

How to use a screen print in a web page or presentation

Often you will want to include a view of the screen to illustrate a web page or in a document or presentation. One of the problems with doing so can be the size of the image – both in terms of its dimensions and its file size.

The dimensions will inevitably be too big – computer screens being rather wider than an A4 sheet these days. The size of the file will also often be several hundred KB and much too big for use on the web and, especially when you are thinking of having several screen prints or where the file is likely to be shared by e-mail, in a document.

To make a copy of any screen view, hit the Prt Scr key. Nothing appears to happen but that image is now stored in the computer's temporary memory.

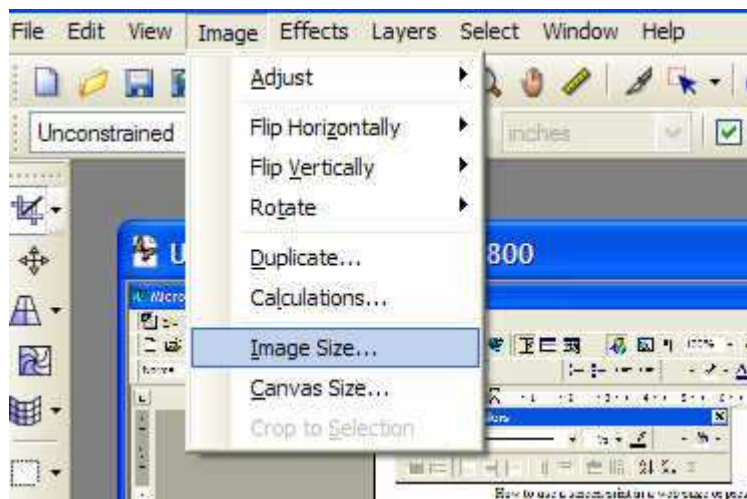
Open an image editor. On College machines Serif PhotoPlus is good for this purpose. In Serif PhotoPlus click on the Edit menu and then click on Paste As New Image.



The image will appear.

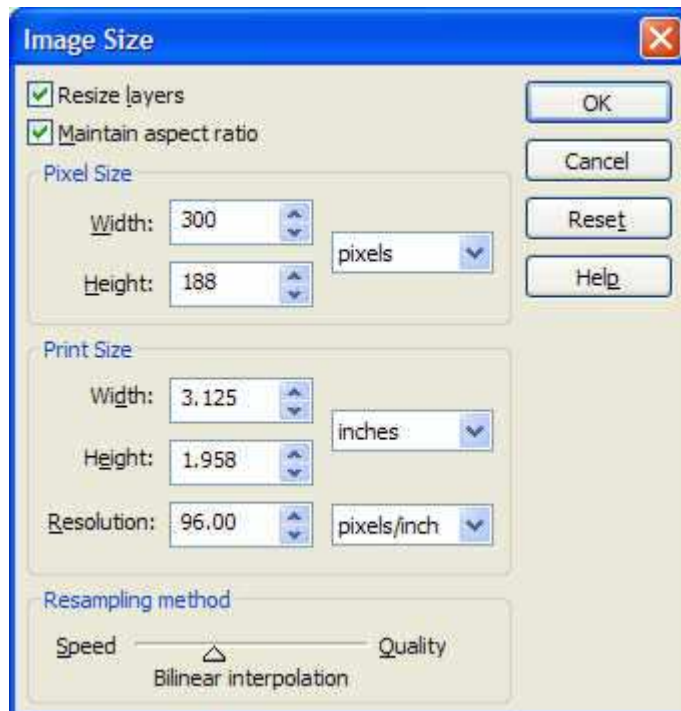
First you should store a full size version. Use File>Export and give the file a sensible name. A jpg file will usually be the best option and use a fairly high quality setting. This step is really only necessary to avoid problems if you make a mistake when editing it or if you may need a full-size version sometime. For most uses you will want to change its dimensions.

Now to re-size it.



Use Image>Image Size to bring up the next panel.

