

# Web images & Paint.net tutorial

## How to choose an image

Use images only when they give useful additional context or information. A picture of a computer keyboard when talking about online services is probably not useful to users. A picture of a new state-of-the-art hospital when it's opened probably is useful.

When choosing an image for a news story or home page feature slot, remember that images directly related to the story are the most effective.

## Image quality and things to avoid

Use good quality imagery. This doesn't mean images have to be professionally shot: smartphone images are acceptable if the quality is good enough.

Always preview the image and check the quality before you publish it.

If you don't have access to a photo library, then the [Flickr Creative Commons](#) pages are a great place to start looking. (Go to the [advanced search section](#) and click 'Only search within Creative Commons-licensed content.')

Whatever image you use, it should not be blurry, grainy, stretched, pixelated or badly lit.

Avoid obvious stock photography which can look cheesy and false. Try not to say too much with the feature images. When in doubt keep the image simple and let the text tell the story.

Also avoid using images of marketing material containing a lot of text. Instead, use the main image from the marketing material and put the relevant text in the story title and description.

## Alt text

Alt text is used as an alternative to an image for people who use screen readers.

Use alt text where you need to help users understand the visual content. Don't always make the alt text a literal description of the image: think about what point the image is making.

One [excellent piece of advice](#) is to imagine that you're reading out the content of the page down a telephone. When you get to the image, what would you say about it to help the listener understand the point the page is making?

If an image isn't essential to understanding the content, use empty quote marks: "" as the alt text. For example, don't tell people there's a logo on the page. But if there's a picture of a minister in a tank, put in appropriate alt text describing what's happening.

## Captions

Use a caption to describe what's happening in the image, not to summarise the story. Captions are optional. If you don't need one, don't include it.

# Images in t4

## Standard content type with no right column

If nothing is inserted in the right column, the page will instead display across the full width of the main canvas.

Images that you want text to float around can be given a class of 'right'.



Images that you want text to float around can also be given a class of 'left'.

Any unfloat images used here should be at least 550px wide. Images will be resized to fit mobile browsers.



## Navigational tiles

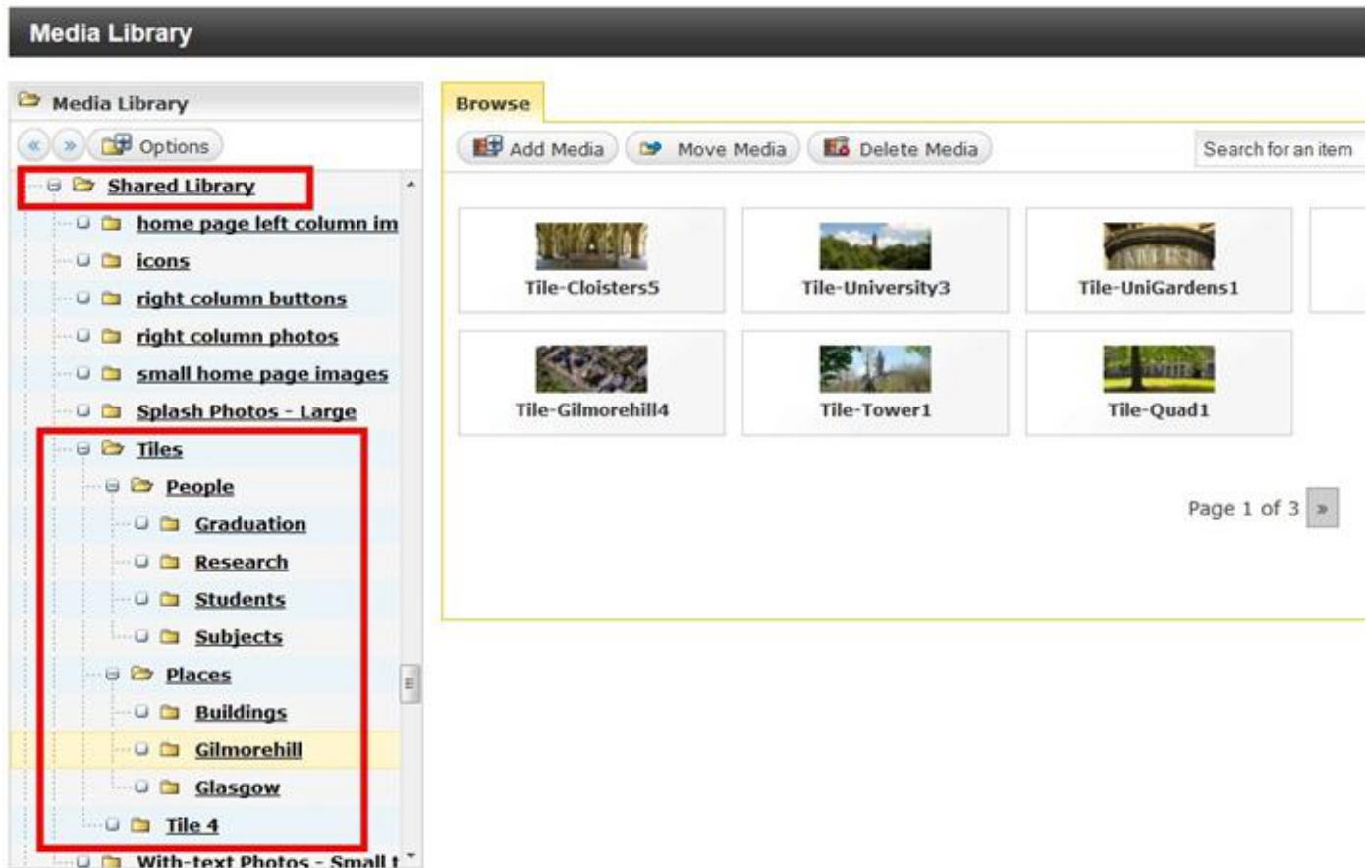
**Tiles 1 & 3:** (tiles with landscape image) - Images should all be the same height, and 700px wide.

**Tile 4:** (list of links with right hand/portrait image) - Image should be 186px wide and at least 500px high: it should make sense if cropped from the bottom.

## Carousel slide 2

You can add as many slides as needed: images should be the same height as one another and 700px wide. The standard recommended size is 700px x 300px. If you stick to the standard size, it'll be easier to re-use this slide elsewhere.

The shared library in the t4 media library has a selection of landscape and portrait images available for you to use for the different navigation tiles or carousels:



## What size should my images be?

Image	Width	Height
story summary image	140px	100px
small carousel image (page 01 template)	700px	300px
large carousel image (feature 05 template)	700px	300px
image in quick links column	158px	varied
staff profile portrait	160px	varied
navigation tile 1-3 (landscape)	700px	consistent
navigation tile 4 (portrait)	186px	500px
right column tile	700px	300px
page splash	700px	varied

## How do I resize images before uploading to the media library?

- It is good practise to set your image size before uploading to the media library. This keeps the file size down and also gives better results when displaying the image on the page.
- If you don't already have access to an image editing program such as Photoshop or Paint, there are several free image editing programs available online or as a download. These include:
  - [PIXLR](#)
  - [Sumopaint](#)
  - [Paint.net](#)
  - [IrfanView](#)
    - To resize in IrfanView & Paint.net:
    - Open your image.
    - Select Image > Resize/Resample.
    - Type in the new dimensions in width and height. Note that by default the editor will automatically set a height if you input a width and vice-versa.
    - Click 'ok'


