

Using photographs and scanned images

Help Sheet 10

1. Getting a picture from your camera or scanner to use in WWS2000

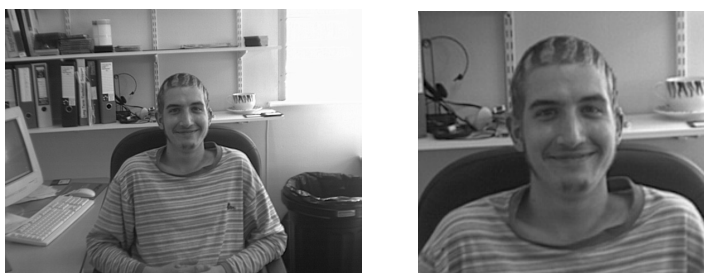
Each different make of camera and scanner comes with its own software that allows you to preview and then save images to your hard drive. This help sheet does not cover those steps in getting a picture from your camera to your computer. It focuses on how you may modify a digital photograph so that it is suitable for using in a symbol document or grid.

To use these images in WWS2000 you need to process the picture so that it has appropriate content and is in the correct format. What follows will help you to do this.

2. Cropping an image

If you are taking pictures of a person to use in WWS2000 you will want to remove all unnecessary background so that the face is as large as possible. This is done in your camera software or other art program, such as Paint Shop Pro, by cropping the image.

In the illustration below there is the original photo taken with the camera, and then the cropped image. All graphic software will allow you to mark an area, and then crop it, normally under the **Image** edit menu.



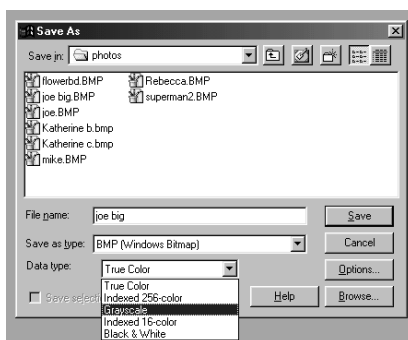
Often the software will allow you to adjust the image by increasing or reducing the contrast, and sometimes will sharpen the image for you.

3. Colour or black and white?

There are many times when a black and white image may be more suitable than a colour one.

- You may be printing this image on a black and white printer
- The user may find a black and white image easier to 'read' than a coloured one
- You have a machine that works in 256 colours rather than 16-bit or 32-bit colour. (You can check the colour from the settings tab of the desktop properties menu (See Help sheet 1: Modes and Resolutions Explained))

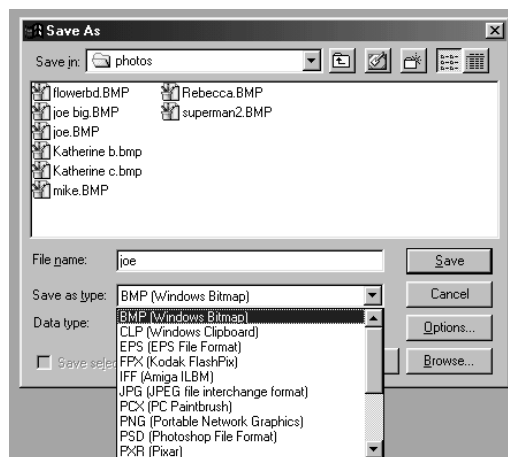
If you want to do this you will need to set the image to 'greyscale' (not black and white, which does not include greys). Some image software has an option under the image editing menu for this, other software will handle it in the Save dialog box, or Colours menu.



In the software shown above it is in the Save dialog box.

4. Setting the right file format

Most camera and scanner software will automatically save your picture in a suitable file format. The most common one is **JPEG (.jpg)**. You can tell the format of a graphic by its file extension. Writing with Symbols will handle most standard formats such as **TIFF (.tif) bitmap (.bmp)**, and **.png**. If your software uses a less common format you will need to convert it, by selecting Save As.. from your camera software, and choosing an alternative:

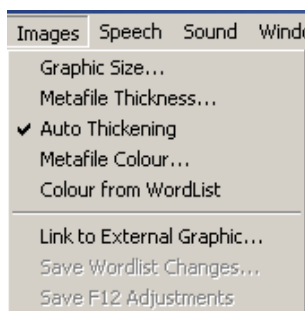


5. Where to save your pictures

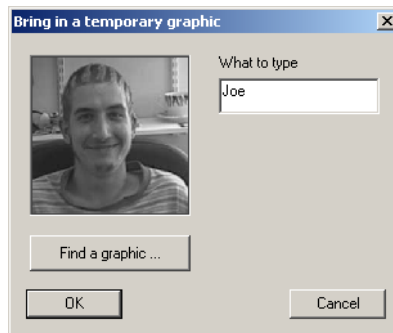
It is a good idea to save all of your photos or other pictures in a central folder on your hard drive. Then you will always know where to find them again. The illustration above shows a folder created called '**Photos**'. This is not an area special to WWS2000, but can be accessed by any other application you may want to use.

6. Using a photo in WWS2000

To bring a photo into WWS2000, from the **Images** menu, select **Link to External Graphic**.



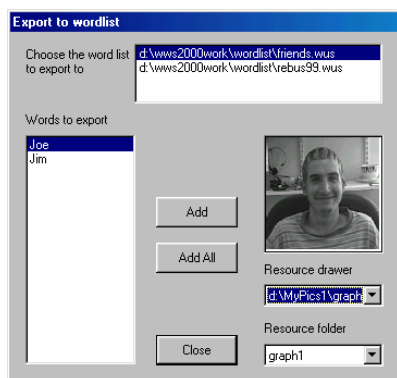
This will give you a dialog box that will let you browse for the picture you want. If you always save your pictures in the same folder (**Photos**, for example) then on future occasions WWS2000 will remember where these pictures are, and open that folder automatically. Select the picture you want. This will then be shown in the box. Next, type the word that you want to see to get the picture in WWS2000 and click **OK**.



You can now type this word in your document to get the picture.

7. Adding pictures to your wordlist

Accessing the picture in the way shown above will let you use this picture just for this document. If you want to regularly use a particular picture you will probably want to add it to a wordlist. To add this word and picture to your wordlist, from the Images menu select **Save Word List Changes**. This gives you a box showing all of the new words and pictures that you may have added at this time, plus any images that have been re-named using the **F11** key. Click on the item you wish to add, and if there is more than one wordlist showing, select the list you want the word added to.



TIP:

You can create a new wordlist in the Resource Manager so that you can keep all your photos separately. Make a list in the Resource Manager with only one entry and save it.

In this example the user has created a wordlist called **'Friends'**

This list is quite safe to use alongside a long wordlists because all of the entries will have different words to the main list, and there be any conflict.

When you add a picture permanently to your system, the graphic is automatically copied into a WWS2000 folder on your hard drive, so that the system can find it quickly and easily. When WWS2000 was installed, two directories were created ready for your own resources, such as this. They are called **MyPics1** and **MyPics2**. Inside these directories are folders called **graph1** and **graph2**. You can add new ones, so that you can organise your resources in the way that suits you or your organisation.

Because the picture has now been copied into the **MyPics** directory, you have two copies on your machine. If you don't want the picture for any other program, you can now delete the picture in your Photos folder, to free that space.