Fixing Photos
**Handout**

Images: What you can and can't use

Copyright
- Copyrighted images don't require that they have the © symbol.
- Assume any photo you get off the Internet is copyrighted. Generally, you can't use copyrighted images without permission from the copyright owner.
- The exception is *fair use*, which generally allows use of an image for purposes of education, research, news or comment.
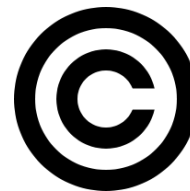
Creative Commons
- Creative Commons licenses allow artists to explicitly define what their images can and can't be used for while still encouraging the use of their images by the public.
- Depending on the license, it will tell you things like whether you can use it for commercial purposes, make derivative works, or if its use requires attribution.
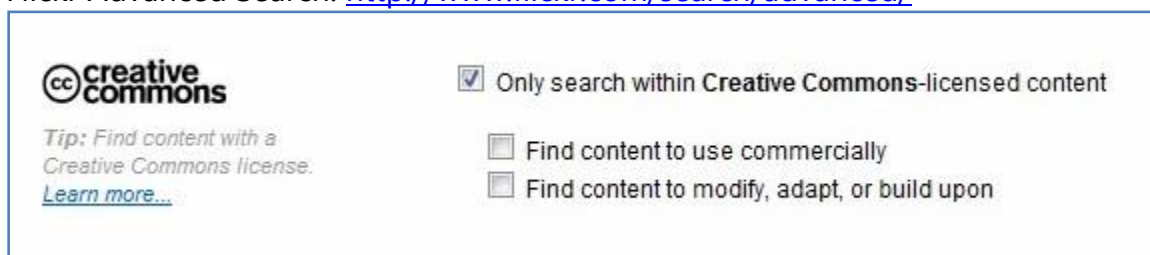
Public domain
- Public domain images are those that aren't protected by copyright law. Either their copyright has expired or their creators donated the images to public use.
- Once an image is in public domain, you can copy, reuse and share it however you like.
- ****Images found on the Internet are _not_ automatically public domain.****

Image sources
- Wikimedia Commons: http://commons.wikimedia.org
- The federal government: http://www.usa.gov/Topics/Graphics.shtml
- Open Clip Art: http://openclipart.org/
- Library of Congress: http://www.loc.gov/pictures/
- Microsoft Word or Publisher (under the Insert Tab, click on Clip Art)
- Flickr (limit to images with a Creative Commons license)
 - Flickr Advanced Search: http://www.flickr.com/search/advanced/

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  - Flickr also has partnered with museums and other institutions all over the world to create "The Commons" (where all of the images the institutions have posted are within the public domain). https://www.flickr.com/commons
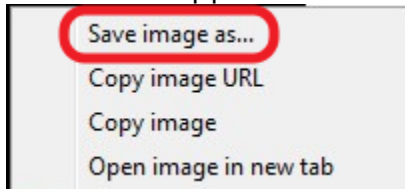 - Compfight: http://compfight.com/

Saving / Downloading an image

Saving an image from a website

1. Right-click your mouse.
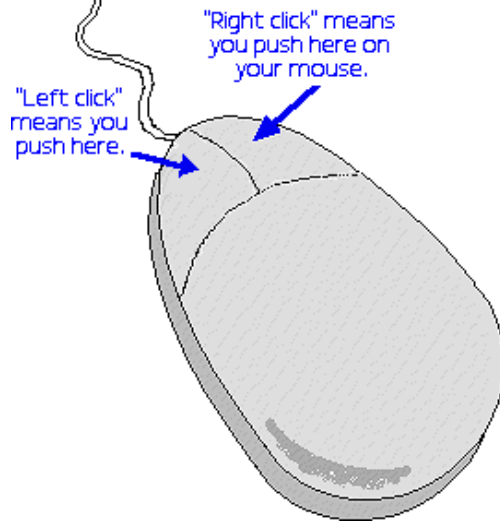
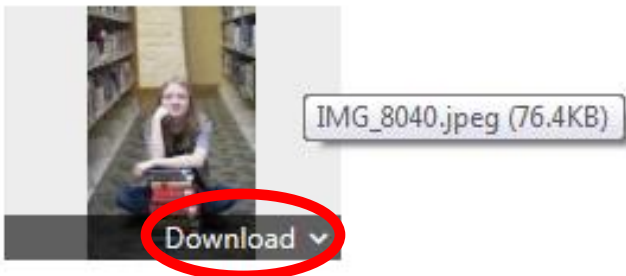2. A menu will appear. Choose "Save image as."