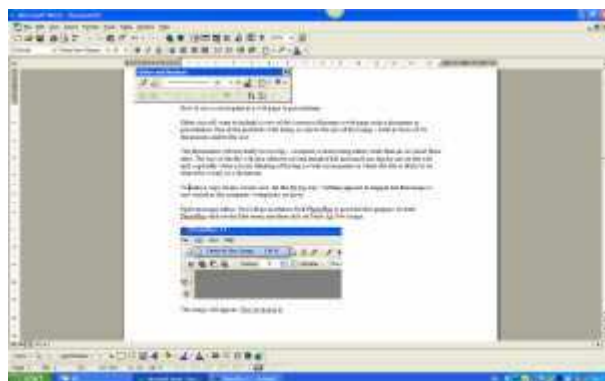
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Type the width you require. The height box should change automatically when you click in it after entering the width (or vice versa). For a Word document you will seldom need an image wider than 600 pixels.

For a web page, you should have done some calculations to decide the size you need. However, as a guide, if you want two small images side by side on a web page then a width between 300 and 350 is suggested.

Hit OK and the display will change accordingly. It may appear very small but check whether you are using 100% view.

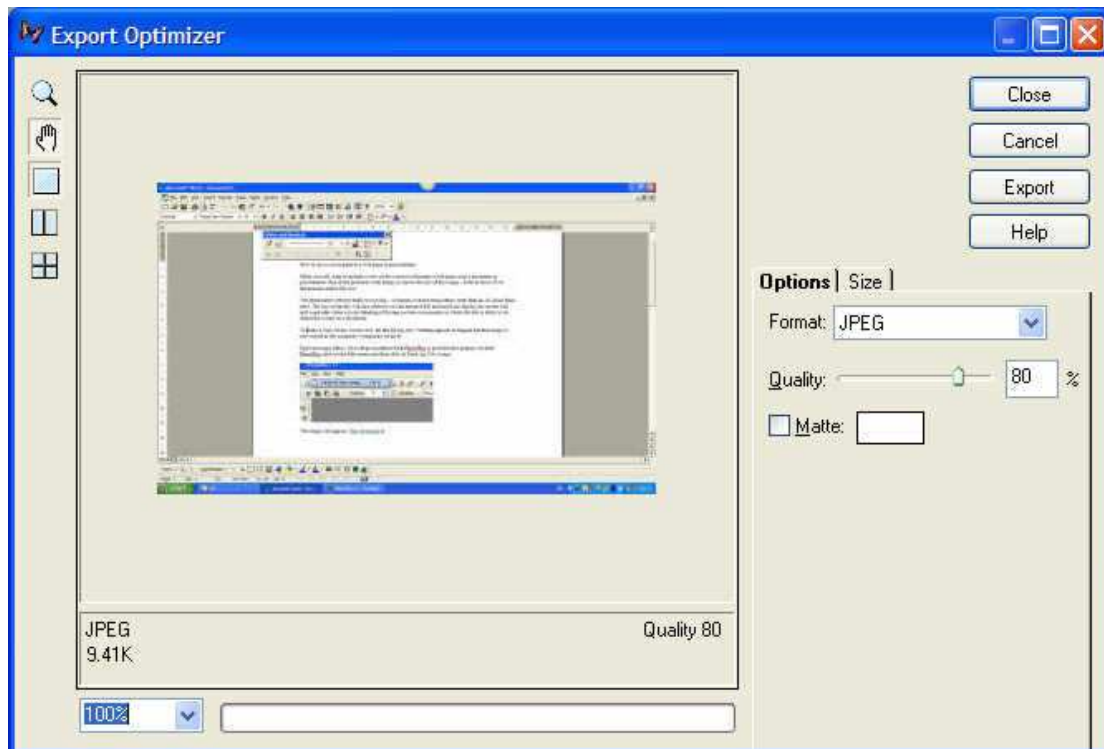


The image above is a 300 pixel wide version of the screen used to draft these notes in Word.

Export - Saving the file

In Serif PhotoPlus use File>Export Optimiser to store the file for future use. You will have a choice of file types and quality settings. Usually, jpg is fine for screenprints at a setting of about 85%. However you can try others if you wish. The important things to watch are image quality and file size, both of which are displayed. You'll see that the filesize of this one is just 9KB.

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You can also use the Size tab to make further adjustments but usually you will set these at the previous stage.

Click on Export and store the file with a sensible name in a suitable folder. If you are working on a web site, use a folder where you intend to keep images for that site. It will save having to move the file later.

If you think you'll need the big original file then you should have exported it at its original size – there will be no need to save the file again and you can close the file without saving your changes.

See the other sets of notes for how to apply different effects to images if you need to do that.