

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

1. Scan you form at 300dpi, using the grayscale setting.
 - here's an example 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
HEALTH

MSA GENERAL HOSPITAL
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Abbotsford, B.C. V2S 3P1

PATHOLOGY
Tel. 604-870-7488 Fax 604-854-2186

FRASER VALLEY AREA LAB SERVICES

PATHOLOGY TISSUE REQUISITION

ADDRESSOGRAPH AREA

PLEASE PRINT LEGIBLY

Patient's Name: SURNAME GIVEN NAMES

Patient's PHN #: _____

Date of Birth: / / 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. _____

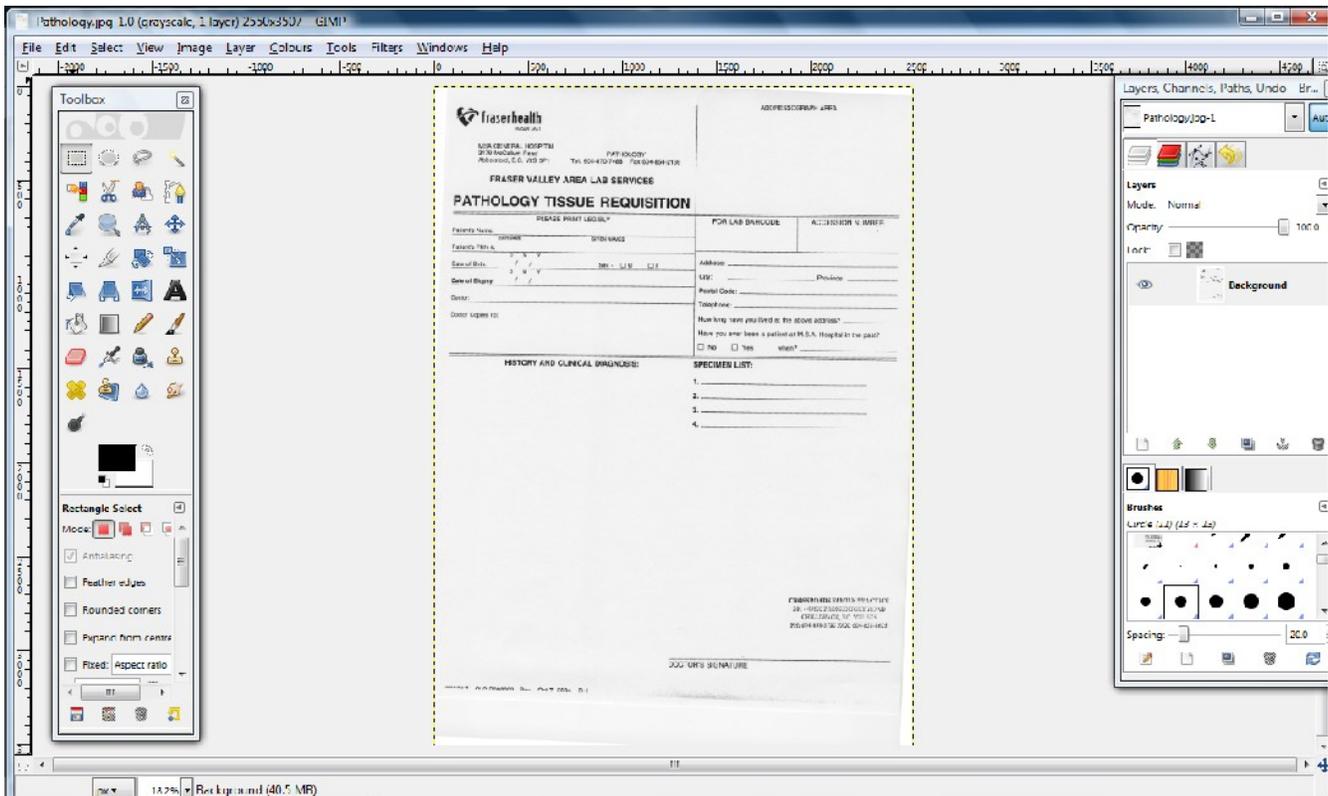
CROSSROADS FAMILY PRACTICE
20' - 4280 PROMONTORY ROAD
CHELLYWACK, BC V2S 3T4
PH: 604 856-4722 FAX: 604-813-9623