A window will appear asking you to supply a name for the image file and to choose where on your computer you want to save it. Once you have provided that information, click [Save].
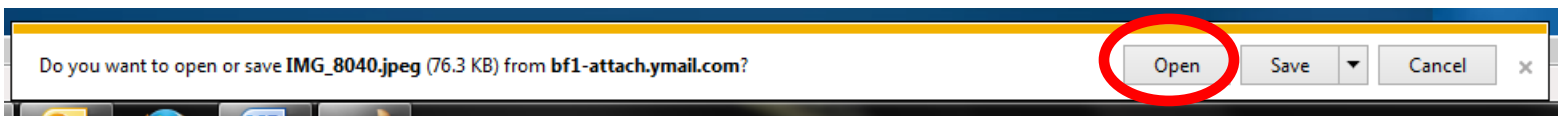
Saving images from an email

1. Click the [Download] button or link in the email.

In Yahoo mail, you'll see something like this:

Then you click on download, and this message will pop up at the bottom (in Internet Explorer). Then you can click on "Open," in order to look at the picture, or you can click "Save" and it will go into your "Downloads" folder.

This is what it looks like in Gmail:

When you click on [Download], you'll often be asked if you want to save or open the file(s). I recommend saving the files first and then opening them. If you opt to open the pictures first, you will have not yet actually saved them to your computer.

2. If there are multiple pictures being downloaded at the same time, they will often be put into a ZIP file (it will end in ".zip"). A ZIP file is like a suitcase holding several items; you need to unpack it (known as "extracting") to be able to see what's in it.

   Right-click the ZIP file and select "Extract All." Click [Extract] in the window that pops up. You will now see a normal folder that has the same name as the zip file *minus* the ".zip") that will have all your images inside.

In class, we are going to download some pictures that need some work from our class emails. If you are trying this class at home, see if you can find some images that need some work in your Pictures or My Pictures folder.

Getting Started
In this class, we'll be using Windows Live Photo Gallery to edit images. However, the tools and tasks we'll be discussing are commonly found in almost any image-editing program (like those listed at the end of the handout). These are some of the tools that the program has that we will work on today.

