

Add Text to a Photo, using FastStone Image Viewer

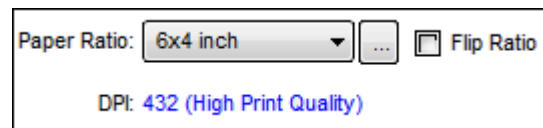
Using FastStone Image Viewer, open the photo in Full Screen view.

Step One – Crop the photo to the required Width : Height ratio.

Digital cameras typically take photos having a width : height ratio of 4:3 whereas the standard 6" x 4" print has a 3:2 ratio.

1. Move the pointer to the left edge of the window to open the Tools panel, and click on *Crop Board*.

2. Click on the *Paper Ratio* selector arrow and choose *6 x 4 inch*.



The border can now be resized by dragging the corner handles, and the selected area can be moved about the cropping window.

The width to height ratio remains at 6 x 4 no matter how you change sizes or move the frame. This ensures that your final picture will exactly fit 6 x 4 photo paper.

Observe the DPI (dots per inch) number changing as you adjust the cropping frame.

The options have been for “landscape” pictures (width greater than height).

If you want to make to make a “portrait” selection, click to place a tick in the *Flip Ratio* box.

3. When finished adjustments, click the *Crop* button (bottom, right). The cropped image will now appear in FullScreen view (but you haven't yet saved your changes).

Notes:

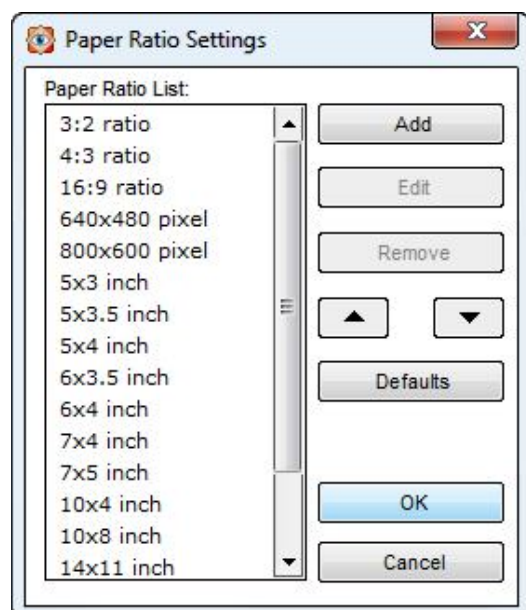
Other Paper Ratio choices function in exactly the same way. Some are repetitious.

For example, 60 x 40 cm and 3:2 ratio have the same result as 6 x 4 inch.

If you use a special size of paper that does not appear in the Paper Ratio choices, add yours to the list.

To do this, click the *Paper Ratio Settings* button beside the selector and choose *Add*.

Type the height and width into the boxes and select whether you were typing inches, centimetres, pixels or ratio. Then click *OK* to add your new entry to the list of sizes.



Step Two – Adjust the image size.

The number of pixels in an image produced by a digital camera is much greater than required for a 6” x 4” print. This can result in very large file sizes – not desirable when you will be emailing them or storing them on limited size external storage media.

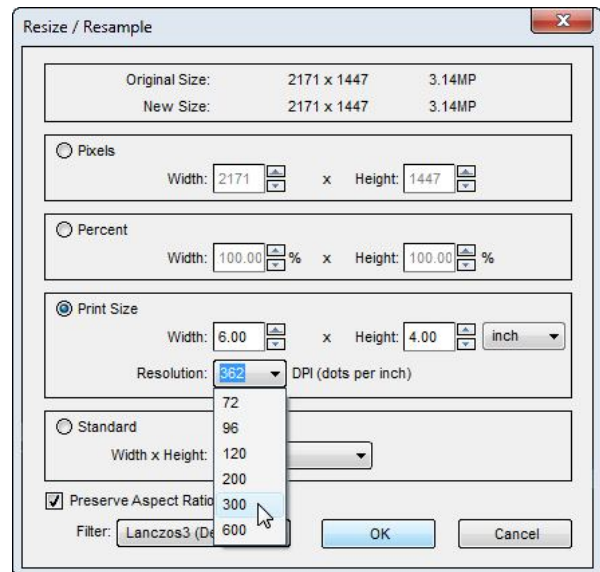
The solution is to reduce the file size so that the image will have something in the range of 250 to 300 pixels per inch.

For 300 ppi, a 6 inch width requires 1800 pixels (and 4 inches x 300 = 1800 for the height).

1. With the cropped picture in FullScreen view, go to the Tools panel and click *Resize / Resample*.
2. In the Print Size pane, click the radio button to select it. Ensure the Width setting is 6.00 and the height is 4.00. The label in the right hand end of this pane should be inch”. If not, click then down arrow and correct the setting.
3. If the resolution is 300 or lower, you don’t need to resize. Just cancel the *Resize / Resample* process.

