

Tips and Tricks

Topics Covered

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Working with text documents: includes copying text to other documents

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Favourites Bar

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Using Dropbox

If you need to insert a picture into a web page it is better if it is a relatively small file size. Big files take a long time to upload to a web server and more importantly a long time to download to your computer when you want to view a web page.

Most modern cameras take a picture which is too big to realistically upload to the U3A website, which recommends that they should be no more than 800 pixels wide by 600 pixels high. Fortunately there are software programs around which will do this for you; you may have even acquired one with your camera.

However you may have acquired an image from someone else and still need to reduce it in size and don't have any camera software. No problem, since there is a simple program bundled with the Windows operating system, called "Paint" which can do this for you. Follow these steps to reduce the size of your image using "Paint."

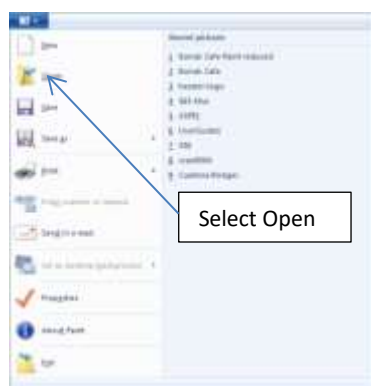
Open the program – Go to *Start > All Programs > Accessories > Paint*.

If you are going to use this program on a fairly regular basis, at this point it may be worth creating an icon on the desktop. To do this right click on "paint" then hover the mouse over "send to" move across to the right and click on "Desktop (create a shortcut)." A shortcut icon will be placed on the desktop so you can start the program quicker next time.

Click on this new icon to open the Paint program. In the cropped screenshot below find the blue square tab which you click to open the menu you need next.



When you click on the tab



you will see the following menu. Select "Open" and browse to the image you want to reduce in size. Double click the image and it will open in the Paint program.

If you look at the frame at the bottom of the picture it shows the picture dimensions and the file size.

Go to the menu bar at the top, click on "Resize" and it will show a box with options to change the

size in percentage or pixels. If you "maintain aspect ratio" and select "pixels" then type in the "Horizontal" box "800" then click OK, the image will be reduced in size. The height will depend on the size of the original picture, but it will be OK to upload to the U3A website. You now have to "Save As" using a new name so that you can distinguish it from the original. (You could call it by the same name with the word "Reduced" added)



Digital Image Resolution

The information in this section is included to try to explain about digital images and is NOT required reading for you to be able to deal with images on the U3A web-site. It is included as background reading for those with a more enquiring mind. The following information is taken from the course notes supplied to students learning about digital imaging. It is intended to explain how an image can appear different in size depending on what medium it is viewed on. At the time it was comparing a computer screen with a printed photograph. At that time (before iPads, iPhones and Tablets) a computer monitor displayed in a relatively low resolution of 72 ppi (Pixels per inch). Currently devices like modern iPads display at around 326 ppi, so much of what was true then, can't be universally accepted now.

All digital images are comprised of pixels. Digital pictures may look very similar to traditional photographs; however, they are really electronic files containing thousands and even millions of pixels. This term, pixel, stands for Picture Element. It is the basic building block or the smallest unit of a digital picture. Each pixel has a unique physical address, size specifications and colour values. Magnify a digital picture and you can start to see every pixel. The term PPI stands for pixels per inch and is a measure of how much detail you see in your image. Typically the more pixels, the more detail.

Summary:

Assume monitor resolution to be 72 ppi (See note below)

- Picture size is shown at 200 ppi and 300 ppi as these are approximately the boundaries used for printing, 200 being an acceptable low quality print, and 300 being exhibition quality.
- The figures used here are not the absolute be all and end all, you may get away with lower resolution prints, and with modern printers getting better and you may also get away with higher resolution, although the argument is whether or not the human eye can see the difference.

Note: 1 inch is approximately 2.54 cm

It is important to note, that when transferring pictures from the PC screen to the paper, what you see is generally NOT what you get. That is, as far as the size is concerned. Due to the different resolution between monitor (72 ppi) and paper (200-300 ppi), pictures will appear much smaller on paper. If compared by area, picture on paper will be:

8 times smaller - Acceptable printout at 200 ppi

16 times smaller - Very good quality printout at 300 ppi

There are a number of different arguments as to what resolution you should be using for printing. The one thing that most people agree on is that as most monitors display at a resolution of roughly 72ppi, then that is the resolution to use for web site images.