First we need to open an image into the Windows Live Photo Gallery Program. You can do this by searching for the in the Search box on the Start Menu, or you can find the image you want to fix, right click on it, click "Open," and then choose "Edit, Organize, or Share."
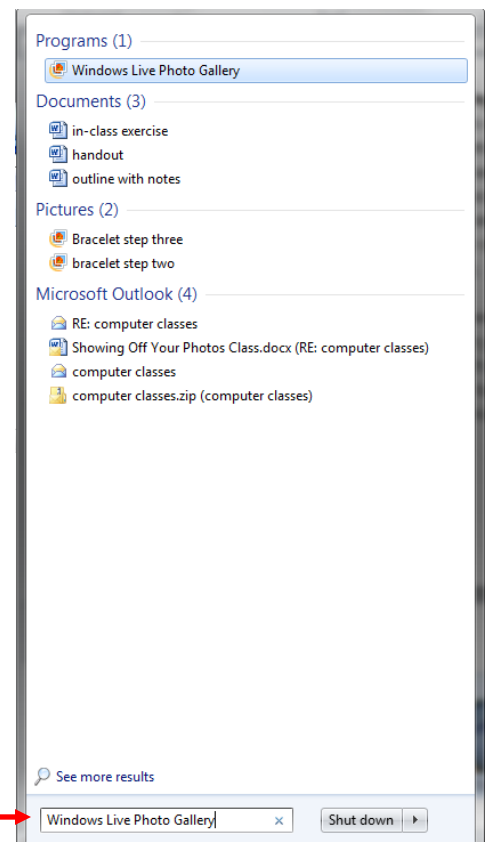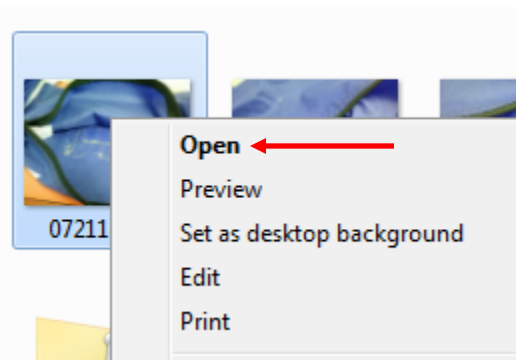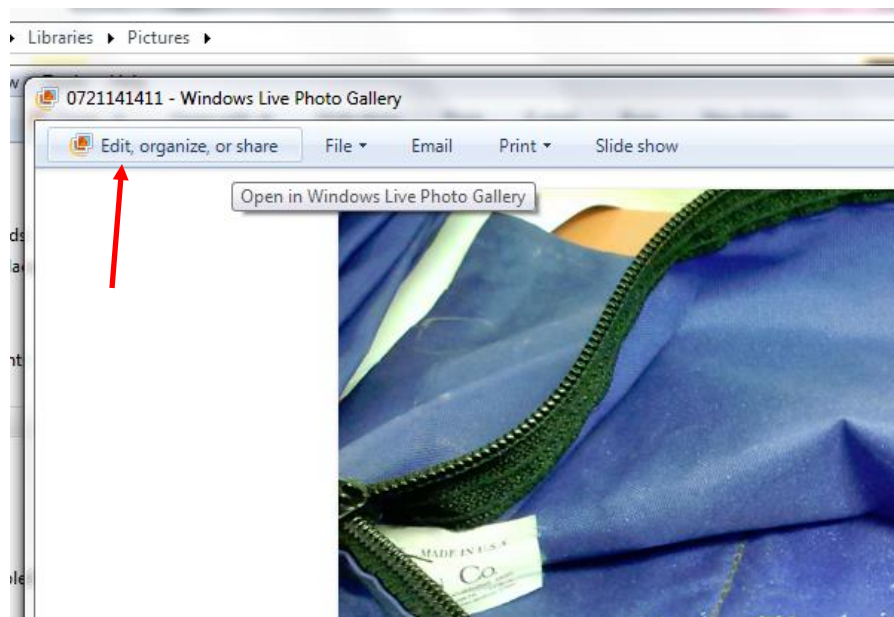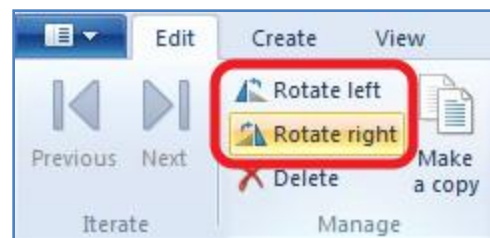
Editing images: Tools

These are some of the tools that we will be using on the images today. When you pull up a picture, you will notice that they are all under the "Edit" tab.
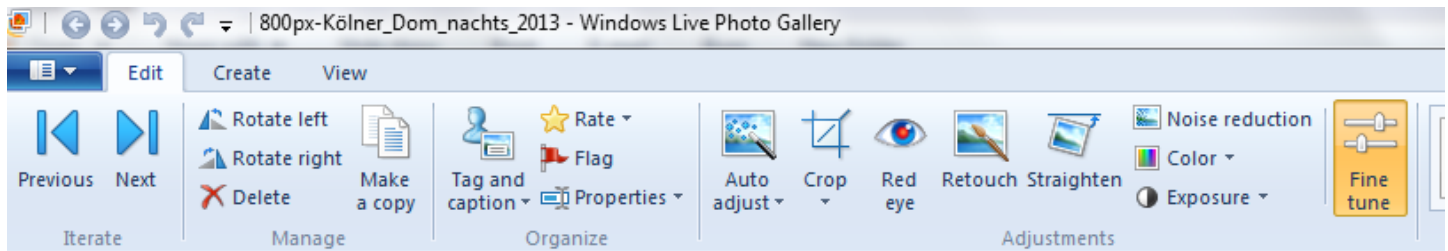
Rotate

