

Increase the resolution of an image to fulfill publication quality requirements

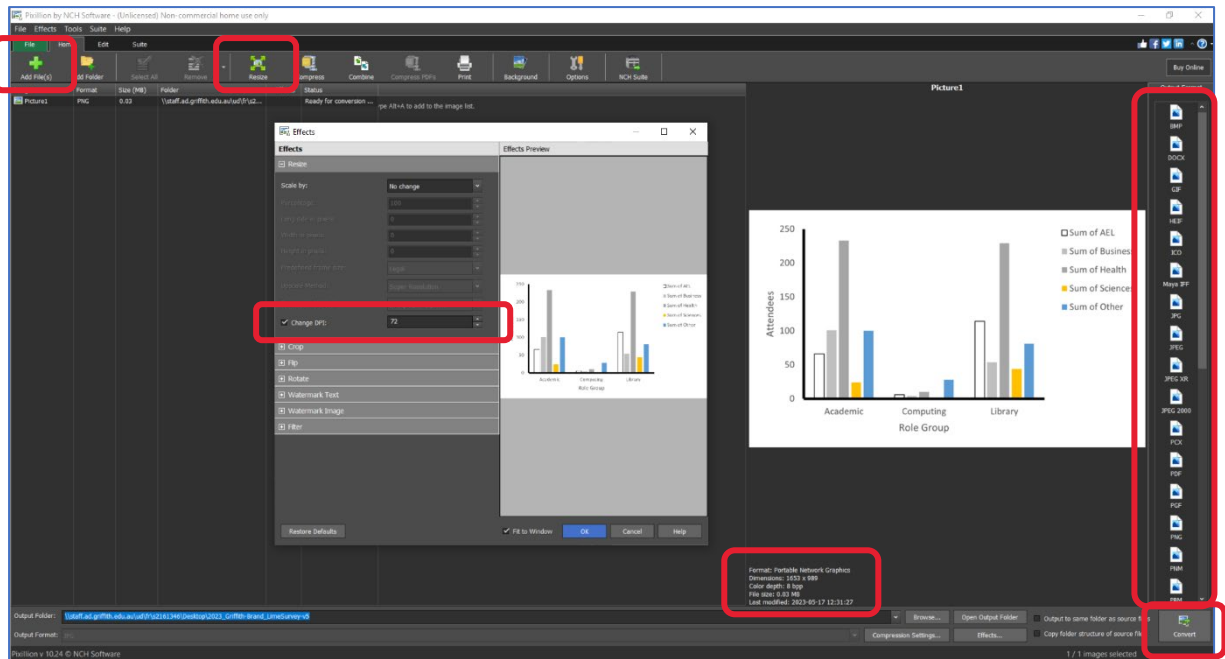
Pixillion Image Converter

You can download and install Pixillion Image Converter from <https://www.nchsoftware.com/imageconverter/index.html>

1. Open Pixillion Image Converter.
2. Click on the **Add File(s)** button on the Ribbon.
3. Browse to locate the image file exported from Excel (or any other source).
4. Observe the specifications at the bottom of the image pane and take note of file size, dimensions, etc.
5. Scroll through the icons in the **Output Format pane** on the right to locate the desired format (e.g. EPS) and click on the icon to select it.

You could, alternatively, use the **Output Format:** selection list at the bottom of the screen.

6. Click on the **Resize** button on the Ribbon.
7. Click the checkbox for **Change DPI:**
8. As per the style guide, enter a number between 300 and 1000.
9. Click **OK**.



10. Click the **Browse** button beside the **Output Folder** dialog box and browse to select a save location.

11. Click the **Convert** button.

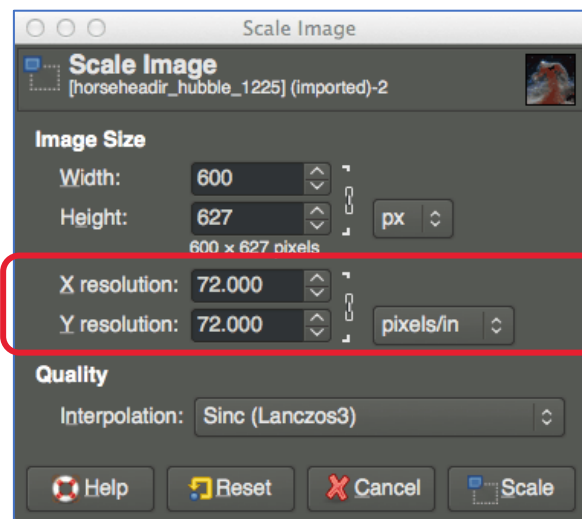
Remember to take note of the file size for each image to ensure that it does not exceed the limits specified in the style guide.

