



## Ulead PhotoImpact 8.0 – Photo Editing

**Background:** PhotoImpact is an all-in-one solution for digital imaging which supports today's most advanced scanners and digital cameras. It places a wealth of tools at your fingertips for everything you need for editing images and creating photographic effects. With PhotoImpact, there is virtually no limit to what you can create!

### Common Tools Used in PhotoImpact

#### Menu Bar & Standard Toolbar



#### Tool Panel

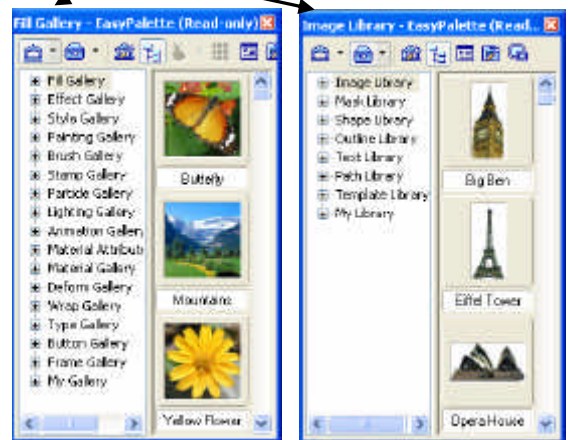
		Pick Tool
Selection Tool		Merge Tool
Path Drawing Tool		Text Tool
Crop Tool		Transform Tool
Retouch Tool		Paint
Stamp Tool		Clone Tool
Eraser Tool		Bucket Fill Tool
Zoom Tool		Eye Dropper Tool
Slice Tool		Image Map Tool
Show/Hide Slice		Show/Hide Image Map
Show/Hide Mask		Show/Die Ruler
		Foreground & Background Colors
		Decrease/Increase Red
		Decrease/Increase Green
		Decrease/Increase Blue
		Decrease/Increase Brightness
		Decrease/Increase Contrast

**Acquire Image from**

- Scanner
- Digital Camera

#### Panel Manager Tools

- Show/Hide Layer Manager
- Show/Hide Selection Manager
- Show/Hide Document Manager
- Show/Hide Browse Manager
- Show/Hide EasyPalette
- Show/Hide Color Panel
- Show/Hide Qwk Commands



### Photo Editing Tools

**Extensive image editing** tools make it easier to enhance lighting, color, focus, and other attributes of images acquired from digital cameras and scanners. Use Paint Tools to blur, smudge, sharpen, or Retouch Tools to remove red-eye, noise, and scratches. Brightness & Contrast and Color enhancements are also valuable image editing tools.

**Image optimization** enables image compression to make them appropriate for Web pages and PowerPoint. Files can be optimized in multiple formats. However, .jpg and .gif are the HCISD standard. Each image type or format has its own characteristics and is suitable for different types of images.

## Photo Editing Tips

### 1. Open or Acquire the Image

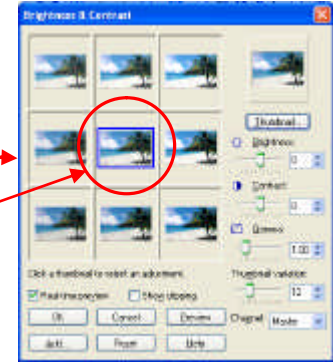
- Choose File ⇒ Open as normal –or–
- Acquire the Image from a Scanner or Digital Camera
  - Click either the Scanner or Camera icon on the Toolbar ⇒ Select the Device ⇒ Click OK



### 2. Adjust Brightness & Contrast

Makes an image lighter or darker and allows you to make parts of it stand out or blend in more

- Choose one of the Brightness/Contrast toolbar icons or Format ⇒ Brightness & Contrast
- Click an image to adjust. A thumbnail preview is provided as well as real-time changes to the image.
- Adjusted too much? Click Reset or Undo.



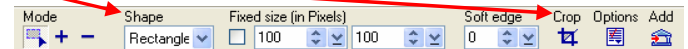
### 3. Add/Remove Elements

- Using tools under the standard selection icon, parts of an image can be removed or moved



### 4. Crop

- Select the Standard Selection Tool
- Designate the Shape of the Tool (Squares & rectangles work best on non-white backgrounds)
- Draw around the part of the image you'd like to keep (Use Undo to remove the outline if you make an error)
- Click Crop to remove the excess



### 4. Add Effects to the Image

Multiple effects can be found in the EasyPallete Gallery and Libraries: Lighting, Rain Drops, Styles, Photographic techniques, Artistic Effects, and more

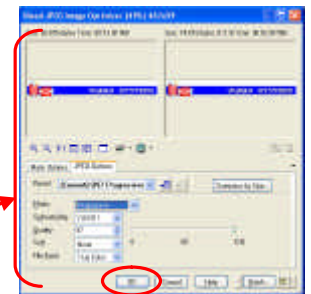
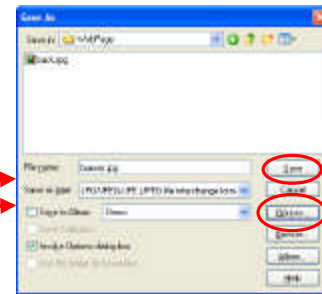
- Open the EasyPallete ⇒ Select the image (click on it) ⇒ Select an effect ⇒ Click and drag the effect to the image



### 5. Save and Compress the Image

Note: Always save the original file in case you want to work on it again later without (a) having to recreate it and/or (b) losing image quality. Do NOT ftp uncompressed files to the Web or use them in Web pages

- File ⇒ Save As on the Menu bar
- Assign an appropriate image file name
- Set the image Type as .jpg/.jpeg/.jpe
- Click Options and compress the image according to the use and current District standards ⇒ OK ⇒ Save



## Saving Images for the Web

- Evaluate the use of the Image....will it be only for the Web? Image quality for the computer monitor is 96 dots per inch (dpi). However, to increase quality while being file-size-conscious, we generally shoot for resolution of 100-110 dpi.
- Resize the image with the Transform Tool to reduce its actual overall size (measurement). Use the padlock icon to retain image proportion during sizing. Remember, web pages are measured in pixels and the typical web page is 700 pixels wide by 500 pixels tall or smaller.
- Adjust *Compression* so that File Size is no more than 20-30kb. Compression levels above 80-85% should not drastically affect the image quality.

## Saving Images for PowerPoint or Paper

- PowerPoint
  - Maintain a high image resolution (400dpi+) because it will be blown-up larger-than-life.
  - Avoid distortion when it is projected on-screen, by setting the Size at 4-6 inches – not pixels.
- Paper
  - District color inkjet printers generally have a resolution of 300 dpi - higher for color laser printers. Tailor images intended for print with an appropriate resolution; remember higher resolution = larger file.
  - Generally, 150-200dpi is acceptable for print, especially if placed on a Web site for distribution.