

RUTGERS

School of Arts and Sciences

Image Editing

Instructor for this Workshop: Eddie Konczal

School of Arts and Sciences IT Services

Web Development Group

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Image Workshop

WELCOME

Instructor for this Workshop: Eddie Konczal

School of Arts & Sciences, Web Development

Today we are going to learn some basic techniques for creating and editing images to be used for Joomla! websites. Although various software applications for image editing exist (such as Paint and Photoshop), we will be focusing mainly on online tools that you can access via websites.

WEBSITE LINKS:

IMAGE EDITING AND CONVERSION WEBSITES

- <https://www.birme.net/>
- <https://canva.com>
- <https://pixlr.com/>
- <https://www.zamzar.com>

SAS IDENTITY LINKS

Note: The “RUTGERS” logotype is being phased out in favor of the block “R” so some of the following links may be out of date:

- <https://sas.rutgers.edu/resources/leadership-and-directory/office-of-communications/3430-branding-and-logos>
- <https://signaturegenerator.rutgers.edu/signature-search?combined=School%20of%20Arts%20and%20Sciences>
- <https://signaturegenerator.rutgers.edu/show-preview/354>

RUTGERS LOGOS & PHOTOS

- <https://communications.rutgers.edu/brand-policies/visual-identity>
- <https://communications.rutgers.edu/resources/photo-resources>
- <https://communications.rutgers.edu/services-resources/logos-signatures-and-visual-identity>
- <https://signaturegenerator.rutgers.edu/>

FILES FOR WORKSHOP

DOWNLOAD FILES FOR WORKSHOP

- <https://webtraining.sas.rutgers.edu/images/files/image-editing.zip>
- Download this zip file onto your computer.
- Extract the contents from the zip file

CONTENTS OF ZIP:

- Portrait-images → folder of faculty portrait images
- Workshop-images → folder of workshop class images
- Dean-image.jpg → image of dean
- Joomla_workshop.pdf → sample PDF file

WORKING WITH RUTGERS LOGOS / SAS LOGOS

Signature creation website can be used to download various types of logos for Rutgers, School of Arts and Sciences or your specific department.

<https://signaturegenerator.rutgers.edu/>

When downloading a .zip file from this generator you will get:

- Logo with the shield
- Logo without the shield
- In various formats: eps, png, etc
- In various colors, Black, red, red & black, red & gray, white
- In various templates: email, ppt, Word

RUTGERS LOGOS

These are easily available directly on the signature generator page.

Click on the link for “Rutgers, The State University of New Jersey.” This will download a ZIP file to your computer that you can extract to get access to the logos.

SCHOOL OF ARTS AND SCIENCES LOGOS

Scroll down the page, and type into the ‘search box’, School of Arts and Sciences

<https://signaturegenerator.rutgers.edu/signature-search?combined=School%20of%20Arts%20and%20Sciences>

Click for preview: <https://signaturegenerator.rutgers.edu/show-preview/354>

Click “Download” to download a ZIP file which will provide the same formats as described above for Rutgers.

DEPARTMENTAL LOGOS

Some of these may already exist; if so, feel free to download. If they don't exist, and you need one for a regular department, it should be possible to request one. If it is for a center, or some other unit that is not a department, please contact the SAS Communications Office to verify that this is something that your group can easily get.

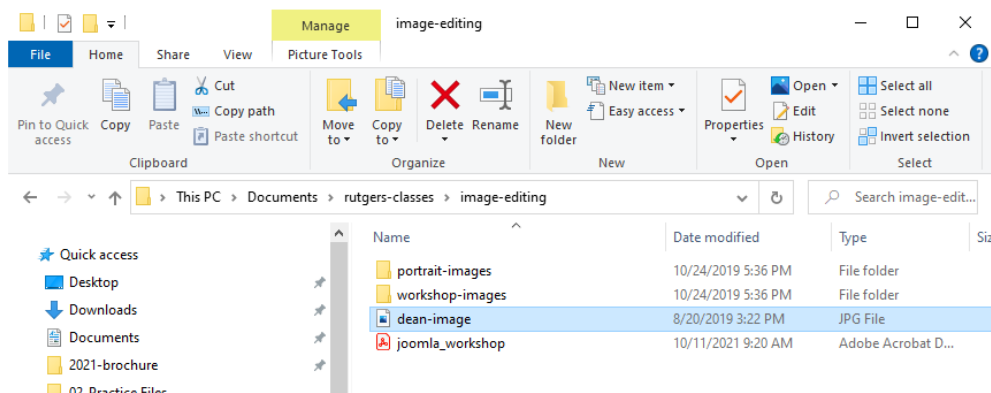
RESIZING IMAGES

PURPOSE

If your images are too large to upload to a website, you can resize them first.

DETERMINE SIZE / PROPERTIES OF AN IMAGE

1. Open File Manager
2. Go to the folder containing the files you downloaded earlier (most likely the "Downloads" folder)
3. Open the "image-editing" folder, then the sub-folder also called "image-editing:"



4. Right click on the file "dean-image," then select "Properties" and then "Details" to see the image size and dimensions. Dimensions greater than 1200 pixels are generally too large for anything but a slideshow.

