.
- Save images in *.jpg*, *.gif* or *.png* format to ensure that images display correctly in most web browsers. These file formats result in smaller file sizes than many other image file formats.

Simple graphics editing programs such as **iPhoto** can be used to prepare your images for Blackboard. **iPhoto** is a free program for Mac that can be found in the **Applications** folder of your Mac computer.

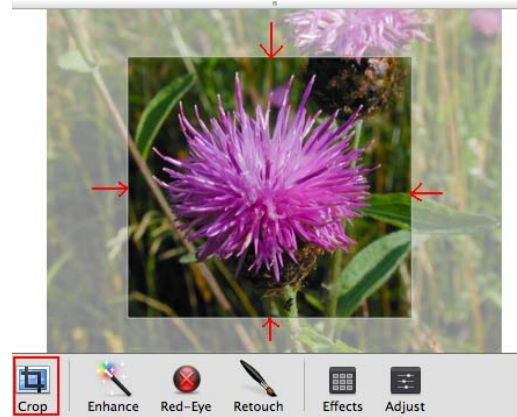
## Selecting an Area of an Image

When you take a photograph or create a screenshot, you may be interested in only part of the image. Retaining only the part you need can help reduce file size. To select the part of the image you want to retain, follow the steps below:

1. **Select an image in iPhoto.** Click on an image in an **iPhoto** library or drag an image into **iPhoto**.
2. **Select the **Edit** icon at the bottom of the screen.** You will see the bottom tool bar be replaced with editing tools.



3. **Select an area of the image.** Click on the **Crop** tool and drag the lines towards the part of the image that you wish to keep. The shaded area will be cropped out.
4. **Crop the image.** Click on the **Crop** tool again. Only the selected area remains.
5. **Save the changes.** Click on the **Done** button on the lower right hand corner.
6. **Save your new file.** Follow the steps below to save your new file in its original format or as a *.jpg* or *.png*.



## Resizing an Image

When you take digital photographs or scan images, the digital output may be larger than you need to display on a web page. Larger images create larger files and require more disk space. For example, an image that covers the area of 15 inch monitor is 1024 by 768 pixels and the file size is 107KB as a *.jpg* file. The same image reduced by 50 % (512 by 384 pixels) is 36KB. Keep in mind that photographs generally scale down nicely, but screen shots become blurry.

Before uploading images to Blackboard, you might want to scale them down to the actual size that you want to display on the screen. Resizing of an image can be done in **iPhoto** in the process of saving it.

## Saving an Image for the Web

The three most popular and accessible image formats for the web are *.jpg* or *.gif* and *.png*. We suggest that you use *.gif* for computer-generated graphics with a small number of colors, such as clip art or line drawings, and *.jpg* or *.png* files for photographs or images that have a large range of colors. The *.png* format is the best for detailed images because the format loses less information in the process of **compressing** the file (making the file size smaller).

To save an image as *.jpg* or *.png*, follow the steps below.

1. Under the **File** menu, select **Export**.
2. Choose the format you want to save the image in by clicking on the arrows next to the **Format** drop-down menu and selecting **JPG** or **PNG**.
3. If you decide to resize the image, click on **Scale images no larger than** and enter numbers for the



new width or height of the image. **iPhoto** will automatically change the other dimension to preserve the proportions of the image.

4. Click on the **Export** button.
5. Enter a file name for the new image in the **Save As** text box.
6. Choose a location on your computer to save the image by selecting it from the **Where** drop-down menu.
7. Click on the **OK** button.

