Image Workshop

Instructor for this Workshop
Web Development
School of Arts and Sciences
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Image Workshop

WELCOME
Instructor for this Workshop
School of Arts & Sciences, Web Development

WEBSITE LINKS:

IMAGE EDITING WEBSITES
- https://resizeimage.net/
- https://www.birme.net/
- https://canva.com
- https://crello.com

SAS IDENTITY LINKS

RUTGERS LOGOS & PHOTOS
- https://communications.rutgers.edu/logos-and-templates
- https://communications.rutgers.edu/resources/photo-resources
- http://photogallery.rutgers.edu/

FILE CONVERSION SITE
- https://zamzar.com
FILES FOR WORKSHOP

MULTIPLE IMAGES DOWNLOAD
- Download this zip file and place onto your computer.
- Extract the contents from the zip file

MULTIPLE PORTRAIT IMAGES DOWNLOAD
- Download this zip file and place onto your computer.
- Extract the contents from the zip file

DOWNLOAD INDIVIDUAL IMAGE
- [https://www.sas.rutgers.edu/cms/training/images/files/dean-image.jpg](https://www.sas.rutgers.edu/cms/training/images/files/dean-image.jpg)
- Right click on image and select SAVE TO COMPUTER
- Download this image file and place onto your computer.

SAS RUTGERS LOGOS
- Visit: sas.rutgers.edu
- Download file to computer (RU_SIG_SAS.zip)
- Extract the contents from the .zip file

SAMPLE COMPLETE PDF FILE
- Right click on file and download onto computer
**REVIEW ALL FILES ON THE COMPUTER**
- Portrait-images  
- Workshop-images  
- RU_SIG_SAS  
- Dean-image.jpg  
- Joomla_workshop.pdf

**CONVERT FILES**
In order to use files as ‘single color white’ png files, they need to be converted from the formats that were downloaded.

File to convert:
RU_SIG_SAS/1COLOR/EMF/RU_SIG_SAS_REVWHITE.EMF

System to use to convert files:
Zamzar.com

1. Select the file ru_sig_sas_revwhite.emf, DRAG it into the browser
2. Select File type → png
3. Click Convert Now button

4. Click DOWNLOAD and save file
RESIZE IMAGES

Purpose
If your images are too large to upload to a website, or too large to work with even to edit/modify for your flyer you can resize the images first.

RESIZE SINGLE IMAGE

Image we are working with: (it should already be downloaded on your computer)
https://www.sas.rutgers.edu/cms/training/images/files/dean-image.jpg

Site: https://resizeimage.net/

Upload Image & Select Crop Area

1. Click Upload image, select image from computer
2. To CROP image,
   a. DRAG cursor around the image
   b. You can select it to be a ‘square’, by selecting a ratio 800 x 800
   c. Select ‘normal’ then you can select any ratio
   d. Click Undo to unselect
3. Hit CROP button to ‘crop image’
Determine Resize, Optimization, Rotation

1. Resize by a percentage
2. Can set the background to ‘fill’ with a color if needed
3. Determine output format
   a. .jpg best for web
   b. .png better for print (higher quality)
4. Optimize your image

Once complete, hit RESIZE IMAGE BUTTON
Hit Download Image to save

Check out image that has been saved to your computer.
**RESIZE IMAGES IN BATCH**

Image we are working with: (it should already be downloaded on your computer) [https://www.sas.rutgers.edu/cms/training/images/files/portrait-images.zip](https://www.sas.rutgers.edu/cms/training/images/files/portrait-images.zip)

Link: [https://www.birme.net/](https://www.birme.net/)
Upload all of the images from the portrait-images folder into birme (Bulk Image Resizing Editor)

![Birme Interface](image)

Click on Resize, and type 800 x 800

![Resize Option](image)

This will ‘square’ off the photos.

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

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.

Add a border to all images
EDIT 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 the ‘website’ it is important to not ‘layer’ text within an image because it is not readable by a screen reader.

