

Image File Manipulation Skills

For this task you need a copy of the **Norfolk Image Files** folder.

Open the folder in your documents

Part 1 – File type

All the images **must** be **JPG** files if they are going to be of any use. This means some of the file types need to be changed.

1. Identify the images which need to have their file type changed to **JPG**
2. Open one of these images in **Paint** (**right click** > **Open with** > **Paint**)
3. Click the **Blue** area at the **top left** of the Paint window
4. Roll your mouse over the **Save as** area and choose **JPEG**
5. Give the file a **sensible name** and make sure you're saving it in the right place
6. Click **Save**
7. **Repeat** for the other files that need to have their file type changed



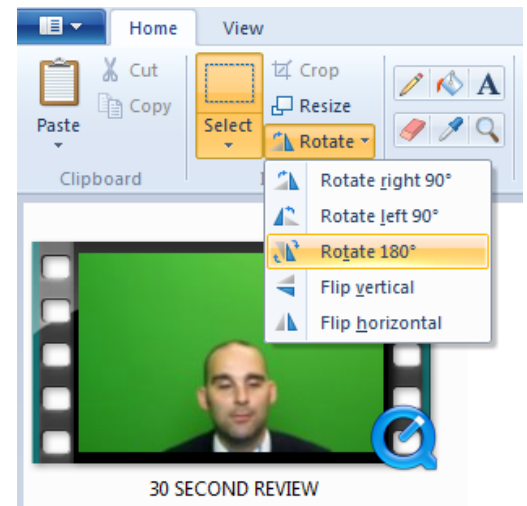
Part 2 – File size

There is a maximum file size of **250 MB** for the web server the images need to go on. This means some of the files need to be resized.

1. Identify the images which need to be resized
2. Open one of these images in **Paint** (**right click** > **Open with** > **Paint**)
3. Click the **Resize** button at the top of the ribbon
4. Change the top number to **50** – this will reduce the size of the image by 50%.
This should reduce the file size
5. **Save** the file (it should already be the right type of file)
6. **Check** the file size again. If it's bigger than 250 MB repeat this process.
7. **Repeat** for the other files that need to be made smaller

Part 3 – File Rotation

1. Open the **NorfolkLogo** image in Paint
There's something obviously wrong with this image
2. Use the **Rotate** button on the ribbon to solve the problem
3. Save the file so it can be used



Part 4 – File names

Two of the files have very unhelpful names. They need to be renamed.

1. View the files in your documents
2. **Right click** one of the files which needs renaming
3. Choose **Rename**
4. Type a new name for the file and click **OK**

You can also do this by opening the file in Paint and using Save as

Part 5 – Cropping

The broads image file has lots of white space around it. It needs to be cropped.

1. Open the **broads** image file in **Paint**
2. Click the **Select** box on the ribbon
3. **Drag** a box around the area you want to crop the image to
4. Click the **Crop** button on the ribbon

You can always undo a crop to get a better crop – Ctrl+Z

Part 6 – Checking

Check that:

- all the image files are JPG type
- all the image files are less than 250 KB in size
- all the image files have sensible names
- the NorfolkLogo image has been rotated
- the broads image has been cropped