## How do I resize an image using Paint.net?

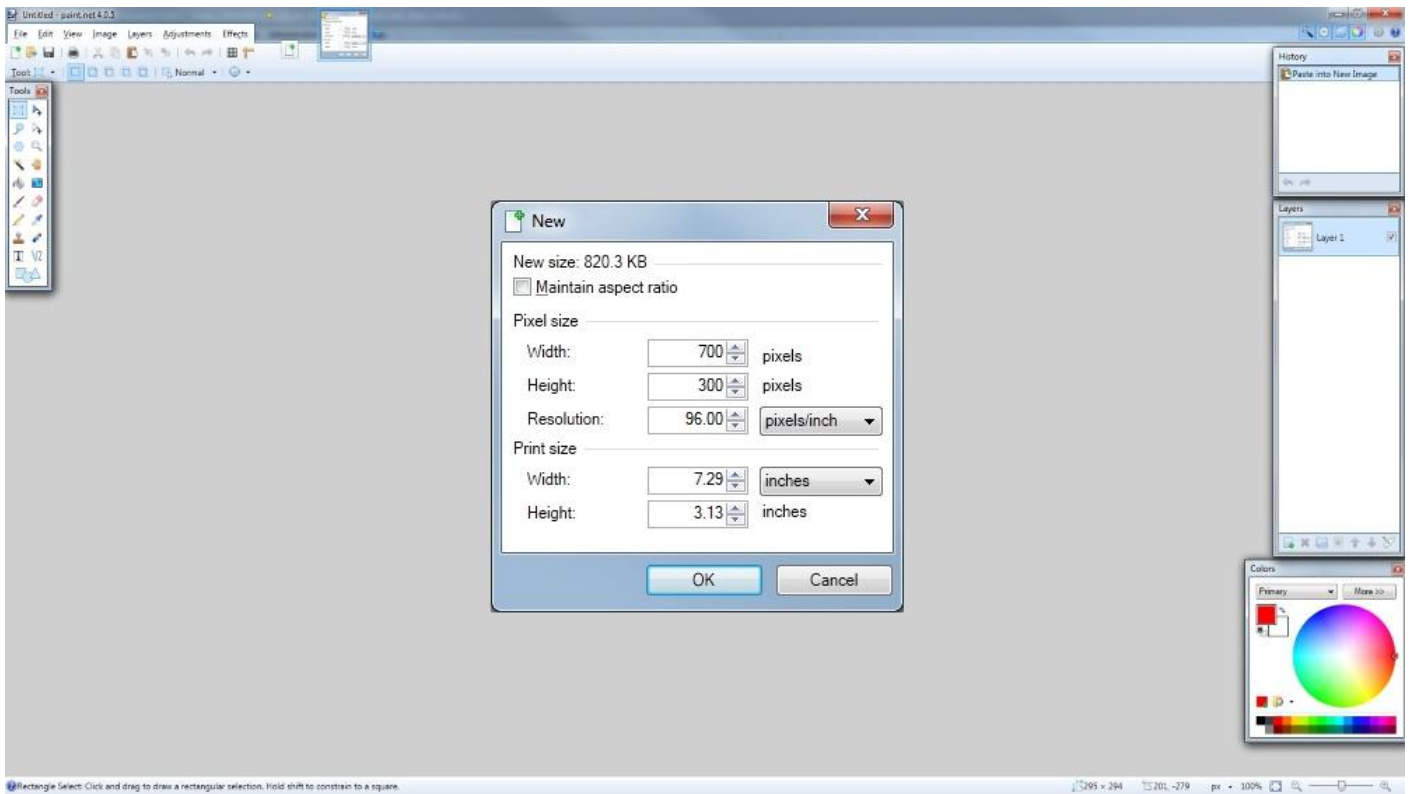
I have chosen an image from the UofG photo library which can be cropped for both tile 1/3 and tile 4:

**Main Building 67.jpg**

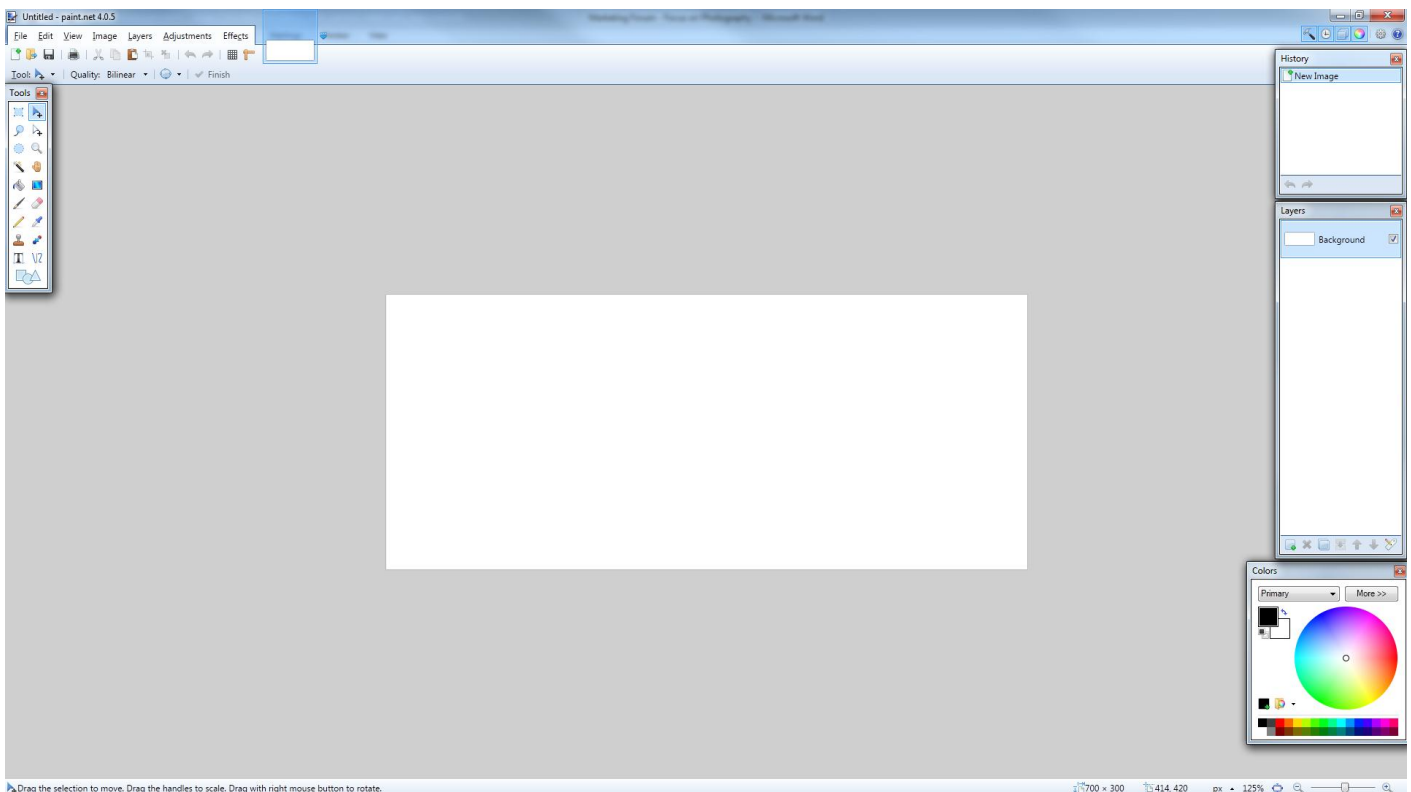




Once you have a suitable image, open Paint.net then you can either select **File > New**; press **Ctrl+N**; or select the  icon to see the following screen. Enter the standard 700 x 300 dimensions for tile 1/3 then press **OK** or **Enter** on your keyboard:

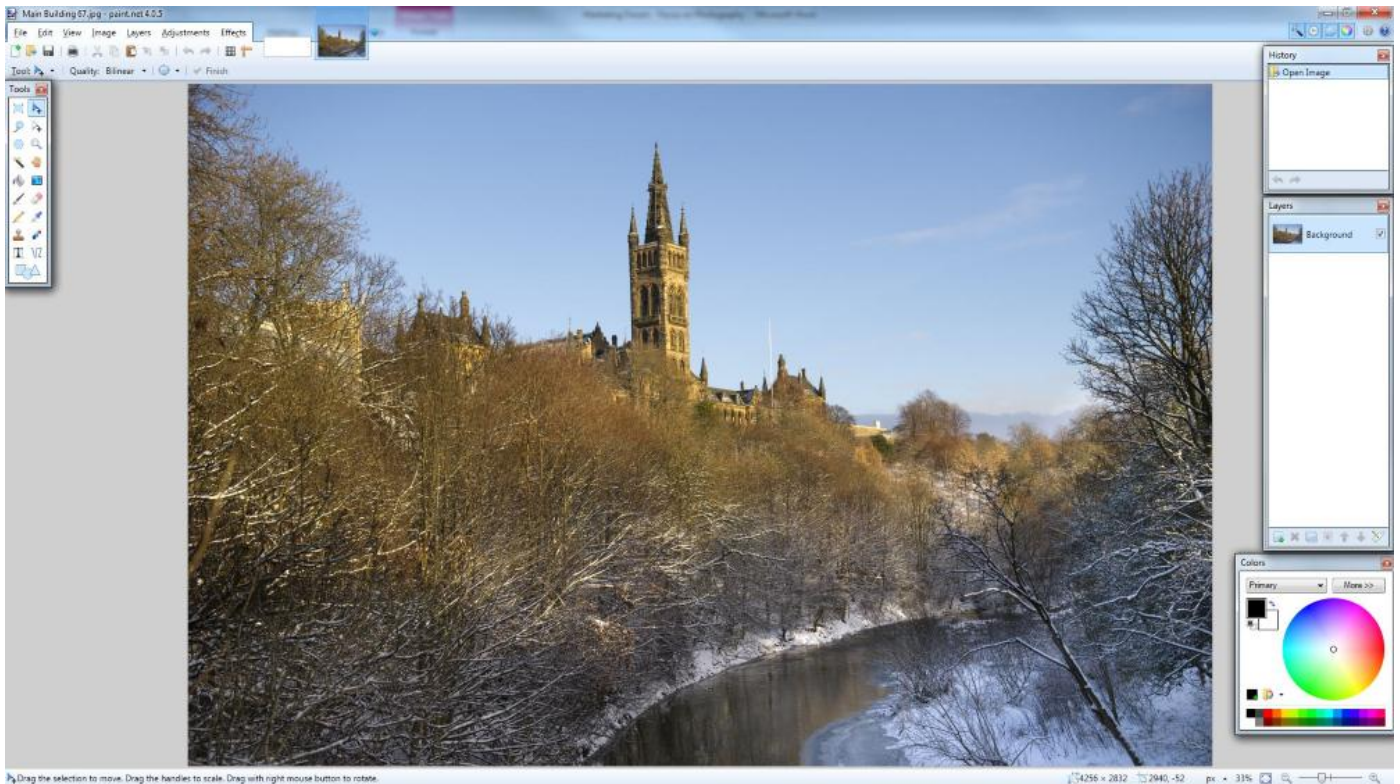


We now have the 700 x 300 shape for the tile:

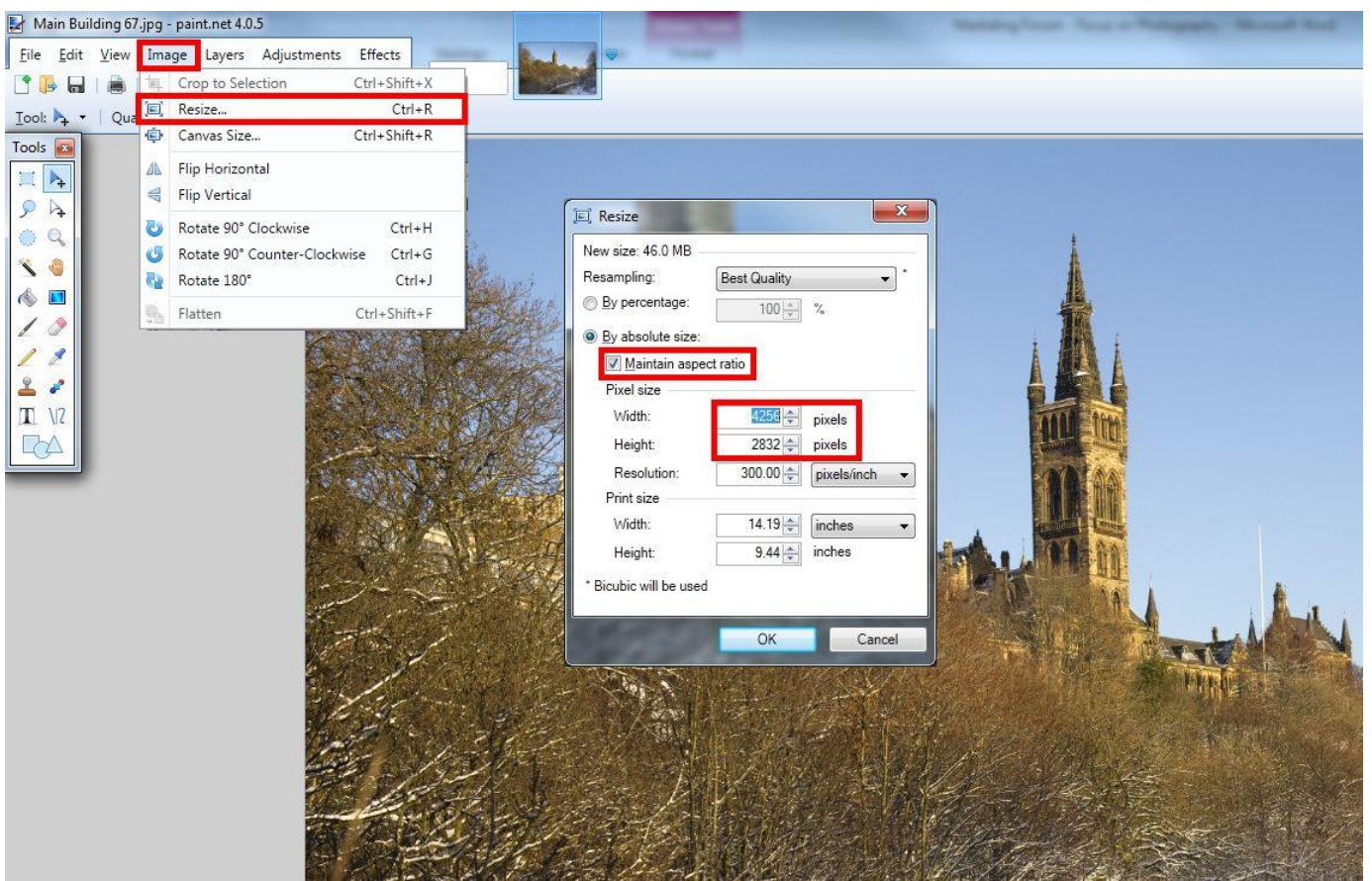


(Alternatively create a new 186 x 500 canvas if creating an image for Navigation tile 4)

Next, select **File > Open** (or select the  icon; or **Ctrl+O**) and load the image we saved from the library:



