Guide on Using Artweaver

Artweaver is a free powerful image editing program featuring many of the functions you would expect to find in high end applications like Photoshop. It is downloadable from:

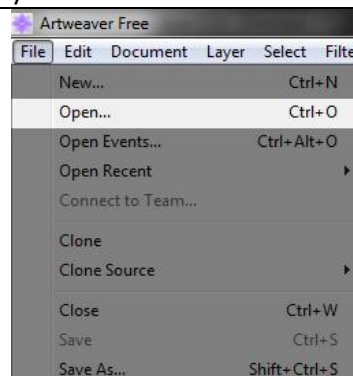https://www.artweaver.de/en/download

There is a paid for version (called the Plus Version) but for your requirements the free one is more than adequate. When it has downloaded, you need to run the installer, again this is a very simple process, just choose the default options.
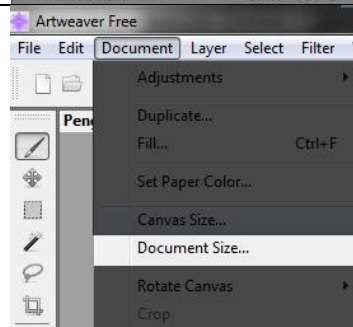
Resizing Images

In order for you to display an image on the website you may need to resize it, as it will most likely exceed the upload limit on the site. To do this you need to:

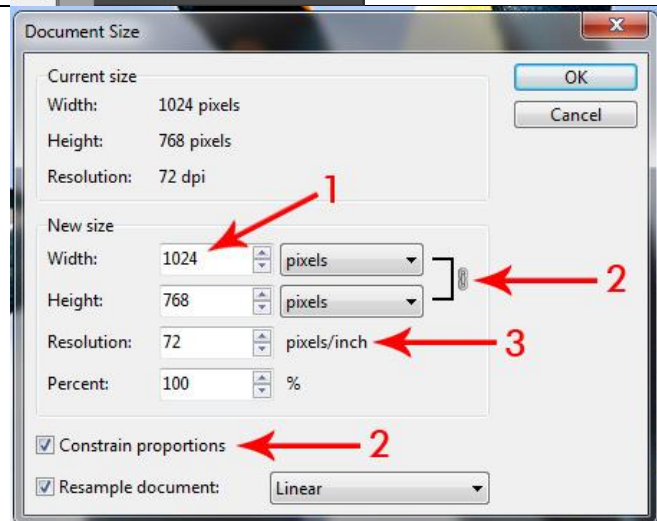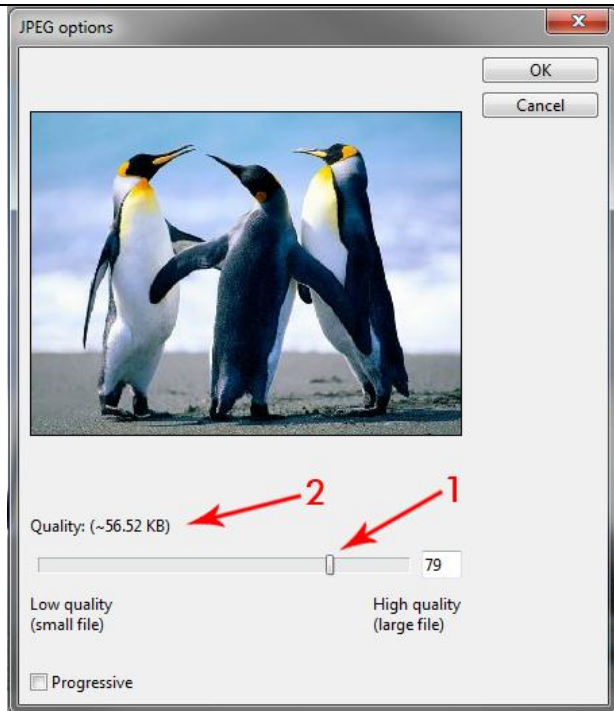|	
1. Open the photo you wish to edit. You do this by choosing File and then Open. This will open a dialogue box enabling you to find the photo on your computer.	
2. When the photo has been opened you will need to change it's size. To do this you need to go to the Document menu and choose Document Size.	
3. When the Document Size box opens you are presented with a few options. There are three things we need to check here. First is the actual size of the file. You change this to a size more in keeping with your needs. If you require the end result to be a different shape to your original then you will need to make the smallest measurement (Width or Height) the size you need and then crop the image later (See Below). Second is Constrain Proportions. This must always be set as turning it off will result in a distorted image. You will notice that the height will automatically adjust when you	

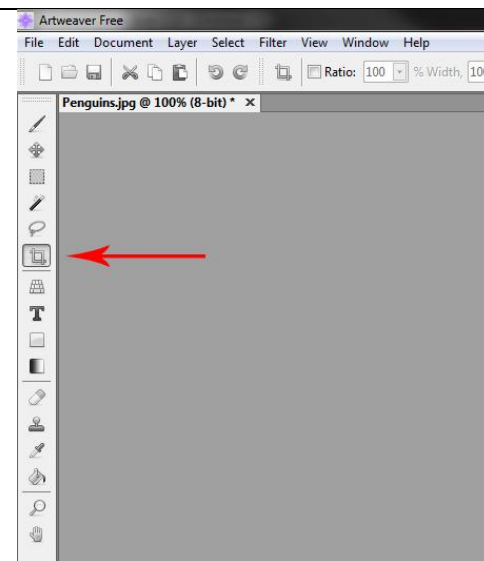|	
change the width. Finally is the Resolution, you need to set this to 72 pixels/inch for display on the website. You don't need to worry about the other things in this box as they are not relevant to you.	
4. When you have the image the correct size, you then want to save it. Click on File then choose Save As (this will allow you to choose a different name and preserve the original image). When you have decided on a name and location for your file, click on the Save button and you will get the JPEG Options box. Here there are two things of note; The Slider Bar (1) and the Quality readout (2). The Quality readout will change as you move the slider left or right. You want this readout to be 5KB under your upload limit (100KB for V4 & 5 sites, 250KB for V6). When you are happy with the size, click on OK and your file will be saved. You should now be able to upload the file.	

Cropping an Image

1. To Crop an image you need to have the image open and choose the Crop Tool from the side toolbar	

2. Move your cursor onto the image and you should see it looking like the one in the picture.	
3. Click on the image and drag your cursor down and to the right, then let go. You will now see the Crop box on your image. You don't have to be too accurate when creating the box as you can adjust it's size using the black squares in the corners and on the edges.	
4. Once you are happy with the size of the crop box, click on the Apply button on the top tool bar and save your image.	