


Guide to obtaining an image for use as an e-form background:

1. Scan your form at 300dpi, using the grayscale setting.
 - here's an example of a typical scanned image. Note that it's a bit rotated, the background is a bit grayish, the text is not pure black, and there's an office stamp in the bottom right corner.


fraserhealth
 FRASER HEALTH

MSA GENERAL HOSPITAL
 2179 McCallum Road
 Abbotsford, B.C. V2S 3P1

PATHOLOGY
 Tel. 604-870-7488 Fax 604-854-2185

FRASER VALLEY AREA LAB SERVICES

PATHOLOGY TISSUE REQUISITION

ADDRESSOGRAPH AREA

PLEASE PRINT LEGIBLY

Patient's Name:

SURNAME

GIVEN NAMES

Patient's PHN #:

D M Y

Date of Birth:

D M Y

Sex: ☐ M ☐ F

Date of Biopsy:

/ /

Doctor:

Doctor Copies To:

FOR LAB BARCODE

ACCESSION NUMBER

Address:

City:

Province:

Postal Code:

Telephone:

How long have you lived at the above address?

Have you ever been a patient at M.S.A. Hospital in the past?

☐ No ☐ Yes when?

HISTORY AND CLINICAL DIAGNOSIS:

SPECIMEN LIST:

1. _____
2. _____
3. _____
4. _____

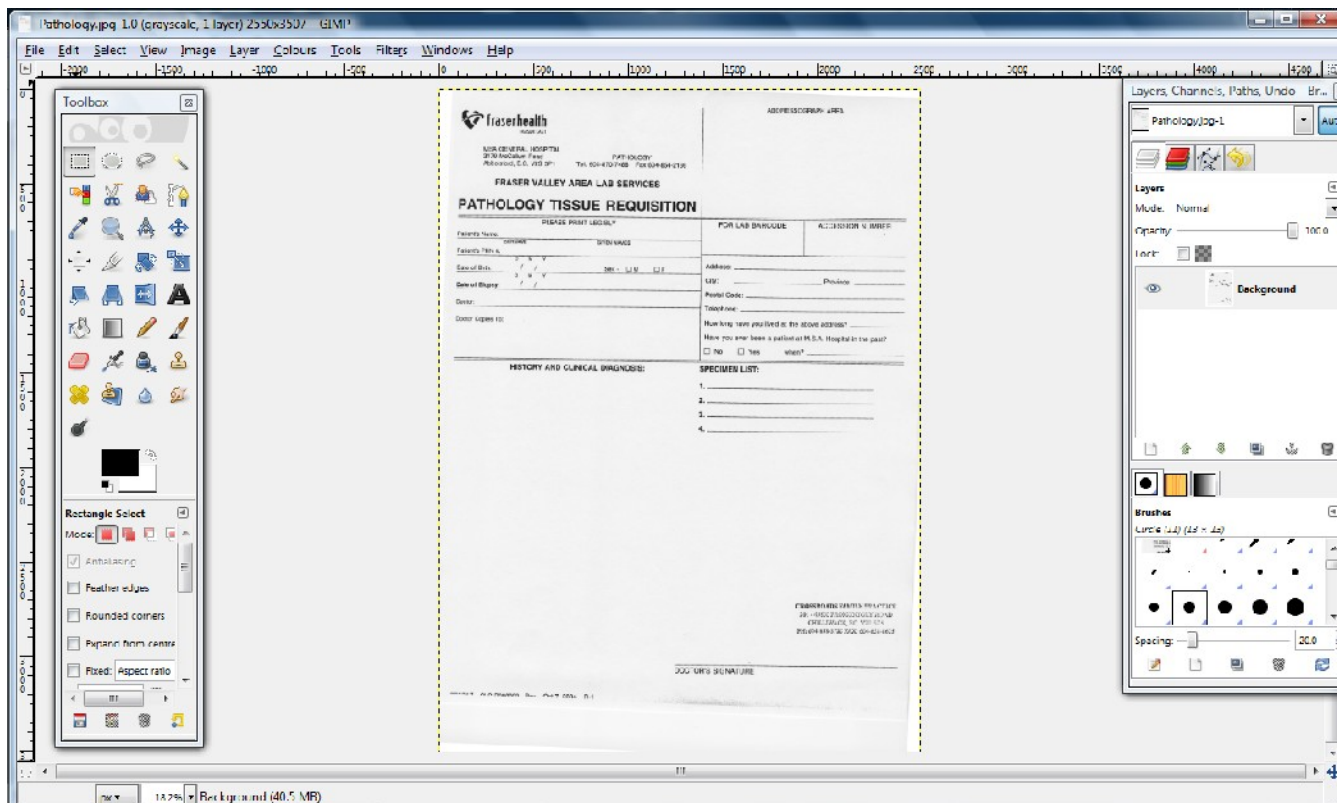
CROSSROADS FAMILY PRACTICE
 20 - 6500 HURONTARIO ROAD
 CHILLIWACK, BC V6P 5V7
 PH: 604 855-8745 FAX: 604-855-8625

