

A speedboat with a wakeboard tower is on a lake at sunset. The sun is low on the horizon, creating a golden glow on the water. In the background, there are dark, forested mountains. The boat is moving towards the viewer, leaving a wake.

Eform Basics – Image creation

FMF 2013

November 9, 2013

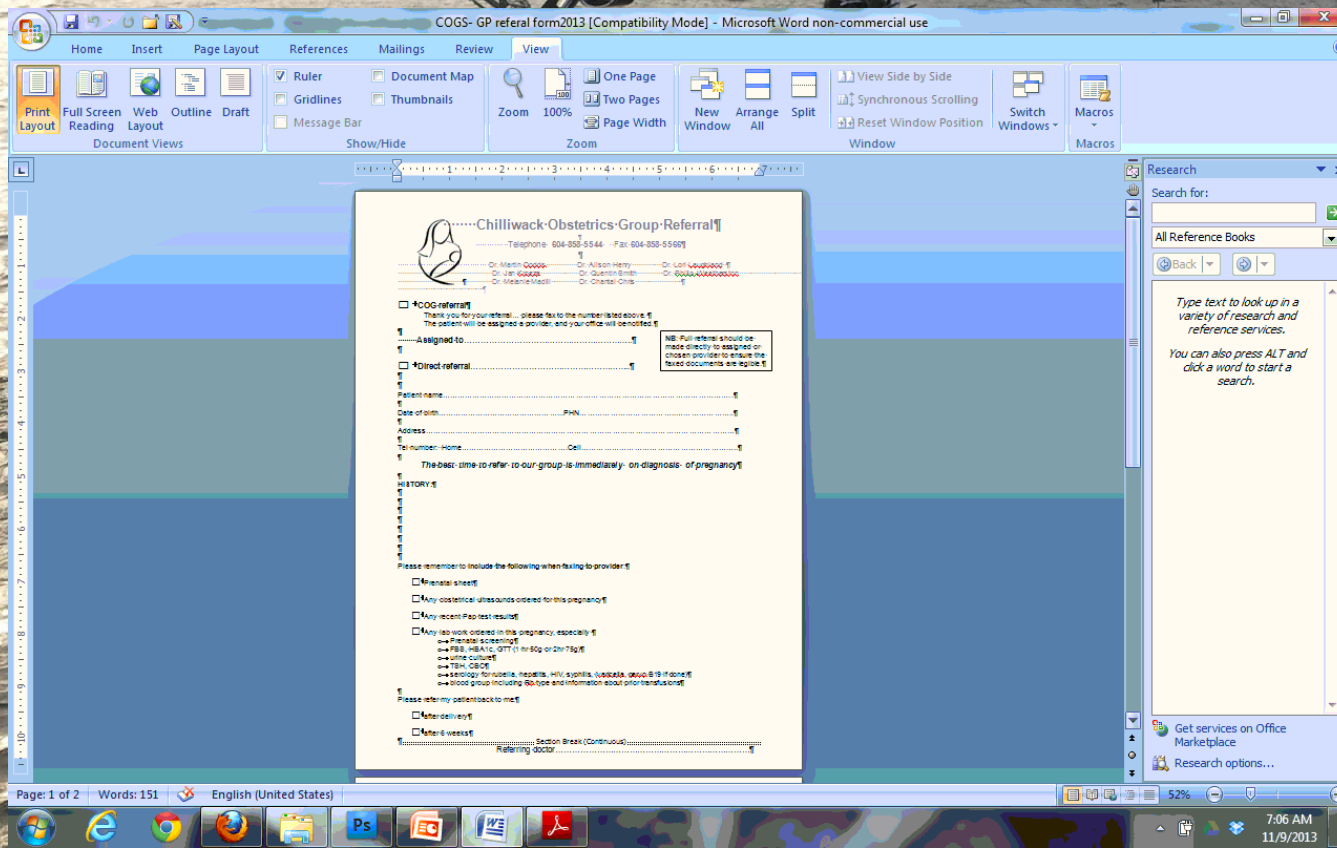
Easy Image Creation

- 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

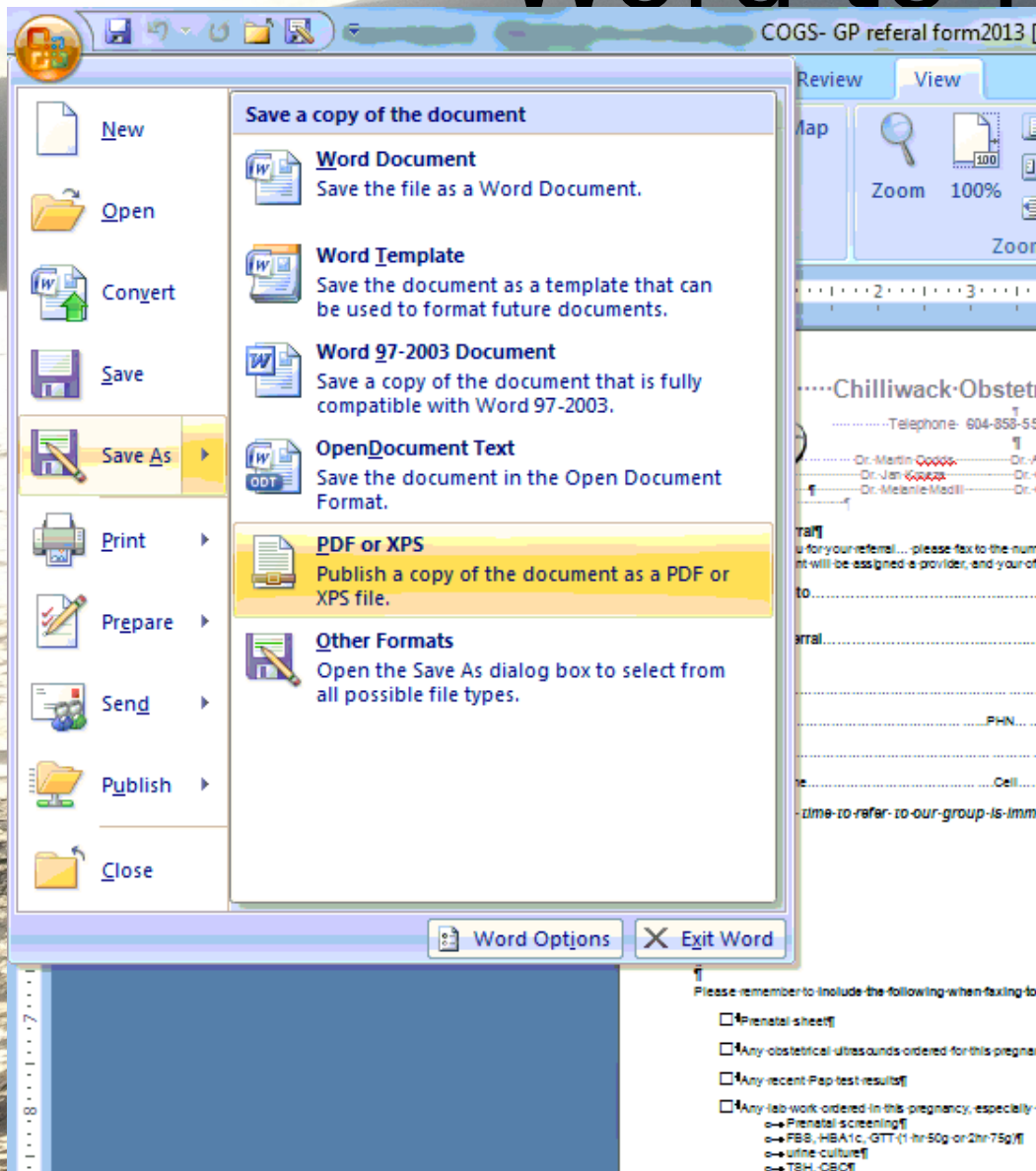


Getting to the right format

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

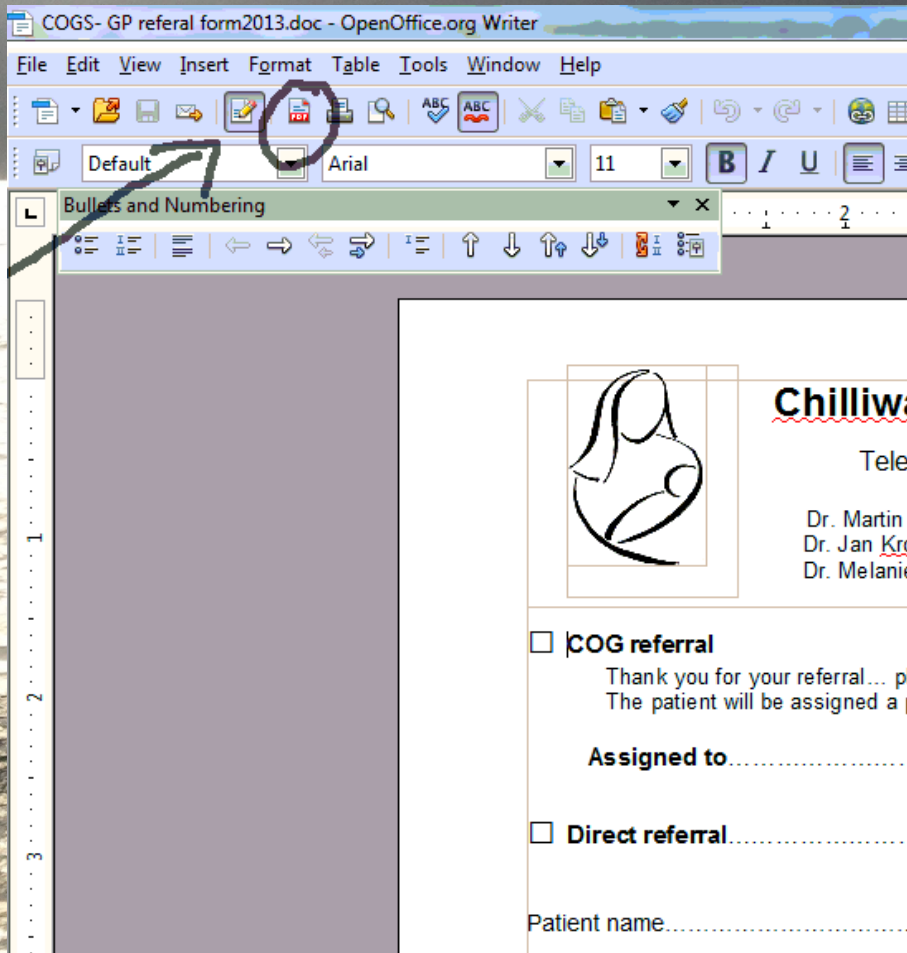


