

Instructions for Processing Submitted Photos

A. Introduction.

1. This document provides the information needed to process submitted photo files to be shown during club meetings. This procedure is written for GIMP software using the Windows operating system. GIMP was chosen because it is freeware and because it most closely resembles Photoshop CS software which is currently the industry standard photo editing software. However, similar procedural steps can be used regardless of the photo editing software used. Similar procedural steps could be used for Photoshop CS or Photoshop Elements software. Other software such as Picasa and Adobe Lightroom can be used too but these software programs do not have the layers feature.

2. This procedure was written to fulfill club guidelines in the following areas:

- photo format - jpg,
- photo file naming conventions (see paragraph B.6),
- photo size - 1,000 pixels maximum in height or width (which ever is larger), and for a
- title photo - submission of a title photo in addition to your field trip photos.

3. General GIMP instructions.

- If an error is made during execution of a step, try clicking on EDIT - UNDO.
- If a window disappears from the screen during photo processing, it can be recalled by clicking on its window icon at the bottom of the screen.

4. A title photo can made in many ways. This procedure presents one way which uses opacity and layers to differentiate the text from the photo.

5. For Windows users, download and install the GIMP software. The software is available on the Internet at

http://www.download.com/GIMP/3000-2192_4-10073935.html

B. Preliminary steps.

1. Double click on the GIMP2 icon on the Desktop to start the GIMP software.

2. Load a photo into GIMP by clicking on FILE - OPEN in the GIMP window.

3. Select the photo file to be worked upon. Note: you may get a message asking if you want to convert your photo file to sRGB; select KEEP.

4. A Photo window will appear. Move the Photo window to an area of your monitor where you can see the entire photo.

5. Save your photo in GIMP format by clicking on FILE - SAVE AS in the Photo window.

6. Type in the new name for your photo in the NAME text box in the SAVE IMAGE window.

Note: photo files should be named beginning with the photographer's initials followed by the number zero and the number of the photo submitted. For example: de01, de02 ... de09. The photo that is your title photo should have the lowest number. For photo numbers 10 or larger, do not precede the number with a zero. Example: de10, de11 ... de99.

7. SELECT FILE TYPE (BY EXTENSION) in the SAVE IMAGE window and select GIMP XCF IMAGE.

8. Click on the SAVE icon in the SAVE IMAGE window..

C. Cropping a photo. Determine what parts of your photo you would like to crop off. If none, skip this paragraph.

1. Click on the Cropping Tool (third row from the top, second icon from the left) in the GIMP window.
2. Move mouse cursor to the Photo window. Position the Crop Tool cross hairs to the approximate upper left corner of your photo where you would like your photo to be cropped.
3. Click and hold down the left button your mouse and drag your mouse pointer to the approximate lower right corner where you would like your photo to be cropped.
4. Release the left button of your mouse.
5. Make fine adjustments of the cropping by moving the mouse pointer to one of the four corners of the cropping rectangle that is displayed in your Photo window. Press and hold down on the mouse left button and make adjustments to your photos new height and width.
6. Press the ENTER key to crop your photo.
7. Save your cropped photo by clicking on FILE - SAVE in the Photo window.

D. Resizing your photo. This procedure will resize your photo to 1,000 pixels maximum height or width, which ever is larger. After resizing, your photo should retain its height to width proportion. If your photo's height and width is less than 1,000 pixels, skip this paragraph.

1. In the Photo window, select IMAGE - SCALE IMAGE.
2. Note the number of pixels in the IMAGE SIZE - WIDTH and IMAGE SIZE - HEIGHT text boxes.
3. In the text box with the larger of WIDTH or HEIGHT, type 1000. Do not press the ENTER key.
4. Use the mouse and left click on the Chain icon to the immediate right of the IMAGE SIZE - WIDTH and HEIGHT text boxes. The photo image size in pixels should be recalculated to retain the photo's height to width proportion.