Click on [Rotate] to spin the image around.

Crop

Click on [Crop] and then adjust the select the area of the photo you'd like to keep. Hit the [Enter] button the keyboard when you're finished to crop the photo. You will notice that the rest of the picture is gone.

Remove red-eye

After choosing this tool, you will use the cursor to make a box around the red eyes in the picture. You can also continue making the boxes, until you feel that the red eyes are gone.

Adjusting Color, Exposure, and Effects of Images:

Changing the color of the image can just be for fun, or to give your pictures a new feel. You can save photos multiple times (saving them with a different name each time by clicking on "Make a Copy" on the Edit tab), so you can make multiple in many different colors. Changing the Exposure of the photos means how dark or light they can be. You can also turn a colored photo in a black and white one (or sepia tone) by using the tools in the Effects section.
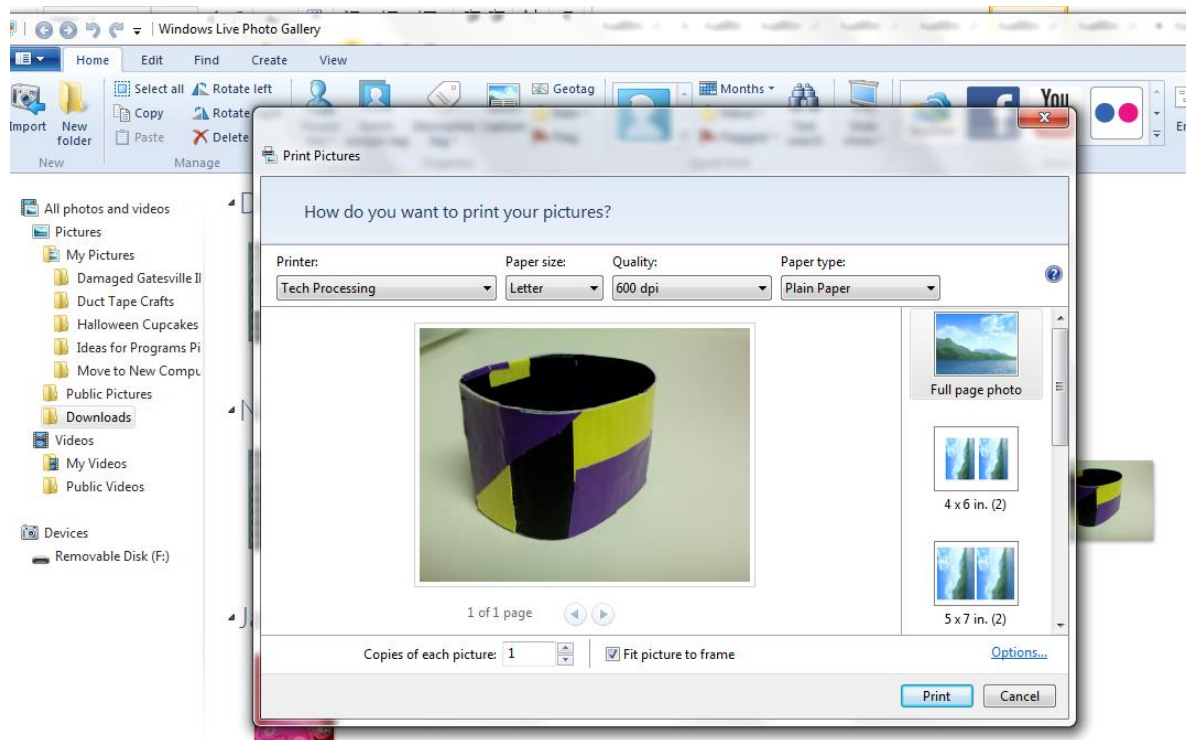