NB. This information has been superseded by the image resolution of modern display screens fitted to devices like iPads and Tablets. Whereas traditionally printed images would be smaller than an image on a computer screen because they displayed at 72 ppi, if you look at the table below you will see that the latest iPads with a resolution of 326 ppi would mean that a printed image would actually appear larger.

Camera resolution (pixels)	Picture size on old monitor (inch) 72 ppi	Picture size on newer monitor (inch) 92 ppi	Early version iPad 132 ppi	Modern iPad 326 ppi	Size printed at 200 ppi	Size printed at 300 ppi
600x480 (0.3 Mpx)	8.3 x 6.7	6.52 x 5.21	4.55 x 3.64	1.84 x 1.47	3.0 x 2.4	2.0 x 1.6
800x600 (0.5 Mpx)	11 x 8.3	8.70 x 6.52	6.06 x 4.55	2.45 x 1.84	4.0 x 3.0	2.7 x 2.0
1024x768 (0.8 Mpx)	14 x 11	11.13 x 8.35	7.76 x 5.82	3.14 x 2.36	5.1 x 3.8	3.4 x 2.6
1280x960 (1.2 Mpx)	18 x 13	13.91 x 10.43	9.70 x 7.27	3.93 x 2.94	6.4 x 4.8	4.3 x 3.2
1600x1200 (2 Mpx)	22 x 17	17.39 x 13.04	12.12 x 9.09	4.91 x 3.68	8.0 x 6.0	5.3 x 4.0
1920x1600 (3 Mpx)	27 x 22	20.87 x 17.39	14.55 x 12.12	5.89 x 4.91	9.6 x 8.0	6.4 x 5.3
2,832x2,128 (6 Mpx)	39 x 30	30.78 x 23.13	21.45 x 16.12	8.69 x 6.53	14.1 x 10.6	9.4 x 7.1

Working with text, word documents etc.

When working with web pages like the ones on the U3A site, if you are going to add or amend a fairly large piece of text, it is sometimes easier to do the work in a word document first because the text can be spell checked prior to it being put onto the web page. When you view web site text whilst it is being amended in the "Back End" (U3A Site Builder Website), the text is viewed in a text box. It is usually easier to read the text in a word document than it is in a text box on the website so it easier to identify mistakes and correct them.

If you are going to edit a piece of existing text on the U3A website, if you highlight the text in the text box by clicking Ctrl+A, then Ctrl+C to copy it into a word document, you can now edit the text in the word document without fear of compromising the existing web text. When you have finished amending the text you can spell check it and proof read it before copying and pasting it back to where it came from. Once again if you highlight all the web text by clicking Ctrl+A you can simply overwrite it all with the new word text by clicking Ctrl+C to copy it and then Ctrl+V to paste it back into the web text box.

Keyboard Problems When Editing a Web Site

Different computer keyboards can have different ways of inserting characters or performing certain actions, so it is a good idea to find where the various keys are and how the functions work before starting on web edits. For example you may need to refresh a web page by pressing the F5 key, but on some keyboards you may have to press F5 plus the Fn key to refresh the screen. On some Apple Laptops you may not be able to find the # key, which is invoked by pressing the Alt plus number 3 key. The first time you start doing web edits have your keyboard instructions to hand for reference before you start.

Sometimes you may have several screens open at once and you want to get rid of them temporarily while you open up another program or another screen. You can do this by pressing the windows key plus letter M (for minimise) at the same time. The windows key is usually between the Alt and the Ctrl key and has a picture of the windows logo on it. On some keyboards there may actually be two windows keys. When you want to open the previous screens again you just click on the program icons in the bottom system tray. That is the bar at the very bottom of the screen.

Browser Tips for when you are editing the U3A Website

This site <http://u3asites.org.uk/code/u3asite.php?site=205> is what users normally see and is referred to as the "Front End."

Altering this site <http://www.u3asites.org.uk/code/index.php> alters the Preston & District U3A site, and is sometimes referred to as the "Back End."

Using the Favourites Bar in Your Internet Browser

When doing site edits, it is more convenient to save your favourite sites on the Favourites Bar. If you don't have a Favourites bar showing, here is how to open one.

