Eform Basics – Image creation
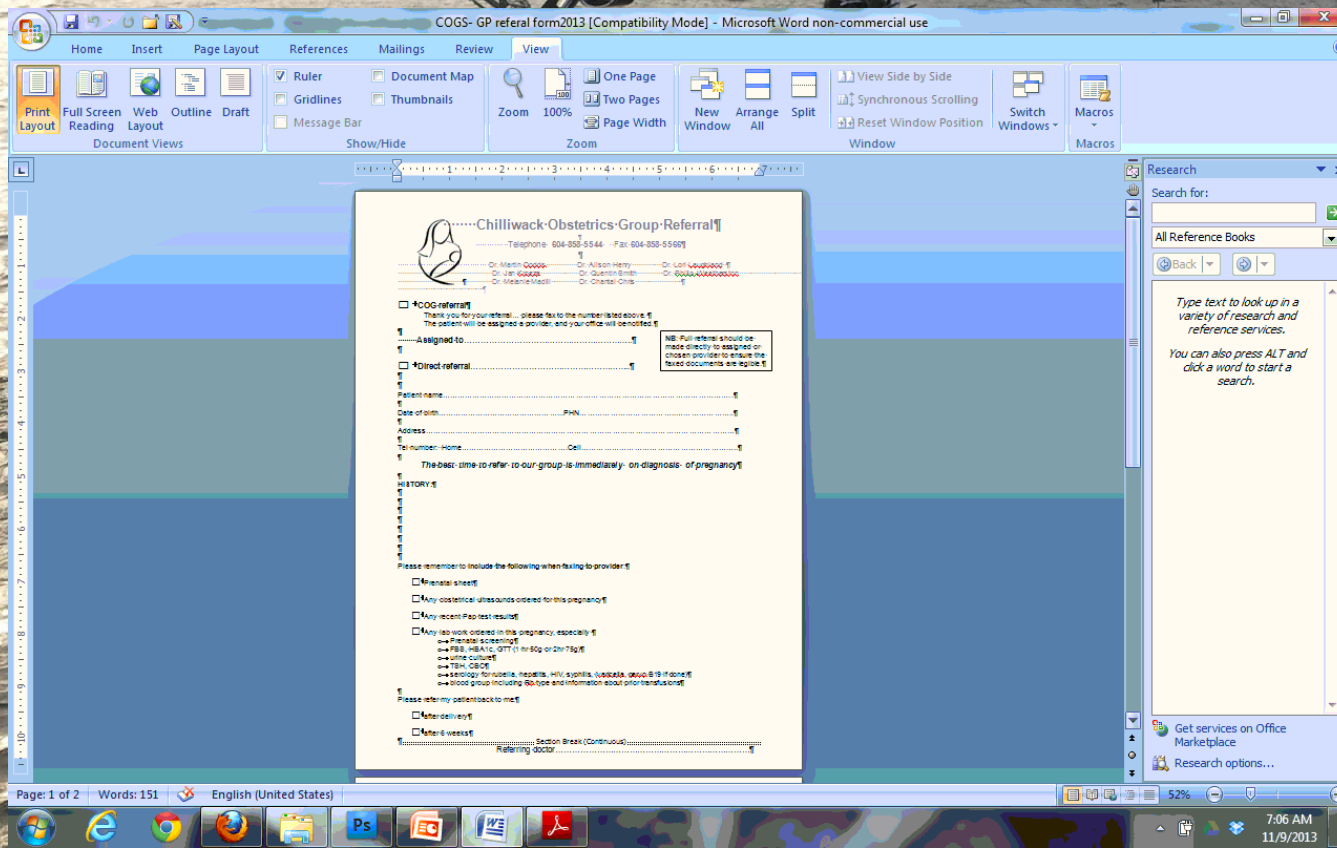
FMF 2013

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Easy Image Creation

- The easiest way to create an image is to obtain an electronic copy of the image and use photoshop to convert it to a png file