Black and White

Sepia Tone
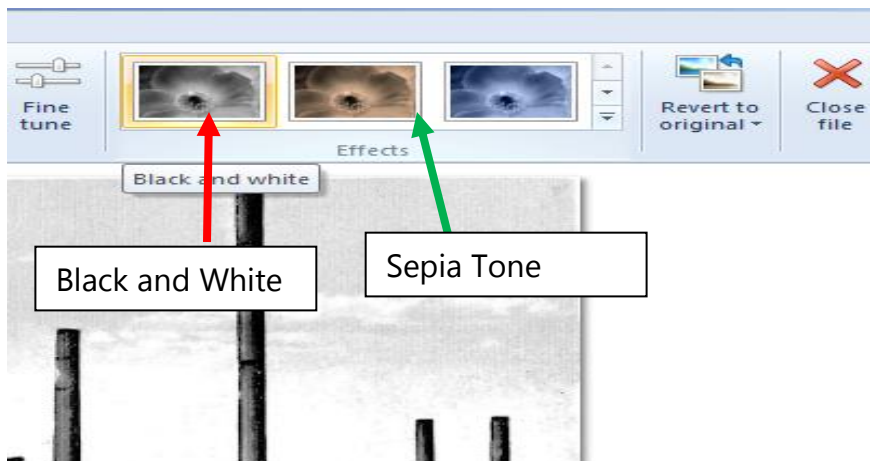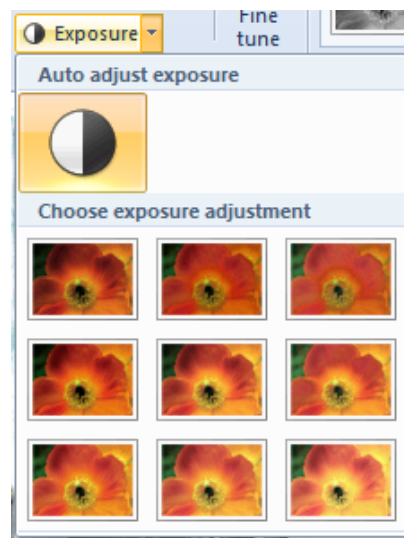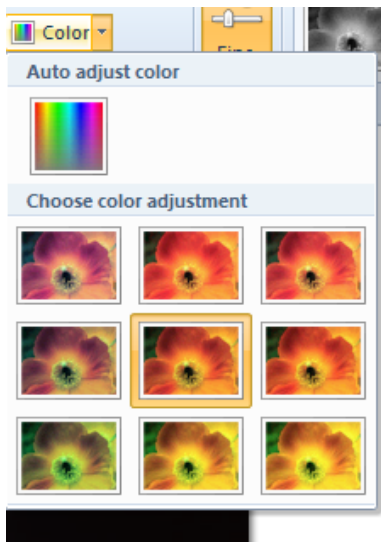
Printing Images

In Windows Live Photo Gallery: [File icon] > Print > Print

Then this menu will pop up. You then choose the size you want the picture to be and click print.


Emailing images

After you have finished fixing your pictures, you can email them to share your beautiful work. You will need to attach the images to the email using the following steps.

Attaching images
- Open a new email. Enter the email address of the person you want to send the photos to in the To: box. When you are ready to attach the photos, click [Attach]. Most email programs will say "Attachments," or they will have a picture of a paperclip.
- Choose the photo(s) you'd like to attach. To choose more than one picture, hold down the [Ctrl] key while clicking the additional images.