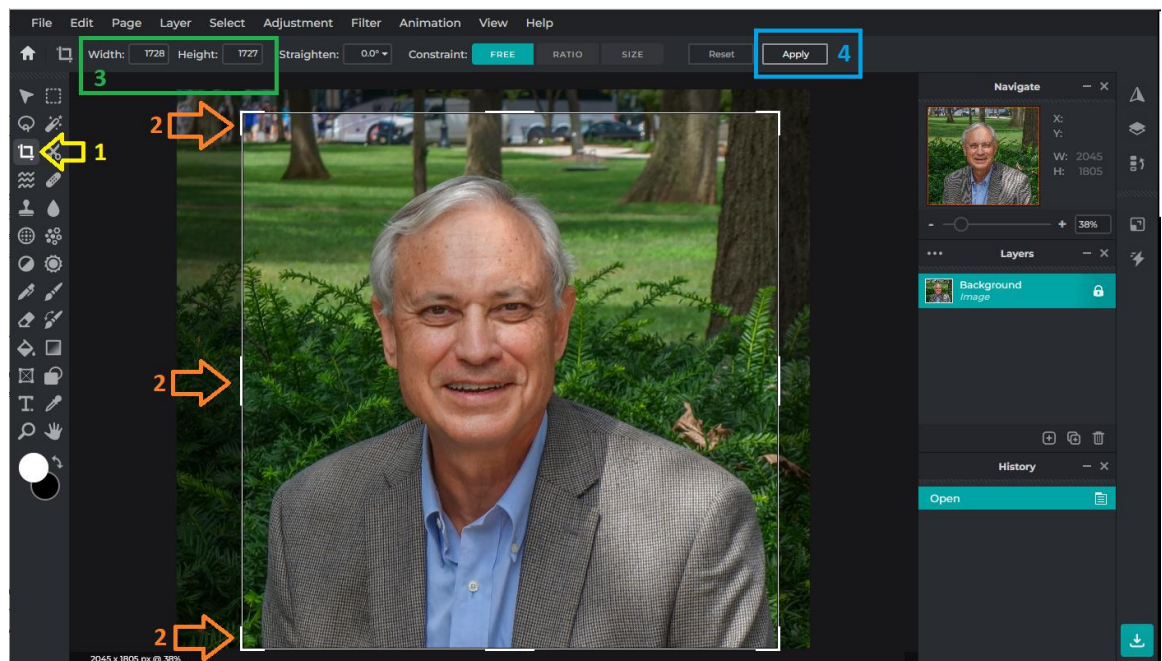
RESIZING A SINGLE IMAGE

Image we are working with: (it should already be downloaded on your computer)

<https://webtraining.sas.rutgers.edu/images/files/dean-image.jpg>

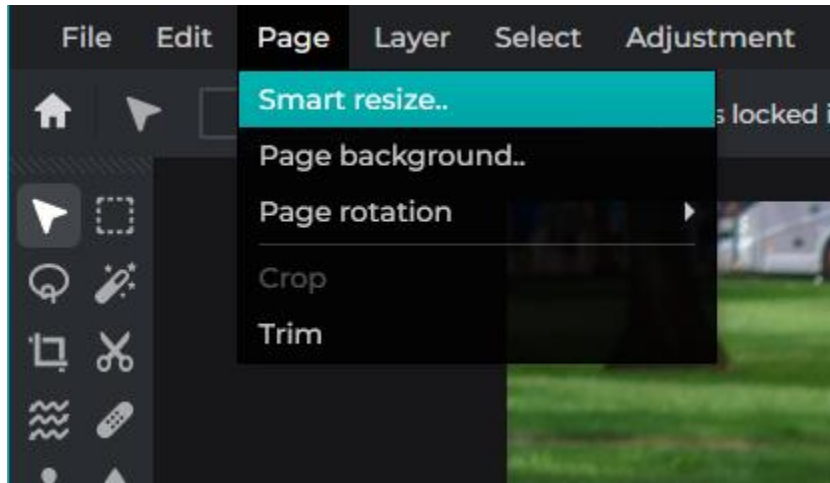
Upload Image & Select Crop Area

1. Go to: <https://pixlr.com/>
2. Click “Pixlr E (Advanced photo editor)”
3. If a “What’s new” popup window appears, click the “X” to the upper right to close it.
4. Click “Open image”
5. Browse to the file image-editing\image-editing\dean-image.jpg in the extracted ZIP file you downloaded and unzipped earlier and click “Open”
6. Click the “Crop” button to the left (*see #1 below*)
7. Click the “handles” at the corners or side of the square that appears around the image, then drag them inward to set the crop area (*see #2 below*)
8. As you drag the handles, observe how the “Width” and “Height” values to the upper left change (*see #3 below*). For best results, try to create a square by getting the width and height the same or as close to each other as possible.
9. Once the crop area has been set, click “Apply” to the upper right (*see #4 below*)

