

PLEASE SILENCE ALL CELL PHONES

Image Editing

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Goals

Expensive image editing programs (like Photoshop, PageMaker, etc.) allow you to do incredible things creating and manipulating pictures. They also can be incredibly complex. What we're attempting to learn today is not nearly so intimidating (or, in fairness, impressive). Today's class is intended to present the student with the skills necessary to manage, view, and make basic changes to their images.

Irfanview

There are a lot of programs available to edit and manage images; today we'll be using a program called Irfanview. This is a free program that can be acquired from the website: <http://www.irfanview.com/>, we use it here at the library for almost all of our image needs.

Opening Files

Irfanview is like any other office program, the files need to be loaded into it to do much. To begin working with a picture (or just to look at it) first open the Irfanview program (either by double-clicking the icon on the desktop or

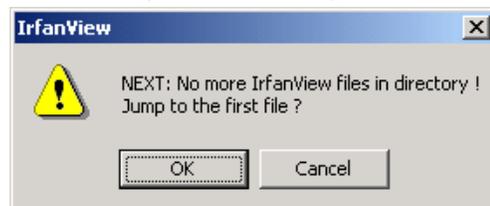
by going through Start Menu → Programs...). Then open the image file you want to view (File→Open). Irfanview will typically size itself to fit the natural size of the picture (file sizes will be discussed more later). In the case of files which are bigger than the screen you will have a scroll bar appear.

Viewing Files

Not to be confused with the view menu, this will be addressed shortly. If you want to look at a picture or pictures in a certain directory you can do this by pressing the 'Enter' key (this can also be reached by opening the View menu and left-clicking Full Screen). The picture you are looking at will then become it's natural size in the center of the screen, with a black background filling in any empty space (pictures larger than screen size will be shrunk as much as is necessary to fit). The file name and directory information will be listed in green text in the upper left hand corner. Directory information is referring to the folder where this picture is stored. The bracketed section: '[1/6]'

Is letting you know that there are 6 pictures in the same folder as this one and the picture you are viewing is the first of them. To go on to the next (or previous) pictures use the arrow keys on the bottom right of the keyboard.

When you reach the last (or first) image in



the directory you will receive this message:

If you say “OK” the pictures will wrap around in the directory. If you say “Cancel” you’ll return to looking at the current picture. Press ‘Enter’ or ‘Esc’ to return to the normal view.

Toolbars



In addition to the menu bars that we’ve been using you also have a helpful row of buttons, displayed above. I’ll give a quick rundown of these buttons going from left→right (hotkeys in parenthesis when available):

Open: Allows finding and opening the file (o)

Slideshow: Starts the slideshow wizard going (w)

Save: Saves the changes you’ve made to the current file (Ctrl + s)

Delete: Deletes the existing file (Del)

Cut: Removes selected section and prepares to paste it somewhere (Ctrl + x)

Copy: Prepares to paste selection (Ctrl + c)

Paste: Reproduces Cut or Copied information (Ctrl + v)

Undo: Cancels last action taken (Ctrl + z)

Information: Opens window with information about current file (i)

Zoom in and out: Increases or decreases size of picture (+ / -)

Step Left/Right: Changes which file in the current directory you're looking at (arrow keys on keyboard work the same)

Next/Previous Page: Some image types can have multiple pages, these buttons move through them.

File Number: Another way of navigating through the files in a folder

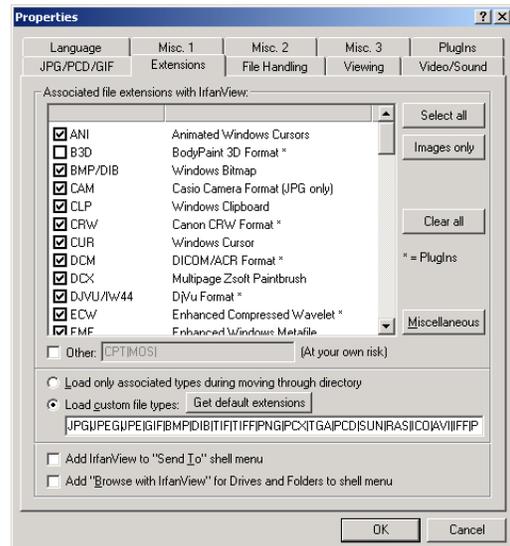
Properties: Various information and options regarding image (p)

About Irfanview: Pops up a little information about the product you're using (a)

Set File Associations

Irfanview can be set so image files automatically open up in it when they are double-clicked (many types of movie files as well). To do this follow these steps:

1. Left-click the “Options” Menu
2. Left-click “Set file associations”
3. This menu will appear:
4. The long list of file types refers to different kinds of images/movies that can be viewed through Irfanview.



5. If you want one of those file types that isn't currently checked to default to Irfanview simply check the box next to it.
6. Shortcut buttons are alongside the file type list
7. Left-click "OK" when finished

NOTE: This is often accomplished during installation of Irfanview.

Files

There are some changes that can be made to the actual files being used in Irfanview that require a brief explanation to understand properly.

