

9. How to manage your files

Technical content: Using different file formats; optimising for web; recording actions and doing batch processing; making a topic bank; making a hyper-linked index; making help-sheets with screenshots.

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File formats

The number of file formats for images is confusing. A useful rule of thumb is to use JPEGs for photographs and GIFs for graphics. Both compress file sizes.

- **JPEG**
(Joint Photographic Experts Group). This format is recommended for images with subtle tonal changes such as photographs or photo-realistic artwork as it supports 16 million colours. It is called a lossy format because some picture quality is lost every time you save a JPEG after editing. But, in most cases, selecting the maximum quality option when you save, produces a result indistinguishable from the original. However, to minimise deterioration, try to save images in a lossless format using SPP (Serif PhotoPlus default file format). Saving your work in JPEG format should only be done when editing is complete. JPEGs do not support layers: they will be merged.
- **GIF**
(Graphics Interchange Format). This format is designed to minimize file size and electronic transfer time on the web. It is a lossless format that is good for line-art and graphics with areas of flat colour as it supports a maximum of 256 colours only. GIF format also supports transparency and animation for web pages. It does not support layers: they will be merged.
- **TIFF**
(Tagged-Image File Format). Choose this if you are exporting images to programs such as Illustrator or Pagemaker or exchanging files between applications and computer platforms e.g. from Mac to PC. It is a bitmap image format supported by most paint, image-editing, and page-layout applications. It does not compress files so sizes are large.
- **EPS**
(Encapsulated PostScript) is a language file format that can contain both vector and bitmap graphics.

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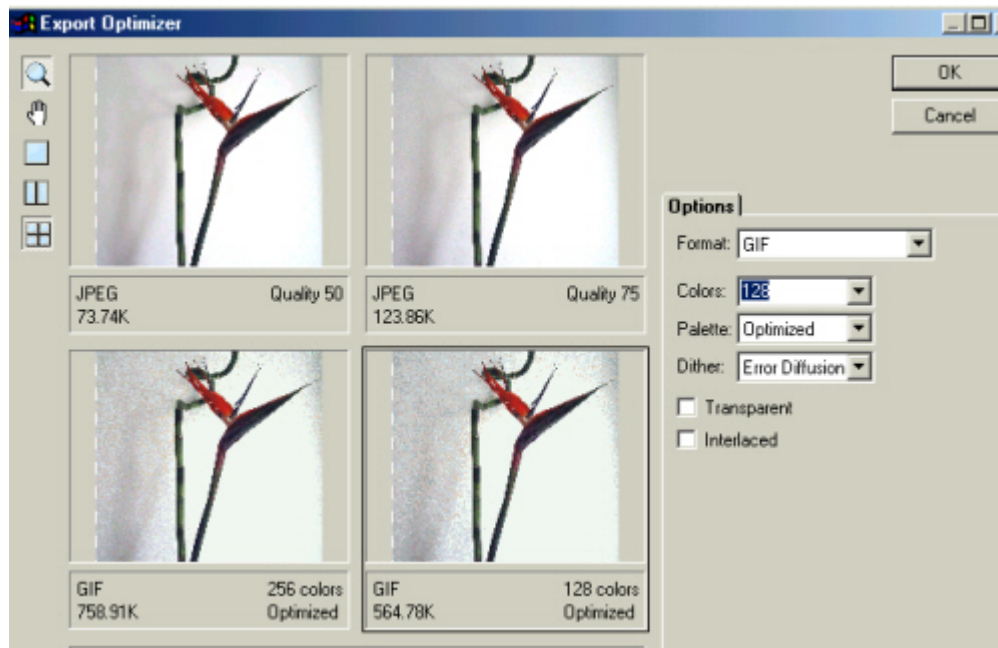
Optimising graphics for the web

When sending images by e-mail or publishing them on a web site it is important to consider how to achieve the best possible graphic quality with manageable download times and file sizes. A single image has been known to bring a company network to a standstill. But even on a less dramatic scale, visitors to your website are frustrated by long download times and large images clog up e-mail inboxes.

Serif PhotoPlus 8 includes a wizard to help you optimise graphics effectively, the goal being to maximise quality and minimise file size.

Serif PhotoPlus

Choose Export Optimiser120 on the File menu. The left margin of the dialog box offers Single, Double or Quad display viewing options. Click one of the display panes and select a file format and specific settings on the Options panel on the right. Click on another pane and select different settings or format. The effect is previewed in the pane and the estimated file size is displayed. Compare results and make a choice by clicking on a pane and on OK.



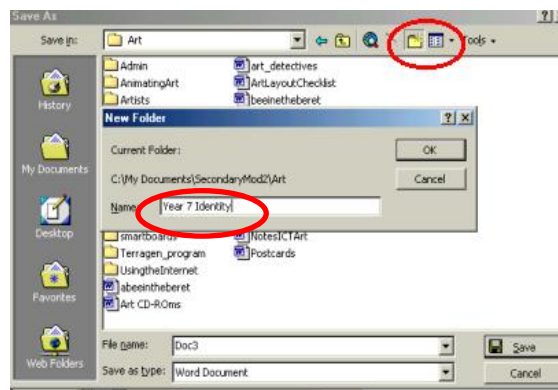
3

Managing resources 1: making a topic bank

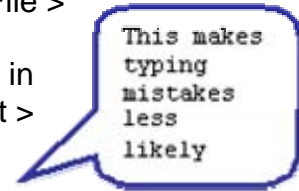
You can build topic banks of web pages, worksheets and images by saving them to a named folder with a hyper-linked index. Pupils do not need to be online to access these. If your school has an intranet or website, the folders can be used as a general departmental resource.