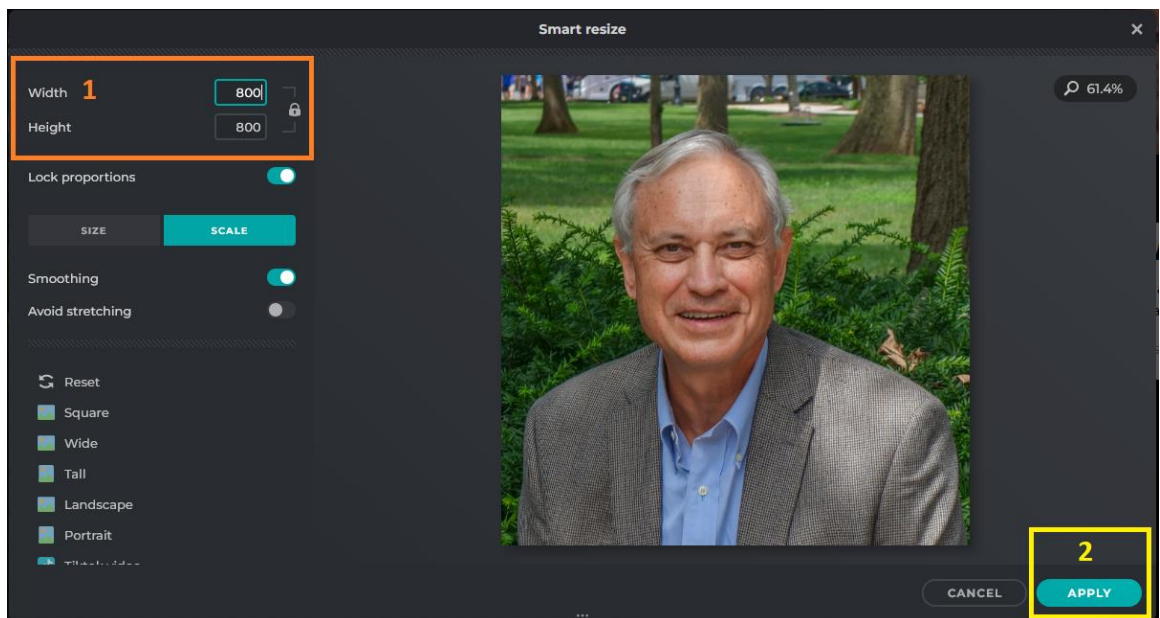


Resize and Save Image

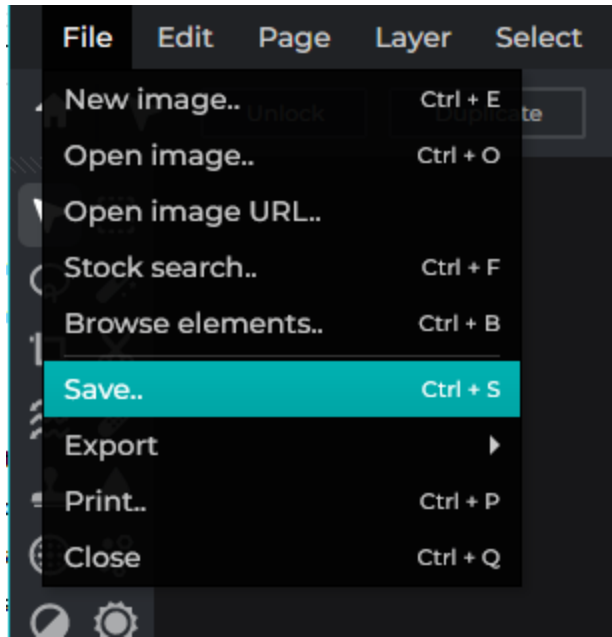
1. Select “Smart Resize” from the “Page” menu:



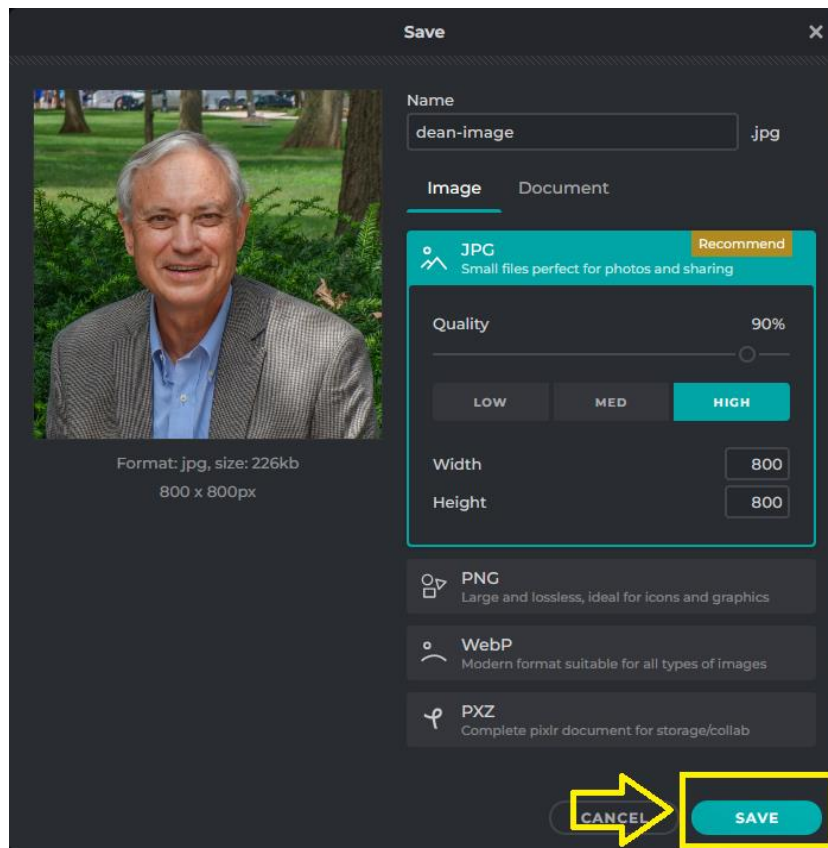
2. Change the “Width” to 800 (see #1 below)
3. The “Height” will automatically change proportionally
4. Click “APPLY” to the lower right (see #2 below)



5. Select “Save” from the “File” menu:



6. Click “SAVE” to the lower right of the “Save” popup window:



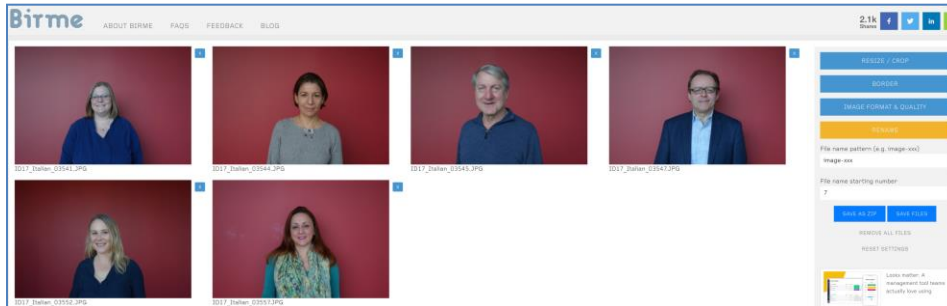
7. The image will be saved to your “Downloads” folder as “dean-image.jpg”.

RESIZING IMAGES IN BATCH

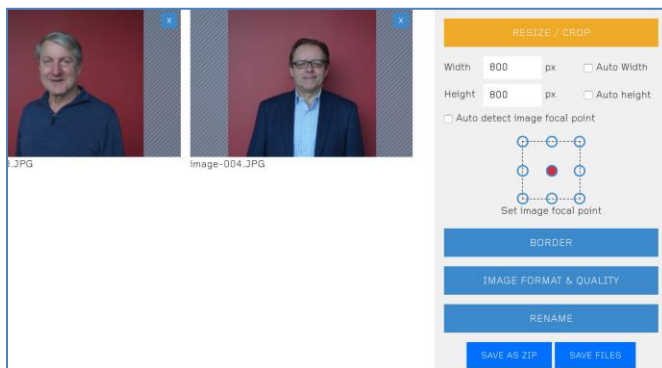
Images we are working with: (they should already be downloaded on your computer)
image-editing\image-editing\portrait-images

Link: <https://www.birme.net/>

Upload all of the images from the portrait-images folder into birme (Bulk Image Resizing Editor)

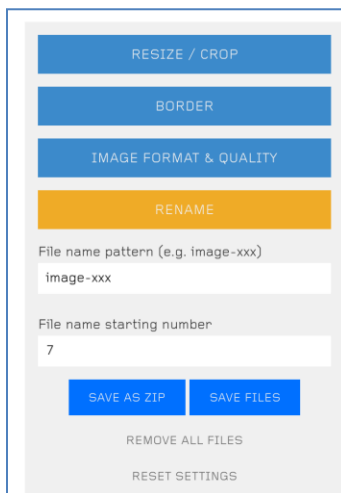


Click on **RESIZE/CROP**, and type 800 for both “Width” and “Height”



This will ‘square’
off the photos.