File Types

A typed document can have been created in many different programs (Word, Works, WordPad, WordPerfect, Notepad, etc.), depending on where it was created and how the file is saved it can be in any one of a number of different file formats. Each format has its own extension (for example: doc for MS Word). Pictures are no different. There are several different formats of pictures that you're likely to run into; we'll discuss the most common ones here:

1. jpg: Pronounced "jaypeg". This is the format you'll want to use the most. It generally creates small files which can be easily viewed

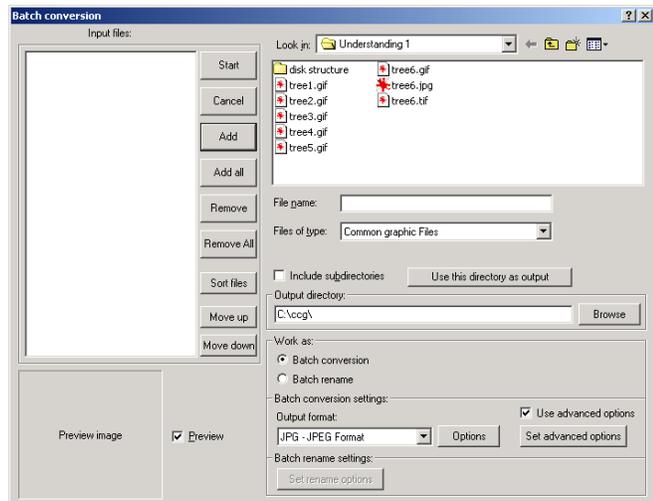
- through email, on a floppy disk, or on a web page. Quality is lower than most other types but not enough to be restrictive
2. gif: Pronounced “jiff”. Another common extension, usually associated with smaller files than a jpg. Gif files are commonly used for small button, or thumbnail images. They are also popular for black & white files and for small animations.
 3. bmp: Pronounced “bitmap”. This is a basic file type, usually large files and high quality images but without the color depth or editing options of some very high quality files. These are primarily seen in use by the operating system. You create a bmp image if you use the “Paint” program.
 4. tif: Pronounced “tiff”. These high quality images create large files with a great amount of detail and editing options. These are handled well by most internet browsers but their size can make them slow to load.
 5. psd: Photoshop files. Very large and cannot be worked with outside of Photoshop or other Adobe programs

File Conversions

The most important thing to understand about converting image files is that a picture can go from high quality to low quality but it cannot go from low

quality to high quality. To explain, if you have a very large image and you want to be able to fit it on a floppy disk so you reduce the size and convert it from a tif to a jpg that will work fine. But if you later want to go back and convert it from a jpg to a tif the file will not be able to regain its original quality.

To convert a file from one type to another you can either do a “Save as...” and change the file type or you can use the batch conversion function



(“File→Batch Conversion/Rename”); shown above.

Basic Functions

Resize/Resample

This function is useful when you want to increase or decrease the size of your image. This is different from zooming in and out because the file itself becomes larger or smaller. It’s important to remember the picture will reduce in quality if you make it bigger.

To change the size of the image open the “Image” menu and select “Resize/Resample”. The options available to you will appear in a large window. To fully understand the change you’re making to the file it can be helpful to check the information screen before resizing and then again afterwards. This will show you the change in dimensions and file size.

Selecting

If you want to change a section of an image you need to specify what part of the picture you want changed first. You do this by selecting it, simply click at one point in the picture and drag across what you want to change. A solid box will remain over what you’ve selected.

Copying, Cutting, & Pasting

Copying and cutting are no different than they are in any other program you may have used, only variation required is that you have to select what you want to copy first, rather than highlighting it. Paste is a little different from usual in that it immediately opens up a new file for whatever you’ve copied. Don’t forget about special copy methods “Print Scrn” and “Alt + Print Scrn” to get copies of the image on your monitor.

Cropping

Cropping is a means of removing part of an image. Different programs handle cropping in different ways. Sometimes you’ll select what you want

to get rid of then say “crop” and the program will remove it. In Irfanview you select what part of the picture you want to keep and then use the menu “Edit→Crop”, and all the excess will be removed.

Rotating/Flipping

Sometimes you’ll scan something in upside down or you’ll want to see the mirror image of your picture, or you’ll just want to have fun with the image and spin it around a little. To do all these things we have the rotate and flip functions. Simply go to the “Image” menu and select from 1 of the 4 choices (rotate left, rotate right, flip vertical, flip horizontal) and see the results

More Tricks

Effects

While not as extensive as a full scale desktop publishing/design program Irfanview does have a lot of effects it can perform on your images. In the “Image” menu there is a choice towards the bottom labeled “Effects→”, the secondary menu that accompanies that will perform a wide range of changes on the images. We’ll go over this individually in class but, many of them are particularly well suited to creating images for a web page. There are also some other effects in the Image menu that we can discuss, time permitting.

Set as Wallpaper

Say you like the picture you have open and you want to set it as the background image on your desktop without going through the haste of the Display Properties screen. That's easily done in Irfanview, just follow these steps:

1. Left-click the "Option" menu
2. Place mouse on "Set as Wallpaper"
3. From the menu that appears at the right select Centered, Tiled, or Stretched, depending on how you want the image arranged.

Slideshow

Self-running sidoshows can be put together surprisingly easily within Irfanview. We'll perform an example of this in class.

1. (creating slideshow: from FAQ) Q: I will create a CD-ROM with images and I will put IrfanView on the CD. How can I start IrfanView's Slideshow when I insert the CD in the drive? A: You can create either a self running EXE slideshow file (in slideshow dialog) or you can copy the original files to the CD and use a TXT file