



# Minster School eLearning

## Printing Images

The purpose of this document is to inform you about things to look at before you send a document to the classroom printer or MFD device in the corridor. The aim is make you more informed about file sizes and image sizes so that when you do send a document to print the following won't happen:

- Printers receiving 100 - 200Mb documents which take a long time to print
- Printouts being left discarded which is a waste of ink, paper, electricity and time - The Minster School is an Eco School.
- Lesson disruption due to waiting for printouts

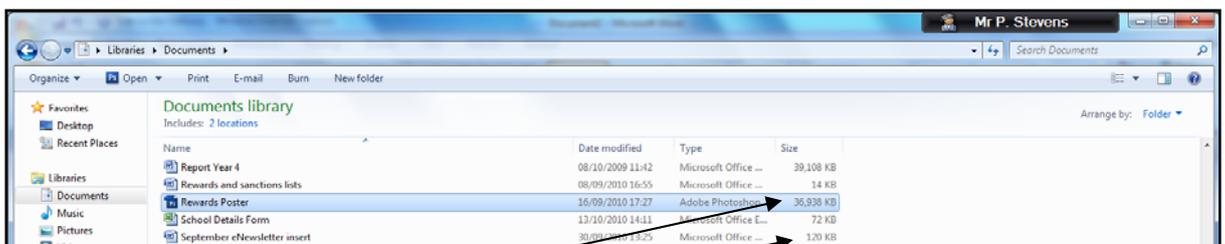
In a time where schools will be facing cut backs in funding, issues like printing will make a difference if we all understand what is happening when we use digital cameras, different software and a printer.

Things to look for:

### 1. Check the File Size

The larger the file size of a document, the longer it takes to print. If it is in full colour it will take longer than black and white and if it designed on A3 paper that adds to the time as well.

Look at your files in a folder.



I have highlighted a 39Mb file. This will take a few minutes to print compared with a 120 Kb file.

### 2. Save Document as a PDF file

This might help reduce the file size. You will have to try it and look in the folder view.

Whist your document is open click on File → Save As → Adobe pdf



### 3. Using a Digital Camera

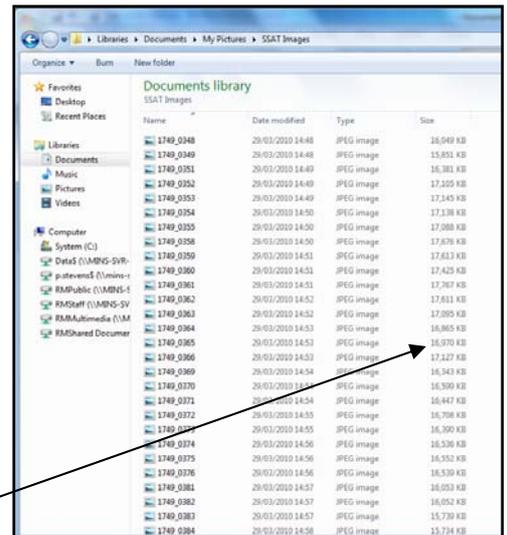
The better the quality of digital camera the higher the image quality is likely to be. When completing coursework and reports you would like to see the image in the best quality possible. This means they look clear, crisp and aesthetically pleasing when you review the printout.

What tends to happen is that the digital camera is set to produce the highest quality photographs.

The image shows you a file size of an image taken with a digital camera set to Hi Res (Highest Resolution).

These image sizes are around 16Mb and 17MB. If you insert a lot of them into a word processed document or Desk Top Publisher document then the file size of that document is going to be very large and thus take longer to print.

It doesn't matter if you change the size of the image in Word or Publisher - you will still get a very large file size. For documents that need printing out you do not need such high quality images!



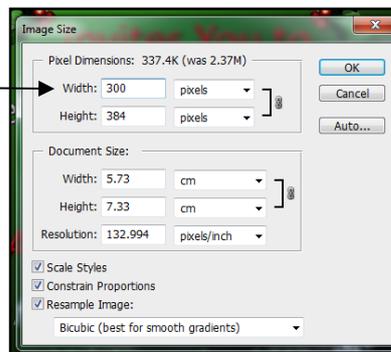
### 4. Reducing Image File Size - Time spent preparing images at the beginning saves more time at the end!

To do this you need a software package such as Photoshop or Fireworks - these are graphics software packages.

Using Photoshop(CS3) click on Image and then Image Size

Change the Width value to reduce the file size.  
e.g Half the value

Click on OK



Finally, Save the file as a JPEG image. This is a compressed image. Insert this into your documents.