Image Creation continued

- Ask (nicely) for an electronic image
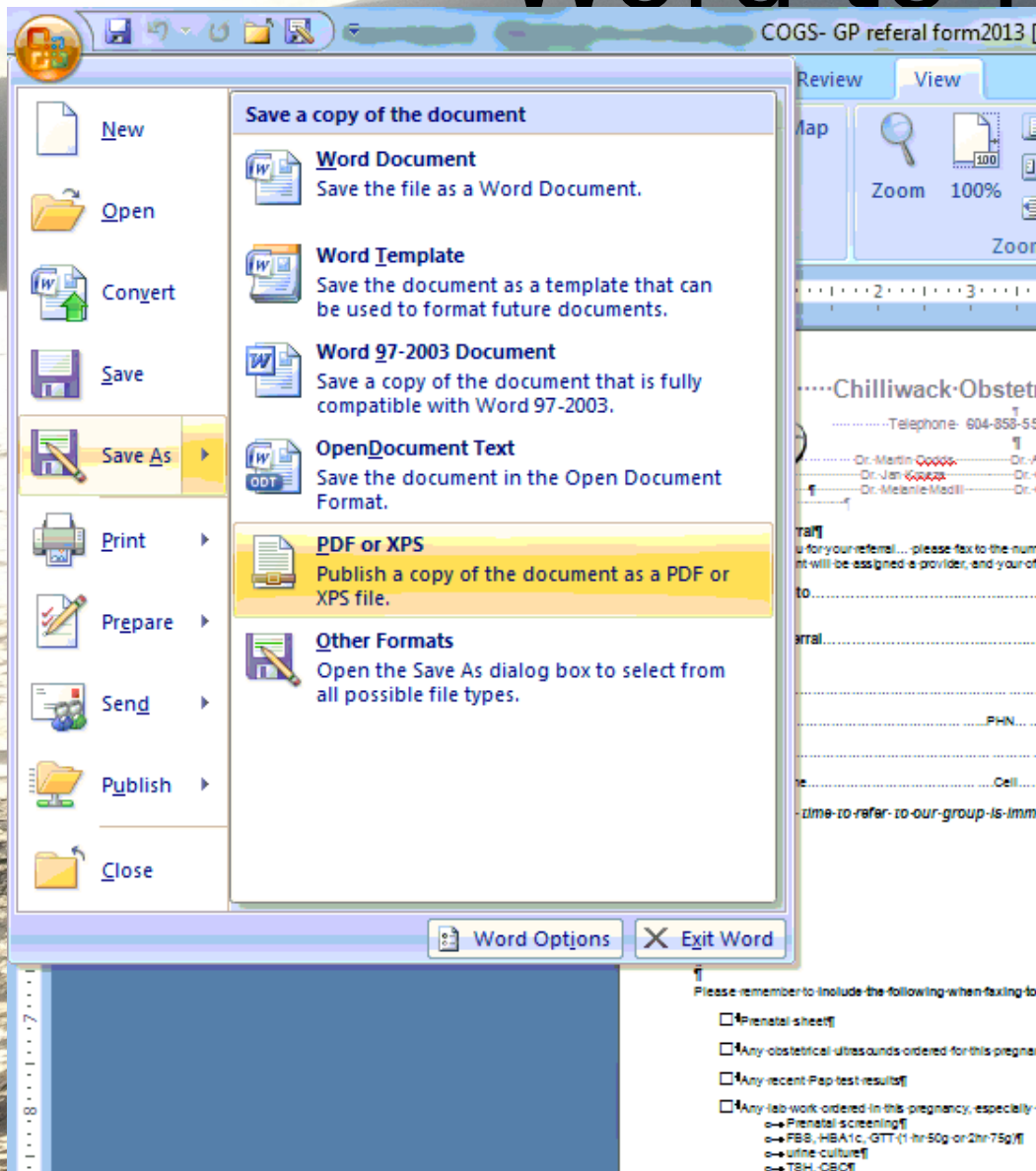 – .doc file, pdf or png