Word to PDF



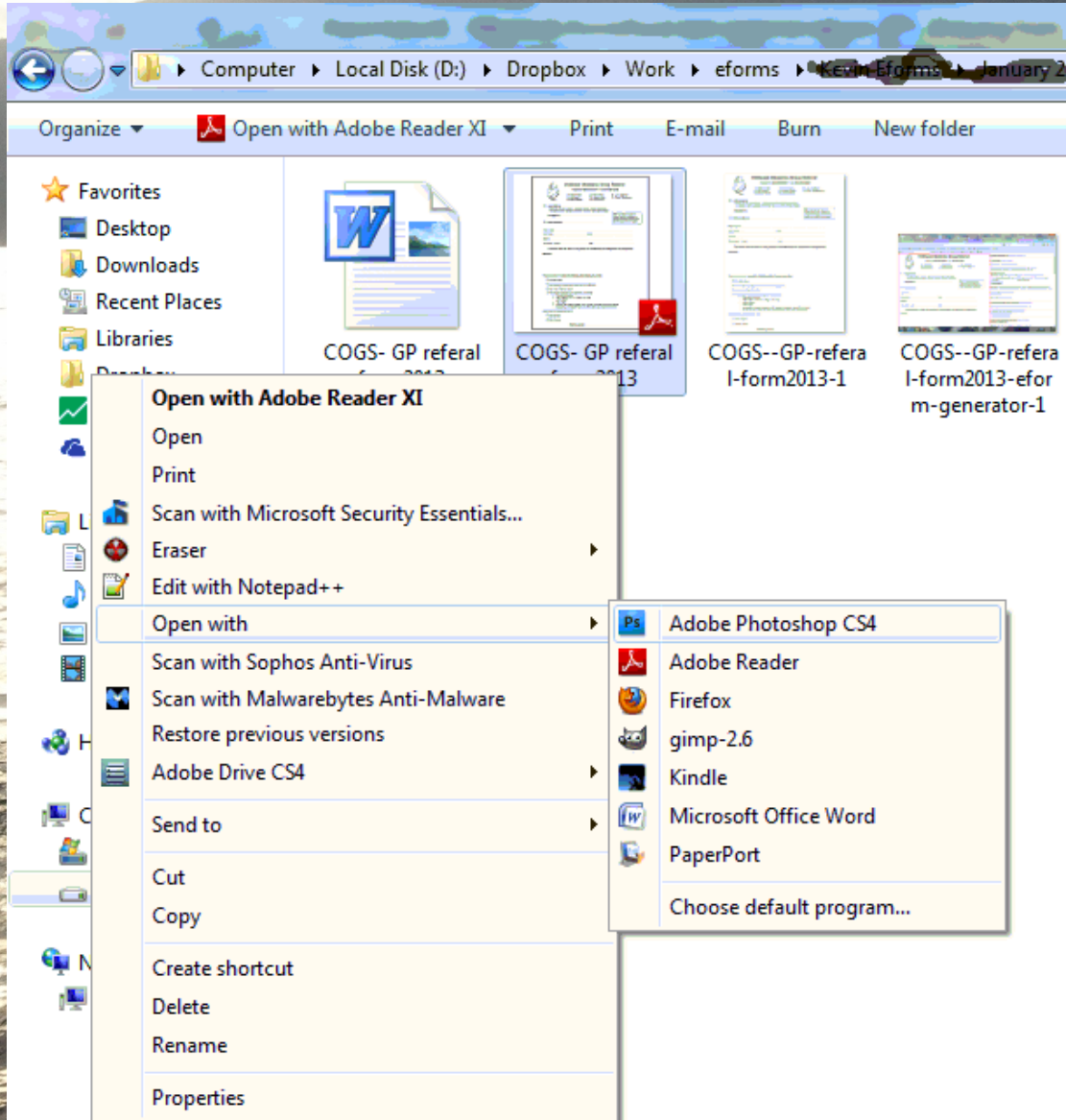
In Word Click on the image on the top left (the Logo). Click on Save as. Choose PDF or XPS. Save as a PDF and remember where you saved it – preferably back in to the same folder

Word to PDF using Open Office