DOCTOR'S SIGNATURE

FORM 17 - 01-01-0000 Rev. Oct 7 2004 B-1

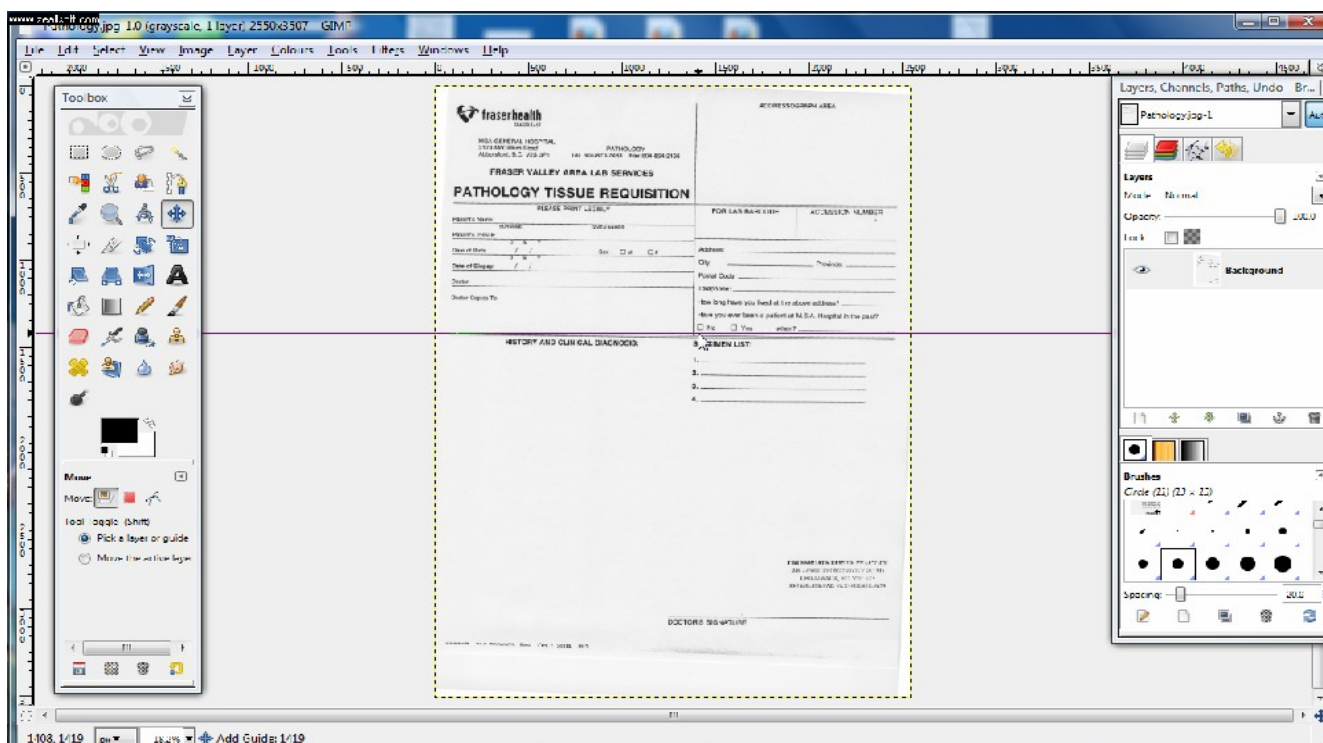
2. Open up the image in an image editing program. You can download the open source GIMP for free at “<http://www.gimp.org>