DOCTOR'S SIGNATURE _____

FORM 100-100000-000 Rev. Oct 7 2004 B-1

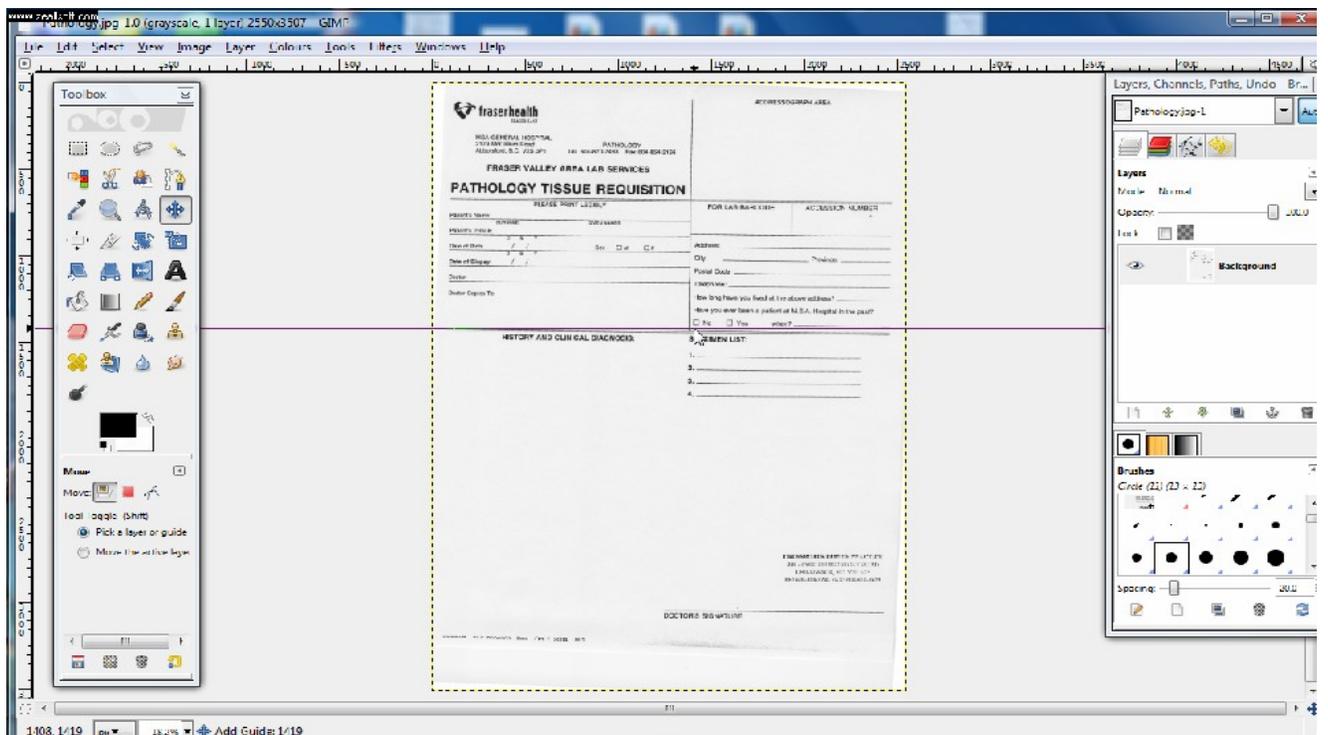
2. Open up the image in an image editing program. You can download the open source GIMP for free at "<http://www.gimp.org>

