

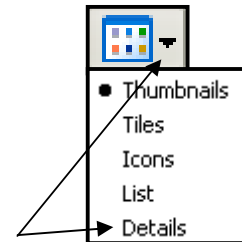



Please print the 5 pages for this lesson. (estimated time: 10 minutes)

It is important that all Product Images are **small in their File Size** (100kb - 50kb or less is great), so they can be displayed quickly. When you take a photo it may be very large, say 700kb to 990kb and more. You can find the size by :

VIEWING THE FILE SIZE

- a. Click on the **Start** button
- b. Click on the **All Programs or Programs** option
- c. Click on the **Accessories** option
- d. Click on the **Paint** option
- * Now you have the MS Paint program running
- e. Click on **File** from the main menu
- f. Click on **Open** from the next menu
- g. Select the **Folder or Drive** your images are stored on
- h. Set the **View feature to Details** (Click on the **View icon**, click on **Details**)



Now you can see the file size.  chess-game of life-cdehn 1,311 KB JPEG Image

If you upload an image with a large file size they will take a lot of time to be presented and the customer may become discourage and go elsewhere. With Product images we often want them large in their appearance size (so when we click on View Large Image the customer can see the finer details) but small in their file size.

Press the Escape key to cancel the Open Window then Exit the Paint program. (Click on File, click on Exit)

Once you get all your product images/pictures looking great and with an ideal file size, then you are ready to work on adding Products to your Online Store. You will need to apply these ten steps to each Product Image. (the instructions are provided in more detail on the next page)

SUMMARY

1. Display the picture on the screen and adjust the image size
2. Perform the Print Screen (*Print Screen key*)
3. Run the MS Paint program (*Click on Start, All Programs, Accessories, MS Paint*)
4. Perform the Paste function (*Press Ctrl+V*)
5. Activate the Selection function, select the part of the screen dump you want (the image) (*Click on Select icon, click-drag from top left to bottom right*)
6. Perform the Copy function (*Press Ctrl+C*)
7. Call a New Sheet (*Press Ctrl+N, Click on No*)
8. Perform the Paste function (*Press Ctrl+V*)
9. Reduce the white sheet to fit the image (*Click on White Sheet, click-drag blue dots in to fit the image*)
10. Perform the Save function (*Press Ctrl+S, select your Folder for the Save In area, Enter a Filename with no spaces, Select a JPG File Type, click on the Save button*)



- Step 1.** Display the picture on your screen. Use which ever method you normally use to do so. If the image takes up the entire Window/Screen, reduce the size of the Window and apply the Increase or Decrease Zoom function to get an ideal size for the appearance of your image. Adjust the window size to about 13cm x 13cm as this is a great size for when people click on the Enlarge Image option.

To adjust the size of a Windows the Window Size must be set to the Restore Size which enables you to move the window borders in or out. If the Restore icon is not displaying then you are already in the Restore Size.

REDUCING THE WINDOW SIZE



- a. Click on the **Restore icon** located top right of the window
- * This will allow you to adjust the Window size
- b. **Click-drag the window borders in or out** to reduce or increase the window size (approximately 13cm x 13cm)

Once you have what you want displayed on the screen you are ready for the next step.



- Step 2.** Perform the Print Screen function which will take a copy of what you have on the screen. (Screen Dump)

PRINT SCREEN

- a. Press the **Print Screen** key located on the keyboard
- * A copy of the entire screen and its content (your image) is now stored, nothing seems to have happened but you will see what has happened when you perform step 4.

We will use the MS Paint program (as it comes free with your MS Windows program) to work with the image.

- Step 3.** Run the MS Paint program.

RUN MS PAINT

- a. Click on the **Start** button
- b. Click on the **All Programs** option
- c. Click on the **Accessories** option
- d. Click on the **MS Paint** option
- * The MS Paint window will appear



- Step 4.** Perform the Paste function which will place a copy of the screen dump onto the Paint worksheet.

PASTE

- a. Hold down the **Ctrl** key and press the **V** key once (**Ctrl+V**)
- * The entire screen image will appear on the worksheet



There should be a Toolbox on the left of the MS Paint program. If you do not have the Toolbox then perform the Toolbox Display function.

TOOLBOX DISPLAY

- a. Click on **View** from the main menu
- b. Click on **Toolbox** from the next menu

From what is on our screen we need to select just the part that is to make up our image. This is the opportunity to get rid of the bits you don't want in the image.

Step 5. Activate the Select function and select just the part of the image you want.

SELECT



- a. Click on the **Selection icon** from the **Toolbox**
 - b. **Click-drag** from the **top left corner over and down to the bottom right corner** ensuring to get what you want
- * A white dotted line will appear around what you have selected
 - * If you make a mistake selecting, click on the Selection icon again and try again



Now that we have selected what to include as your image, we can perform the Copy function which will take a copy of what we have selected.

Step 6. Perform the Copy function.

COPY

- a. Hold down the **Ctrl** key and press the **C** key once (**Ctrl+C**)
- * Again nothing seems to have happened however a copy of your selection is stored

We need a new blank sheet so we can paste the copy of just our image onto a clean worksheet.

Step 7. Call upon a new sheet, when the Save message appears answer No as we do not want to save this current image that is on our screen.