- open up the image in GIMP

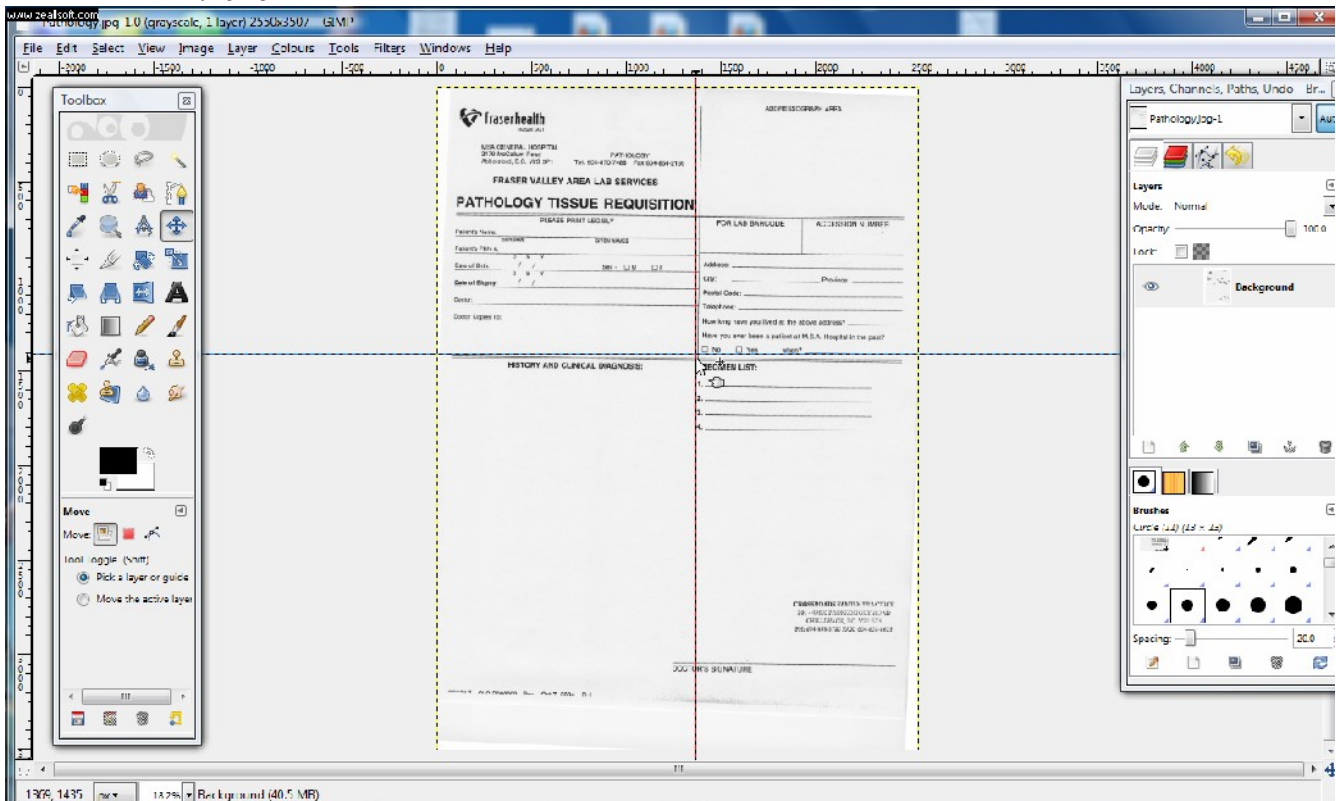


3. Let's straighten up the image.

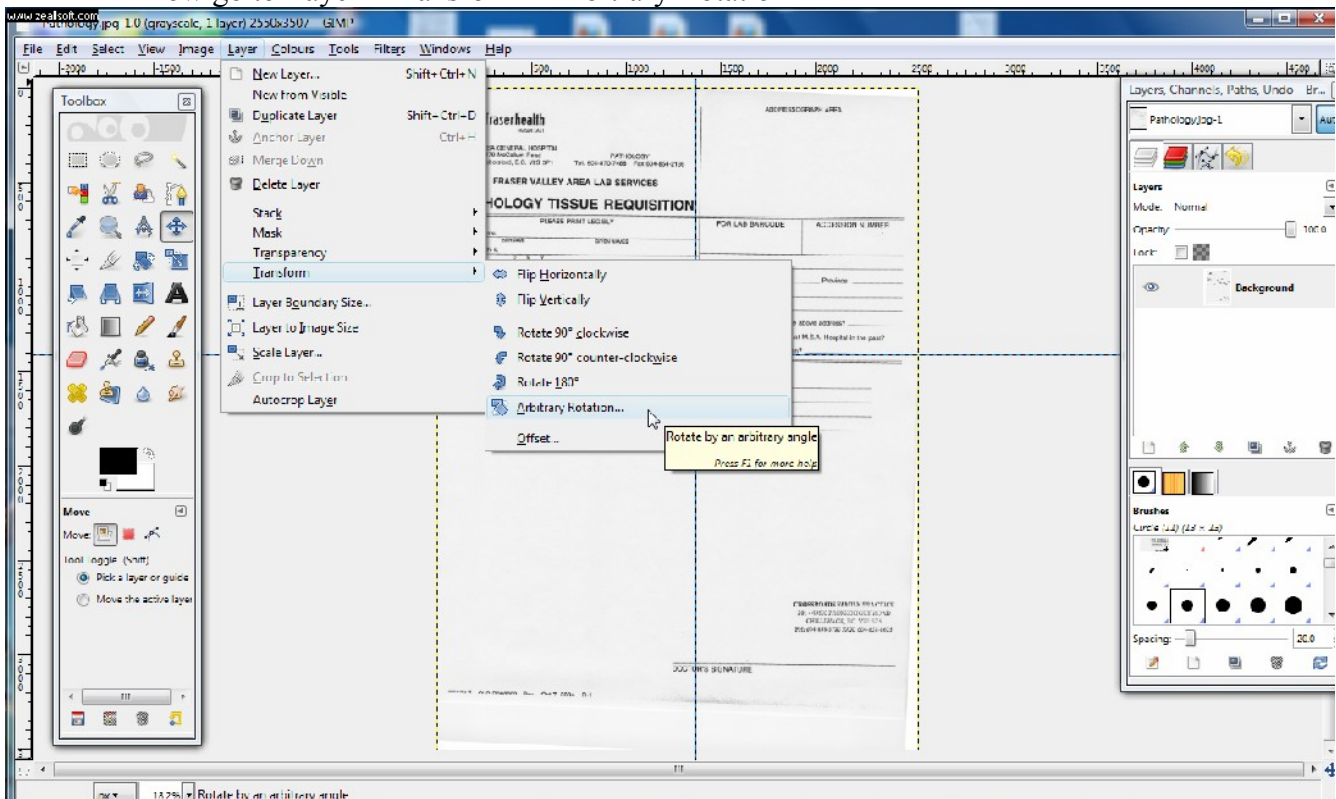
- We'll need to add in a vertical and a horizontal guideline as reference
 - click on top ruler, and drag a guideline down to line up with a horizontal line on the form



