

Emailing Your Images

Emailing Your Work:

If you are sending your images in, you do not have to burn your files on a CD or DVD. You can email them straight to your tutor or Programme Support. However, do save your images up and email them together as a group. Also please ensure the files are small; this makes them quicker for you to send and for us to receive. A file size of about 500kb (that's a half of 1mb) is a good size for each image. It will still allow plenty of fine detail for your tutor or Programme Support staff to see your work at its best.

File Types:

There are many different file types for graphic or image files. The ideal one to use for emailing is the jpeg format. Your file will look like this **example.jpg**. Notice the last 3 letters or file extension are 'jpg'. If the file was called **example.tif**, this would be the TIFF file format which is much larger and a very high quality file, but too big to be emailed.

Sizing Your Images:

Ideally you want to keep your images small so they won't take too long to send or be received by email. A kb is 1 kilobyte of information. A typical word document is about 30kb. You could fit over 22,000 documents of this size on one CD. A high quality photograph could be 5mb (that's 5000kb). You could only fit 134 of this size of file onto a CD. Even a couple of 5mb files in an email will seriously strain your email programme and internet connection. You don't want to make the image too small (for example 10 kb) as the image would be of very low quality and look very pixilated. A good guide for an email image is below 1mb but above 100kb.

PC - You can find out what size the file is by right clicking on the file and clicking on Properties.

Mac – Select the file with the mouse and click on the Apple key and the 'i' key at the same time.

Image Size:

This is the width and height of the image in pixels, mm or cm. Most image editing programmes will allow you to change this. Remember you can't resize the image and make it bigger and hope to get better quality; unfortunately it doesn't work that way. You can only downsize. You can experiment with the ideal size by making it smaller and then checking the file size as you go.

Some image editing programmes like iPhoto (for Mac) will have tutorials on how to do this and will automatically re-size the images to a smaller size if you select them for email.

Resolution:

Resolution refers to the number of pixels per inch. This means how detailed an image is. Images that you want to print should be sized to 300 dpi (dots per inch) but for emailing you can reduce to 72dpi. This will make for a much smaller file size. 72 dpi is the resolution of most computer screens so will look fine for viewing on a monitor.

Compression:

Compression refers to how much information is stored about each pixel. The more you compress an image when saving, the lower the quality but it does make for a smaller file size. So when you save to the jpeg format, choose the image quality that best suits your needs. High or best quality will give a larger file size.