Works best if the
photos are all
‘similar’
dimensions.



Click **RENAME** to Rename the
Photos

Image-xxx, will name the images
by number, Image-007, Image-
008, etc.

It is also possible to adjust the
image quality and add a border
to all images.

Then click **SAVE AS ZIP** to
download the images.

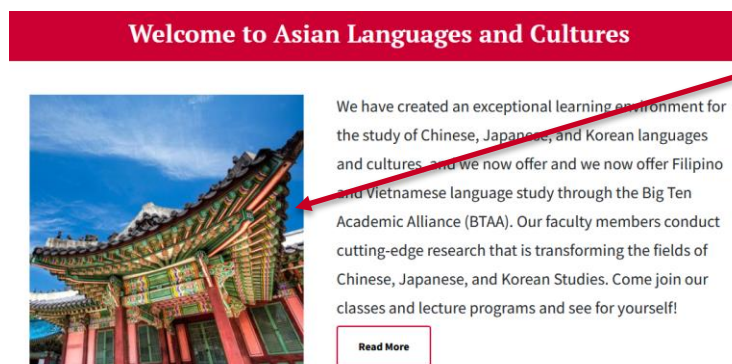
IMAGE SIZE EXAMPLES IN JOOMLA

Examples of how images can be used on a Joomla website:



Slider / Banner Image:

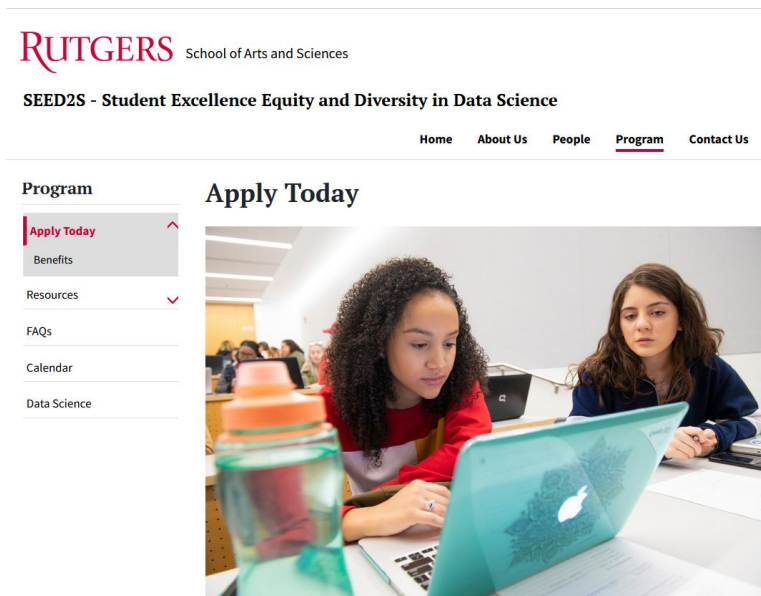
Joomla! 3 website: 1200 x 400
Joomla! 4 website: 3000 x 2000



Welcome Square 500 x 500



Image Buttons 400 x 400



Page Header Image

Size: At least 1200 x 600

CREATING IMAGES

To create a flyer or layered image it is important to be able to edit an image, or multiple images, and put them together. For a print flyer it is fine to layer text, logos, etc. On your website, it is generally advisable to not layer text within an image because it is not readable by a screen reader. However, if an image with embedded text is linked to a PDF that contains selectable text, this would be considered an acceptable workaround.

SAMPLES OF IMAGES VS. FLYERS

<https://mideast.rutgers.edu/news-events/past-events/eventdetail/40/-/jessica-barnes-the-politics-of-irrigation-and-taste-of-security-water-and-bread-in-egypt>

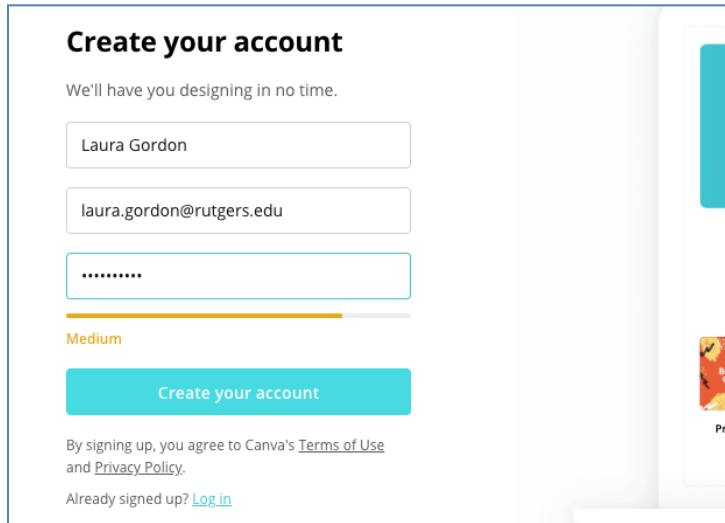
- Main image is just a single image
- Click on the flyer for a layered flyer - good for Facebook, posts, etc, but not great for the website, (the website should always contain the full text.)

USING CANVA.COM

- Upload unlimited number of photos
- Cannot save as a transparent png, unless you have the PRO version

CREATE CANVA ACCOUNT

1. Visit canva.com
2. Click **Sign Up**
3. Click **Sign up with your work email**
4. Create an account using your Rutgers email address
5. Confirm the account setup using the code sent to your email address



Create your account

We'll have you designing in no time.