Getting to the right format

- Eform backgrounds need to be a recoginzed image file such as png or jpeg – traditionally we have used png. How do we get there?
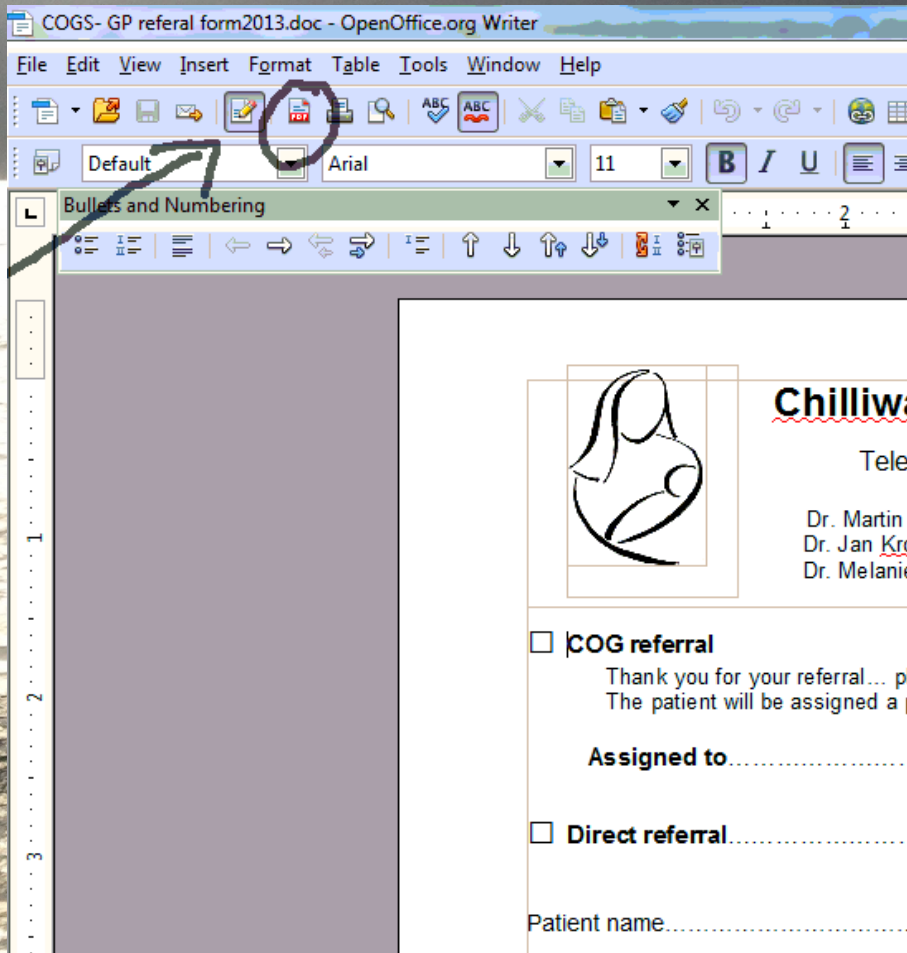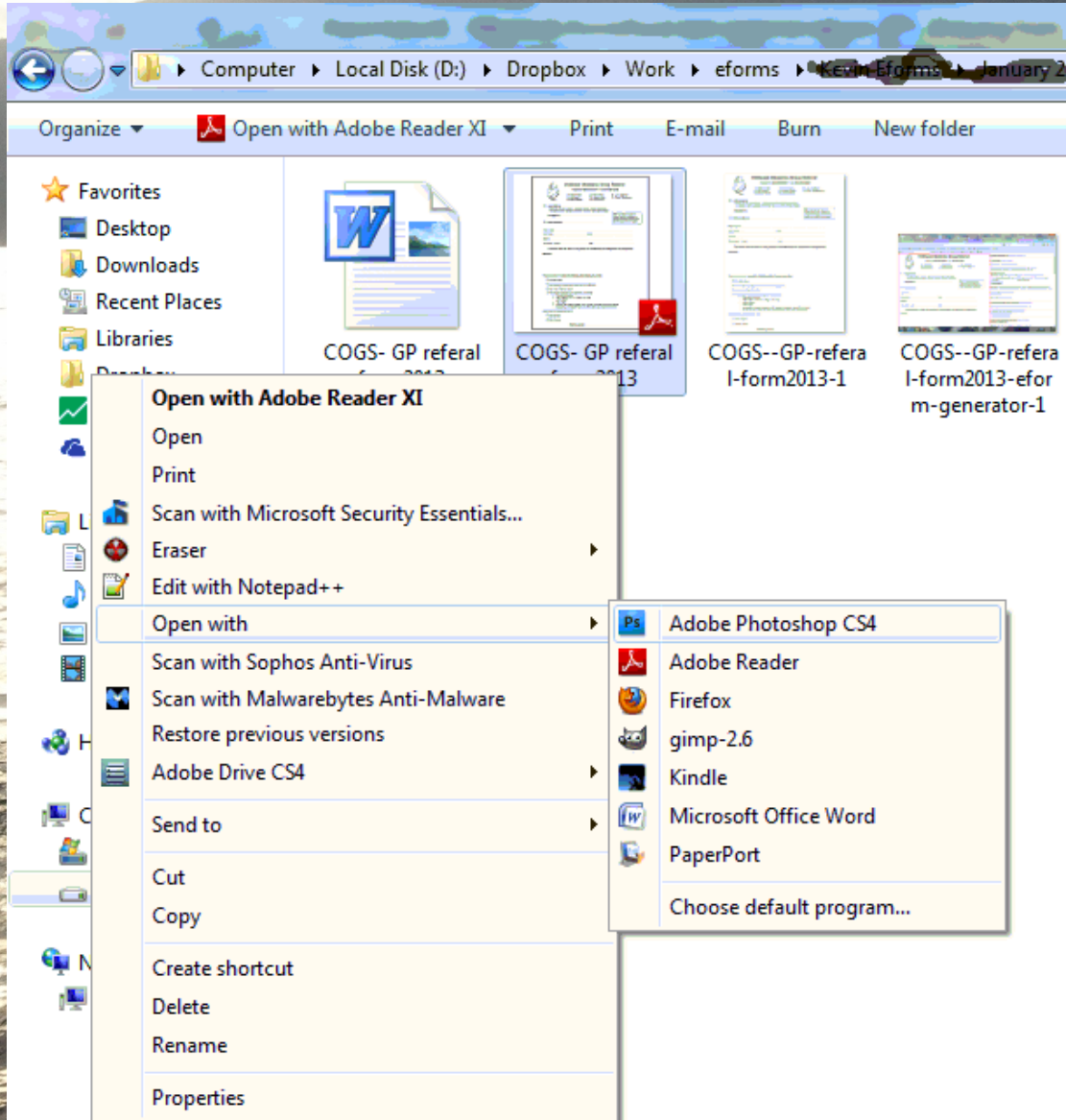
Word to PDF