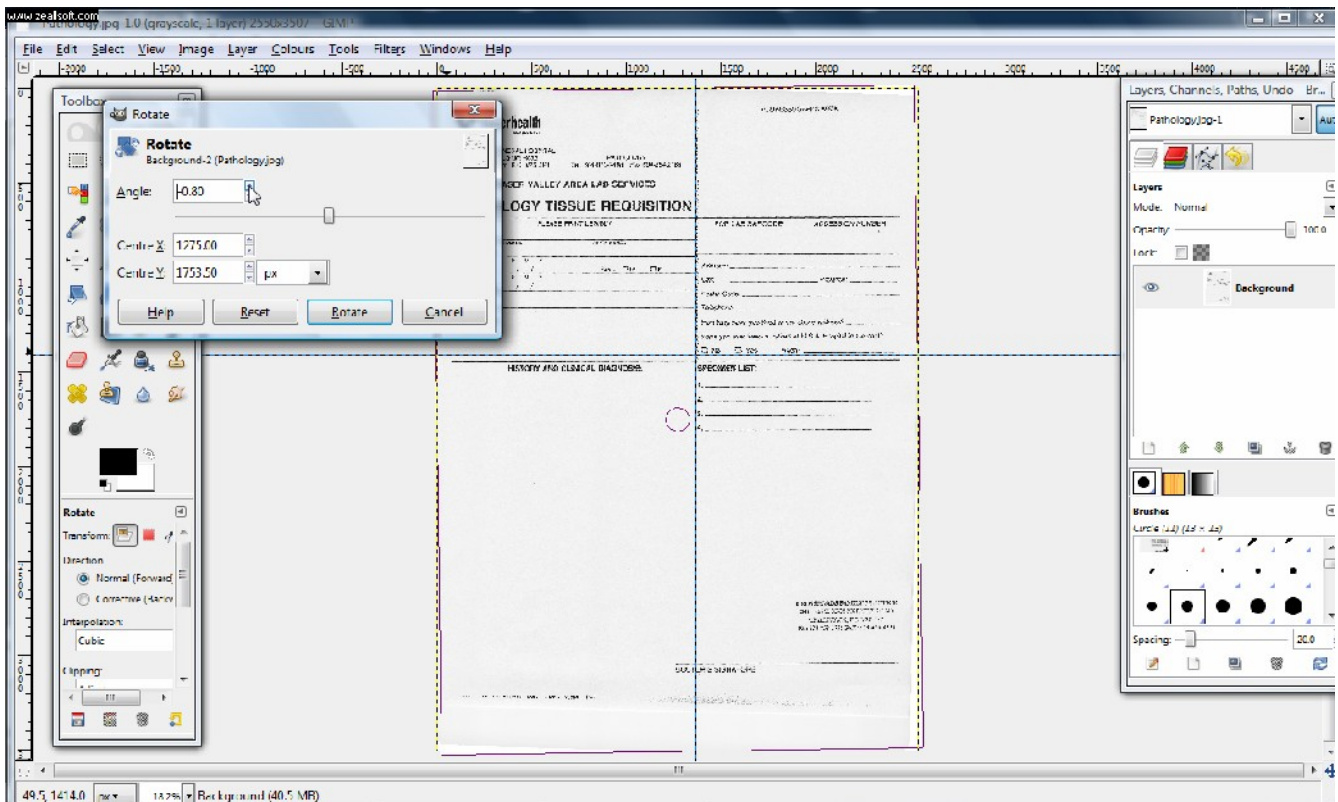
- click on the left ruler and drag a guideline to the right to line up with a vertical line on the form



- now go to Layer->Transform->Arbitrary Rotation



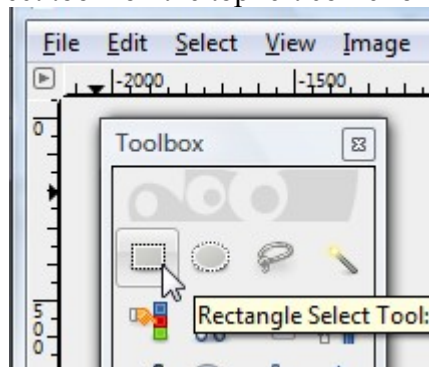
- increase or decrease the angle so that the form looks straight



- Click on “Rotate” to finalize the rotation
- Go to “View”, de-select “Show Guides” to hide the guidelines

4. Crop the image to the appropriate size

- crop the image to get rid of the margins of the page
- select the “rectangle select tool” on the top left corner of the “Toolbox”



- drag out a rectangle around the contents of the form

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MSA GENERAL HOSPITAL
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Abbotsford, B.C. V2S 3P1
Tel: 604-670-7488 Fax: 604-654-2166

PATHOLOGY
FRASER VALLEY AREA LAB SERVICES

PATHOLOGY TISSUE REQUISITION

PLEASE PRINT LEGIBLY

Patient's Name: SURNAME GIVEN NAMES

Patient's PHN #: / /

Date of Birth: / / Sex: ☐ M ☐ F

Address: / /

City: / Province: /

Postal Code: /

Telephone: /

Doctor: /

Doctor Copies To: /

HISTORY AND CLINICAL DIAGNOSIS:

SPECIMEN LIST:

1. /

2. /

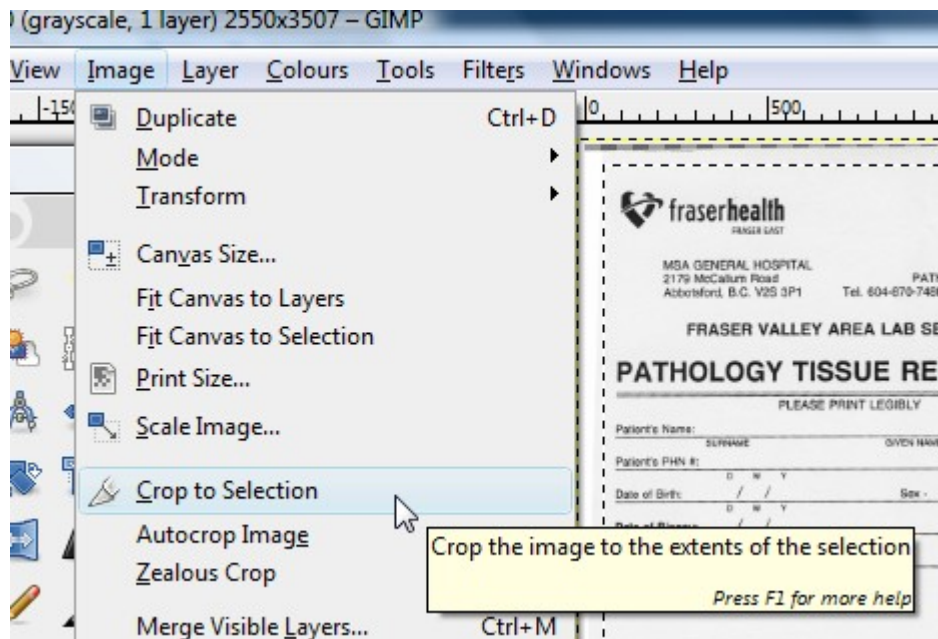
3. /

4. /

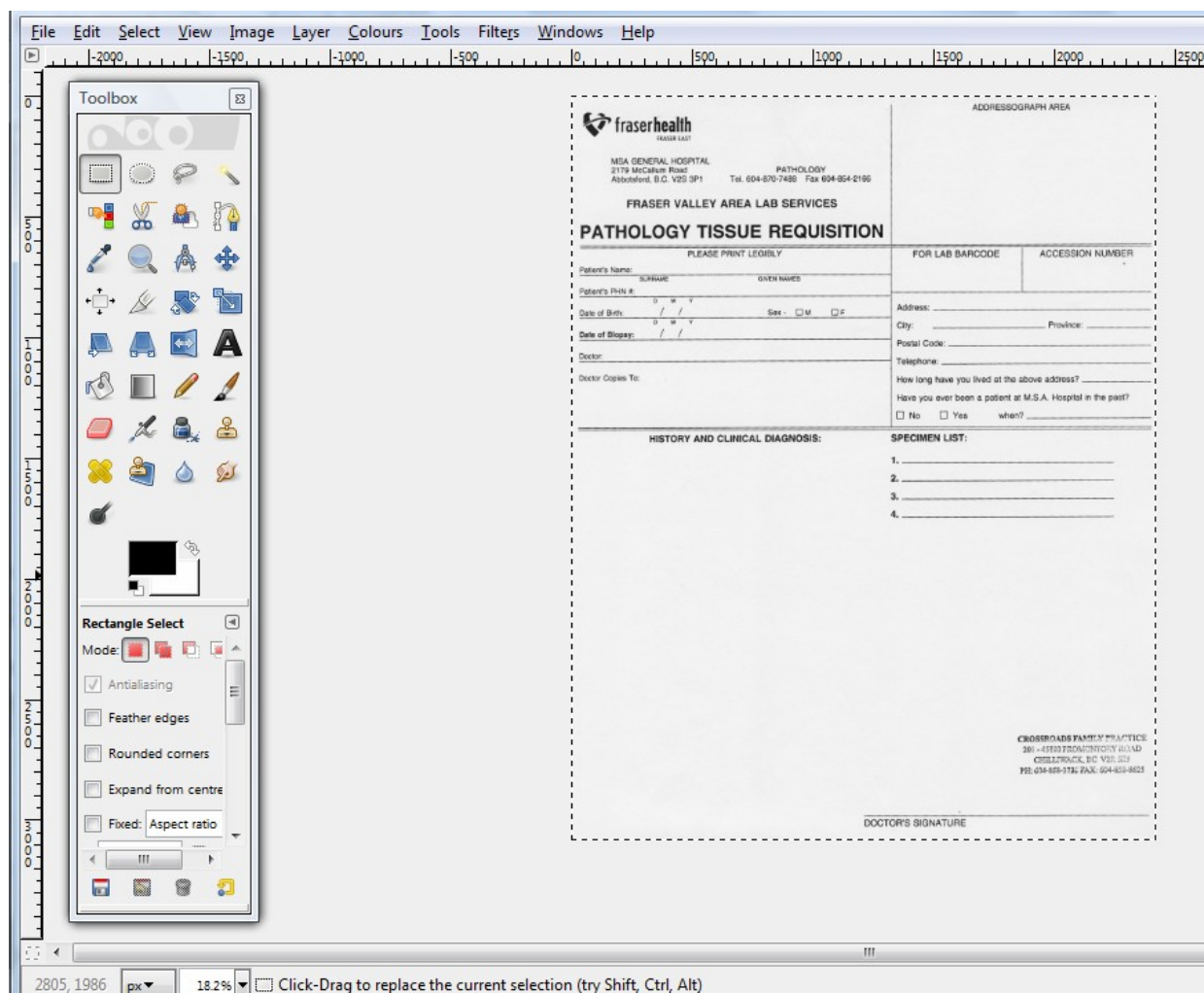
DOCTOR'S SIGNATURE

CROSSROADS FAMILY PRACTICE
201 - 6500 220th Street
Chilliwack, B.C. V2M 5G3
PH: 604-855-0776 FAX: 604-855-8823

- go to Image -> Crop to Selection

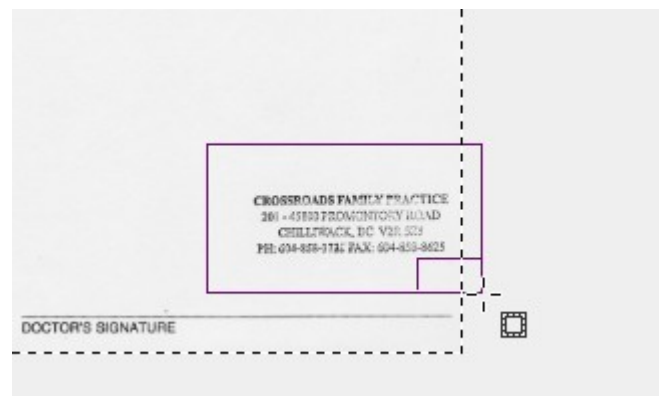


- Now you've got a correctly rotated and cropped image

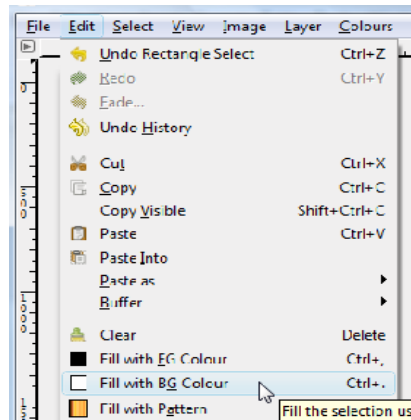


5. Get rid of unwanted stamps/writing/etc.

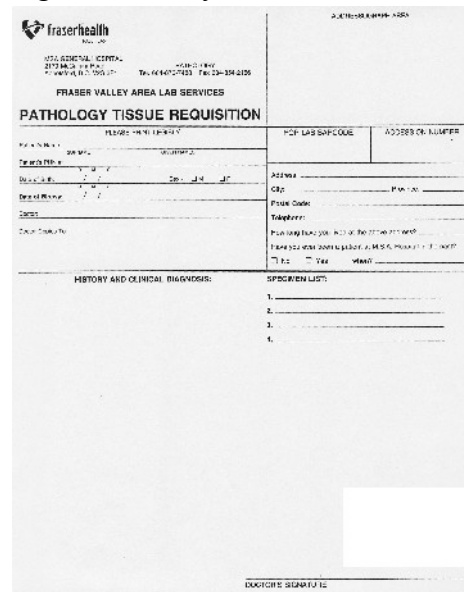
- using the rectangle select tool, drag out a rectangle around the office stamp in the bottom right corner