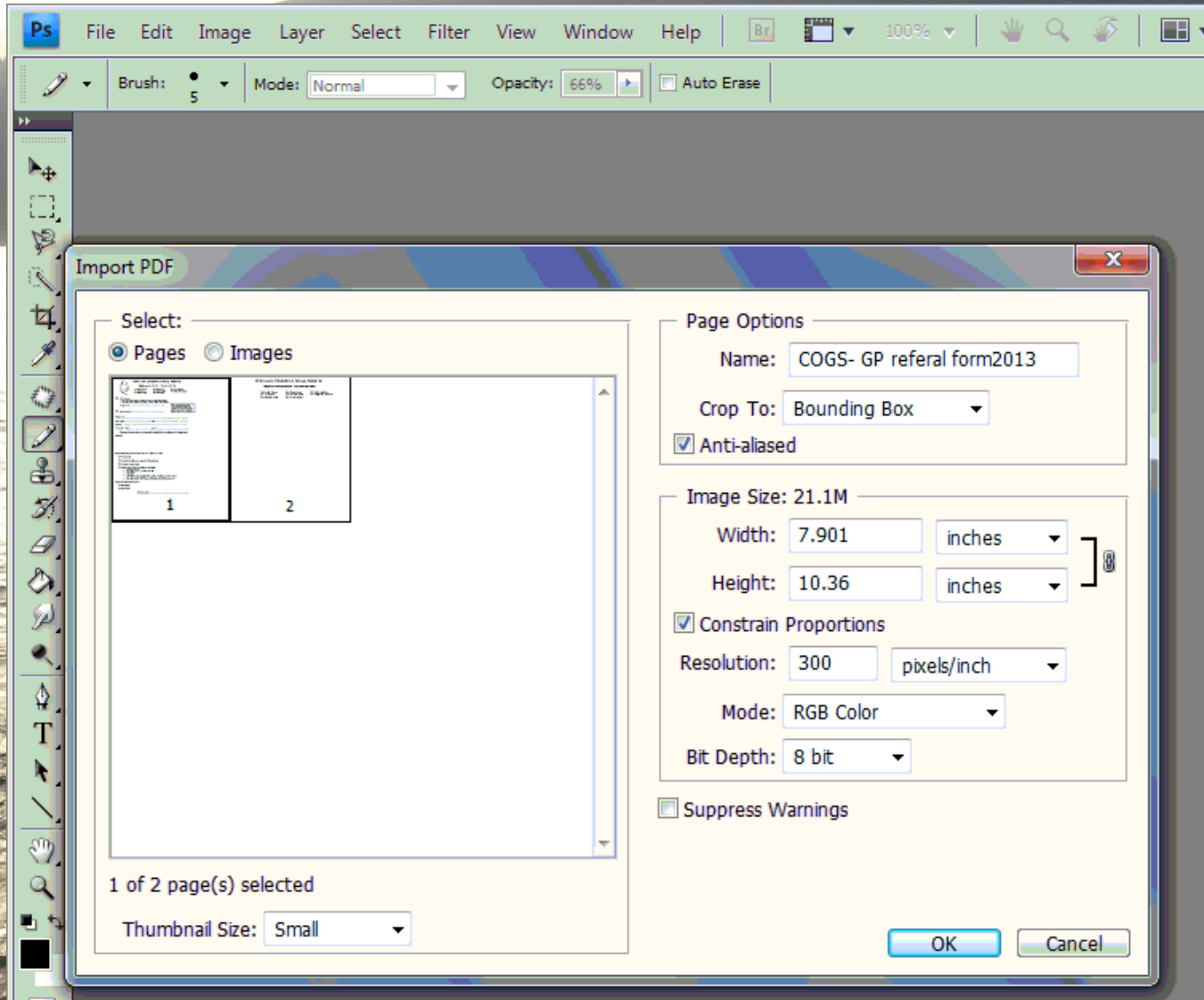
If you would prefer not to pay for MS Word, The Open Office or Office Libre suite will work just as well. Open up the document in Open Office and click on the icon that has the red pdf on the bottom. Save the document as a PDF - remember where you saved it.

