



# Preparing Images for Blackboard Using Paint

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:

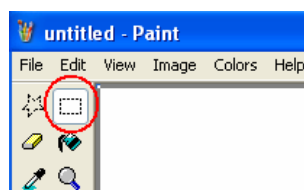
- Crop images so that only a portion of it is displayed. This will help viewers focus on the most important parts of the image and can reduce the size of the file.
- Reduce the displayed size of images. High resolution images may have a display size that is much larger than needed for a web page. Reducing 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 Paint can be used to prepare your images for Blackboard. Paint is a free program for Windows that can be found under **All Programs -> Accessories**.

## 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. **Open an image in Paint.** Select **Open...** under the **File** menu or press **Ctrl+O** on the keyboard.
2. **Select the marquee tool.** You will see a palette of image editing tools called the **tool box** on the left side of the screen. Click on the **marquee tool** in the upper right hand corner of the tool box.

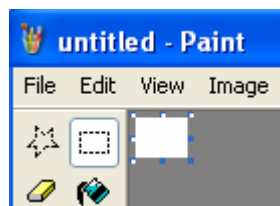
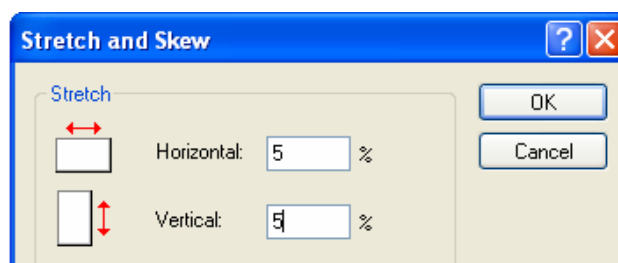


3. **Select an area of the image.** Use the **marquee tool** to select the area of the image that you want to retain by dragging the cursor from upper left corner of the image to the lower right corner.



4. **Copy the selected area to the clipboard.** Select **Copy** under the **Edit** menu or press **Ctrl+C**. Your image is now on the clipboard.
5. **Create a new file into which to paste the area you just copied.** Select **New** under the **File** menu or press **Ctrl+N**.
6. **Resize the canvas.** The canvas size might be larger than your image, creating white space around it. For this reason, you should start with a very small canvas. To make the canvas size smaller:

- 1) Select **Stretch/Skew...** under the **Image** menu or press **Ctrl+W**.
- 2) Enter a smaller number such as 5 in the **Horizontal** and **Vertical** axis in the **Stretch** dialog box.



- 3) Click on the **OK** button.

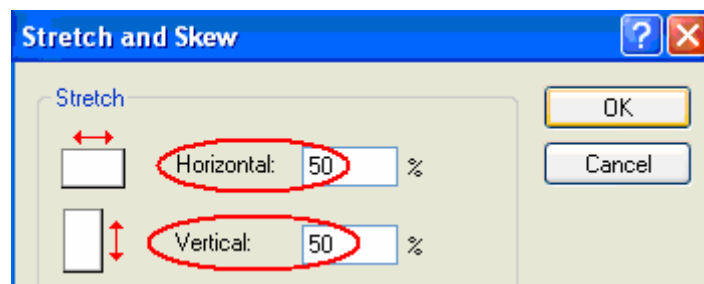
7. **Paste the selected area of the image into your new file.** Choose **Paste** under the **Edit** menu or press **Ctrl+V**. The canvas will resize to fit your image. (This is specific to Paint.)
8. **Save your new file.** Follow the steps on page 4 of this document to save your new file as a *.jpg* or *.gif* 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. To resize an image using Paint, follow the steps below:

1. **Open the image in Paint.** Select **Open...** under the **File** menu or press **Ctrl+O**.
2. **Change the size of the image.** Select **Stretch/Skew...** under the **Image** menu or press **Ctrl+W**. You will see the **Stretch and Skew** dialog box. Enter numbers in the **Horizontal** and **Vertical** text boxes under **Stretch** to indicate the percentage by which you want to change the image. To make the image smaller, enter a number between 1 and 99. To make the image larger, enter a number larger than 100. **Note:** To keep the proportions of the image set, enter the same number in the **Horizontal** and **Vertical** text boxes.



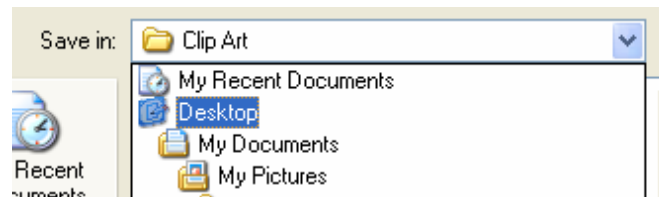
3. Click on the **OK** button.

## Saving an Image for the Web

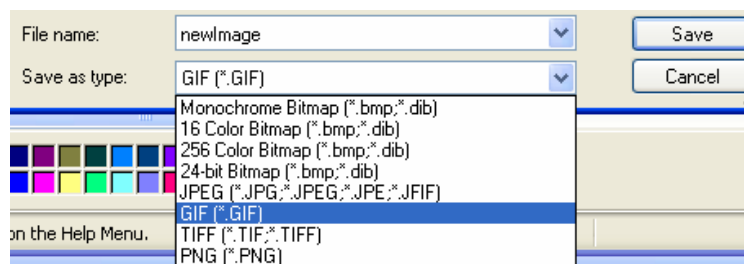
The three most popular and accessible image formats for the web are *.jpg* or *.gif* and *.png*. We suggest that you use *.gif* for computer-generated graphics with a small number of colors, such as clip art or line drawings, and *.jpg* or *.png* files for photographs or images that have a large range 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 *.gif* or *.png*, follow the steps below.

1. Under the **File** menu, select **Save As...**
2. Choose a location on your computer to save the image by selecting it from the **Save in** drop-down menu.



3. Enter a file name for the new image in the **File name** text box.
4. Choose the format you want to save the image in by clicking on the arrow next to the **Save as type** drop-down menu and selecting **GIF**, **JPEG** or **PNG**.
5. Click on the **Save** button.



### For further assistance:



Stop by the Technology Resource Center, **C104 Hunter North**.



Register for a workshop at <http://www.hunter.cuny.edu/icit/trc/workshops>.



Give us a call at **212-650-3358**.



Send an email to [training@hunter.cuny.edu](mailto:training@hunter.cuny.edu)