GIMP (Multi-platform)

GNU Image Manipulation Program (GIMP) is an open-source image editor. It is available for GNU/Linux, OS X, Windows and other operating systems.

Download and install it for free from <https://www.gimp.org/>.

1. Once downloaded and installed, open GIMP.
2. Click on **File** on the menu bar, then click on **Open**.
3. Browse to locate the image to be resized.
4. With the image open, click on **Image** on the menu bar.
5. Click on **Scale Image** to open the **Scale Image** dialog box.



In the **Image Dimensions** dialog box, change both the **X resolution** and the **Y resolution** to the specification advised by the publisher's **Style Guide** – usually 300 pixels/inch.

You can also use **Image > Scale Image** again to change the dimensions of the image once the resolution has been set.

6. Now click on the **File** option on the menu bar, then click **Export** to save your edited image in the format specified by the publisher's **Style Guide** and in the appropriate location.

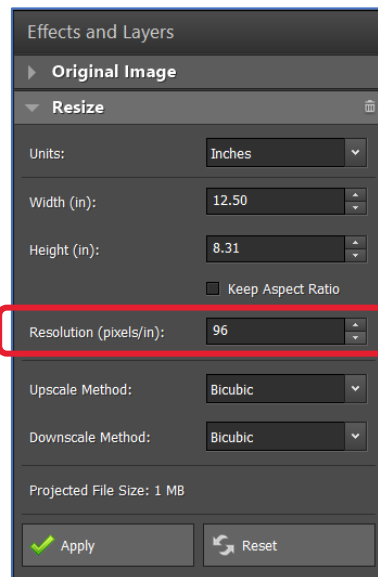
PhotoPad Photo Editing Software (Windows)

PhotoPad is a free photo editor for Windows. You can download and install it from <https://www.nchsoftware.com/photoeditor/>

1. Once downloaded and installed, open PhotoPad Image Editor.
2. Click on **Open** on the Home tab, then browse to locate the image to be resized.
3. With the image open, click on **Resolution** on the Home tab.



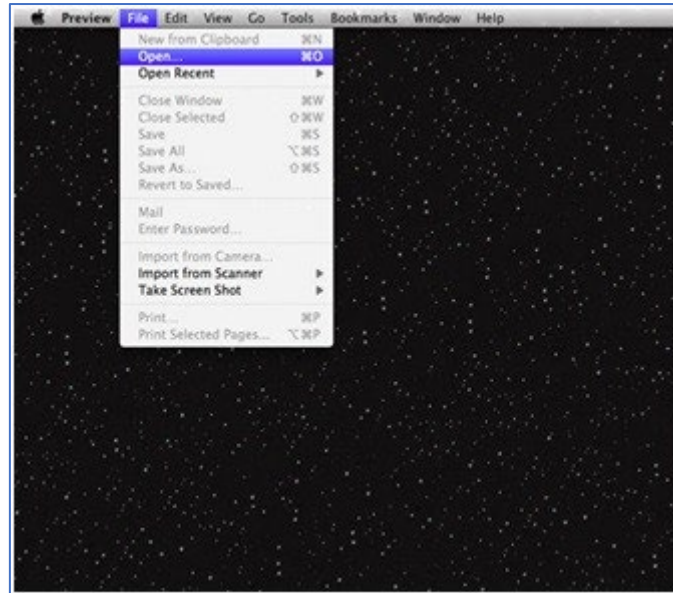
4. Change the resolution to that specified by the publisher's **Style Guide** – usually 300 pixels/inch.



