Winter 2016

Working with Photos

Part 1: Finding Copyright Free Images Online

Part 2: Calculating the Pixel Size of a Picture for Optimal Print Quality

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When To Use These Instructions

When you are working with photos in PowerPoint, especially when you are inserting/formatting photos in PowerPoint and deciding how large to make the photos on a poster.

The screenshots depicted throughout will reflect the visual look of PowerPoint 2013 on a PC. If you have a different version of PowerPoint or a different operating system on your computer, the visual on your screen may be slightly different, but you should still be able to navigate the steps.

Part 1 Finding Copyright Free Images Online

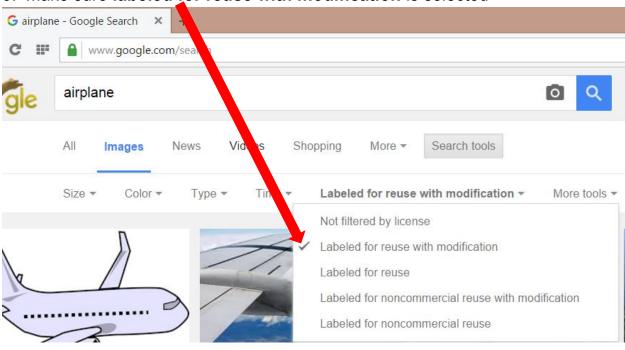
1. Have your internet browser open and type **search.creativecommons.org** into your internet browser address bar

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\leftrightarrow \rightarrow	C	search.creativecommons.org

2. Click on **Google Images**, type what you need a picture of in the search bar, and click enter

Creative Commons				
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Find content you o	share, use and remix	I want something that I can ☑ use for α ☑ modify: a	ommercial purposes. dapt: ^{or} build upon-	Checking both of thes boxes will make it more likely that the
Europeana Media	Flickr Image		Google Web	images you find are free to use in any
Google Images Image	Jamendo ^{Music}	Open Clip Art Library Image	SpinXpress Media	circumstance, with ability to modify the
Wikimedia Commons Media	You Tube Video	Pixabay Image	ccMixter _{Music}	original.
SoundCloud				

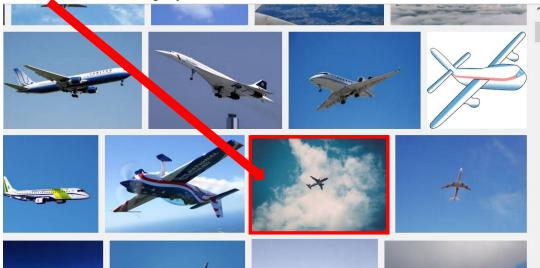
This step uses Google Images to search, but Flickr is also an option to search for images from this screen.

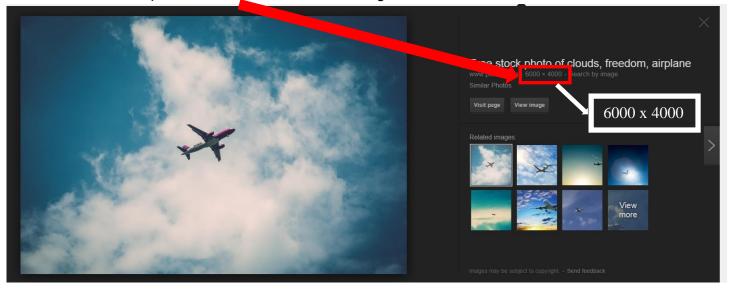


3. Make sure labeled for reuse with modification is selected

This will ensure the images you see will most likely be free to use and modify/change for your needs.