In **Internet Explorer**, in the top right hand corner click on "Tools" (next to the question mark in a blue circle) then "Toolbars," then next to the word "Favourite Bar" click in the square to put a tick. A Favourites Toolbar should now appear. If you now navigate to the front end and back end sites in turn, you can save these as "Favourites" but in your "Favourites Bar." If you want to delete a site from the Favourites Bar all you have to do is right click on it and select "delete."

In **Microsoft Edge**, in the top right hand corner click on the three horizontal dots (if you hover your mouse it will show the message "Settings & more (Alt + f).") In the next menu go to the "Settings" icon (a small cog wheel) and click on it to reveal the next sub menu. Here you select "Appearance" then scroll down to the section "Customise Toolbar." Now in the box marked "Show favourites bar" select the option for "Always." The favourites bar will now show in the Microsoft Edge browser.

In **Google Chrome**, in the top right hand corner click on the three vertical bar icon to open "Settings." Under "Appearance" check that "Show bookmarks bar" is turned on (blue), if not turn it on.

It is possible with tabbed Internet Browsers to open both of these sites at the same time on your computer, using different tabs. When you make a change to the back end you can look at the front end to see the changes happening.

Open your browser and navigate to the "Front End" site. Now click on a new tab and open up another web page. In the search box enter the URL of the "Back End" site and open it up at the page with the Login & Edit button displayed.



From the Back End Site click Login & Edit and complete the login process. You can now switch between the two websites at will so that you can see the effects of your amendments. On the Front End site, you may need to press F5 key to refresh the page before you can see the changes. If you inadvertently close one site down it is more convenient to access your sites if you use the "Favourites Bar."

Working with a Tablet or iPad to amend the U3A web page

It is easier to modify a web site with a "Proper" computer with a keyboard and mouse. This can be a Microsoft Windows, Apple or Linux computer. An iPad or Tablet computer is not really designed for such tasks. Having said that it is an area of technology which is rapidly changing with new "Apps" being written all the time. One problem seems to be that of finding an App which will allow you to reduce an image so that you can upload it to the web site. Up to now I have been unable to find one and do not relish the idea of searching through lots of possible Apps. If using an iPad to amend the web page, another problem is the difficulty of browsing to a file or image to upload. You need to have any pictures reduced to the correct size and available in your "Photos" app for you to browse to because there seems to be limited numbers of locations available. Unlike proper computers it is more difficult to physically connect devices using a USB cable so that you can transfer images and other data to or from an iPad. You will need to take the photos with the iPad OR email them to your email account and open the email on the iPad and save the picture into your photos App. Or transfer them via a cloud service like "Dropbox" (see section below for how to install Dropbox). In Dropbox you will have to transfer the photo to the photos App. If the original photo is on a PC and you are logged in to a Dropbox service on this PC, copy the picture to a Dropbox folder.

Open Dropbox app on the iPad and check that it is logged in to the same Dropbox account as the PC. (tap on the "settings" cog icon at the bottom left hand side of the screen and look at "Email" and it will have the account email address of the logged in account holder) If it is, then the picture you just transferred should now appear in the same Dropbox folder on the iPad.

In Dropbox, transfer the image you wish to upload to the "Photo's" app on the iPad.

Method  open the Dropbox location on the iPad containing the picture, open the picture then click on the  icon and tap "Save Image." The picture will be saved in the "Photo's" app. When you try to "Choose File" you tap "Choose Existing" and it will open up the photos app and allow you to select the picture you have just transferred by Dropbox. Tap on it to select it and then tap on "Upload this file." From this point on the procedure is the same as for when using a Windows PC.

Using Dropbox

Dropbox is what some people call a cloud storage service. What it is in fact is a service whereby you can upload information to a server via the Internet, and once it is stored it can then be downloaded to other devices you own or to devices owned by other people to who you have given permission to see it. It does it in a very unobtrusive way and it gets around the problem of sending information to iPads and devices which are not easy to connect to with a USB cable. If a device is connected via a wireless router to the Internet then Dropbox will send the information to the device as long as it is

signed in to the appropriate account. That is of course if the device has the appropriate permission to do so.

The service was free provided you only use 2 GB of storage space, however recently that has changed and new users have to pay to use it. All of this is explained on the Dropbox web site at www.dropbox.com where you can also find out how to subscribe to the service.

If you are a proficient user of your iPad you may already be a user of Apple's iCloud service which allows 5 GB of free storage. You are probably familiar with how to send photos to your iPad so it is assumed you will then be able to upload a photo to the U3A website.

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