ONLINE IMAGE EDITING SITES
Canva.com
Upload unlimited number of photos
Cannot save as a ‘transparent png’

Crello.com
Upload up to 100 photos
CAN save as a transparent png, only needed if you are creating a logo, or something not ‘square’. A ‘circle’ for example
Using Canva.com

Create Canva Account

1. Visit, canva.com
2. Create an account, using your Rutgers email address & CONFIRM

Create a TEAM
You can invite others to ‘share’ with you in your projects. This would work well for your department or group.
A. Create your design
   a. Title it: YOUR NAME – Joomla Workshop Flyer
      i. You can select a flyer that already exists, or just start from scratch
      ii. For today we will start from scratch
      iii. It will have a ‘Suggested’, CLICK ON FLYER 8 ½ x 11

B. Select a Background for the Flyer

   ![Background Selection]

   Click on the ‘paiting’ icon so you can select the Rutgers Red Color as the background

   Click the PLUS icon to add a custom color

https://communications.rutgers.edu/brand-policies/visual-identity/guidelines-using-rutgers-visual-identity-system

Click on ‘COLORS’ to see the valid colors

Select the ‘Rutgers Red’: #cc0033

C. Upload images to use on the flyer

   Click on UPLOADS Button, or just DRAG Images onto the page

   Images to upload:
   1. At least one image from the WORKSHOP IMAGES Folder (the one that you downloaded and extracted in the beginning
2. SAS Single Color Logo File (transparent .png that you just converted earlier)
3. Add information about the Joomla Workshop

To ‘CROP’ the image

1. Select Image
2. Put mouse on STRAIGHT Lines, and DRAG DOWN To CROP ‘DOWN’
3. Click corners that resizes image
4. Put mouse on ‘round arrows’ rotates image
D. Add TEXT To Flyer
   a. Click on Text Icon on LEFT
   b. Click on Add a Heading (or any of the items)

Workshop Title: Introduction to Joomla
Date: November 10, 2019
Time: 10:00am – 12:00pm
Location: ARC Room 121
Instructor: Laura Gordon
Workshop Description:
This workshop teaches you how to administer a Joomla! web site. Creating and editing articles, adding links to web sites and mail addresses, uploading and displaying images, and adding menu items are covered.

Sample Flyer:

Save Image in Canva
   - Click on top right drop down for a ‘flyer’ select save as PDF
   - To use for website select either .png or .jpg

Sharing Images
If you share this with anyone and they EDIT the image, the edit will be saved on ‘your version’ as well, you are ‘sharing’ the same version.
CREATE IMAGE FROM PDF FILE

What if the flyer was already created, and you need just the ‘image’ from the file to use for the website, and other promotional marketing materials…

Suggestions
Image for Facebook Post
These work well WITH EMBEDDED TEXT, just not too much, keep it simple, and add the full description of the event in the text of the facebook post

Image for Website
This should have very, very limited text if any at all, preferably just the image as a square is good enough

Use the file: joomla_workshop.pdf

1. Convert file into .jpg
   a. Zamzar.com (Upload file, select to .jpg conversion)
   b. OR, you can EMAIL the file to: jpg@zamzar.com (It takes a few minutes to receive converted file)
      i. To convert to ‘png’, email to: png@zamzar.com
      ii. Max size is 1mb with free account

2. Canva.com
   a. Create new design, 800 x 800
   b. Drag Image into the 800 x 800 square
   c. Adjust sizing to fit
IMAGE SIZE EXAMPLES IN JOOMLA
How images can be used on a Joomla website…

Page Header Image
Size: 800 x 400
Purpose: Add ‘color’ to a page. This should not include any text, just an image that represents the page.

Slider / Banner Image 1200 x 400

Welcome Square 400 x 400

Image Buttons 400 x 400

Event Images
400 x 400
Or
800 x 400
WORKSHOP ACTIVITY
Come up with a ‘workshop’ or ‘conference’ build a flyer, image and article top page image to use.

Flyer
- This flyer can be used to hang in your offices
- It will be a .jpg and .pdf version of this flyer

Square image
- This image can be used for the website (400 x 400)

Article Top Page Image
- Create a 800 x 400 image
- Create a 1200 x 400 image