In Yahoo mail, first click the Attachments tab (the little paperclip):

To |

Subject

Send   📎∨ Tt **B** *I* 🄰 ☰ ⸬ ☰ 🔗 ☺ abc∨ «
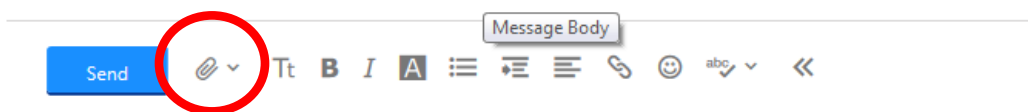
In Gmail, the Attachment link
Looks like this:

New Message   _ ⤢ ✕

To | Cc Bcc

Subject

Send   A   📎   +   🗑   ▾
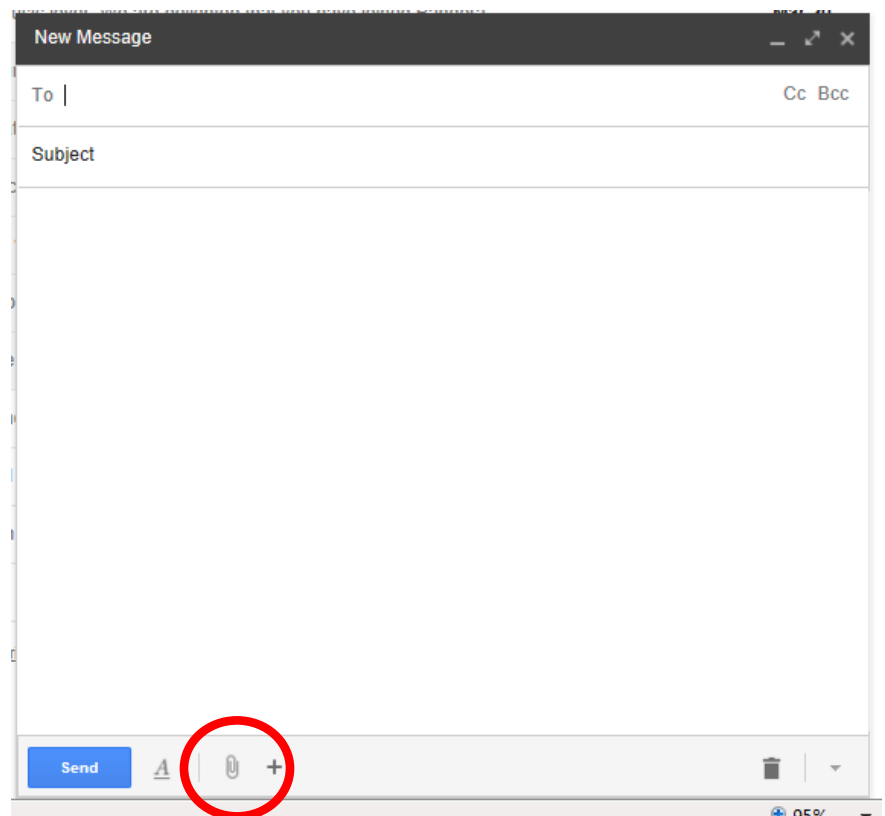
Free image editing programs

Below are some suggestions for free image editing program. Download the program's EXE file and double-click it to install it on your computer. These programs range from the very powerful, allowing you to do sophisticated image editing, to more user friendly with simpler abilities. Play around and see which program fits your needs best.

GIMP
Many capabilities: a simple paint program, expert quality photo retouching program, online batch processing system, a mass production image renderer, an image format converter, etc.
http://www.gimp.org/

Paint.net
Originally intended as a free replacement for the Microsoft Paint software that comes with Windows, it has grown into a powerful yet simple tool for photo and image editing.
http://www.getpaint.net/

Picasa
For organizing, editing and sharing your photos
http://picasa.google.com/

PicPick
A multi-purpose program that provides an image editor along with a color picker, color palette, pixel ruler, protractor, crosshair and whiteboard.
http://www.picpick.org/