

I is for Images

There are always marks for dealing with images. The examiners are specifically testing whether or not you have the skills to do this.

Images to be in .png format and each individual image must be less than 300 KB.

File Formats

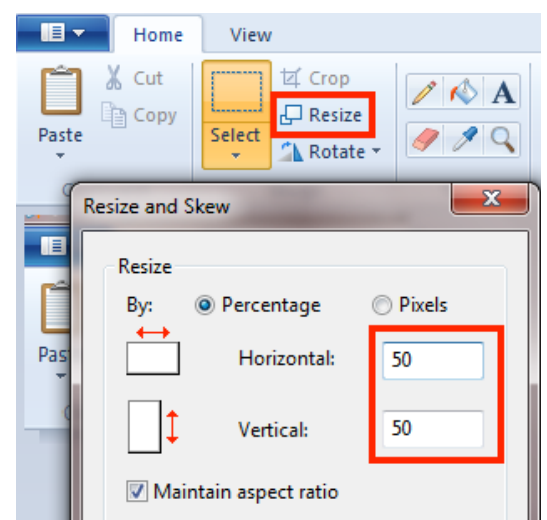
You will need to change **file formats**.

1. Open the **Images** folder
2. Check which files need to be changed format – **read the exam paper carefully**
3. **Right click** on a file > **Open With** > **Paint**
4. Click on the **Blue box** in the top left > **Save As** > Choose the format to use
This will be **JPG, PNG** or **GIF**
5. Give the file a useful name > **Save**
6. Repeat as required
7. Delete the original files or stick them in a folder just in case

Resizing files

You will need to make sure files are below a set file size.

1. Identify the files to have their size reduced – **read the exam paper carefully**
2. **Right click** > **Open With** > **Paint**
3. Click the **Resize** button (top left)
4. Try **50%** to start with
5. **Save** the file and check the size
6. If necessary keep reducing sizes – if it needs to be reduced by a small amount try 80% or 90%; if it needs to be reduced by lots try 50%
7. Repeat until all files are small enough
8. Delete any original files or stick them in a folder just in case



Create a banner

Every exam requires this. You have to combine text and a logo into **one image** the full width of the page (usually 1024 pixels wide)

A banner including a suitable title and the campaign logo (which should link to www.therecycledrive.gov.uk). The banner should extend the full width of the page.

This means a **single image**. A box or a table with separate text and logo **won't do**.

1. Open **Photoshop**
2. **File > New**
3. Choose **1024 pixels** wide and about **150 pixels** high
4. Make sure it's **PIXELS!**
5. Click and hold on the Gradient tool on the left and choose the **Paint Bucket**
6. Click on **Swatches** at the top right
7. Choose a background colour
8. Fill the background

There is a separate guide to creating banner images with screenshots

To add images:

9. **File > Place** > find the image you want to add > **OK**
10. Drag it to where you want it – logos work well on the left (probably)
Be careful resizing – make sure you don't distort the image. This will cost marks
11. Click the **tick mark** (top right) to set it in place

To add text:

12. Click the **Text** tool (the T in the left toolbar)
13. Change the **text size** (try 60 pt) and **text colour** at the top
The colour will probably be the same as the background to start with
14. Type your title
15. Use the **Arrow** tool to drag it around
16. **File > Save As** > select **PNG, JPG or GIF** > name it **banner** > **Save**
Use whatever file format the exam wants

Editing Images to Draw Attention

You will usually need to do some sort of image editing to draw attention to part of an image. This is easiest to do in Paint.

Edit the image SCHEDULE.png, which can be found in the IMAGES folder, to draw attention to the two programmes featured in the microsite.

1. Choose the image to edit
2. **Right click** > **Open with** > **Paint**
3. Use the **box** or **circle** tool to draw a shape around the part to draw attention to – make the shape thick enough and use a **suitable colour** to really draw attention to it

You might also be able to **underline** the content – use the line tool to do this

Or you could retype information over the top in a different colour

4. **File** > **Save as** > Use a new name

Create thumbnails

You usually need to use thumbnail images or cut out part of an image to use.

This is a section where it's important to read the exam really carefully.

Thumbnails

- On the programmes page use appropriate images, or cropped images, from the IMAGES folder, to create links to:
 - 'The Lunch Break' programme page
 - 'Home Time' programme page.

1. **Choose** which image to use a base
2. Open the image in **Paint**
3. Click the **Select box** at the top (the larger square dotted box)
4. **Drag** around the section you want to cut out
5. Click the **Crop** button (top left)
6. **Save** the image with a new name

Thumbnail images should be fairly small. Not tiny, but not huge either.



You may want to add text to your thumbnails

7. Click the **Text tool** and type your text – you will probably need to make the size bigger (try at least 24 pt)
8. You might want to add text below the image. Drag the **white box** at the bottom down to make the image bigger
9. **Save** with a different filename



Creating a "Graphical Link"

From the **JOBROLES.bmp** image, which can be found in the **IMAGES** folder, choose one of the job roles to create a graphical link that:

- is in **.png** format
- shows only your chosen job role

This simply means **crop** an image to create a thumbnail of some kind. This will be used as the base for a hyperlink later on

Adding Text and Images to an Image

You may have to do this. Use either **Photoshop** or **Paint** for this job.

Edit the image **LANDSCAPE.bmp**, provided in the **IMAGES** folder, to include The Recycle Drive logo and add some additional appropriate text that you have written. Place the edited image on the benefits of recycling page. The edited image must be in **.png** format.

1. Open the image
2. Add any other image required
Photoshop: File > Place
Paint: Paste drop down > Paste from > find the file > Open
3. Add text using a font and colour which will fit the website and show up nicely
4. Save the image with a new name