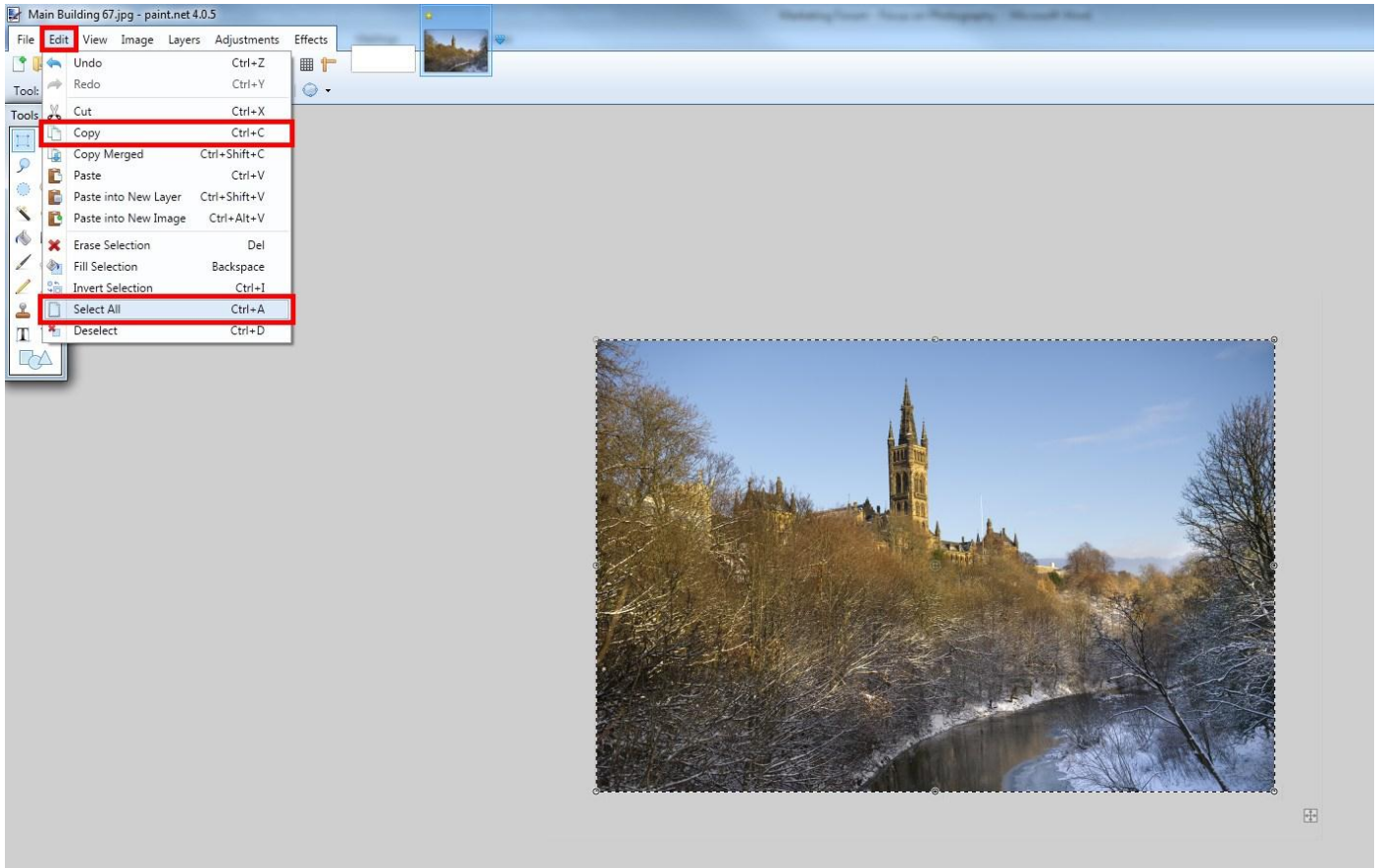
To re-size the image select **Image > Resize** (or **Ctrl+R**) and make the width 700px if creating a landscape tile (1/3) or with a height of 500px if creating a portrait tile (4):



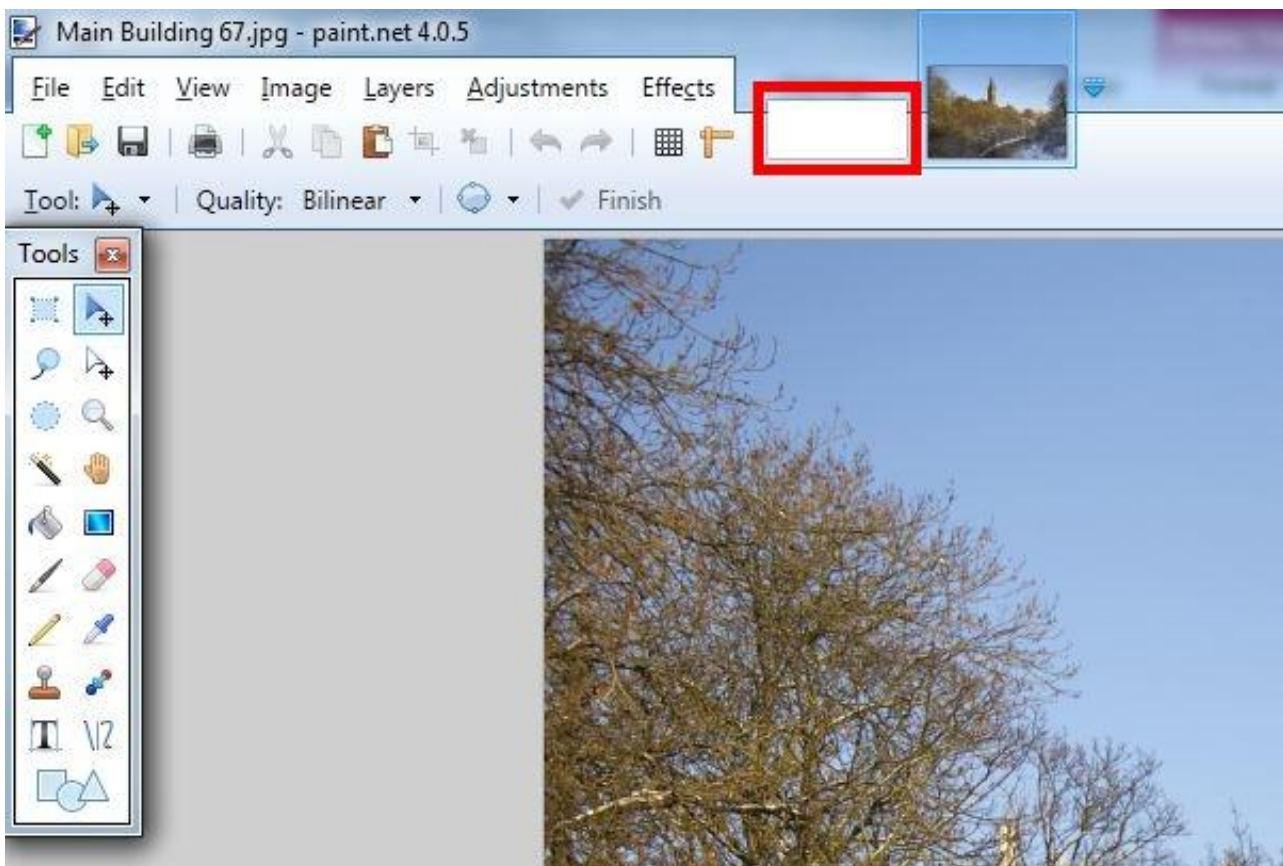
Don't forget to maintain the aspect ratio so that the image doesn't distort.



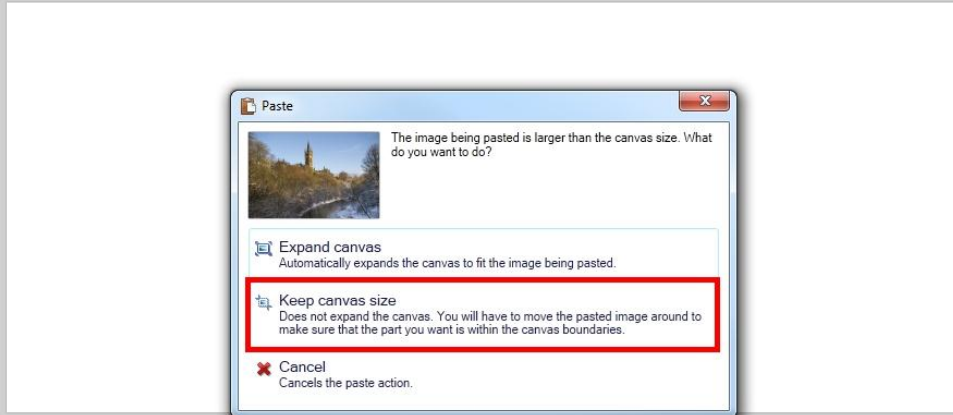
From the menu select **Edit > Select All** followed by **Edit > Copy**. The keyboard shortcuts are quicker and worth learning as they are fairly standard. A quick press of **Ctrl+A** then **Ctrl+C** will select all and copy:



