

PREPARING A MEMBERS PICTURE FOR THE WEB

Transfer the picture from your camera into your computer.

Upload the picture into a software editing program such as Paint.net

We use only facial pictures similar to a passport picture.

Click on TOOLS / then on RECTANGULAR SELECT. Click on the picture to draw a line around the persons face leaving approx ¼ inch at the sides and above the head, with the mouth at the lower 1/3 line.

You may need to try this several times before you get it correct. When you are satisfied that it is correct, Click on the word IMAGE above and then click on CROP TO SELECTION.

At this point you may want to make an ADJUSTMENT, to lighten or darken etc.

Click on File and then on SAVE AS, Type the persons first and last name *and then type orig* (indicating that this is the original THEN SAVE as a .png on the desk top.

Looking again at the picture in paint.net. Click on IMAGE, and then on RESIZE. All member pictures will be changed in size to 90 pixels wide and 120 in height. You may need to go back and edit some more using the Retangular Select tool to help adjust the proportions.

*Again we will SAVE AS: using their first and last name. It will also be a png. And you will also save it on you desk top. Move the two identical pic beside each other. **Note: you must save the first one as an original, and therefore know that the second one with no size indication is always the correct size for the web.***

You my now save the orig. in a folder titled Members Pictures.

The second picture is now ready to be uploaded to the web page.