- a. Make a new folder and name it e.g. Year 7 Identity.
- b. Click OK.

New folder



- c. When you find a useful web page for your project go to File > Save As and save it to the topic folder you made.
- d. Don't forget to copy the URL of the page by clicking on it in the Address bar followed by clicking the Edit icon (or Edit > Copy).
- e. Open a word processing program and click on the Paste icon (or Edit > Paste). Press the Space bar or Enter and the pasted URL will become a live Internet link (i.e. it will take you to the website if you are connected to the Internet). Write a brief description of the site. Call this document Web Links and save it to the same folder.
- f. Be aware that many images on the Web are copyrighted. For an information sheet about copyright law for electronic materials visit: <http://www.ictadvice.org.uk/> and search the site using the word Copyright.
- g. To save copyright-free images on the Internet right-click once with your mouse to bring up a menu. Select Save Picture As and then navigate to the topic folder you created e.g. Year 7 Identity. Give it a recognisable filename.

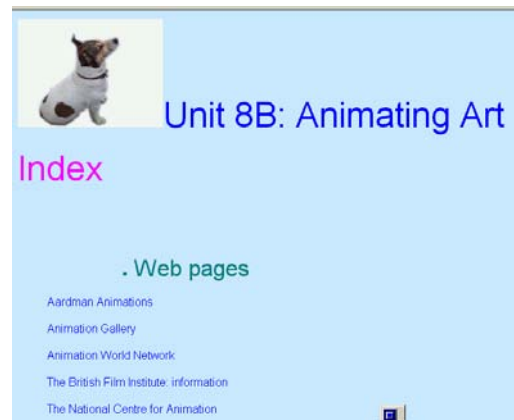


PC menu



Managing resources 2: making a hyper-linked index

You can design your index in Microsoft® Word or any other word processing program. You could even make it in a web-authoring program like Front Page or Dreamweaver. The instructions that follow are for Microsoft® Word.



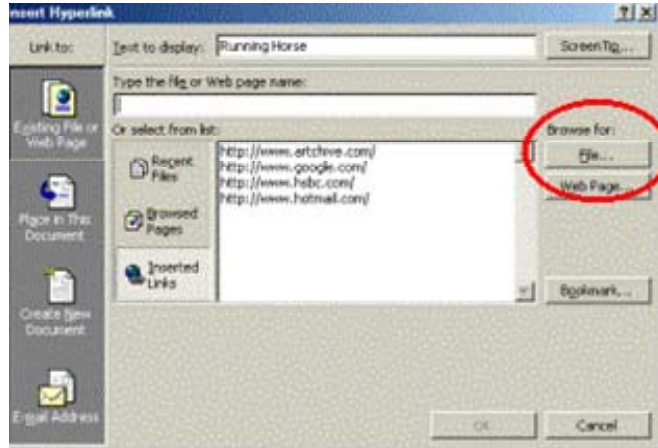
a. Type a list of all the items you have collected in the topic folder. These might be web pages, worksheets or other resources. My example list for a project called Animating Art is organised under the sub-headings: Web pages, Example Animations, Help Sheets and Exercises. Use names that are self-explanatory or add descriptions of the contents where necessary.

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Example Animations
The water-drop
Running Horse
Gerry begs
Mona Lisa greeting
New column for Trafalgar Square
Electronic Postcards: PowerPoint
presentation
Animated Year 8 pupils
Genius Morph
Race Face Morph
Exercises
How to make a praxinoscope
How to make a pinhole camera
How to make animations in
Animation Shop
Worksheet on Eadweard Muybridge
  
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- b. To add a direct hyperlink to the saved web page, document or other file highlight the text e.g. Running Horse, click on the Insert Hyperlink button, select or Browse For and navigate to your topic folder. Select the relevant file and click OK. Repeat these steps for each item on your list
- c. Save your index either as a document file or as a web page.

Insert Hyperlink



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Managing resources 3: making help sheets with screenshots

Some of the skills that are integral to developing the use of ICT in the Art curriculum, such as using software for image manipulation or drawing and hardware like scanners, graphics pads or digital cameras, may be new to pupils. Help sheets giving step-by-step instruction and illustrated by screenshots can be copied and laminated for reference at individual workstations or enlarged and displayed prominently. They are also helpful when pupils have been absent, as additional support for pupils with special educational needs and for revision or independent experimentation and development of work.

- a. Open Microsoft Word and the program that you want to give help on e.g. PhotoPlus 8.
- b. Work through the procedure yourself taking screenshots at stages that you think need illustrating. To do this, press the Print Screen key at the top right of your keyboard. This takes a shot of the whole screen and stores it in the clipboard.
- c. Immediately switch to Word by clicking its button on the [Task Bar](#) at the bottom of your screen. You will notice that of the Cut, Copy and Paste icons only Paste is available.



- d. This indicates that there is something in the memory. Click on Paste to place the screenshot on the page.
- e. The screenshot can now be formatted like any other picture. The Picture Toolbar should appear when you click on the screenshot. Apply Text Wrapping and crop and resize as for any other image. Draw arrows and text boxes to label it.

When you have all the screenshots you need, add written instructions to the sheet. You may find layout easier if you use text boxes for written instructions. These can be formatted so that there is no line around them.

The Taskbar



To return to the main menu, close this window by selecting **File > Close** from the menu bar.