

How to prepare images for use in *MyUni* or PowerPoint

If you resize, optimise and save your images as Gif or Jpeg files before you use them in PowerPoint, word or upload them to *MyUni* you can dramatically reduce your file sizes.

DO NOT simply adjust the size of your images within PowerPoint, Word or other program. This will just change the appearance of the image, not the file size.

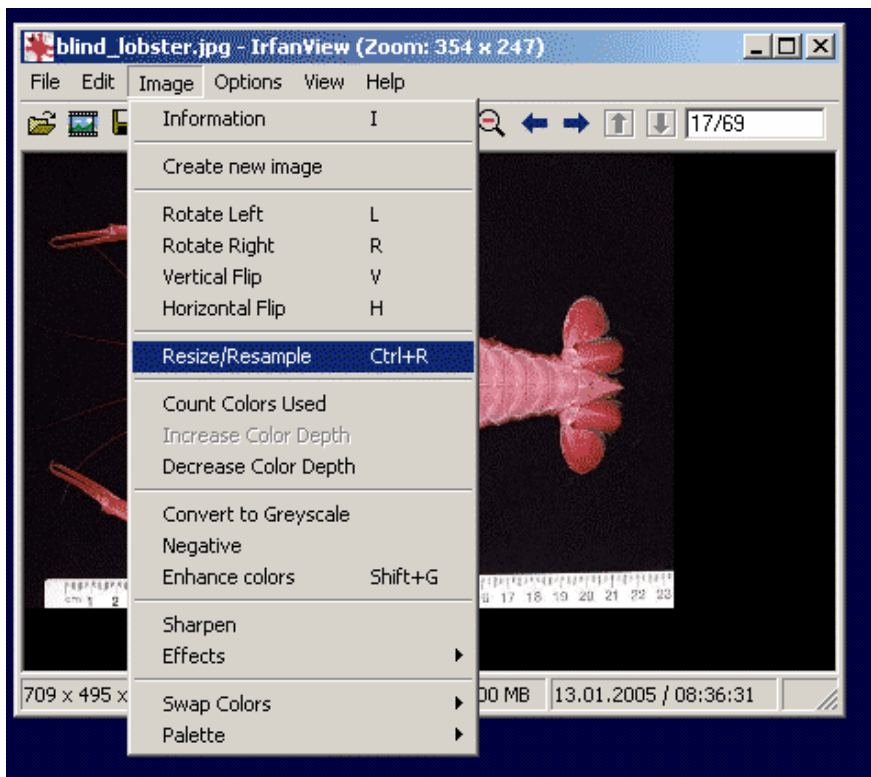
You can optimise image file size using many applications that have a 'Save for web' or similar option. This 'How to' will demonstrate how to do this using a program called IrfanView. IrfanView is a free program that is installed on all standard University desktops.

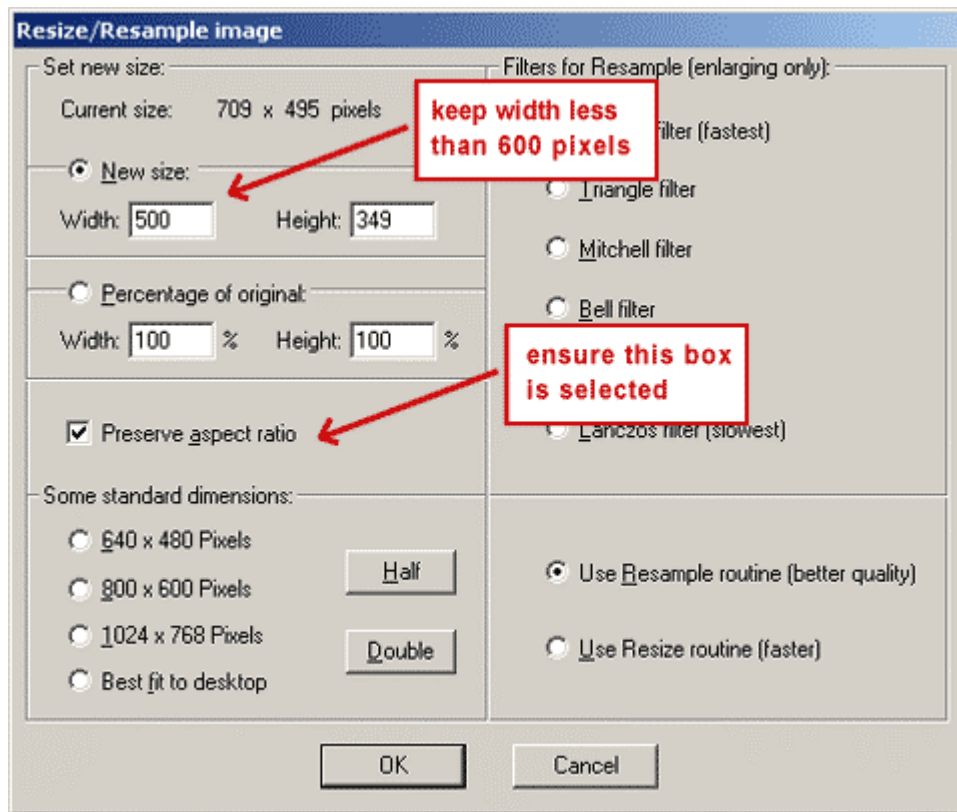
How to prepare a single image using IrfanView

Step 1: Open IrfanView by going to *Start/Programs/Accessories/IrfanView*.

Step 2: Use *File/Open* to open the photo or image you are working with.

Step 3: Use *Image/ResizeResample* to resize the image to an appropriate size for your purpose. If it is for on screen viewing within *MyUni*, we recommend you use a maximum width of 600 pixels, however keep it around 400 pixels if possible. If you make the image larger than that, some students may not be able to view the entire image on their screen.





Step 4: Use *File/Save As* to save the resized image as a .jpg or .gif to your computer for use in other programs and *MyUni*. Jpeg format is better for photos and natural art and Gif format is better for simple diagrams, lettering and cartoons that are made up of flat colour.