Laura Gordon

laura.gordon@rutgers.edu

Medium

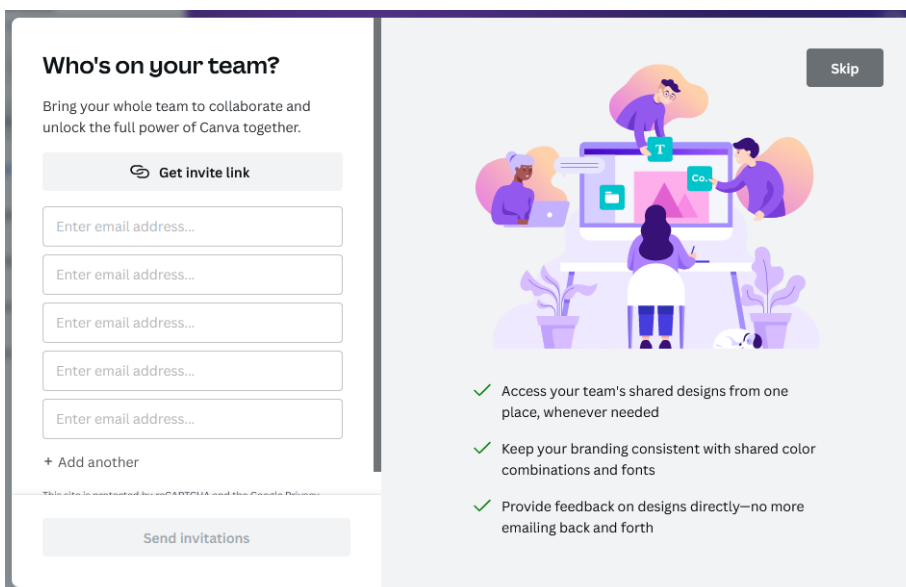
Create your account

By signing up, you agree to Canva's [Terms of Use](#) and [Privacy Policy](#).

Already signed up? [Log in](#)

CREATE A TEAM

When asked, “Who’s on your team?” you can add the email addresses of anyone you want to collaborate with:



Who's on your team?

Bring your whole team to collaborate and unlock the full power of Canva together.

Get invite link

Enter email address...

Enter email address...

Enter email address...

Enter email address...

Enter email address...

+ Add another

Send invitations

Skip

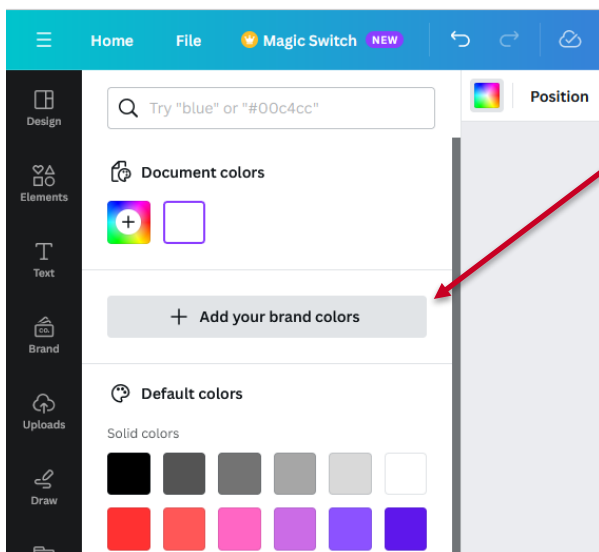
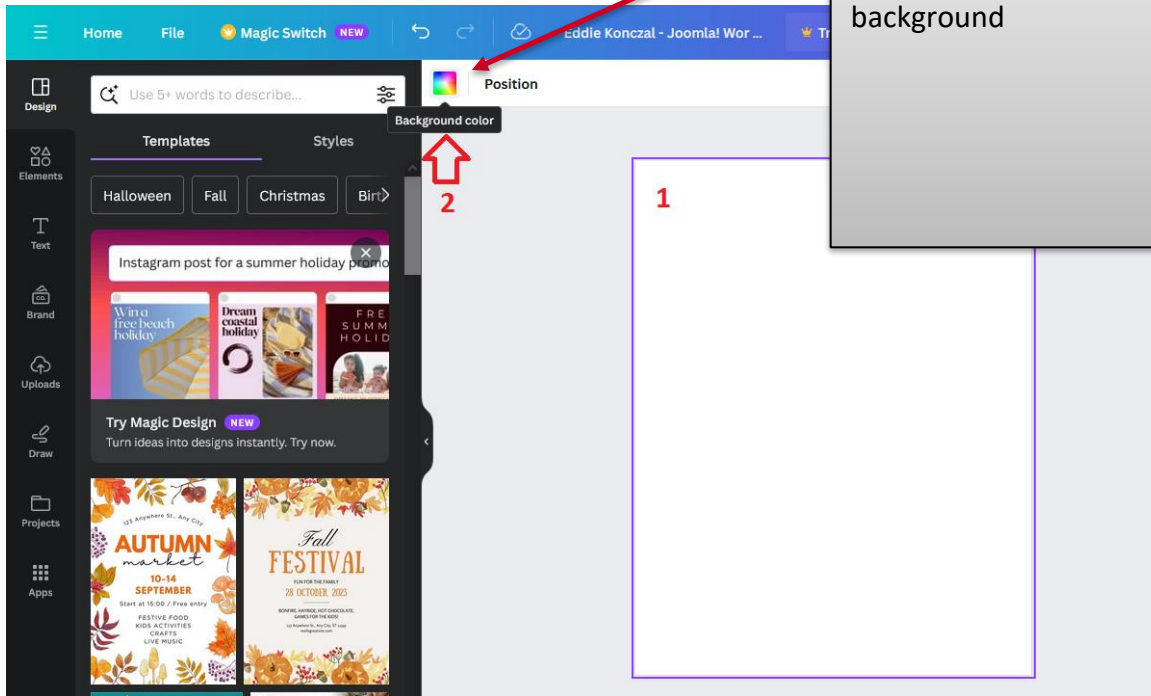
- ✓ Access your team's shared designs from one place, whenever needed
- ✓ Keep your branding consistent with shared color combinations and fonts
- ✓ Provide feedback on designs directly—no more emailing back and forth

