Technology Tip Sheet

Before you save an image to use in your work , ask yourself – do I have rights to this image or do I need someone's permission to use this?

The best format for an image in the on-line environment is a **jpg.**
A jpg is a *compressed* image, hence best for on-line work. A bitmap (bmp)image is much too large.

> TRIVIA   JPG is named for the committee that determined the standard for image coding: Joint Photographic Experts Group (JPEG).
> Go here for more that you ever wanted to know about jpg
> (note: we send you here to Wikipedia for this content, but caution you to think very carefully about when you do and do not want to send your learners to this source)

HOW TO:
Copy the image
>   Put your cursor on image :   CTRL C   (for copy)

Convert to jpg format using a graphics editor program.
One option is Paint , which comes with Windows.
>   Start (left bottom corner of your screen) →
>   Programs →
>   Accessories →
>   Paint →
>   Edit →
>   Paste (CTRL-V) (for pasting) →
>   File →
>   Save As →
>   *Navigate to where you want to save*
>   *File name: choose something you will be able to identify later*
>   *File type: choose JPG*