- go to Edit -> Fill with BG colour (assuming you have selected white as your background colour)



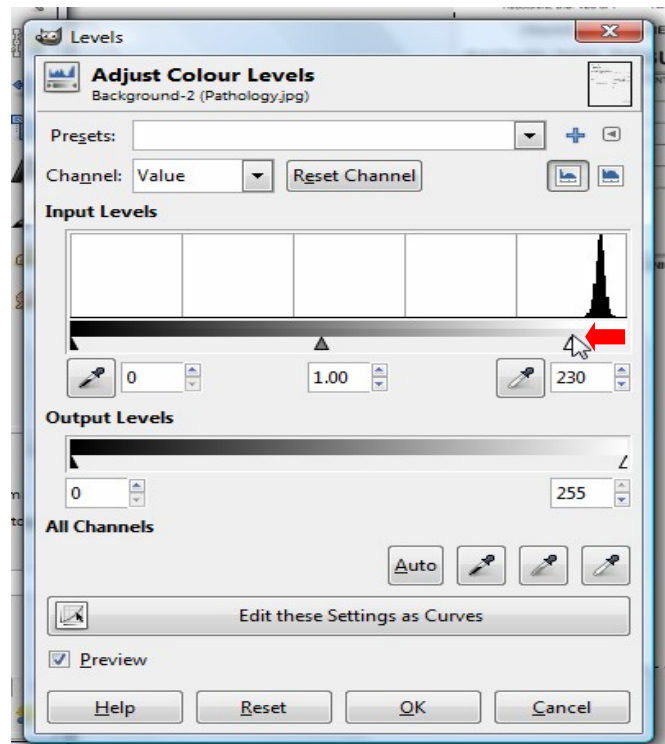
- Now you'll have an image that's fairly clean.



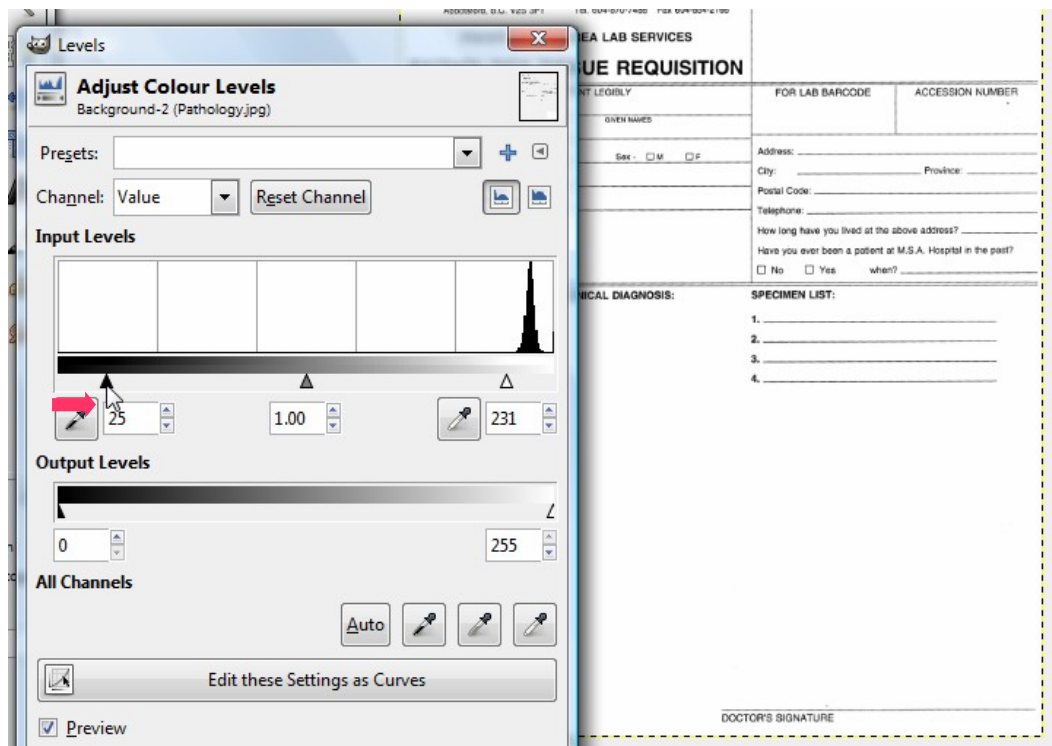
6. Adjust the colours of the page
 - If you print out the image now, you'll see the background is a bit grayish looking. Note that the area where we have deleted the office stamp is whiter than the rest of the background.
 - You'll want to make the whites whiter, and the blacks blacker.
 - go to Colours -> Levels




- You'll see a histogram. There's a peak on this histogram's right, this represents all the light grey colour of the background.



- Drag the white triangle from the extreme right of the histogram to just to the left of the peak (see red arrow). This will whiten the background areas.
- Drag the black triangle from the extreme left of the histogram to the right a little. This will darken the black text. Click OK to apply the colour changes.