In Word Click on the image on the top left (the Logo). Click on Save as. Choose PDF or XPS. Save as a PDF and remember where you saved it – preferably back in to the same folder
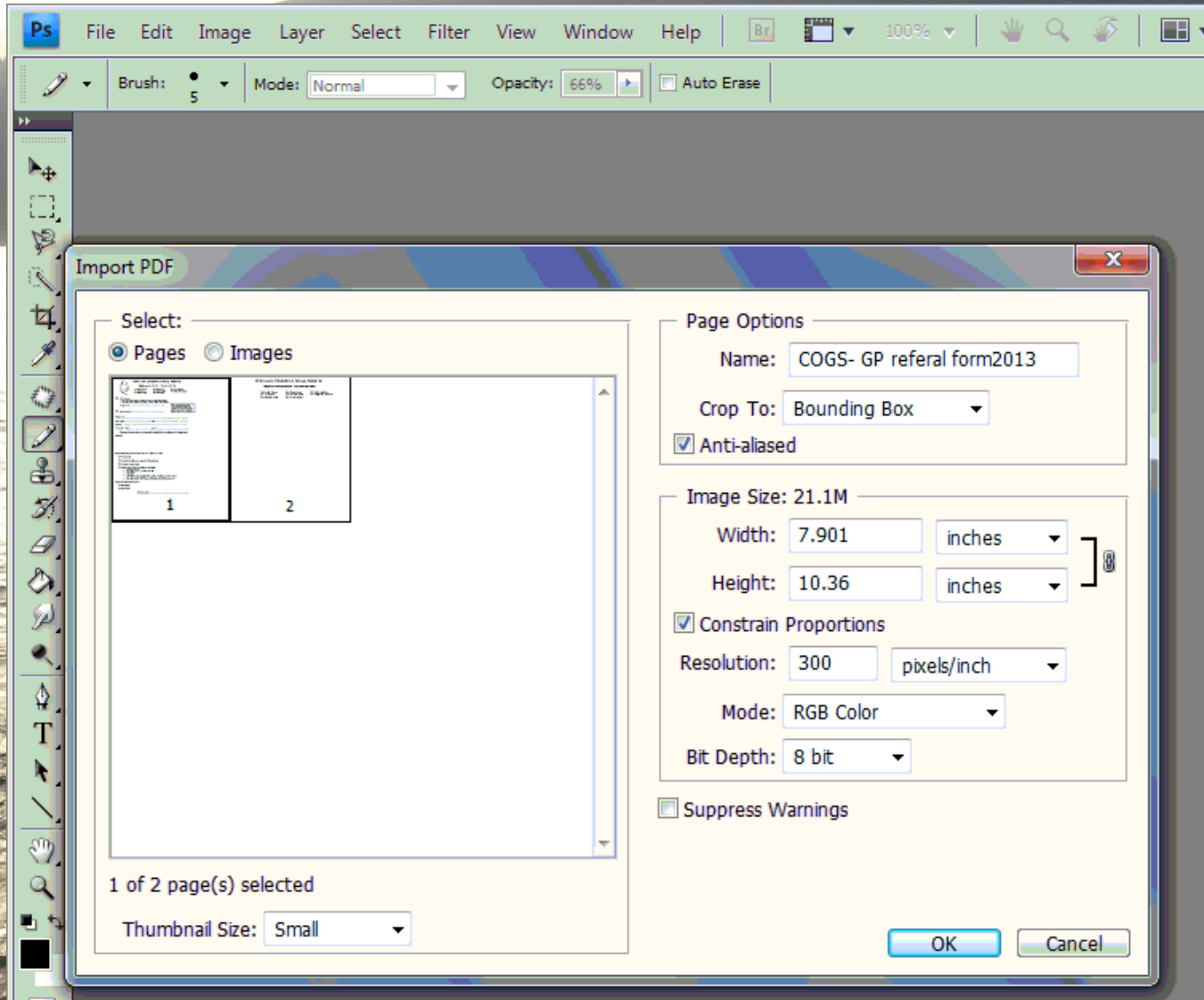
Word to PDF using Open Office

