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## Viewing and navigating images

- Use the file browser at the bottom of the program to manage open images
- Use the following shortcut keys (or the View menu) to zoom the image:
  - Ctrl+= to zoom in
  - Ctrl+- to zoom out
  - Ctrl+0 to make the image as big as possible while viewing all of it
  - Ctrl+Alt+0 to view the image at actual size
- The  icon or Ctrl+z will undo your last edit.

## Basic image editing

- **Crop:** Use the crop tool:  to crop an image. Once selected, the edges of the selection can be dragged to adjust.
- **Rotate:** Go to the image menu and select Rotate. Choose the amount of rotation from the menu. Use Custom for rotations not multiples of 90 degrees.
- **Resize:** Go to the Image menu, choose Resize then Image Size. First, set Resolution to 72 pixels/inch. Make sure Constrain Proportions is checked. Then, adjust the Pixel Dimensions or Document Size's height or width. Click OK.
- **Levels:** Go to the Enhance menu, then Adjust Lighting, and select Levels. Drag one or more of the three sliders until the lighting looks accurate.  
\*Tip: Optimal levels usually have the left slider at the beginning of the dark black curve and the right slider at the end of the dark black curve.
- **Sharpen:** Go to the Filter Menu. Select Sharpen then Sharpen.
- **Red eye removal:** Select the red eye tool:  to remove red eyes caused by a flash. Click in the center of each eye with this tool selected.

## Saving and preparing images for the web

- To save, go to the File menu and select Save for Web.
- File names should be short, descriptive, and have no capital letters or spaces (use underscores or dashes instead) as good practice.
- Image size should be kept to a minimum because large images will take longer to load in the web page. Here are some ways to control file size:
  - Create a series of thumbnails instead of placing several large images on a page.
  - Check the download time on several different connection types by clicking the arrow  to the left of the Help button on the Save for Web screen.
  - Reducing the image quality will also help reduce file size. Select these options next to and under Preset on the Save for Web screen.
- Three file types are acceptable for use on web pages:
  - JPG: Most commonly used. Good for photos, but can distort hard lines and reds.
  - GIF: Good for line art, logos. Has limited colors, so will often speckle photos.
  - PNG: Good compromise between JPG, GIF. Not well supported by all browsers.

## Good practice for putting images online

- Use the Alt attribute in your HTML code to describe the image to visitors who cannot see it.
- Pretty much everything on the web is copyrighted, whether it says so or not. Therefore, do not put images you find online up as your own unless you receive permission to do so.
- Remember that Google and other search engines crawl and cache most every web site. Use good judgment when posting images, especially photos.