

CONVERTING IMAGES TO JPEG FORMAT

Images must be converted to the JPEG format after resizing and sharpening and all other image enhancement actions have been completed.

It is much better to store and process your images with all original pixels intact in a format such as TIFF or PSD that does not degrade the picture. A copy of the original image can then be resized and converted to JPEG for a specific end purpose, such as projection on a digital projector.

When you are ready to convert, use the **File>Save As ...** command in whichever image processing program you are using.

1. Carefully type the name for the image in the **File Name** block.
2. Choose JPEG from the drop down list in the **Format** block.
3. Then click **Save**.

NB You do **NOT** have to type the letters **.jpg** when typing the file name. By choosing the format **JPEG** the computer will append the suffix **.jpg** to the name automatically.

The three (or sometimes four) letter suffix after a file name is more correctly known as the **File Extension**

Set your Computer to show File Extensions

Most computers are set up by default so that you cannot see the extension letters at the end of file names. This is confusing and unhelpful.

You can set your computer to show file extensions as follows:

1. Open the **My Documents** folder on your computer
2. From the **Tools** menu choose **Folder Options ...**
3. In the folder options dialogue choose the **View** tab
4. Click once to remove the tick from the block next to the item **“Hide extensions for known file types”**
5. Click **OK**

If you look at file names you will notice that they all show the file extension (not just jpg's)

If, in future, you rename a file and accidentally delete the extension letters, you will receive a warning that the file may become unusable. Cancel the rename and proceed more carefully leaving the extension letters in place. Alternatively, if you know the correct extension letters, simply type them in after a period (dot or full stop) at the end of the file name.

E.G. File name.jpg

Note Converting files to jpeg format degrades them. Try to do it once only, and only when you must have the file in this format. Use the least amount of compression (highest quality option) that you can. Usually, a setting of 10 is sufficient for most end purposes.