

# DIGITAL PHOTOS FOR THE WEB

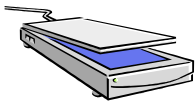
## Step 1: Choose Your Equipment



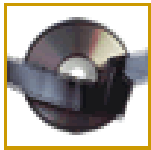
**Digital camera**—a digital camera lets you snap a picture and immediately have it in digital format, ready to edit with your computer. Your digital camera will come with instructions on how to transfer (upload) photos to your computer.



**Card Reader** --Many people use a **Card Reader** to transfer their saved photos from their camera's memory card to their computer.



**Regular camera and scanner**—Some people take a picture with a film camera, have it printed, and then use a **scanner** to convert their picture into an electronic image.



**Film-to-CD service**—you can get CDs made from your rolls of film with digital image services. You may also be able to access your digital photos on the Web.

## Step 2: Create Great Photos

Here are some **tips** for taking photos that will make your images look best.

Good: Shows nice detail.



Bad: It's crowded, backlit, confusing!



- Consider your **background**. If possible, use a plain, medium-colored background to make your subject stand out. Don't use white, as it tends to create too much contrast in your photo and shows shadows. Don't use black, as it tends to flare your flash. If you don't have a medium-colored, plain background, be sure to move things out of the way so your subject will really stand out.

- Get **close up!** You want to see details, so really make your subject take up the whole frame. Consider taking a close-up of a section of your subject in addition to the entire subject in order to give a better idea of the subject's actual appearance and mood.
- Use **proper lighting**. Many people find natural, outdoor lighting best. Indoors or out, light your subject thoroughly, and NEVER shoot toward a light source because your subject will be silhouetted.

## Step 3: Edit Your Photos

Once your photo is on your computer hard drive, you can often improve it with photo editing software, which may have come with your digital camera or scanner. You can also use basic photo-editing software such as **Microsoft Picture It 10** or **Adobe Photoshop Elements 3**, which are two of the easiest photo-editing programs available today.

### Tips:

- Crop your photos to a standard size, either 3 ½ x 5" or 4 x 6".
- Adjust the levels, balance the contrast and brightness, adjust the color tint, fix any red eyes.
- Add edges, or effects, or text, or layer photo image as you wish.
- Save your edited picture as a JPEG (.jpg) file (file types other than JPEG may not open on some computers or in some programs).
- If you expect to work on the photo further, you may save it in .PNG+ format in Picture It Express or .PSD in Photoshop Elements because .JPG compresses the file and some pixels are lost. Here's how (in most programs):
  1. Choose **Save As** from the File menu.
  2. Name your file.
  3. Select **.JPG** or **.PNG+** or **.PSD** from the **Save as Type** drop-down list.
  4. Planning on sending your photo over the Internet? You can add photos to your e-mail or attach the photo(s) as a file to your email message. Each photo size should be **under 200k** (kilobytes) for easy downloads and happy friends who will view your photos. Resolution should be 72 dpi for good viewing on a computer screen.
  5. If the photos are to **be printed**, send them one or two at a time at a higher resolution, about 200 dpi, and a file size of 500k to 1Megabyte for a 4x6" photo.