

Simple Image Processing Steps

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We have prepared notes on three common scenarios computer users face while processing images. The scenarios could be independent of each other but sometimes occur within the same document or presentation. Read along and if you have any problem with a step email us on: africancrops@wananchi.com; or call on 254 20 6752866 or 254 725 297006 or 254 722 831531

Scenario1:

You have taken or scanned large digital photos/images that you want to process and reduce to a manageable size. You may also want to transmit them online, or as an email attachment. The following simple steps have been designed to guide you through

STEPS:

1. Open a new PowerPoint slide
2. Choose a blank slide from the slide layout
3. On the Main menu go to Insert =>Picture=>From File
4. Choose the image/photo you want to insert from its location and select it. Click Insert.
5. Resize the image/photo to the size you want. You can do this by selecting the photo and positioning the cursor at any corner to diagonally resize it. Note that, the larger the photo size, the larger the file size.
6. Right-click the image, choose, Save as Picture from the menu.
7. Under File name, enter the name of your file.
8. Under Save as type, choose JPEG File Interchange Format and click Save.
9. Repeat similar steps for all other photos/images that you want to process.
10. If you explore the folder containing the images, you will notice that the newly saved image is smaller in size (in kilobytes) than the original. You are now ready to share by email or insert the photo into your presentations or word documents without it increasing the file size like the original.

Additional Notes:

- a. **Very important.** You can use this procedure within an already completed PowerPoint presentation. All you have to do is process the photo as it is within your presentation, delete the original from the current page and insert the newly reduced image in the same position. Repeat this procedure for other images within the presentation
- b. You can process grouped images the same way or by grouping them within a page. But ensure there are no blank spaces between the photos because the final grouped and reduced image will show dark spaces between the photos. To group images, open the photos to the same slide, resize and position them the way you want, press Ctrl or Shift key and use the cursor to select the images/photos. Right-click the images/photos, move to Grouping, choose to Group. You can use the same procedure to Ungroup the photos.

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- c. The Save as Picture option is available in PowerPoint only in the Microsoft office suit installed on your computer.

Note: This procedure slightly reduces the quality of the slides/images which only a keen observer can notice. To share original images, use the procedure described in GUIDE 1.

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