NEW SHEET

- a. Hold down the **Ctrl** key and press the **N** key once (**Ctrl+N**)
- * The Save message will appear
- b. Click on the **No** button
- * The MS Paint window should be blank

Step 8. Perform the Paste function (**Press Ctrl+V**) and the image will appear on the sheet.

Hint. Remember the keyboard shortcut for Paste **Ctrl+V**, Copy **Ctrl+C** and New Sheet **Ctrl+N** as you will be using them regularly.



If there is any white worksheet displayed around the image you will need to get rid of it by making it fit the image exactly, otherwise your image will have a white area displayed.

Step 9. Reduce the sheet to fit the image.

REDUCE SHEET TO FIT IMAGE

- a. Click on the **White area** so the **Blue Dots** are displayed on the border (they are very little)
- b. Point to the **blue dot** (the mouse pointer **must switch to a double-headed arrow** resembling the resize function)
- c. **Click-drag** the white sheet border **up and left** to fit the image (do not leave any white area showing)



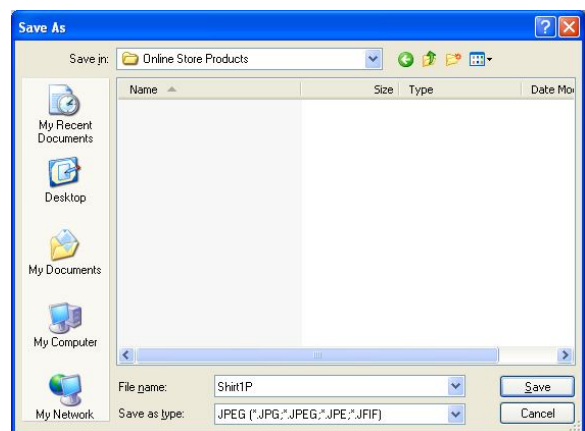
As we have not used a sophisticated design program you may lose some clarity when saving your image. If you want crisp clear images you can get involved with a variety of design programs such as: Adobe Illustrator or PhotoShop and create more professional imagery.

We will now save the image, I suggest you create a Folder for your Online Store images and you name your files something like: SkirtP1 = Shirt Product 1, as you want this product displayed in the Skirts Category and it is to be the first product because it is one of your most popular Skirts. (eg: SkirtP1, SkirtP2, PantsP1, PantsP2, PantsP3, etc) It is best to be organised from the start. All files must be a JPG File type for them to be uploaded to your Online Store.

Step 10. Perform the Save function and save the file into your Onlinestore folder, ensure to make it a JPG file type and do not include any spaces in the filename.

SAVING AN IMAGE FILE

- a. Hold down the **Ctrl** key and press the **S** key once (**Ctrl+S**)
- * The Save As window appears
- c. Click on the **My Computer** icon on the left
- d. **Double-click** on the **C:\Drive** so it is displayed in the **Save In** area
- e. **Double-click** on the **folder** so it is displayed in the **Save In** area
- f. Enter **Product1** to the **Filename** area (no spaces)
- g. Click on the **Save as Type** scroll bar and click on the **JPG** option
- h. Click on the **Save** button

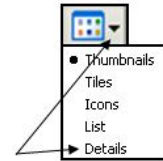




Let's have a look at what we reduced the file size to.

VIEW THE FILE SIZE

- a. Hold down the **Ctrl** key and press the **O** key once (**Ctrl+O**)
- * The Open window will appear
- b. Select the **Onlinestores** folder to be displayed in the **Look In** area
- c. Set the **View to Details** (Click on the **View icon**, click on **Details**)



Congratulations! Now you have one Product image ready to upload.

As you have two programs/windows running, there will be two icons displayed on the Status bar at the bottom of the screen.



As the MS Paint and your Image Folder windows are opened, you will not need to run the Paint program or the Picture program again. (So steps 1 and 3 change in the Summary at this point) You can simply switch between the Paint and the Picture programs instead.

SUMMARY

1. Click on the Picture Window bar, select the next picture (*Click on the Image button, click on the Next icon*), adjust the image size as necessary
2. Perform the Print Screen (*Press the Print Screen key*)
3. Switch to the Paint program (*Click on Paint button at the bottom*)
4. Perform the Paste function (*Press Ctrl+V*)
5. Activate the Selection function, select the part of the screen dump you want (the image) (*Click on Select icon, click-drag from top left to bottom right*)
6. Perform the Copy function (*Press Ctrl+C*)
7. Call a New Sheet (*Press Ctrl+N, Click on No as we don't want to save this*)
8. Perform the Paste function (*Press Ctrl+V*)
9. Reduce the white worksheet to fit with the image (*Click on White Sheet, click-drag blue dots*)
10. Perform the Save function (*Press Ctrl+S, select your Folder for the Save In area, Enter a Filename with no spaces, Select a JPG File Type, click on the Save button*)

REPEAT FOR EACH PICTURE YOU WANT TO USE AS A PRODUCT IMAGE

* Should you want personal help you can call or email to arrange for either a one-on-one training session or to attend to one of our classes held at a local Community Houses.

* If you need more help understanding the basics of the Files and Folders system, I suggest our "Getting Started with PC's and MS Windows" manual which comes with a free Internet course that also teaches you about what it takes to have an online business. The price for a hardcopy manual is \$19.95 plus \$4 freight.

Best Regards
Jeanette Jensen
(03) 5964 4849 admin@eaus.com.au