4. Click on the image you like



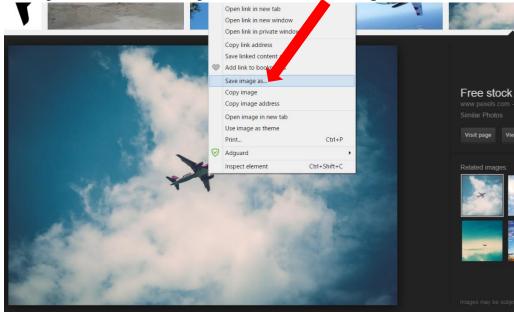


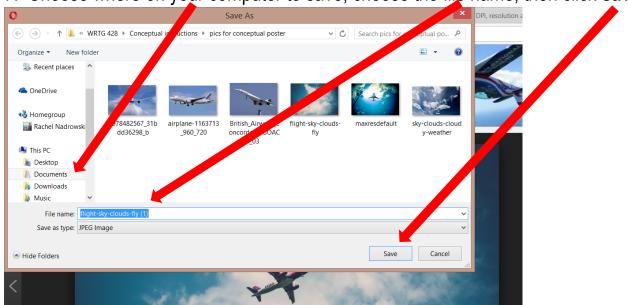
5. Check that the pixel dimensions are in the high hundreds or above

The larger the pixel dimensions, the larger a picture can be printed on a poster without losing image quality.

The specifics of pixel dimensions and picture size in the next section.

6. Right-click on the image and click Save image as



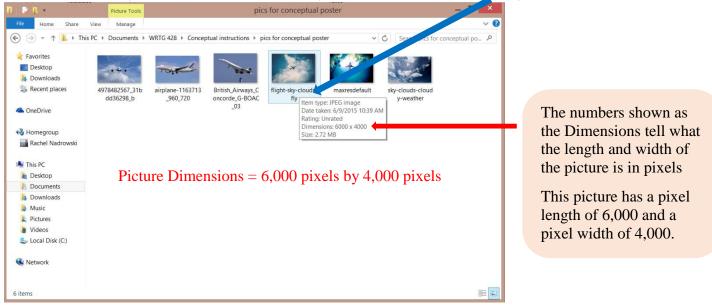


7. Choose where on your computer to save, choose the file name, then click save

You have successfully found and obtained a copyright free image from online

Part 2 Calculating the Pixel Size of a Picture for Optimal Print Quality

1. Go to where your picture is saved on your computer and hover your cursor over it



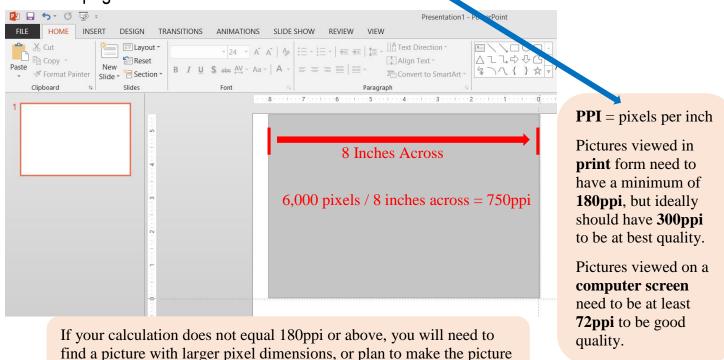
2. Have your PowerPoint poster document open, click on the **View Tab**, and make sure the **Ruler** box is checked

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3. Measure how many inches across you need the picture to be on your poster

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· · · · · · · · · · · · · · · · · · ·		8 Inches Across	On the left is an example of how big a picture might need to be for a poster.
			Your picture size needs may be different for your poster.

4. Find out what the picture's Pixels Per Inch (PPI) will be by dividing its **pixel length** by how many **inches across** the picture will be on the page



smaller on the poster and recalculate the ppi.

5. Reference the table below to see how many pixels and ppi are needed for best print quality based on the size your picture

Print	File size required for Print				
Size (")	180ppi (good)	240ppi (better)	300ppi (best)		
4x6	720x1080 - 0.75MP	960x1440 - 1.4MP	1200x1800 - 2.2MP		
5x7	900x1260 - 1.2MP	1200x1680 - 2MP	1500x2100 - 3.15MP		
8x10	1440x1800 - 2.6MP	1920x2400 - 4.6MP	2400x3000 - 7.2MP		
11x14	1980x2520 - 5MP	2640x3360 - 8.9MP	3300x4200 - 13.8MP		

The above chart only gives a general idea of the number of pixels needed for best print quality based on picture size. The exact print and pixel size of your picture may be different than those exampled above.

Chart source: from the adorama website < http://www.adorama.com/alc/0008392/article/100-in-100-Size-Matters>.

You have successfully calculated the pixel size of a picture for optimal print quality