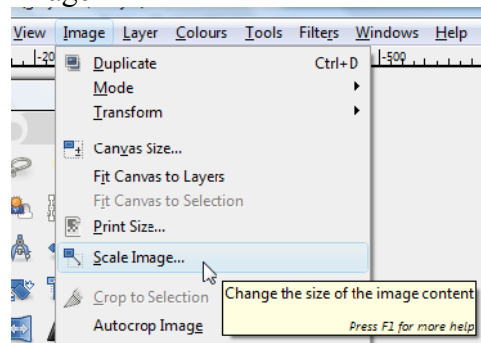


- There! The image looks pretty good now.

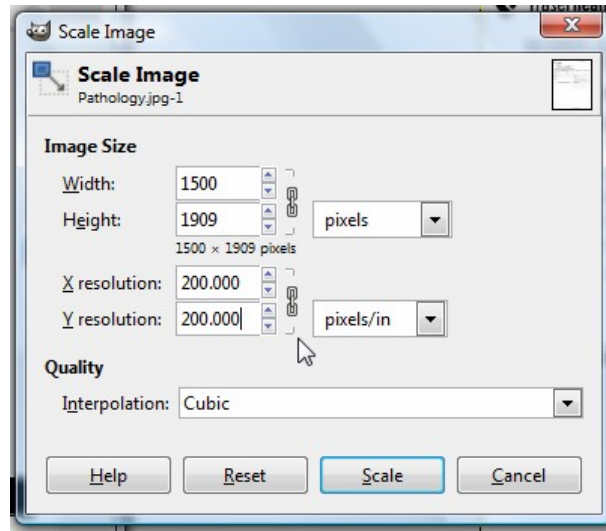
 fraserhealth <small>FRASER HEALTH</small>		ADDRESSOGRAPH ARFA	
MSA GENERAL HOSPITAL 2179 McCallum Road Abbotsford, B.C. V6G 3P1		PATHOLOGY Tel. 604-672-7488 Fax 604-654-2168	
FRASER VALLEY AREA LAB SERVICES			
PATHOLOGY TISSUE REQUISITION			
PLEASE PRINT LEGIBLY			
Patient's Name:		FOR LAB BARCODE	
SURNAME GIVEN NAMES		ACCESSION NUMBER	
Patient's PHN #:			
Date of Birth: D W Y		Address: _____	
Sex - <input type="checkbox"/> M <input type="checkbox"/> F		City: _____ Province: _____	
Date of Biopsy: / /		Postal Code: _____	
Doctor:		Telephone: _____	
Doctor Copies To:		How long have you lived at the above address? _____	
		Have you ever been a patient at M.S.A. Hospital in the past?	
		<input type="checkbox"/> No <input type="checkbox"/> Yes when? _____	
HISTORY AND CLINICAL DIAGNOSIS:		SPECIMEN LIST:	
		1. _____	
		2. _____	
		3. _____	
		4. _____	
DOCTOR'S SIGNATURE _____			

7. Resizing the image

- The size of the image at this time is still very big
- I usually reduce the width of the image to 1500 pixels. When this image is loaded into the browser as a part of the e-form, this gets scaled down by half to 750 pixels. Assuming that you're printing on a 8.5in by 11in US letter size paper, and that you have approximately 0.5in border on either side, you'll have 1500 pixels to print to a width of 7.5 inches, or about 200 pixels per inch. This should be enough for a sharp printout.
- If the form is in landscape orientation, I resize the width to 2000 pixels. Similarly, this gets scaled down to 1000 pixels on the e-form. Printing 2000 pixels over 10 inches (0.5in border), also gives 200 pixels per inch.
- Go to Image -> Scale Image

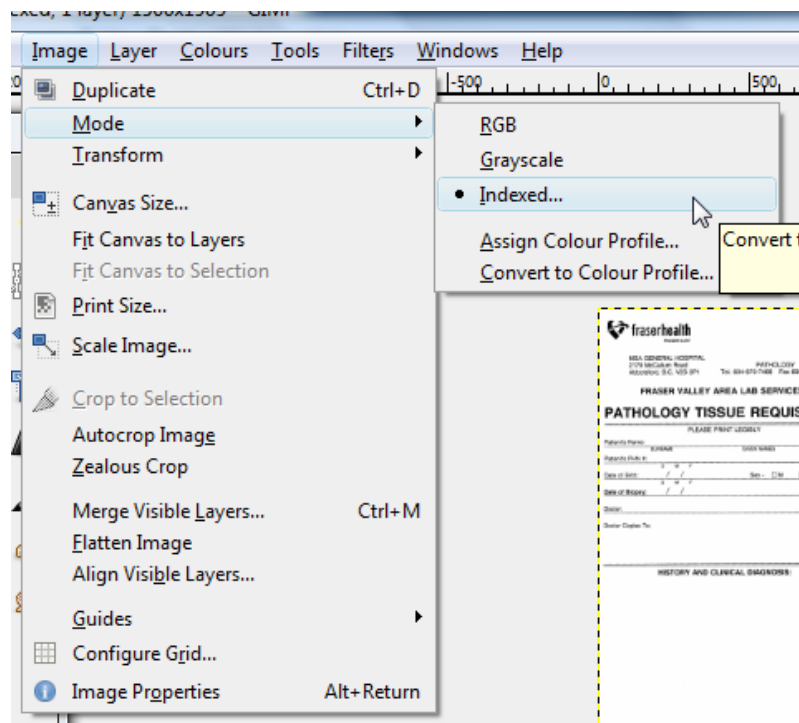


- Change the width to 1500 pixels, then click on the “link symbol” on the right or inside the Height input box to update the height size. Change the X resolution and Y resolution to 200 pixels/in. You can leave the interpolation at “Cubic”. Click on “Scale” to apply the changes.

