

## Outline

Photos must be resized prior to being posted on a website! .....	1
Insert Images into a Dreamweaver Page .....	1
View Properties Window after inserting images .....	2
Resize image in Dreamweaver and add Alt Text.....	2
Add Alt Text .....	2
Changing Image Properties .....	3
Crop Tool .....	3
Brightness/Contrast tool .....	4
Sharpen tool .....	4
Link image to a website or document.....	4
Other Options for Resizing Photos.....	5
Photoshop Photo Editing Software .....	5

## Photos must be resized prior to being posted on a website!

- Photos must be resized prior to posting – otherwise, it can negatively impact download time and viewing of your web pages. This can be very frustrating for web visitors.
- As a rule, images should never be larger than 800 x 600 pixels so web visitors do not have to use scroll bars to view the entire image.
- Always resize a **copy** of an image, not the original! Editing photos takes the pixels away ... always keep your original intact in case you need to go back to it!

## Insert Images into a Dreamweaver Page

When you are at the correct spot in your webpage, click Insert-Image from the Dreamweaver menu bar. Select your image and click okay.

View the next step for important steps!!

# Images – Inserting into Dreamweaver and Resizing

## View Properties Window after inserting images

After inserting an image on your page, click on the photo. The following should be viewable in the Properties window:

- Size of photo
- Width & height attributes for photo
- Alt text (for screen readers)
- Photo editing tools (to be explained later in this document).



## Resize image in Dreamweaver and add Alt Text

- Make sure you are using a **copy** of an image – not the original! Any edits you do to an image in Dreamweaver will be permanent and you will not be able to get the original photo back once it's been edited!
- When you insert an image, it will display at its full size. This may be entirely too large for your web page, especially if it had not been resized prior to inserting into the page!
- To quickly change the size of an image, click on the photo and view the Properties window.

Type in a new value for the **W**(idth) ... we recommend clicking the lock icon which will automatically figure out your appropriate **H**(eight) of the image.



## Add Alt Text

This abbreviation stands for Alternate text.

This helps with Search Engine optimization and also assists those using screen readers when they visit your page (they do not see the image but hear what the image is). Make sure the Alt text describes the image you are showing.

# Images – Inserting into Dreamweaver and Resizing


## Changing Image Properties

Click on the image, and then look at the Properties window for the image.


There are several great tools that will let you change how the image looks....***again, make sure you are editing a copy of an image, not the original!***

These tools (shown in the red box) are:

Crop tool 

Resample tool 

Brightness/Contrast tool 

Sharpen tool 

**Crop Tool** 

If you would like to remove any edges of your image, select the Crop tool and move the edges in until you see just the portion of your image you would like to keep. Press the Enter key to make the changes.

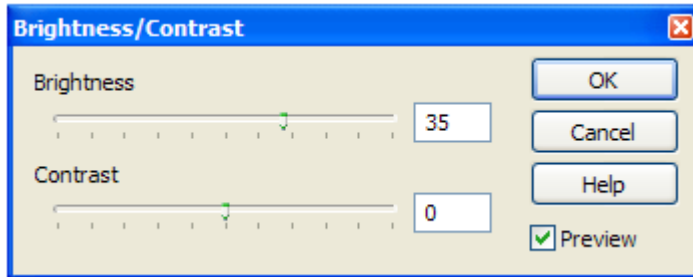


# Images – Inserting into Dreamweaver and Resizing

## Brightness/Contrast tool



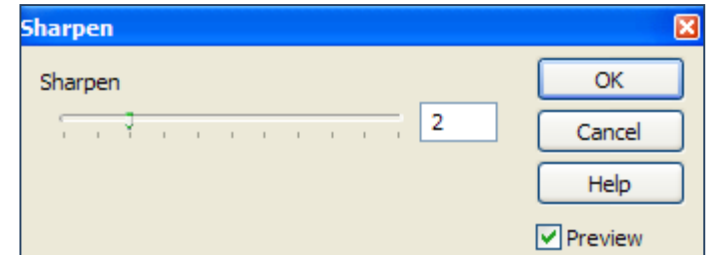
You can change the brightness and contrast of your image using the Brightness/Contrast tool. When you select this tool you will see a dialog box with sliders for the brightness and contrast of your image. Just move the sliders to adjust your image.



## Sharpen tool



You can change the sharpness of your image using the Sharpen tool. When you select this tool you will see a dialog box with a slider. Just move the slider to adjust your image. *(Good rule of thumb is to sharpen at around 2; if you go too large the effect will not look nice.)*



## Link image to a website or document

After inserting an image on your page, if you wish to have people click on the image to be directed to another webpage or document, follow these steps. Click on the photo. In the properties window



**Link to a webpage or document** – enter link here

## Other Options for Resizing Photos

### Photoshop Photo Editing Software

A detailed Photoshop tutorial for preparing photos for the web is available at

[http://www.bloomu.edu/documents/tech/photoshop/Photoshop\\_ResizingCropping.pdf](http://www.bloomu.edu/documents/tech/photoshop/Photoshop_ResizingCropping.pdf)