

Who Durnit? Image Tasks

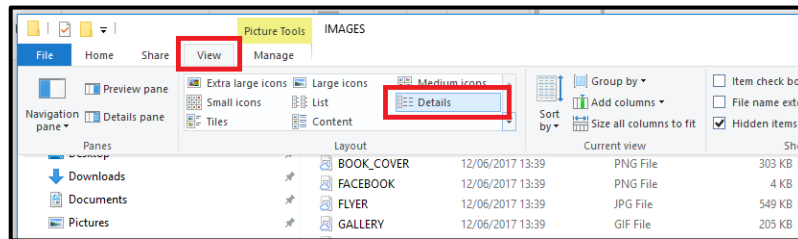
Make sure you have a copy of the image files. If I teach you, you can find these on the Team Drive > CIDA Exam files

File formats:

You need to change each image to be a png file type and all under 300 KB.

1. Open the folder of images. Make sure you can see the file format and file size:

Click **View** > choose **Details** from the options



You can see that there are a number of files which aren't png files and a number that are over 300 KB in size.

Always change the file type first. This is because when you change the file type the size will always change.

2. **Open** an image that needs to be changed to png format in **Paint**

3. **File > Save As >** choose **PNG** and save

I always change the filename to be something like IMAGE3 png so that I don't mistake them

Now change the size

4. **Open** an image that is too big in **Paint**

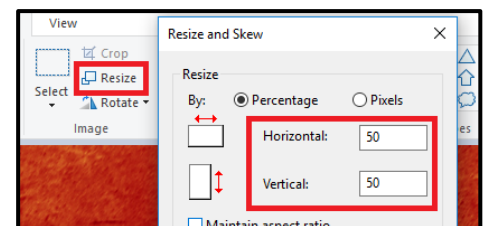
5. Click the **Resize** button at the top

6. Start with **50%**

7. **File > Save As > PNG >** change the filename – I usually add a v2 to each name

If you change the filename then you have the original sized file should you need it. It's quite common to realise later on that you need the original, bigger version of the file.

8. **Check** the size. **Repeat** the resize process as required.



Take a look through the images again. Make sure they're all the right format and size.

It's a good idea to keep all of the originals – some people like to put them in a new folder.

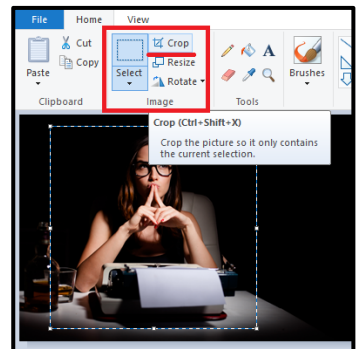
NOTE: You will always be given some images that the exam bard don't want you to use. This is deliberate and is a trap. They want to test whether you can **make good choices**.

Thumbnails

Thumbnails are small images that can be used to link to pages or a larger image.

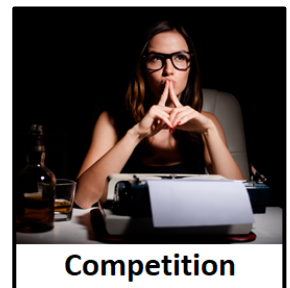
The question says to use an appropriate image or cropped image. I'll show you how to crop now.

1. First choose an appropriate image. I chose IMAGE_18 for the competition thumbnail
2. Open the image in **Paint**
3. **To crop:** click the **Select** square at the top left > **drag** around the image to select the part you want to keep
4. Press the **Crop** button at the top left
5. I chose to **resize** my final image to make it a little smaller. I used 75% resize because I didn't want to make it much smaller



Thumbnails almost always need writing added to them.

6. Find the **small square** at the bottom of the image. Drag it down a little to create an area of white at the bottom
7. Use the **Text** tool to add the word Competition in the gap
8. Adjust the size of the text
9. **Save** the image – use a new name



Flyer:

For this task you need to add an image to another. This is easiest to do in Photoshop.

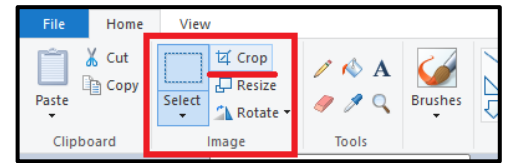
1. Open the image in **Photoshop**
2. **File > Place >** choose an image to add (I chose IMAGE_3)
You can do this in Paint if absolutely necessary (but it's harder) – click the little arrow under the **Paste** box > **Paste From** > chose the image to add
3. Make sure you **save** the image as a **PNG** file (in Photoshop **File > Save As** > choose **PNG** from the dropdown list).
4. **Check the file size** – adding another image will change the file size.



Book cover:

Read this task carefully. You need to start by cropping the original image into 2 to make the two images needed for the rollover.

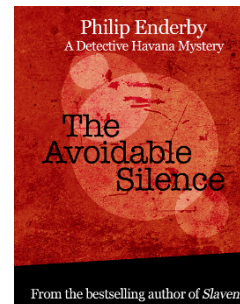
1. Open AVOIDABLE_SILENCE in **Paint**
2. Use the **Select** rectangle at the top left to select the **front cover only**
3. Click **Crop**
4. **Save** the image with a **new name**



STOP: if you're using a resized version of AVOIDABLE_SILENCE then you'll now have a very small front cover. This is an example of where going back to the original, larger image is better and is why you should always save your images with new names and not overwrite the originals. Re-do the crop if needed

5. Now **repeat** for the back cover
6. You should have **two images**. **Check** that both are PNG files and both are less than 300 KB.

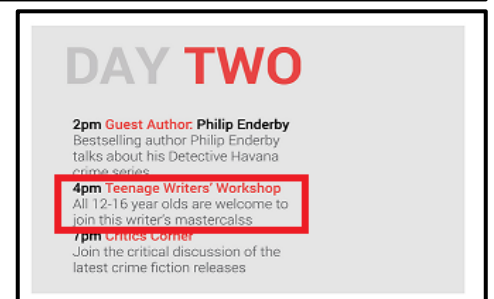
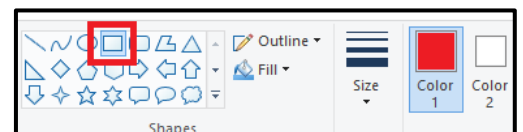
I made sure to crop the labels at the bottom off as well.



Programme

The easiest way to draw attention to something is to add a box around it.

1. Open Programme.jpg in **Paint**
2. Click the **Square shape** icon at the top
3. Change the **colour** to something that will stand out (red, for example)
4. **Draw** a box around the Teenage Writers' workshop
5. **Repeat** for the other workshop
6. **Save** the image. Make sure you save it as a **PNG**. **Check** the file size.



Banner making:

This pretty much has to be done in Photoshop. There is a guide on how to do it.