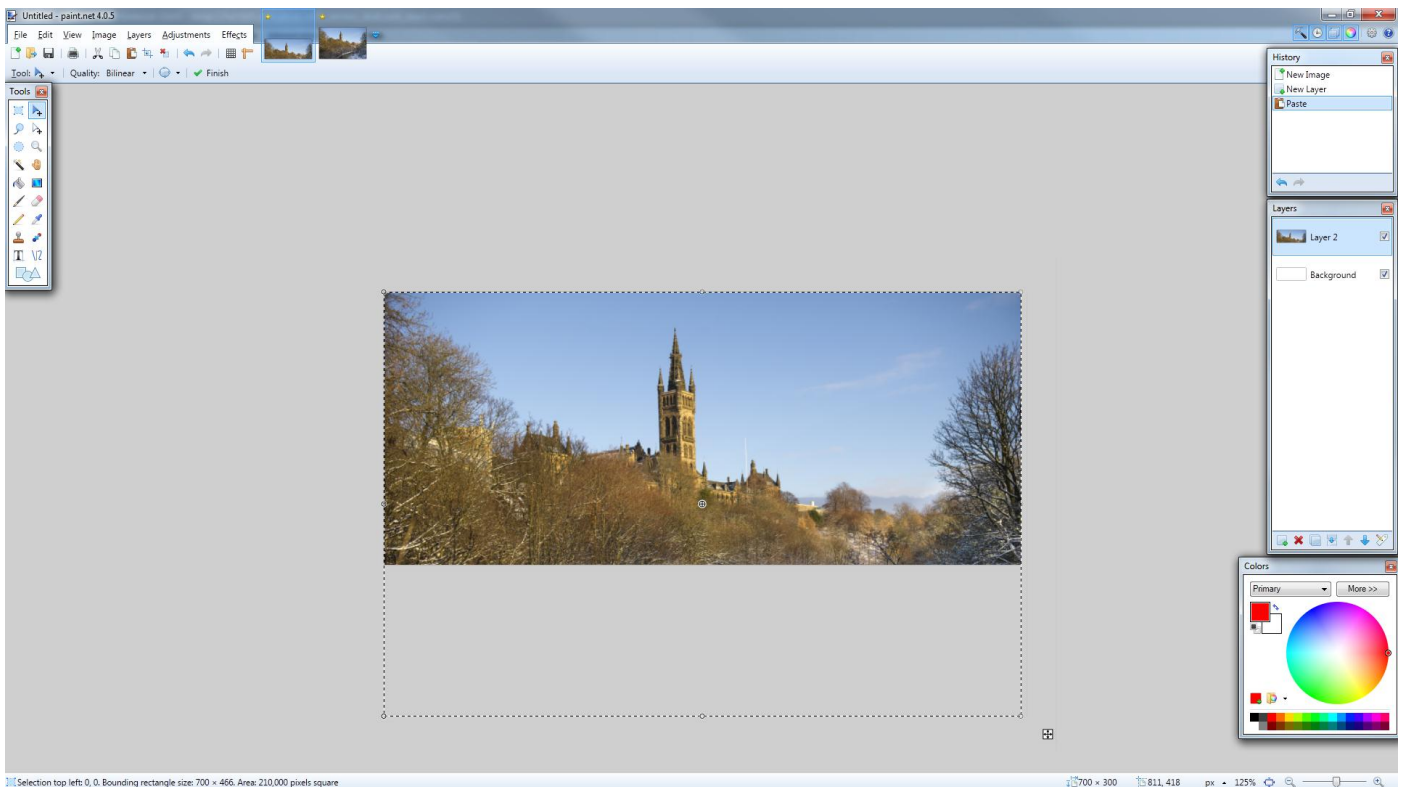
Select your blank 700 x 300 image from the row of images at the top of the screen:



We want to paste the image we have copied into the 700 x 300 tile. From the menu select **Edit > Paste into New Layer (Ctrl+Shift+V)** then select **Keep canvas size**:



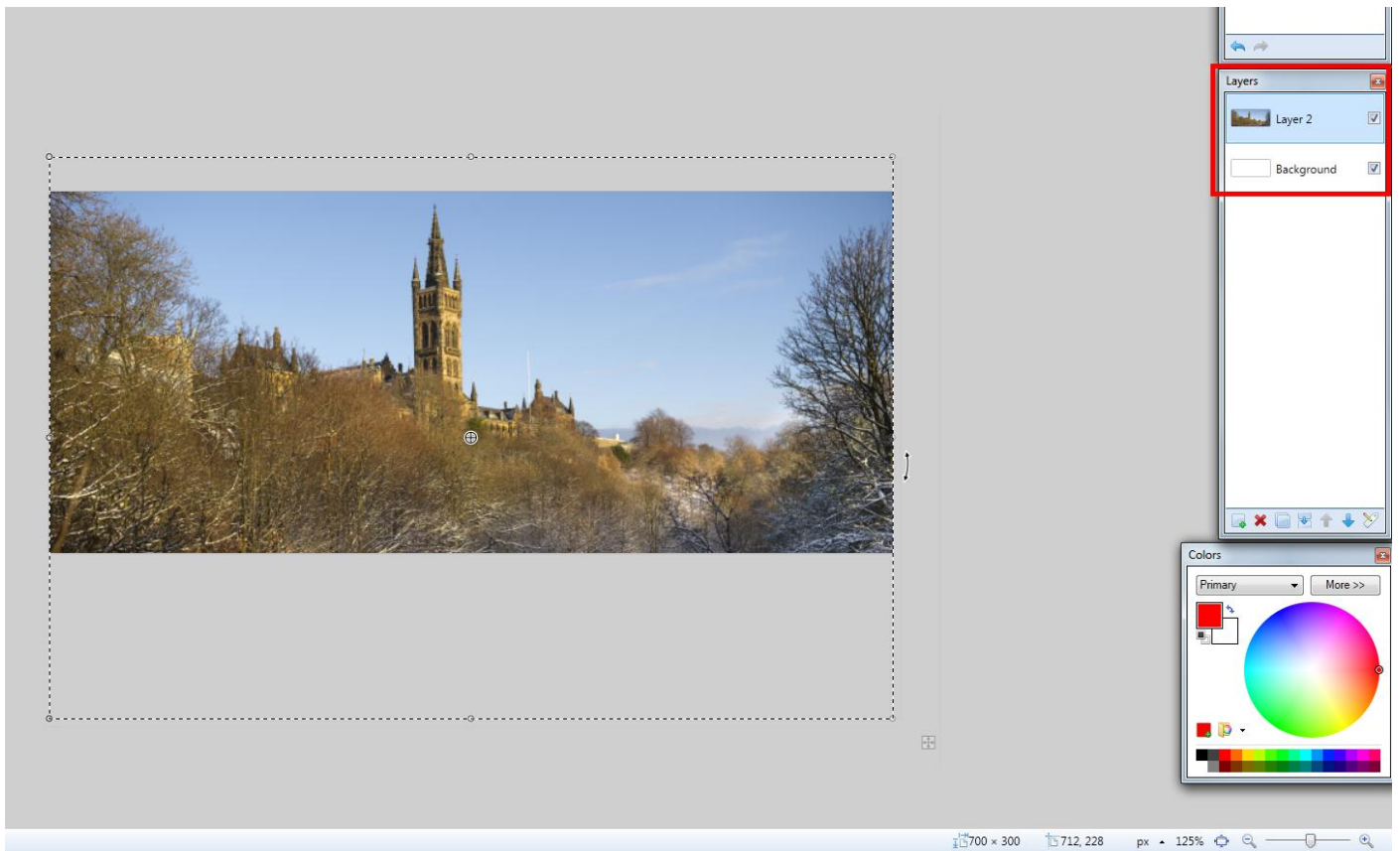
The image will display over the top of the blank tile as follows (note the dotted line):



