DNBC Website: Preparing images for use in site

Digital photographs that are to be used on the website should, in most cases, be cropped, colour adjusted and reduced in size.

The notes below describe the method used so far, are designed for users with limited computer skills, and apply to a Windows computer only.

First, copy all photographs from your camera or phone to a folder on your computer.

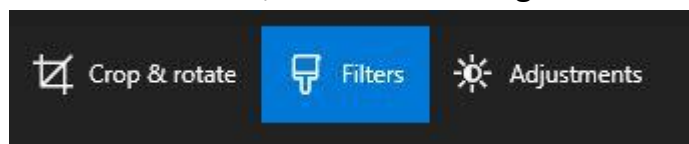For each picture in turn, take the following steps:

1. Open the folder containing the images. Double-click on the first image to display it in *Photos* application.
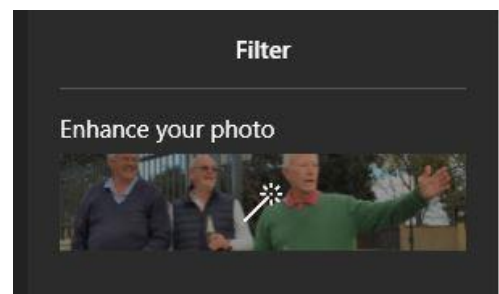2. Click on *Edit & Create* at top right, then *Edit* from the drop list.

3. **CROP:** Drag the white dots at each corner of the image, to crop the picture to the view required. Close in is best, unless the background is important.
4. **COLOUR:** Click *Filters* at the top of the window,

then click the centre of the elongated picture at top right to adjust the colour. In most cases this is enough to make any colour adjustments. You can reverse the effect or drag the white line to alter.