A. Create your design

- a. Click **Create a design** to the upper right
- b. Under “Suggested” select “Flyer (Portrait 8.5 x 11 in)”
- c. Click at the top, where it says “Untitled design – Real Estate Flyer” and enter “YOUR NAME – Joomla! Workshop Flyer”

B. Select a Background for the Flyer

- a. Click inside the flyer area (see #1 below)



c. Click “Add your brand colors” to add a custom color

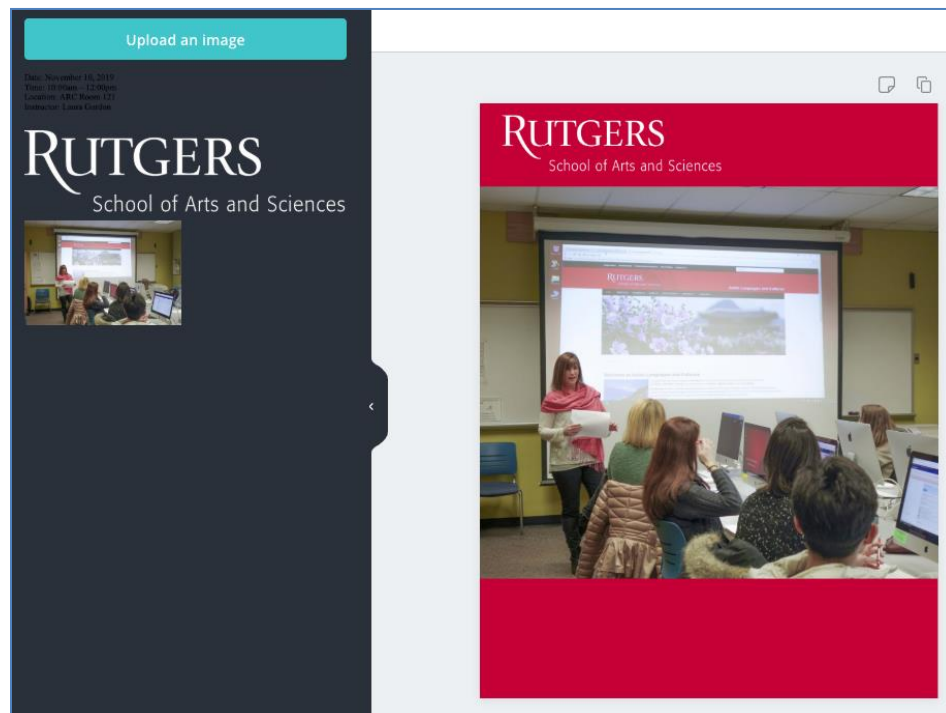
- d. Click the plus (“+”) to add a new color
- e. Enter #cc0033 (which corresponds to “Rutgers Red”)
- f. Select the new color you added

C. Upload images to use on the flyer

Click on the “Uploads” button, then click “Upload files” - or just drag Images onto the page

Images to upload:

1. At least one image from the WORKSHOP IMAGES Folder (found in the “image-editing” folder you downloaded and extracted in the beginning)
2. “SAS_REVWHITE.png” file found in the SAS_4\SAS\NO-SHIELD\PNG that you downloaded from the Signature Generator



Once the images are uploaded, you can drag them from the left side into your design area.

To crop or resize images:



1. Select Image
2. **To crop:** Put the mouse on the “handles” in the center of each line and drag towards the center of the image to crop it.
3. **To resize:** Click the corner circles and drag inwards to shrink the image, or drag outwards to enlarge the image

D. Add text to Flyer:

- a. Click on Text Icon on left
- b. Click on “Add a heading”
 - i. Enter “Image Editing for Joomla!”
 - ii. Click the Font Color icon and search for white, or enter “#ffffff”, and select it
 - iii. Click “Change All” at the bottom
 - iv. Reduce the font size so that the heading fits on one line (about 45)
 - v. Drag the heading into place.
- c. Click on “Add a subheading”
 - i. Enter:

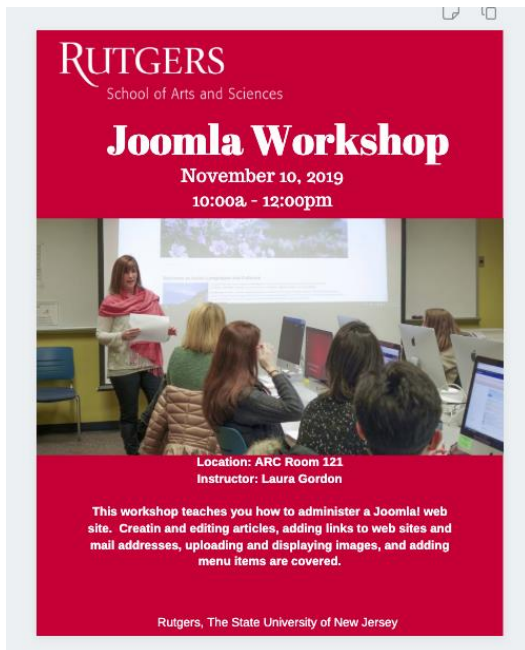
Date: October 25, 2023

Time: 2:00 – 4:00pm

Location: Zoom
 - ii. Select all the text, then reduce the font size to about 24
 - iii. Drag the subheading into place
- d. Click on “Add a little bit of body text”
 - i. Enter:

This workshop teaches you how to download and edit images for use on Joomla! websites using a variety of techniques.
 - ii. Drag the text into place

Sample Flyer:



SAVE IMAGE IN CANVA

- A. Click on the “Share” icon to the top right
- B. Select “Download”
- C. For “File type,” select “PDF Standard”
- D. Click “Download”
- E. The PDF file will be saved to your Downloads folder
- F. Once again, click on the “Share” icon to the top right
- G. Select “Download”
- H. For “File type,” select “PNG”
- I. Click “Download”
- J. The PNG file will be saved to your Downloads folder

NOTE ON SHARED IMAGES

If you share your design with anyone and they edit it, their changes will be saved in your Canva account.