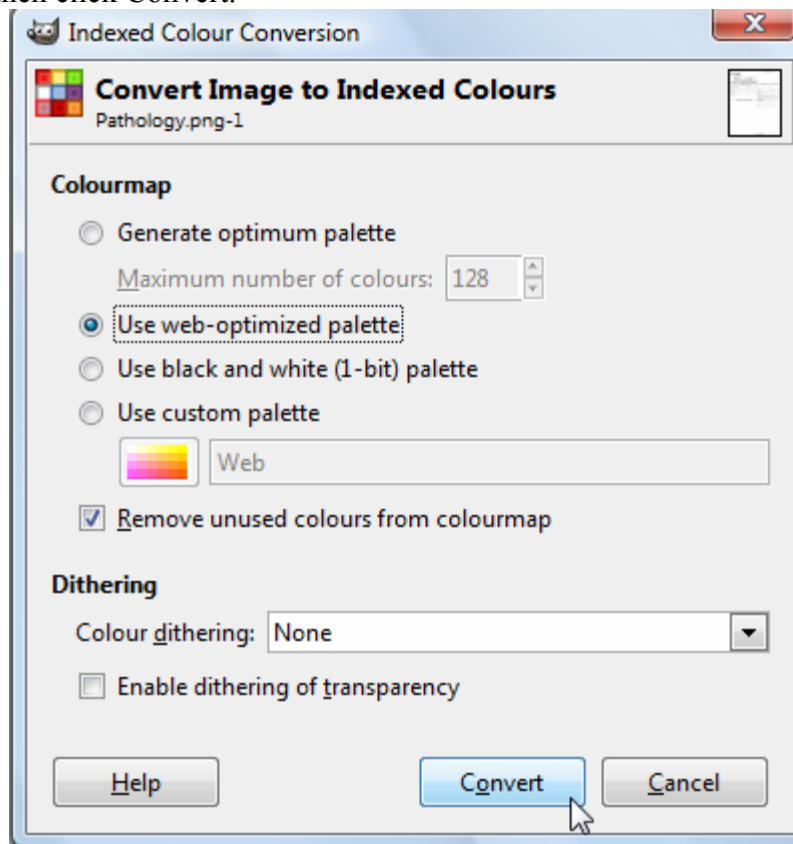


8. Reducing the number of colours

- currently the image is in Grayscale mode, we can reduce the number of colours to reduce the file size.
- one way of achieving this is by changing the colour mode to indexed mode.
- Got to Image -> Mode -> Indexed

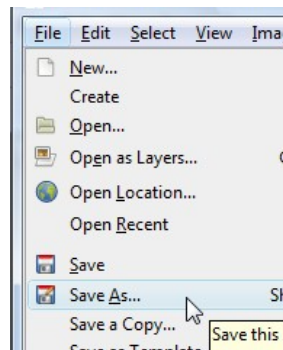


- in the conversion dialog box, select web-optimized palette, remove unused colours from colourmap, then click Convert.

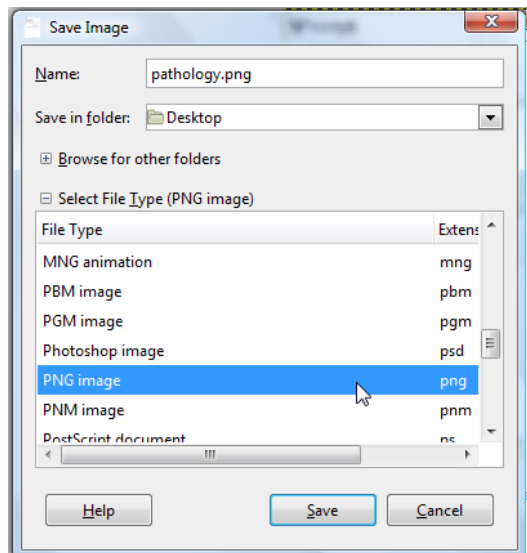


9. Saving the image

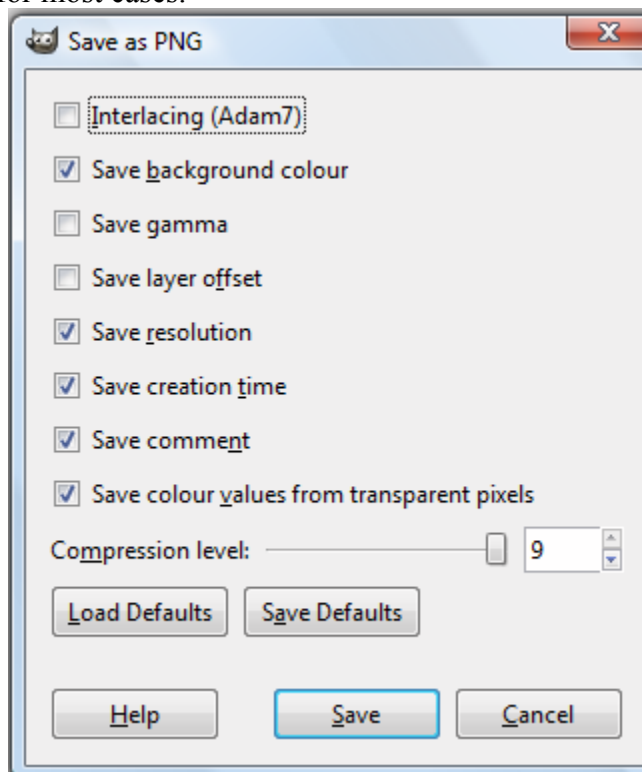
- Go to File -> Save as



- Type in a name for the image, select the destination folder. Click on the “+” sign beside the “Select File Type”



- For the file type, you can use jpeg, gif, or png files. I usually use png files.
- In the png saving dialog, leaving the interlacing off may make the image sharper.
- You can experiment with the compression level, the higher the number, the smaller the file size. 9 works for most cases.



- Click Save, and you're done!