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.

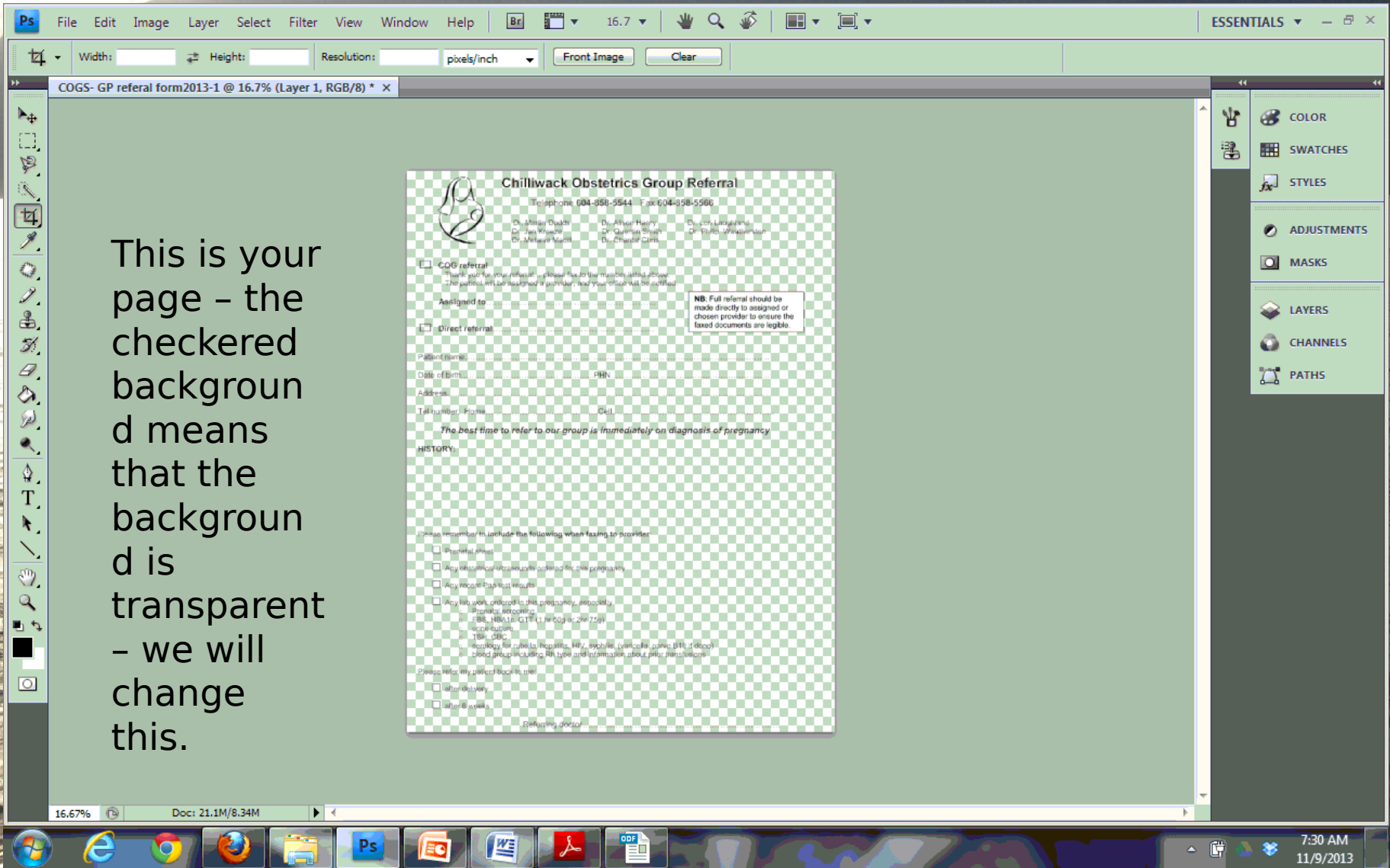
PDF to PNG – Photoshop 2



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 5

The screenshot shows the 'Save for Web & Devices' dialog box in Photoshop 5. The main canvas displays a document with a green and white checkerboard background, a black curved line, and the text 'COG referral'. The dialog box is divided into several sections:

- Original/Optimized/2-Up/4-Up:** The 'Original' tab is selected.
- Format:** 'PNG-8' is selected (annotated with a red '1').
- Windows:** 'Windows' is selected (annotated with a red '2').
- Colors:** 'Auto' is selected (annotated with a red '3').
- Transparency:** The 'Transparency' checkbox is checked (annotated with a red '4').
- Image Size:** Width is 2370 px and Height is 3108 px (annotated with a red '5').
- Quality:** 'Bicubic' is selected.
- Color Table:** A color table is visible with 16 colors.
- Bottom Status:** 'PNG-8 125.1K 24 sec @ 56.6 Kbps' is shown (annotated with a red '6').

Instructions for the numbered annotations:

- 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

