

## *Preparing Images*

Images are the real focus of a YBI CD; students will spend most of their time looking at them. Therefore, you want your images to look as good as possible. The following recommendations will help you maintain a professional look throughout your project.

### **Bringing Images into Your Computer**

Since Memories Builder supports a large number of image file formats (JPG, GIF, PNG, BMP, PSD, TIF, PIC, and PCT), there are a number of ways to save images to your computer. When importing images from a digital camera or photo disk, the default settings should work fine.

#### *Image Scanning – Recommended Settings*

Format:       JPG  
Quality:       High  
Resolution:   150 dpi (300 dpi if you will be using the same image in the print yearbook)

### **Changing Image Settings**

Computer image files, like sound and video files, tend to be large and can quickly eat up hard drive space. If you are running out of room on your hard drive, change your images' settings if you have them in uncompressed file formats (like BMP or PSD) or if you are planning to include a large number of images in your project. We recommend that you use file formats that compress the size of the image file (such as JPG or GIF).

#### *Image Editing Programs (Photoshop, etc.) – Recommended Save/Export Settings:*

File Format:       JPG (jpeg) or PNG  
Quality:           Medium to high (8-10 in Adobe Photoshop™)  
Resolution:       72 dpi\*  
Size:               not much larger than 800 pixels wide by 600 pixels high\*\*

\* Unlike images that you are using for a print yearbook, images that you will use in the CD supplement don't require a high resolution; 72 dpi is usually sufficient.

\*\* Size settings are a balancing act. On the one hand, if your images are larger than necessary, you will be using extra hard drive space since larger images generate larger files. On the other hand, if you blow up a small image to fill a large area on a page, it will lose quality. Try to save images so that their dimensions are the same size or a bit larger than the area they will fill on the page.

#### *Other formats:*

See the documentation for your image-editing program for recommendations.

## Portrait Preparation

When planning the portrait section of your CD multimedia supplement, the first step is to figure out how you will get the portrait images onto computer. There are three possibilities:

- Your school photographer may have these photos on a CD-ROM.
- The portraits could be on a digital camera.
- You have hard copies of the images, and will need to scan them.

### *Images on CD*

You will save time if you have access to a CD containing digital student photos. Most photo CDs store the pictures in JPEG format.

Some photo CDs are set up for Macintosh computers and won't have the file extensions (.jpg, for example).

- *Windows Computers:* Download a program called *A.F.5 Rename your files 1.1* to run batch renaming. You can download this program from [www.download.com](http://www.download.com) (do a search on A.F.5 Rename).
- *Mac Computers:* Call Technical Support for help renaming files.

### *Digital Camera*

Getting images is a matter of plugging your digital camera into your computer, choosing the **Import Portraits** item from the **Portraits** menu in Memories Builder, selecting **Individual Files**, and browsing to your camera to find the images. If you can't locate your camera in Memories Builder, copy the images to the hard drive using *Windows Explorer (My Computer)* or the *Mac Finder*.

### *Scanning*

If you have to scan your photos, select color and 72 dpi. Save the images in JPEG format. Memories Builder recognizes certain naming conventions, and you will save yourself a lot of hassle when it comes time to edit portrait names if you use one of the following formats when choosing file names:

LastName FirstName Initial (example: Smith\_John\_A.jpg)

FirstName LastName Initial (example: John\_Smith\_A.jpg)

Once you have access to the portraits on your computer, you are ready to import them into the program. See *Class Portraits* in the User's Guide for more information.