CREATE IMAGE FROM PDF FILE

What if the flyer was already created, and you need just the image from the file to use for your website?

Use the file: joomla_workshop.pdf

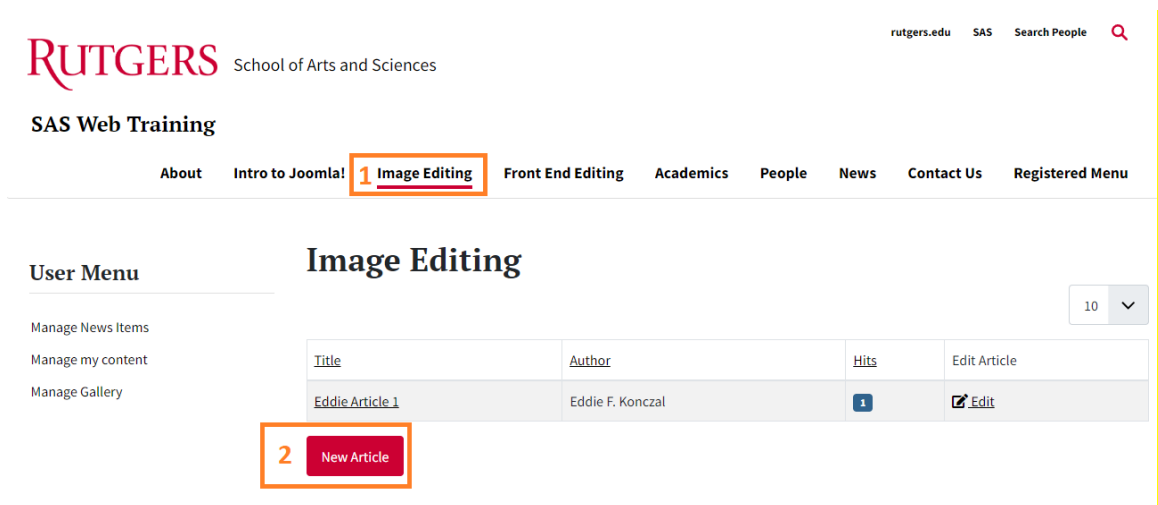
1. Convert file into .jpg
 - a. Go to: Zamzar.com
 - b. Select "Choose Files"
 - c. Browse to the "joomla_workshop.pdf" file in the unzipped image-editing folder and click "Open"
 - d. For "Convert to," select "png"
 - e. Click **Convert Now**
 - f. Click **Download**
 - g. The png file will be downloaded to your "Downloads" folder

CREATING AN ARTICLE WITH AN IMAGE LINKED TO A PDF

Next, we will create an article in the training website. This article will feature the PNG version of the flyer created earlier, with a link to the PDF version of the flyer so that accessible text will be included.

LOG ON TO TRAINING WEBSITE AND CREATE ARTICLE

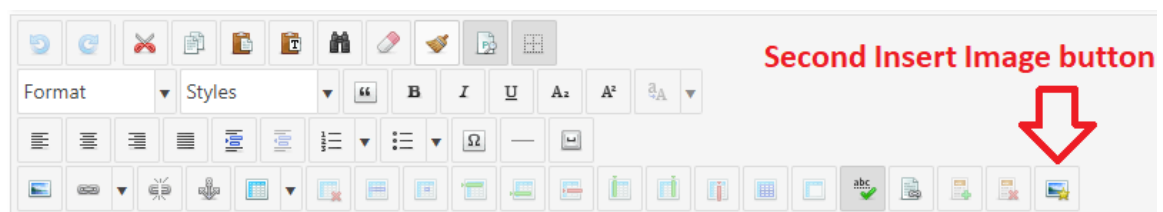
- A. Go to the website <https://webtraining.sas.rutgers.edu/>
- B. Click the “Login” link at the bottom of the website
- C. Login with your NetID
- D. Click the “Image Editing” link on the Main Menu (*see #1 below*)
- E. Click the “New Article” button (*see #2 below*)



- F. Enter your content for the title.

