

What *Size* should I make my image?

- Images should be less than 450 pixels wide.
- File size should be less than 40KB for larger files and less than 12KB for small files.
- Photos = .jpg
- 256 color graphics = .gif
- Size: 72 dpi (in Photoshop or ImageReady)

Maximum width for images:

- For a *landscape* image: 350px
- For a *portrait* image: 200px

For *Graphics* (not Photos)

- Save them as a .gif.
- Examples include: line drawings and graphs. Use fewer colors.

For *Photos*

- Save them as a .jpg (not .jpeg).
- Examples include: Photos of faculty, buildings, students, landscapes, etc.

Image Editing Tools

- Adobe Photoshop, Adobe ImageReady - Available from Computer Sales and Service.

Free Image Editing Tools on the Web

- snipshot.com*
- picnik.com*

Where to *Upload Images* in your site

- /docs/ folder: For .doc, .pdf, .xls, .ppt, etc.
- /images/ folder: For .jpg, .gif

What about *Movies*?

- Movies, Audio files and Podcasts reside on a special server. Contact Webmaster to set up an account on the correct server.

*These online tools are not supported by Dartmouth Peter Kiewit Computing Services, and therefore, we do not troubleshoot issues for these.

For additional help and best practices, visit:

www.dartmouth.edu/webservices/