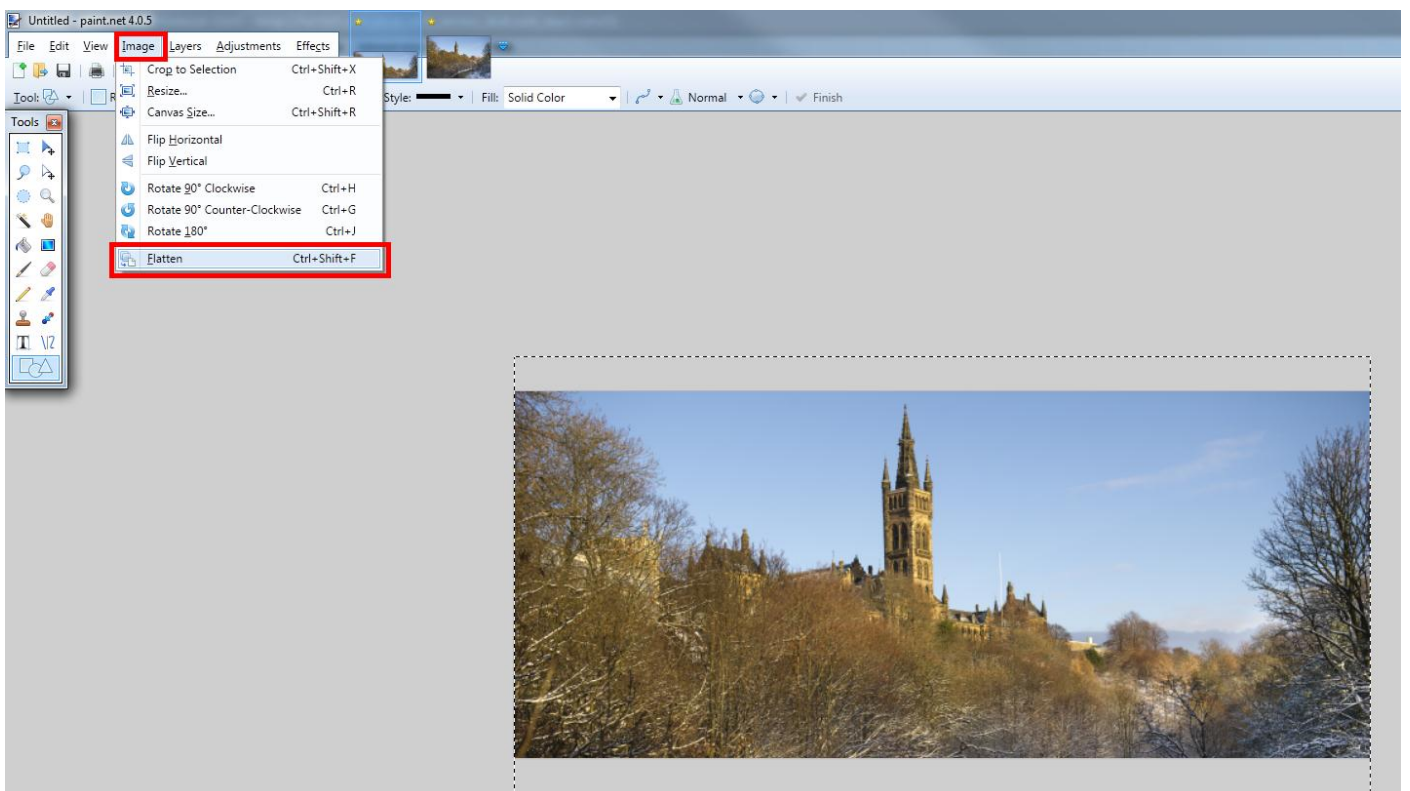
Use the up/down arrow keys on the keyboard to select the crop that you want, making sure not to cut off the top of the tower or a person's head for example.



The layers panel on the right shows that we have layer 2 (our tower image) sitting on top of the blank background we created. Now that we have our desired crop we want to flatten both layers so we have one single layer image:



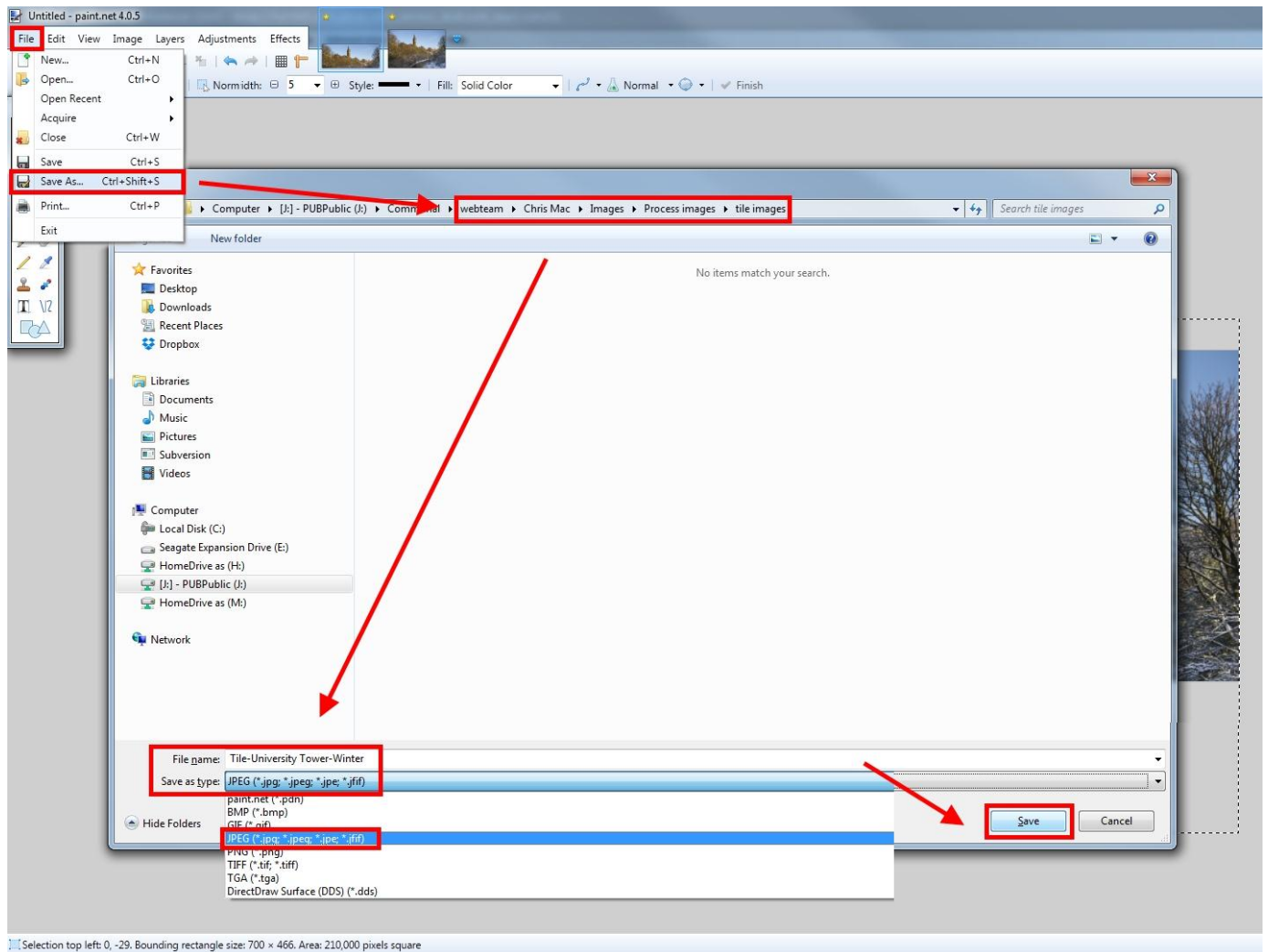
To do this, from the menu select **Edit > Flatten** (or press **Ctrl+Shift+F**):