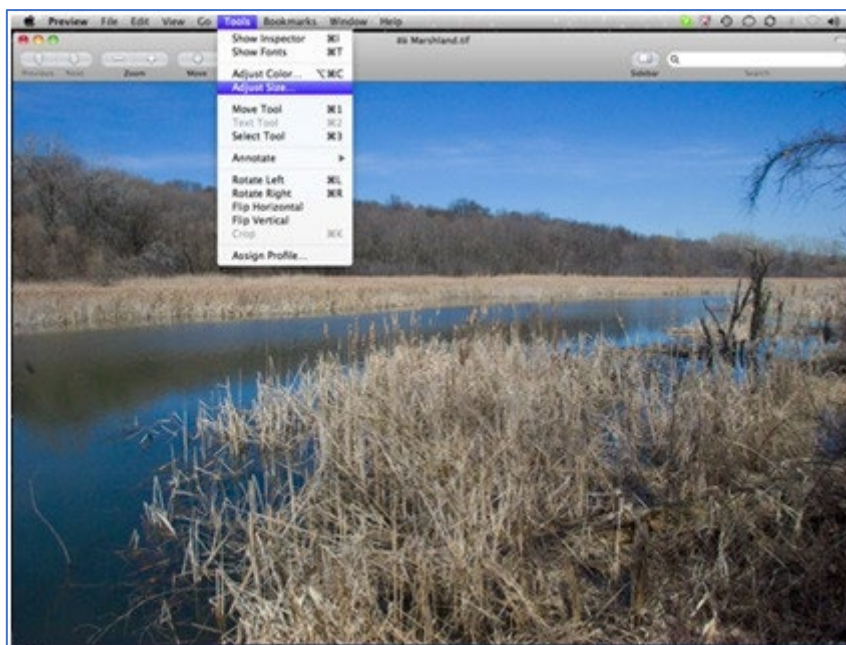
5. Click the **Apply** button. You can also change the dimensions of the image once the resolution has been set.
6. Now click on the **Save** button on the Home tab, then click **Save As...** to save your edited image in the format specified by the publisher's **Style Guide** and in the appropriate location.

Preview (Mac OS)

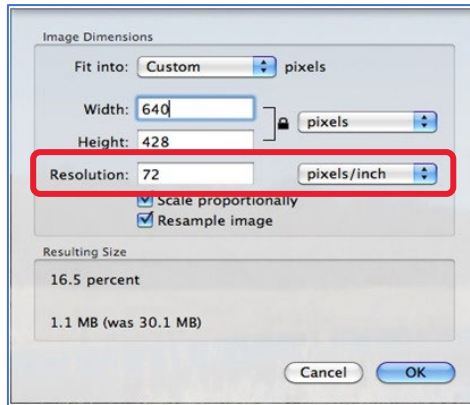
1. Go to the Application folder on Mac and open **Preview**.
2. Click on **File** on the menu bar and then click **Open...**
3. Browse to locate the image to be resized.



4. Once the image opens, click on **Tools** on the menu bar.
5. From the **Tools** menu, click on **Adjust Size**. The **Image Dimensions** dialog box is opened.

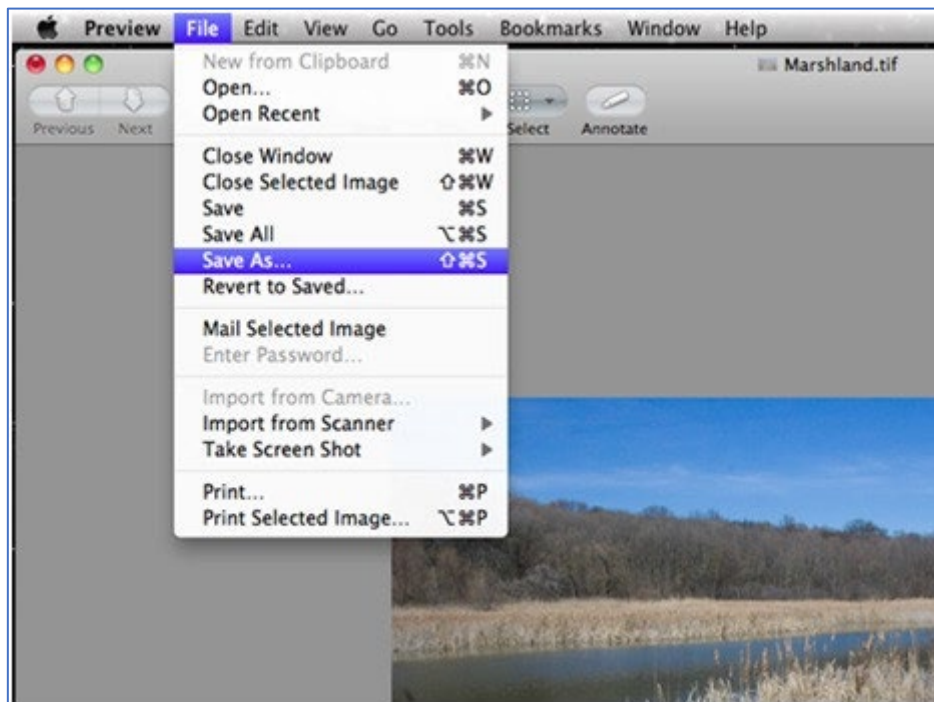


6. Change the resolution to that specified by the publisher's **Style Guide** – usually 300 pixels/inch.
7. Click **OK**.



You can also use **Tools > Adjust Size** again to change the dimensions of the image once the resolution has been set.

8. Now click on **File** on the menu bar, then click **Save as...** to save your edited image in the format specified by the publisher's **Style Guide** and in the appropriate location on your Mac.