The Photoshop interface includes the 'ESSENTIALS' panel on the right with sections for COLOR, SWATCHES, STYLES, ADJUSTMENTS, MASKS, LAYERS, CHANNELS, and PATHS. The Windows taskbar at the bottom shows icons for Internet Explorer, Google Chrome, Firefox, Photoshop, and other applications. The system clock shows 7:37 AM on 11/9/2013.

PDF to PNG - Photoshop 6

The screenshot displays the Adobe Photoshop 6 interface. In the foreground, the 'Save Optimized As' dialog box is open, showing a file list with the following entries:

- COGS--GP-referral-form2013-1
- COGS--GP-referral-form2013-2
- cogs-word-document
- eform-page-1
- Oscar-Admin-Page
- Oscar-Admin-Page
- Oscar-Home-page
- PDF-to-PNG-1
- PDF-to-PNG-2
- PDF-to-PNG-3
- PDF-to-PNG-4
- PDF-to-PNG-5
- Save-word-as-pdf
- Save-word-as-pdf

The dialog box settings are as follows:

- File name: COGS--GP-referral-form2013-1
- Save as type: Images Only (*.png)
- Settings: Default Settings
- Slices: All Slices

The background window, 'Save for Web & Devices (100%)', shows a preview of a web page with a drawing of a hand. The text on the page includes:

- COG referral
- Thank you for
- The patient will
- Assigned to...

The Photoshop 6 interface also shows the 'ESSENTIALS' panel on the right with sections for COLOR, SWATCHES, STYLES, ADJUSTMENTS, MASKS, LAYERS, CHANNELS, and PATHS. The taskbar at the bottom shows various application icons and the system clock indicating 8:28 AM on 11/9/2013.