

Documenting Your Art Work

Emailing Your Images

Emailing your work:

If you are sending the images in for extramural feedback, you do not have to put your files on a disc and send them in your black folder, you can email them. However do save your images up and email them in a group at the same time as you would send a folder for feedback. Also please ensure the files are small – they will be much easier to send and receive.

File types:

There are many different types of image files. The easiest one to use for emailing is .jpeg. This file type can be made quite small and most people will be able to open them. Most digital cameras will automatically take your photos in jpeg format. If this is not happening then you will be able to change it in your menu.

Sizing your images:

Ideally you want to keep your images small so that they don't take a long time to email and a long time for the person at the other end to download them. What we mean by small is the amount of information the file is measured in bytes or megabytes. A good guide for an email image is below 1 megabyte. You can find out what size the file is by right clicking on the file and clicking on Properties. (On a mac you can select the file and then press the apple key and i key at the same time.)

There are three ways you can reduce the file size of the image, image size, resolution and compression.

Image size:

This is the number of pixels, mm or cm wide and tall that the image is. Most image editing programs will allow you to change this. You don't want to make the image size too small as it will become very pixelated and lose detail. In most basic image editing program this is probably the only one of these three you will be able to change. You can experiment with the ideal size by making it a bit smaller and then checking the file size as you go. (Some image editing programs like iphoto will have tutorials about how to do this, or will size images smaller automatically if you select them to email.)

Resolution:

Resolution is the number of pixels per inch, so how detailed a section of the image is. Images which you might print need to be 300dpi (dots per inch) but for emailing you can reduce to 72dpi.

Compression:

Compression is how much information is stored about each pixel. In many image editing programs when you save a jpeg it will ask if you to select the quality level. High or best quality will give a larger file size.