

Tips on Using Images in SpiritLive

SpiritLive accepts pictures and images in Graphical Interchange Format (GIF) and Joint Photographic Experts Group (JPEG) formats. Pictures in these formats will have a file extension of .gif or .jpg. Generally, you should use JPEG format for photographs and GIF for pictures that use less colour such as simple cartoons or logos.

The size you should use for your images depends on where you want to use them and how big you would like them to look. You should also consider that the larger your images are, and the more images you have on your page, the longer it will take for your viewers to download your website pages.

In order to help you choose the right size images for your SpiritLive site, we have developed the following handy guidelines for you. Ultimately, however, you will learn what works best on your site as you go along.

- **PIXEL GUIDELINES**

How big your picture will appear on your SpiritLive site depends on its pixel dimensions. A pixel is the smallest possible thing you can see on your computer screen. The size of a pixel is determined by your computers screen settings. In general, however, you can think of a pixel as something like a computer version of millimetre, only smaller.

Our designers suggest that you use the following pixel guidelines for selecting images for your SpiritLive site:

Small Clip Art:	100 - 200 pixels wide (or high if a tall image)
Feature Images:	300 - 500 pixels wide (or high if a tall image)

- **“DOTS PER INCH” GUIDELINES**

In addition, the number of Dots Per Inch (dpi) of your image will determine how fine and detailed the image appears on your site. The higher number of dpi the finer the image will appear. Images with high dpi, however, will take your viewers longer to download.

In order to balance image quality with viewer download time, our designers suggest that your images should be no higher than 72 dpi.

- **TOTAL IMAGE DATA SIZE GUIDELINES**

The amount of information or data that a picture contains is described as the number of “Kilobytes” or “K” an image has. The more K a picture has, the more information

the computer must read to display the image. Like dpi, images with more K will take longer for your viewers to download.

As a general guideline, we suggest that you use images no larger than 30 K (or 30,000 bytes).

- **RESIZING IMAGES**

It is always recommended that you pre-size your images and clip art BEFORE uploading them into SpiritLive. If you don't check to see that your images are the right size before uploading them into SpiritLive, you may be surprised with very large or very tiny images when you go to publish your site!

How do I know what size an image is?

If the image you want to check is displayed in your Internet Explorer web browser, the process is quite easy. Simply point your mouse over the image, and click your RIGHT mouse button. A drop down window will appear. Click on the BOTTOM menu button marked "Properties." This will display a window that tells you the image type (such as GIF or JPEG), the image dimensions (in Pixels) and the size of the image (in bytes).

How do I resize an image?

There are a number of software products available in stores and on the Internet that can help you resize your images. Some common image editing software packages are PhotoShop, FireWorks, and PaintShop Pro. If you have a scanner or digital camera, it is likely that it came with some kind of simple imaging editing tool.

Where can I get a free image resizing tool?

The technical staff at SpiritLive have found an image editing tool on the Internet that can be used for free by not-for-profit organisations. The tool is called IrfanView and it is available for download at <http://www.irfanview.com>. IrfanView works with Microsoft Windows 95/98/ME/NT/2000 and XP.

Please note that the link to IrfanView is being provided solely for your convenience. While the SpiritLive technical staff have found it to be a useful program for resizing images, we cannot make any warranties or guarantees regarding the software or its performance. Other free image resizing tools may also be available elsewhere on the Internet.

If you have an IT administrator or coordinator for your parish, it is best to check with them before downloading this program and ask for their assistance in setting it up on your computer.

IrfanView does not have a user manual, but resizing pictures with it is quite easy. Simply open up the image you want to resize by clicking on the "File" menu button and selecting "Open." Select the image you want to resize from your computer files. After the image is open, click on the "Image" menu button and choose

“Resize/Resample.” Type in the new pixel dimensions and dpi in to the appropriate fields, and click OK. To save your new picture, choose “Save As” from the “File” menu. Give your new image a different name than the original so you don’t write over the original copy. Your image is now ready to import into SpiritLive!

Finding Images for your SpiritLive site on the Internet

There are numerous websites on the Internet that feature pictures of all kinds that you can download onto your computer. There are also many websites that feature Catholic and Christian clip art.

Please note however that some of the images you come across on the Internet may be protected by copyright (sometimes these will display a © symbol). That is, the creator of the image will only allow copying and display of the image under certain terms and conditions. Sometimes, express permission to copy and display the image is required.

Before downloading and displaying an image, check to see if it is copyright or if there are special terms attached to your use of the image. Sometimes websites will allow free downloading and use of their images for any purpose. Some require payment for commercial use of images but allow free use to not-for-profit organisations such as churches or schools. A number of free clip art sites require you to give credit to their work or display their logo somewhere on your website. ***Please be sure your read and follow any terms and conditions for images located on the web that you would like to use. When in doubt, ask for permission!***

- **THE SPIRITLIVE IMAGE GALLERY**

In order to help you “jazz-up” your SpiritLive site, we have created an Image Gallery and Word Art Gallery that contains images for you to download. You can download any of these images and use them on your SpiritLive site as many times as you wish. These images have been pre-sized for you, so you’ll always know that they’ll fit on your SpiritLive site. You don’t have to worry about copyright issues, because we’ve created these especially for you!

- **CHRISTIAN CLIP ART WEBSITES**

Below is a short list of websites that feature Christian clip art and other images. Please note that these sites do not have any special endorsement from SpiritLive. This list is being provided solely for your convenience, and has been compiled from Christian clip sources located around the web. Many others can be found through search engines. ***Please be sure your read and follow any terms and conditions for the use of images located on these sites.***

Cute Colors:	http://www.cutecolors.com
ChristArt:	http://www.christart.com
Cross Daily:	http://www.crossdaily.com
Cruzblanca:	http://www.sijcomputers.com/cruzblanca/hermanoleon/index.htm
777Images:	http://www.777images.com/HomeFree/home.htm

FreeCC: <http://www.freecc.free-online.co.uk/images/index.htm>
Scripture Clip Art: <http://www.silk.net/RelEd/scriptureclipart.htm>