

File Type

There are different types of Graphic files:

gif*	small, use for web page, usually used for drawings with fewer colors (lossy-means it loses quality when it makes a picture smaller)
jpg * or jpeg	a little bigger, but still small usually used for photos. makes photo smaller, but does lose some of the picture quality. You cannot restore a picture from .jpg to its original quality. (also lossy, but less than .gif)
png*	portable network graphics-does not lose picture quality while still resizing the picture for the web. PNG provides a useful format for the storage of intermediate stages of editing.
tiff	format for pictures you want to edit and print. retains all of the quality.
pict	macintosh format for pictures
bmp	(bitmap) a windows format, very large file size, will not go on the web.

* These are the only formats that can be used on web pages
There are other formats which are proprietary, meaning that they were created by the company that made the software that uses it.

Visual Size and Actual (File) Size

<http://www.pptxtreme.com/help/psdimport/ResolutionExplainedPixelsDPIInches.html>

Digital pictures can be really tricky because when you talk about size you are not always talking about what you see. There are two kinds of size **visual size** and **actual size**. The actual size can be given in three ways

- as dots per inch when printed
- in pixels on the computer screen
- as a file size in kilobytes or megabytes

Even with the same **actual size** of digital picture the **visual size** will be totally different if you look at it on the screen or print it.

A digital picture is measured in **pixels**. A computer screen can ONLY show 100 pixels per inch. Printing can be much more detailed. The best printers will show 600 pixels per inch or more.

Often a digital picture taken from a camera or scanned into the computer is at a higher or lower resolution than what you can see on the computer screen. The picture may look 1"x1" on the screen and be much smaller when printed. Or you may scan a 3"x5" photograph and when it shows up on the screen you can only see a very small part of the picture because it is HUGE.

The digital picture on a computer screen adjusts to fit the space that you put it in. You can drag the corners of a picture to make it look bigger or smaller on the screen. Often people think that if they drag the corner of a picture they are resizing it. The only thing that is changing is the **visual size**. The **actual size** stays the same. This is why there are some web pages that download extremely slowly. The graphics were not actually resized. They were only visually resized.

Here is how you can find the **actual size** of a picture:

1. On your computer open the folder where the picture is and highlight its name.
2. On a PC right click and choose Properties. On a Mac make sure the Finder is at the top by clicking somewhere on the desktop and choose FILE-GET INFO.
3. In the window that opens up will be the size of the file. This can be done with any file, not only pictures.

So what does that mean? There are just a few things to remember when using pictures.

1. If you are going to print pictures save them in the highest resolution possible. The quality of the print out will be much better.
2. If you are going to put the picture on the web you want it to have a small actual size. The optimal size for a graphic online is 30-100 KB per image.
3. Dragging to resize something online does not really change the actual file size.
4. If you are going to resize a picture to make the actual file size smaller save it with a different name than the original and keep the larger file because you cannot return to the larger size after a picture is resized.