5. Move the mouse pointer and left click on the SCALE icon in the SCALE IMAGE window.
6. The image in the Photo window will become smaller. To increase the size of the photo in the Photo window, click on the DOWN ARROW of the percent text box at the bottom and to the left side in the Photo window. Select a larger % size.
7. Save the photo as a GIMP XCF image file by clicking on FILE - SAVE in the Photo window. If the photo is a title photo, proceed to paragraph E.
8. Save the photo as a jpg file that can be submitted to the club for showing during a club meeting. Select FILE - SAVE AS in the Photo window.
9. A new SAVE IMAGE window will appear. In the SAVE IMAGE window, click on SELECT FILE TYPE and select JPEG IMAGE.
10. Click on the SAVE icon in the SAVE IMAGE window.
11. A new SAVE AS JPEG window will appear. Set the QUALITY to greater a number larger than 90 then click on the SAVE icon. This creates a jpg image that can be shown during a club meeting.
12. Close the Photo window by clicking on the X in the upper right corner of the Photo window. Proceed to Paragraph H to close the GIMP program or paragraph B.2 to load another photo.

E. Making a title photo.

1. Select DIALOGS - LAYERS in the Photo window.
2. Click on the BACKGROUND layer in the LAYERS window.
3. In the LAYERS window, set the OPACITY of the photo to about 70%.
4. Select the TEXT TOOL in the GIMP window by clicking on the 'A' icon with your mouse. The TEXT TOOL icon is the tool in the fourth row, second from the left in the GIMP window.
5. Select a font by entering a font in the FONT dialog box of the GIMP window. To do this, you can type in the first letter of the font you want and press the return key. A drop down menu of fonts that begin with that letter will appear. You can then select the font you want from that drop down menu.

For example, highlight the FONT 'Sans' with your mouse and then press the F key. A menu dialog box will appear showing all the fonts beginning with the letter F. Using the mouse select the FRENCH SCRIPT MT font.

6. Set the size of the title font by typing in 175 pixels in the SIZE text dialog box.
7. The default font color is black. If another text color is desired, double click on the black color in the dialog box next to COLOR. Using the mouse, click on the desired color which will appear in the CURRENT color box. Then click on the OK icon.

8. Move the mouse where the title text will be positioned on your photo in the Photo window and press the left mouse button once. The GIMP TEXT EDITOR window will appear.
9. Use the mouse to check the USE SELECTED FONT check box in the GIMP TEXT EDITOR window.
10. Type in your title text in the text dialog box in the GIMP TEXT EDITOR window then click on the CLOSE icon. The text dialog box is just above the USE SELECTED FONT check box.
11. Adjust the location of the text by using the keyboard Left-Right-Up-Down Arrow Keys.
12. Adjust the text size by typing in a new number in the font SIZE text dialog box in the GIMP window and pressing the ENTER key.
13. If the location of the title text needs adjustment again, click anywhere in the photo window. The GIMP TEXT EDITOR window should appear. Click on the CLOSE icon. Adjust the location of the text by using the keyboard Left-Right-Up-Down Arrow Keys.
14. Save your title page in GIMP format, select FILE - SAVE in the Photo window.
15. Save the title photo as a jpg file to be emailed to the club for showing during a club meeting. The image needs first to be flattened. Select IMAGE - FLATTEN IMAGE in the Photo window.
16. To create the jpg photo file to be emailed to the club, select FILE - SAVE AS, then click on SELECT FILE TYPE (BY EXTENSION) and then select JPEG IMAGE and click on the SAVE icon.
17. A new SAVE AS JPEG window will appear. Set the QUALITY to greater a number larger than 90 then click on the SAVE icon. This creates a jpg image that can be shown during a club meeting.
18. Close the Photo window by clicking on the X in the upper right corner of the Photo window. Proceed to Paragraph H to close the GIMP program or paragraph B.2 to load another photo or continue with the steps below to modify your title photo.

G. Modifying your title photo. If you are not happy with the resultant image, continue with the steps below.

1. Select FILE - OPEN and then select the title page file saved in GIMP XCF format.
2. Select DIALOGS - LAYERS in the Photo window. A LAYERS window should appear.
3. If you want to adjust the Opacity of the photo, click on the BACKGROUND layer in the LAYERS window and adjust the OPACITY slide.
4. If you want to adjust the title text, click on the text layer in the LAYERS window. Then click on the title text in the Photo window. The GIMP TEXT EDITOR window should appear. Click on the USE SELECTED FONT in the GIMP TEXT EDITOR window. Make the adjustments using the GIMP TEXT EDITOR and GIMP windows.

5. Save your changes in GIMP format by selecting FILE - SAVE in the Photo window.
6. Save your changes in jpg format by repeating steps in paragraphs F.16 to F.18.
- H. Close the GIMP program by selecting FILE - QUIT in the GIMP window.