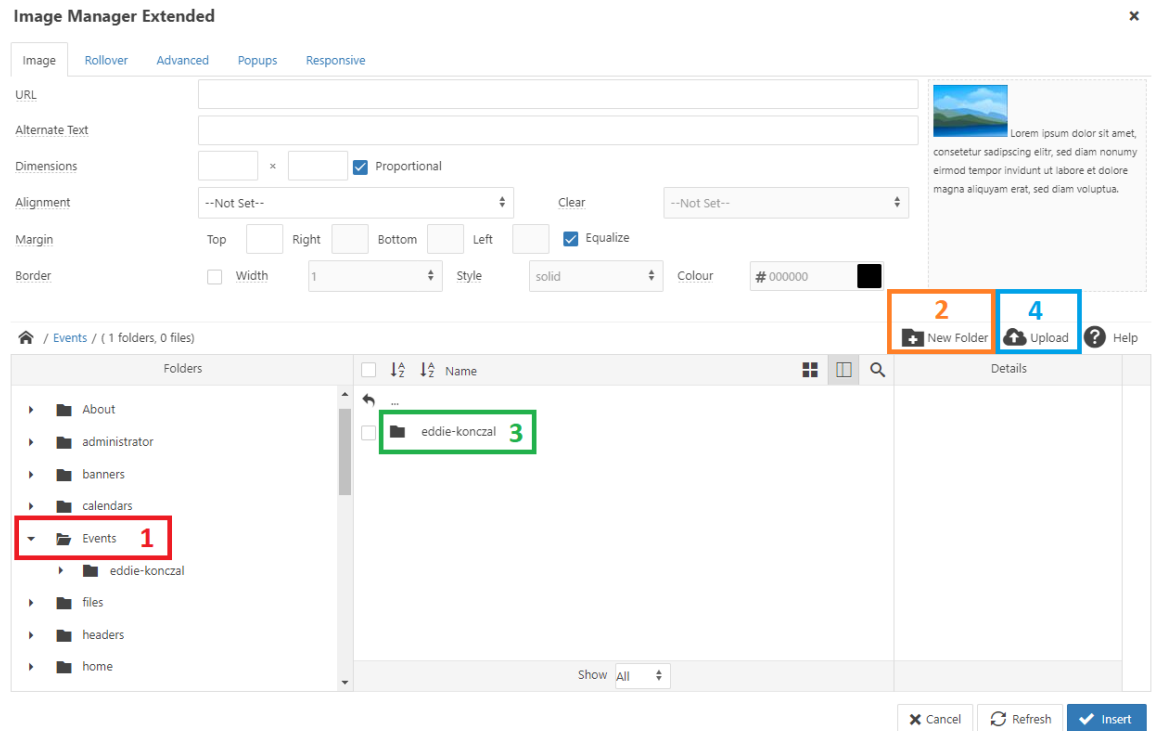
UPLOAD FLYER IMAGE TO ARTICLE

- A. In the text area, position the cursor where you would like your image to appear
- B. Click on the second "Insert Image" button; you can identify it by the star in the button:



- C. Select the “Events” folder to the lower left (*see #1 below*)
- D. Click “New Folder” to the right (*see #2 below*)

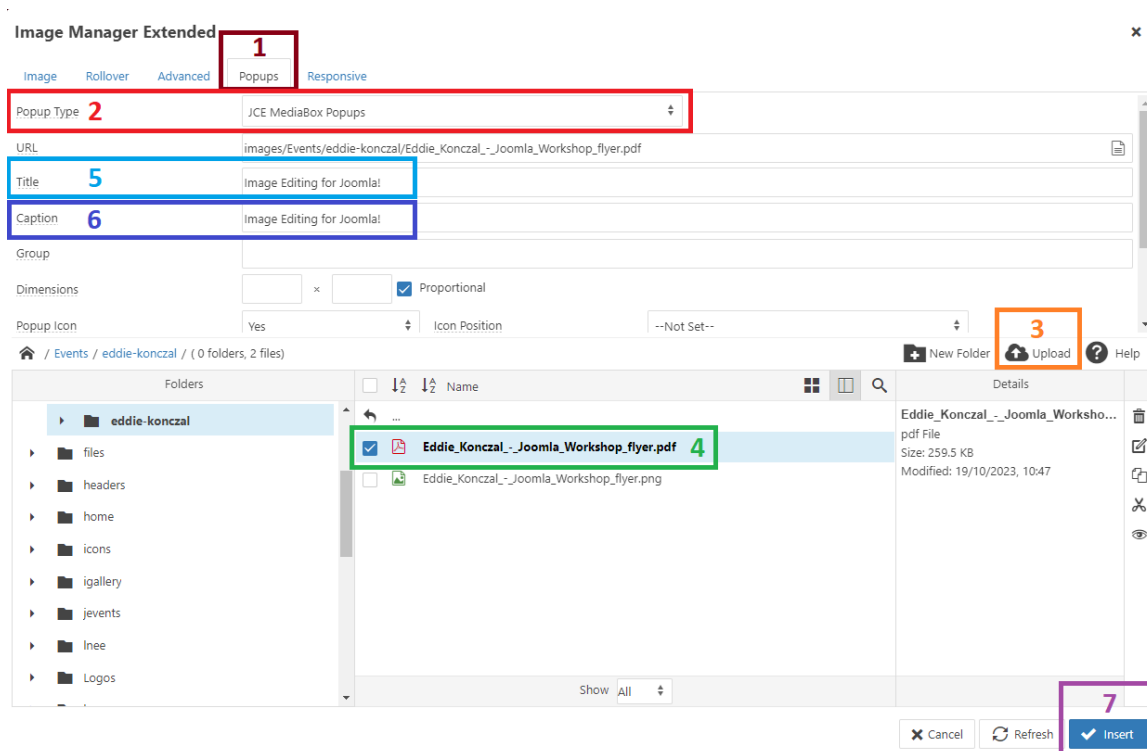
- E. Enter your name (with dashes instead of spaces) and click "Create"
- F. Click on your folder name to enter it (*see #3 below*)
- G. Click the "Upload" button (*see #4 below*)



- H. Choose the "Browse" button at the bottom right of the "Upload" window and navigate to the location of the flyer PNG image on your computer
- I. Click "Upload"
- J. Select the file PNG file name in the Image Manager Extended window
- K. Reduce the first dimension (width) to 500 pixels

LINK IMAGE TO FLYER PDF

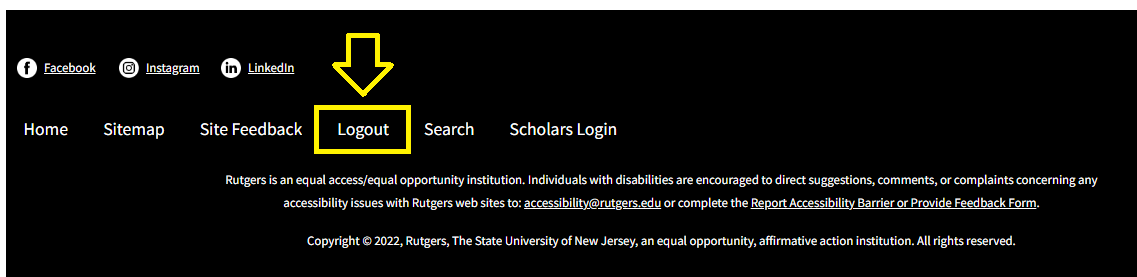
- A. Select the "Popups" tab in "Image Manager Extended" (*see #1 below*)
- B. For "Popup Type," select "JCE Mediabox Popups" (*see #2 below*)
- C. Upload your flyer PDF file using the "Upload" button. (*see #3 below*)
- D. Select the name of the PDF file (*see #4 below*)
- E. Enter a title for the file in the "Title" field (*see #5 below*)
- F. Enter a caption for the file in the "Caption" field (*see #6 below*)
- G. Click "Insert" once complete (*see #7 below*)



H. “Save & Close” your article

LOGGING OUT FROM JOOMLA!

Click the “Logout” link at the bottom of the website:



FUTURE WORKSHOPS

Please visit: <https://sas-it.rutgers.edu/it-services/web-development-and-support/workshops-and-training>