Adobe PhotoShop (multi-platform)* **Free distribution for staff only*

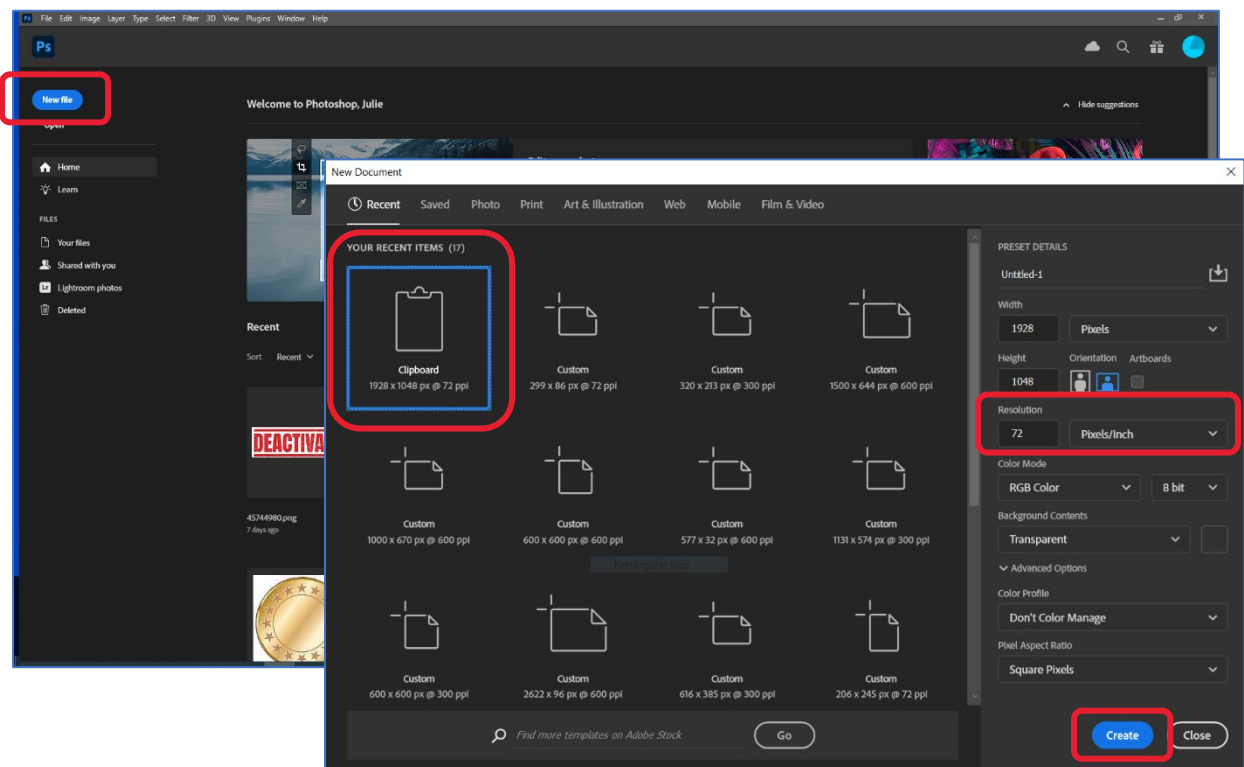
All staff who have an active staff email address with a working Griffith username and password have access to Adobe Creative Cloud suite of programs (including Adobe PhotoShop).

On a Griffith computer you can find it under **Installable Applications** on the **Start Menu**.

On a personal device, open a web browser and navigate to <https://www.adobe.com/au/>.

Select **Sign In** from the top right of screen, authenticate using your Griffith email address to get access and download the software directly.

1. Follow the instructions to download and install the software.
2. Generate your chart in Excel.
3. Select the chart and copy it to the clipboard (**Copy** or **<Ctrl>+<C>**).
4. Open Adobe PhotoShop.
5. In the **Welcome** screen, click on **New File**. (If PhotoShop is already open, click on **File** then **New**.)



6. In the **New Document** dialog box, you'll see that the option **Clipboard** is already selected. (If it's not, then you don't have anything on the Clipboard – you'll need to copy your chart again.)
7. On the right-hand side, change the **Resolution** to 300 pixels/inch then click the **Create** button. A canvas has been created that is the correct size for your chart.

8. Click **Edit** on the menu bar, then **Paste** (or press **<Ctrl>+<V>**) to paste the chart onto the canvas.
9. Click **File** on the menu bar, then **Save As...** to save your edited image in the format specified by the publisher's **Style Guide** and in the appropriate location.

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