If you would prefer not to pay for MS Word, The Open Office or Office Libre suite will work just as well. Open up the document in Open Office and click on the icon that has the red pdf on the bottom. Save the document as a PDF – remember where you saved it.

PDF to PNG – Photoshop 1

Because you remembered where you saved the pdf file you can now open it with Photoshop. In windows right click on the file and open with Photoshop. JohnY will address Mac questions and talk about the free Image editor GIMP.
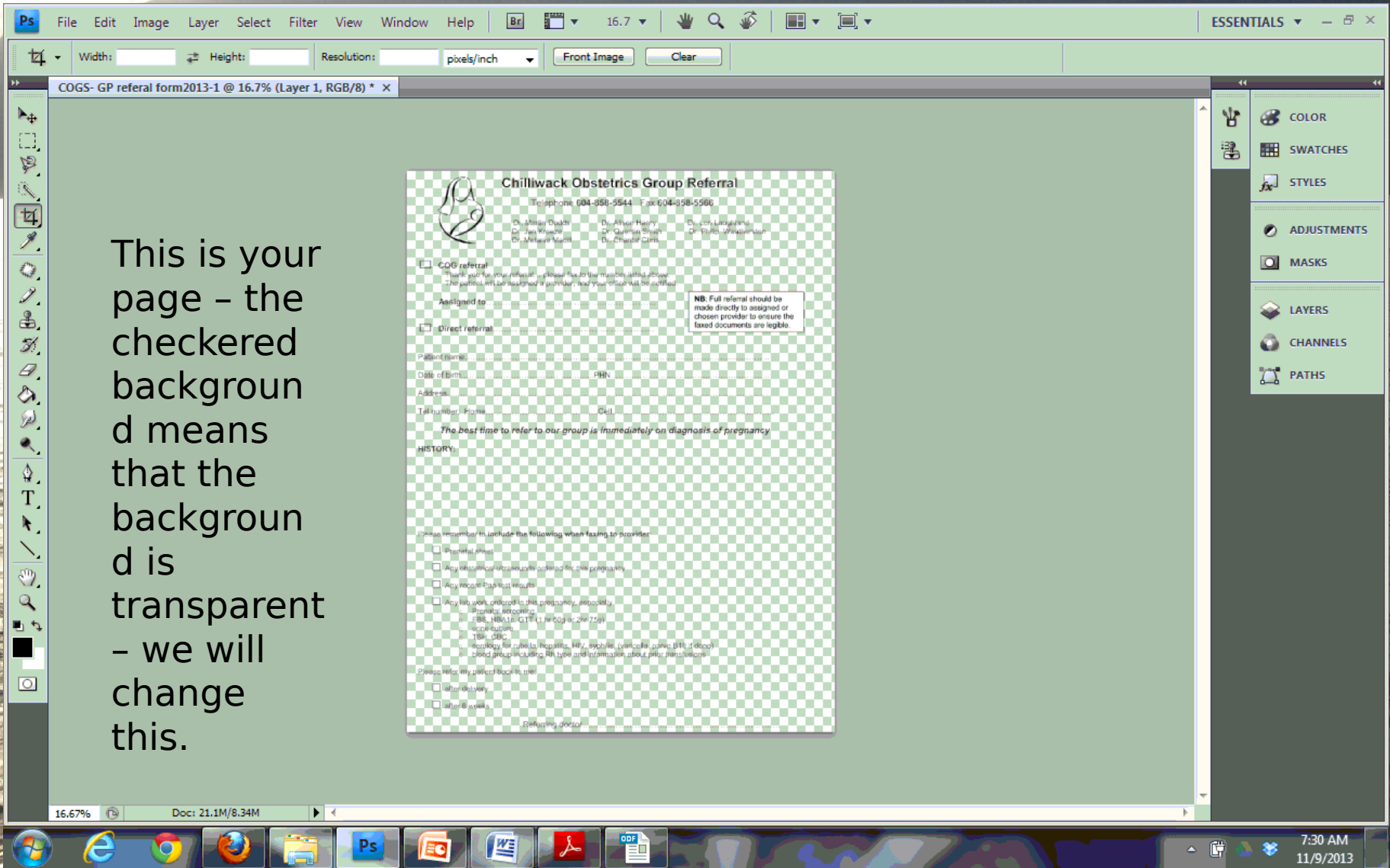
PDF to PNG – Photoshop 2

When you open a pdf file in Photoshop it asks you how you want to import the file. If there is more than one page it will ask you which one. Choose the page you want and click on OK.

PDF to PNG – Photoshop 3

This is your page – the checkered background means that the background is transparent – we will change this.

PDF to PNG – Photoshop 4

PDF to PNG – Photoshop 5

For 1 choose PNG-8
For 2 Choose Grey Scale or B&W
For 3 Choose 16 or 32
For 4 uncheck transparency
For 5 W should be 1500
For 6 should be 60 - 80

PDF to PNG – Photoshop 6