5. At the bottom right, click S*ave a copy.* When the *Save As* window shows, first check the destination to make sure the changes are being saved in the same folder as the original (or make a sub-folder for this purpose). If saving to a sub-folder then do so; if saving to the same folder then alter the file name in some way unless you want to write over the original photo.
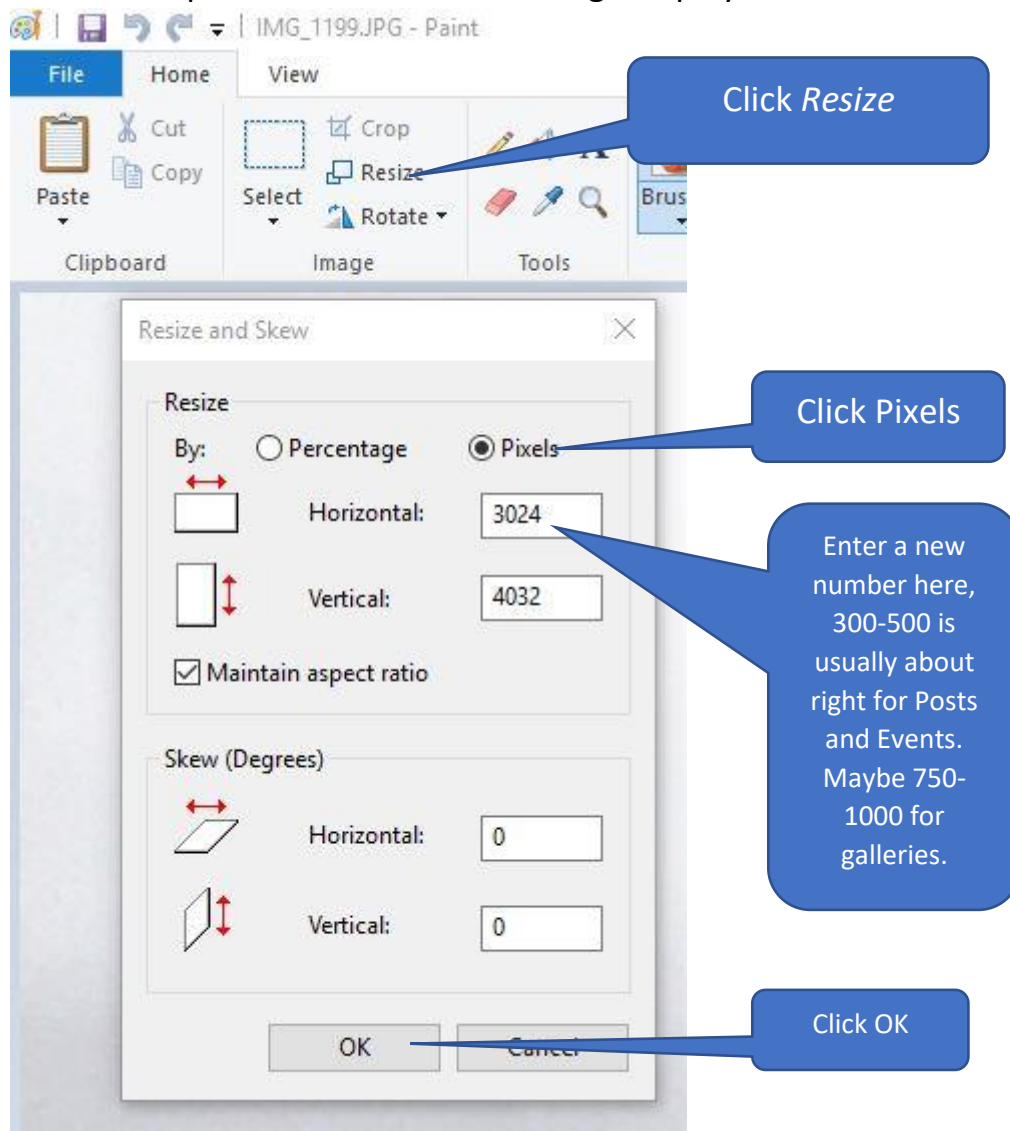6. Do the above for all photos in current batch.
7. **RESIZE (now optional):** In the early days of this website it was a good idea to reduce all pictures to a reasonable pixel size. This no longer appears to be the case as the site itself seems to handle all sizes. If it becomes necessary follow the steps below, otherwise ignore steps 8 to 12.
8. Open the folder containing the photos previously processed.

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9. On each image in turn, *right-click,* then from the drop-list, select *Open with,* then from the next list, *Paint.*

10. *Paint* will open with the full-sized image displayed.

11. The photo will diplay in the new size. If it is a vertical photo rather than horizontal it may need further resizing.

12. Click *File* then *Save As.* Here again you have the choice of saving to a different folder so all photos ready for uploading are in the same place.

13. See the help document (*MEDIA LIBRARY -how to use*) on how to upload all prepared images to the web site.

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Converting other file formats to a picture format

Sometimes you may get something in a .PDF file or .doc or .docx or .xlsx format that you would prefer in a picture format. Following are a couple of ways to do that. There are many others.

.PDF to .JPG
In your browser go to https://pdf2jpg.net/

1.   Click *Choose a PDF file*.
2.   In Explorer navigate to the .PDF fil to be converted, select it then click *Open*.
3.   When back in the conversion site, click *Convert PDF to JPG*.

4.   Click *Download*. The converted file will be saved to your *Downloads* folder.

Using the Snipping tool in Windows

Another way to get a .JPG file from any document that can be displayed on screen is to use the Windows *Snipping Tool*.

1. Make sure the section of the document is displayed on screen.
2. Open the Snipping Tool
3. Click *New*. The whole screen will go dull.
4. Use the left button on the mouse, click and drag to outline the section of the screen that is to be converted to a picture file, then release the button to place the selected section in the snipping window. If not correct, just click New again and repeat until you have what you want.
5. At the top left of the snipping window click *File*, then *Save As*, then navigate to where you want to save the picture.