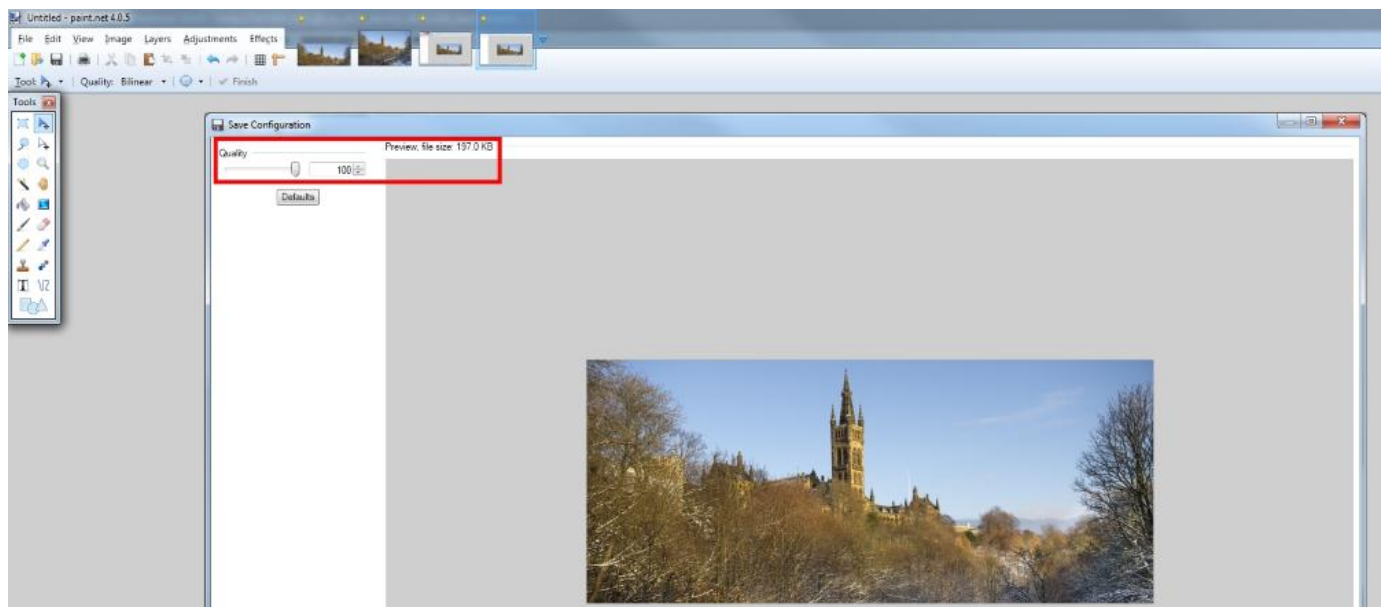
Alternatively you can save the image later and it will prompt you to flatten the layers.

To save the image, from the menu select **File > Save As** (or **Ctrl+Shift+S**). This will open a “Save As” window. Navigate to the folder where you wish to save the tile image.

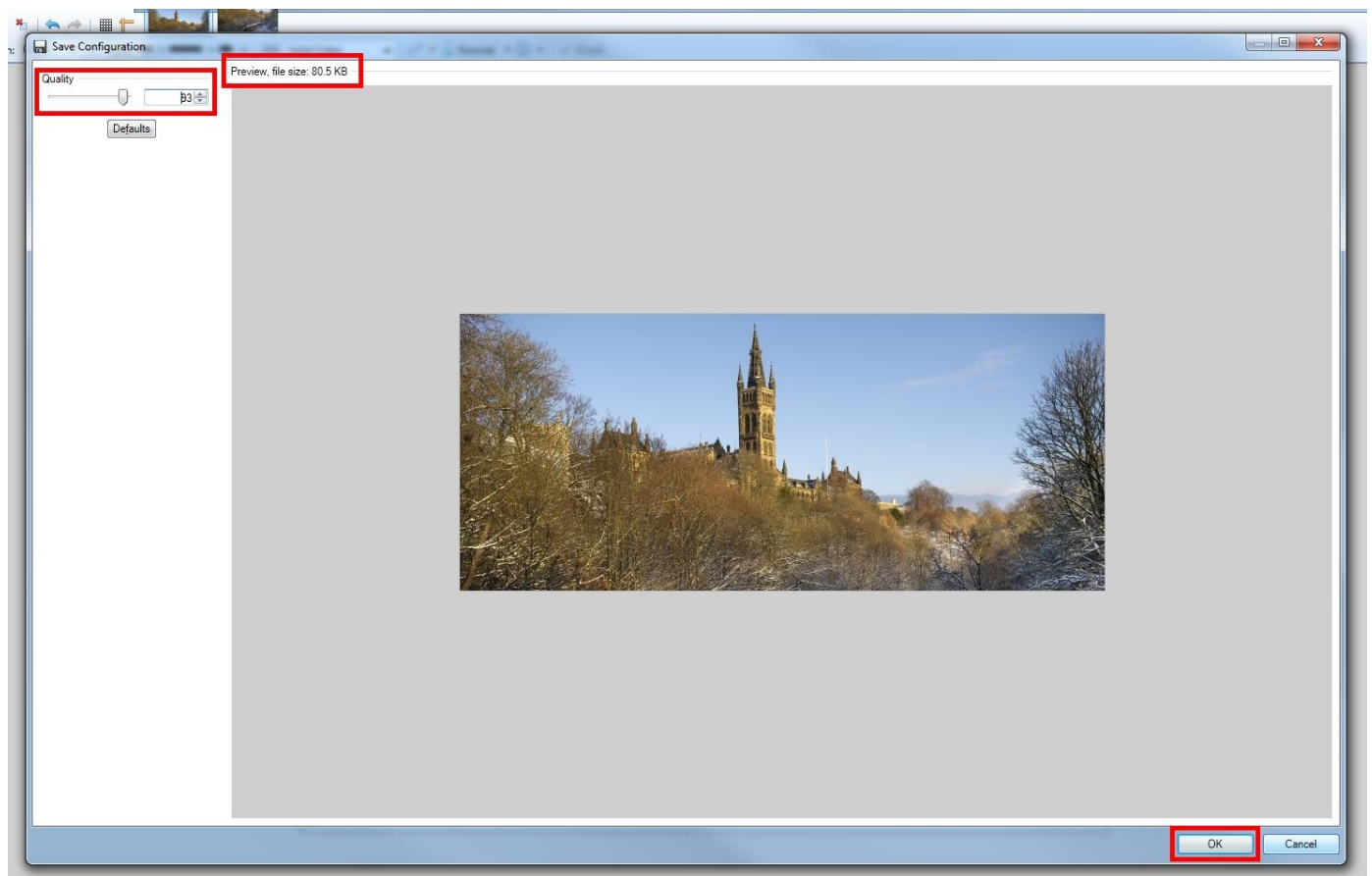
The default file type will be a .pdn file (only save using this file if you wish to keep all of your layers in place or to edit the image/layers again at a later date), change this to a **.JPEG**, name your file then press **Enter** or the **Save** button:



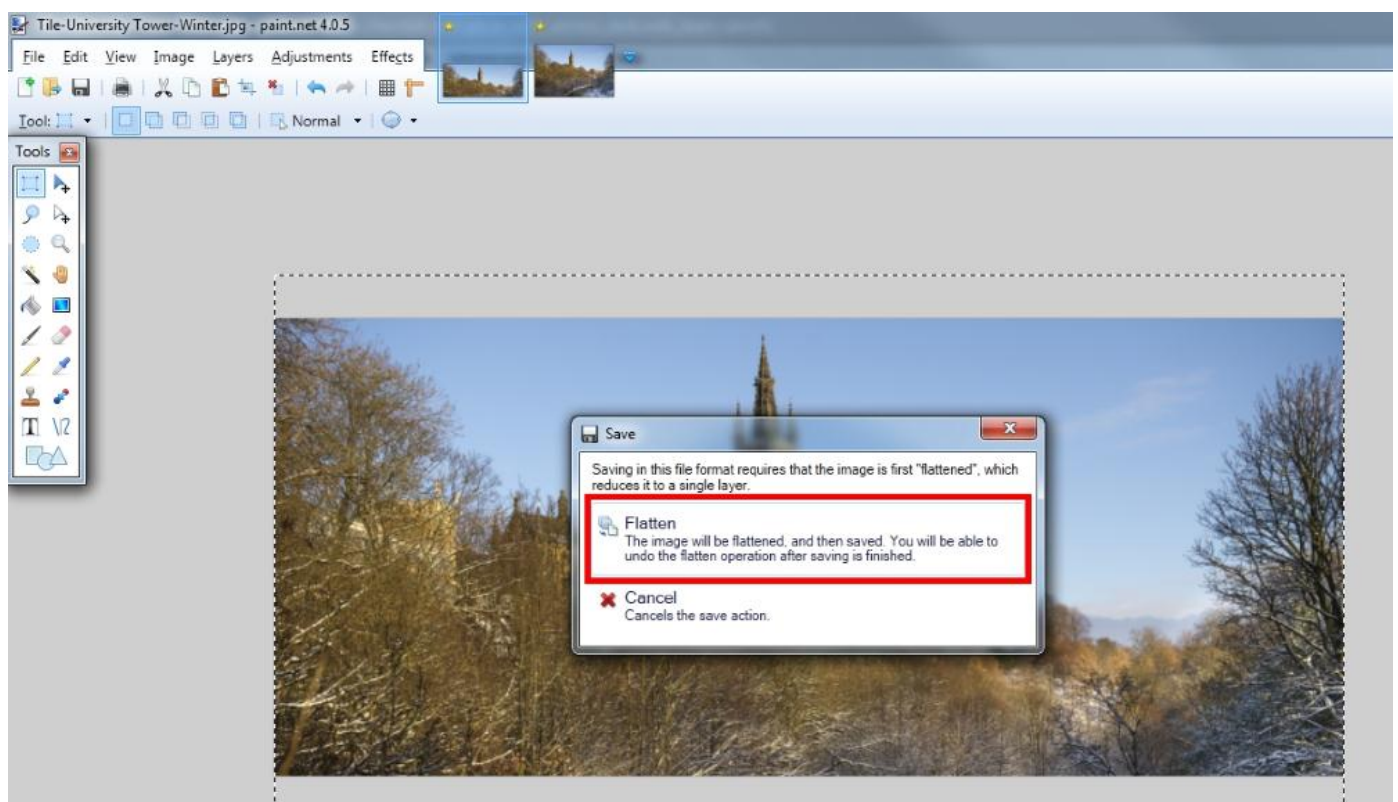
The save configuration box will open. Note the preview file size and quality slider/buttons:




To save an image for the web, we recommend that it is under 100kb in size, ideally around 80kb. When you have a low file size which is web friendly (meaning it will not take a long time to load up when people browse your website) press the **OK** button at the bottom right of the Save Configuration screen:



If you have not flattened your layers as shown earlier, at this point Paint.net will prompt you to do this, otherwise you cannot save as a .JPEG file (these must be a flat single layer image, only a .pdn file can save multiple layers). Select the **Flatten** option to save as a single layer (or you can cancel to continue editing):



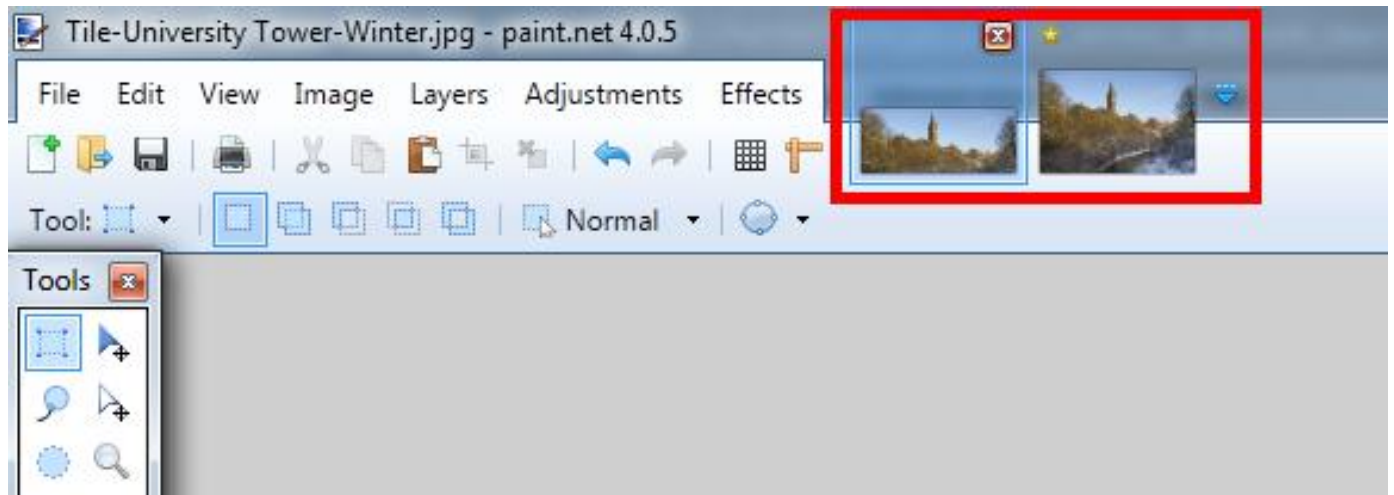




Some other useful shortcuts in Paint.net are the **Undo** and **Redo** buttons  which are also found in the **Edit** menu and with the keyboard shortcuts **Ctrl+Z** and **Ctrl+Y**.

Hovering the mouse over any of the tools or buttons will provide you with a tooltip to tell you what the tool/button does.

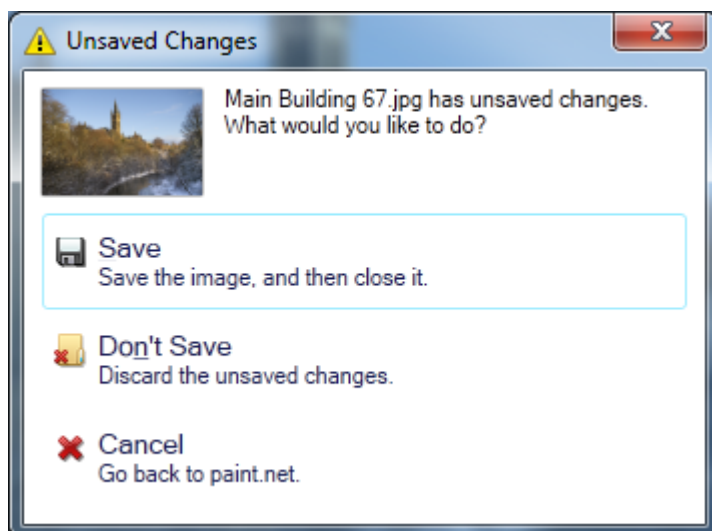
You can repeat the above process for Navigation Tile 4 with the 186 x 500 portrait image.

At the top of the screen you can see the new tile image you have created on the left and the original image you copied and pasted into the blank tile on the right:



The  button will allow you to close an image and the  icon indicates that the image has not been saved.

If you close down Paint.net you will be prompted to save any unsaved images, discard the changes or cancel to continue editing:



You can now upload your finished tile image to the t4 media library for use on your website. It is useful to name your image files appropriately and for the shared library we use the format "Tile-ImageName01".

If you do this then once you have a library of tiles you like to use then you can search for "Tile-" in the t4 media library in order to display a list of all of the tiles you have named this way and it will also display the tiles from the shared library which all t4 users have access to.