If the resolution is higher than 300, click its down arrow and select 300.

4. Click *OK* to apply the settings and return to Full Screen view where the cropped and resized picture is displayed.
5.
 - a) Go to the Tools panel and click *Save As*.
In the *Save As* window ensure the *Save in* box is set to the folder where the edited picture is to be stored.
 - b) In the *Object name* box, give the photo a new name (thereby avoiding overwriting the original photo).
 - c) In the *Save as type* box select *JPEG.Format*.
 - d) Click *Save*.



Step Three – Add Text to the photo.

Text may be placed with a transparent background. This is useful when there is a plain area on the photo that is suitable for the text.

Text may be placed with a coloured background, with or without a border colour.

Coloured backgrounds can have cartoon like “call-outs” pointing to an object in the image.

Font styles, sizes and colours are selectable, just as with a word processing program.

1. Have the cropped and resized image displayed in Full Screen view.
On the Tools panel, click on *Draw Board* to open it.

2. The image may be displayed in either of two sizes:

1:1 size – 1 picture pixel = 1 pixel on the screen.

This often results in a huge display that is unworkable for text editing.

Fit – The image is adjusted to neatly fit into the size of the computer screen.

This is best when you are adding text.

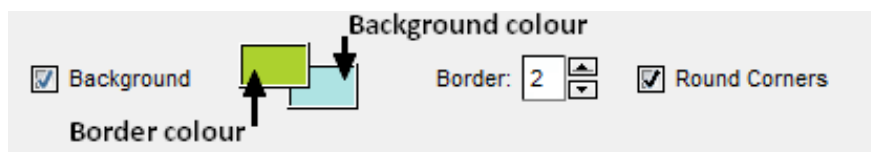


On the Toolbar (left side) click to select the *Fit* button.

3. On the Toolbar click the *Text* button. The pointer becomes a cross.
Move the pointer to where the text is to go. Hold down the left mouse button and drag diagonally to form a rectangle. Release the mouse button.

The rectangle is indicated by handles on its sides and corners and a Text toolbar appears in the upper right of the picture. A text cursor is blinking inside the rectangle.

4. Choose a text colour, text style and text size.
Suggestion: start with size 72. The printed photo will be only 6 x 4 inches.
Type the text without worrying about size or position of the text area.
Click outside the rectangle to deselect it, and then study the result.
5. Click inside the area to regain the handles.
Adjust the length, height and position of the rectangle.
6. Change the size, colour and style of the text. It is necessary to double-click inside the rectangle to return to text-editing mode and to highlight the text before you can make these changes. Again click outside the area to see the result.
7. Now add a plain background to the area. First click inside it to get back the handles.
At bottom-left, click to place a tick in the box labelled *Background*.



Click in the *Background colour* patch and choose a suitable colour.

Click in the *Border colour* box and choose a colour.

Set the thickness of the border. (*Zero* makes the text area borderless.)
If you want rounded corners on the text area, tick the *Round Corners* box.

8. Text areas that background colours can also have “callouts” – pointers as in cartoons indicating a person speaking or pointing to an item being described by the text.

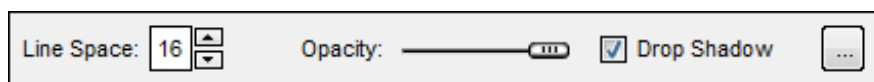
To create a callout, first make a rectangle and give it a back ground and maybe a border. Locate a green diamond on the edge of the rectangle and drag it out to form a narrow triangle.

The base of the triangle flicks automatically around the rectangle as you drag the pointed end to its best position.

Each rectangle starts with two green diamonds, and so can have two callouts.



9. The vertical space between lines of text can be adjusted with the *Line Space* setting.
10. The opacity of text and backgrounds can be controlled with the opacity slider, allowing more or less of the underlying image to be seen.
11. A Drop Shadow can be set for the text and the border of the text area.
To adjust the darkness of the shadow and the offset from the text, click the button at the right hand end of the toolbar.



12. When the text placement is complete, click OK.

Back in FullScreen view go to *Save As* (on the tool panel that pops up on left) and save the completed picture.

Note: On the Draw Board toolbar there is a special button for making callouts in a variety of pre-set shapes. These shapes can be distorted as you require, but the attached pointer or line of dots is fixed in place. Background, border and drop shadow are adjustable.

You may prefer to use the pre-set shapes instead of the adjustable ones described above.

These notes were written for FastStone Image Viewer version 4.6.

John Whalley 25th October 2011.