- open up the image in GIMP

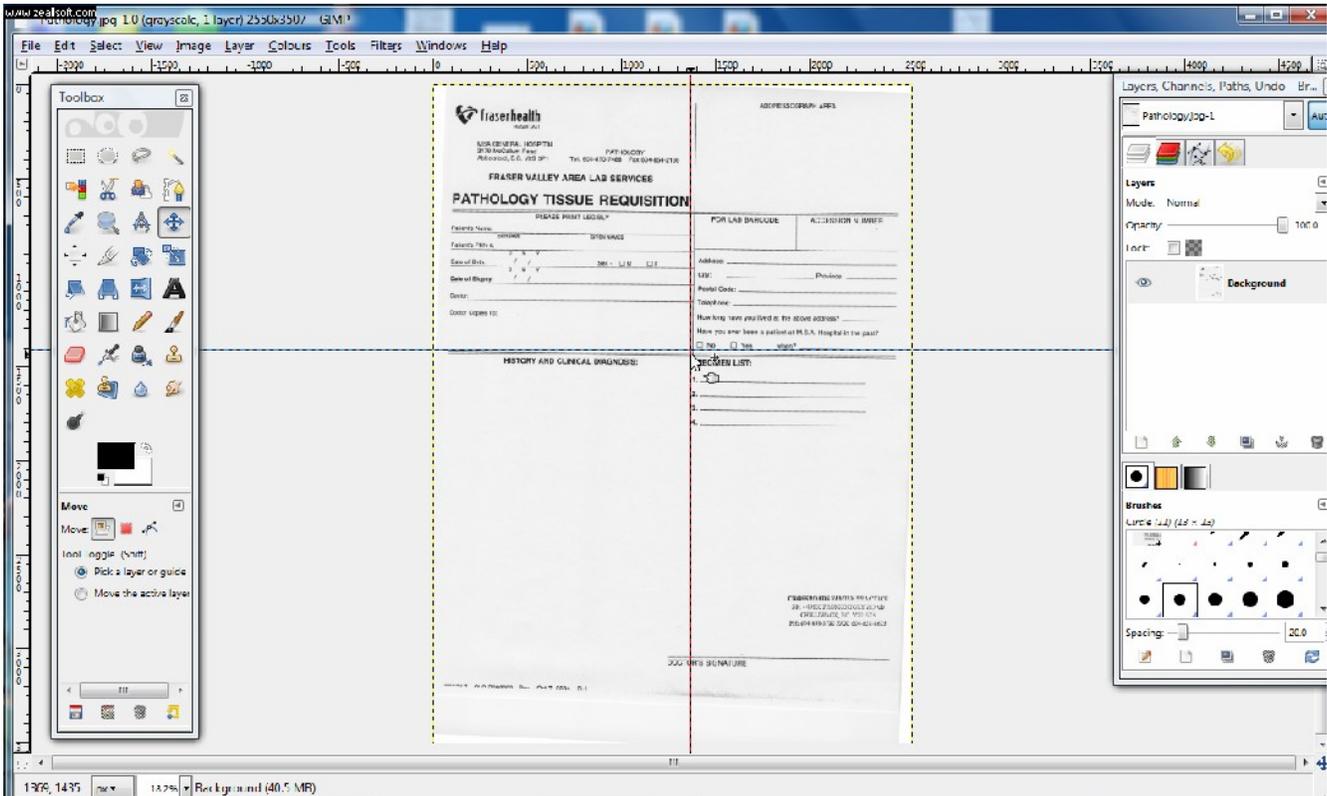


3. Let's straighten up the image.

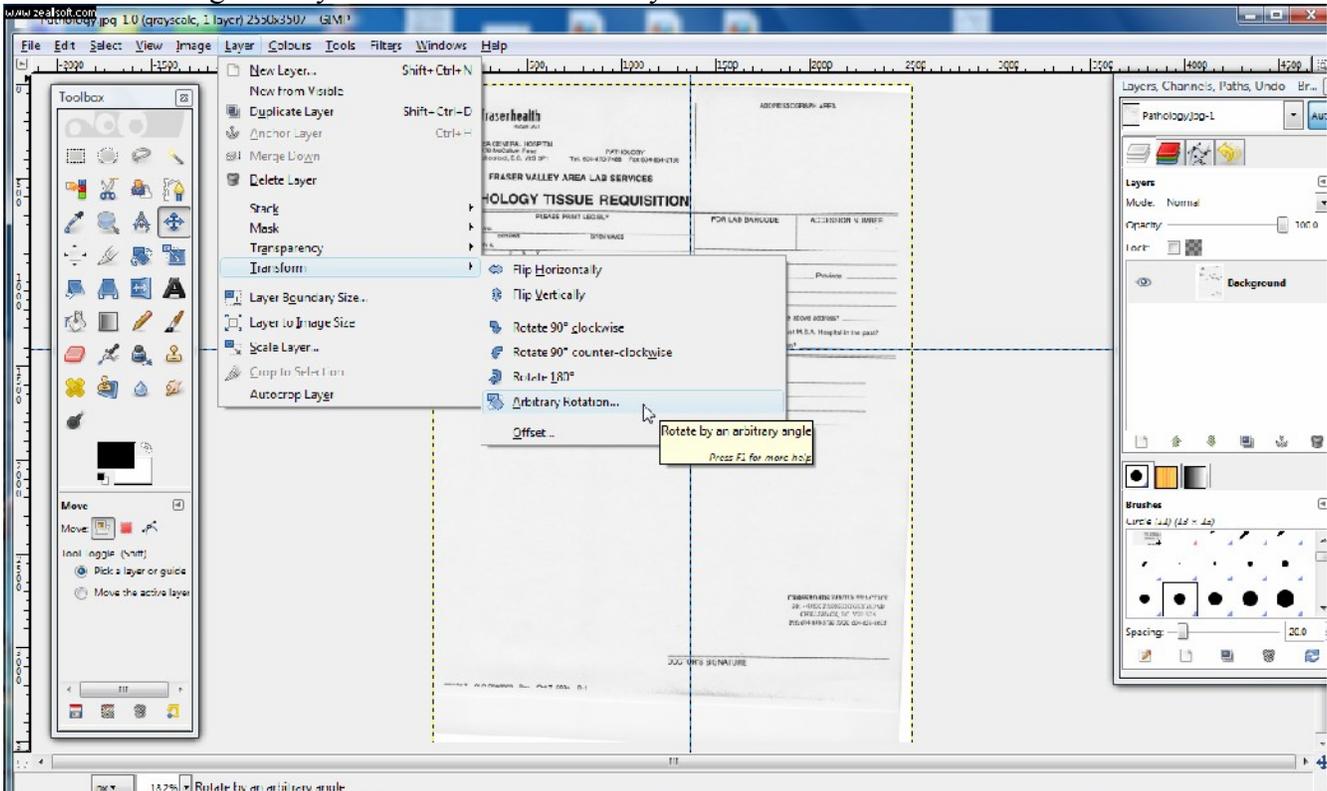
- We'll need to add in a vertical and a horizontal guideline as reference
 - click on top ruler, and drag a guideline down to line up with a horizontal line on the form



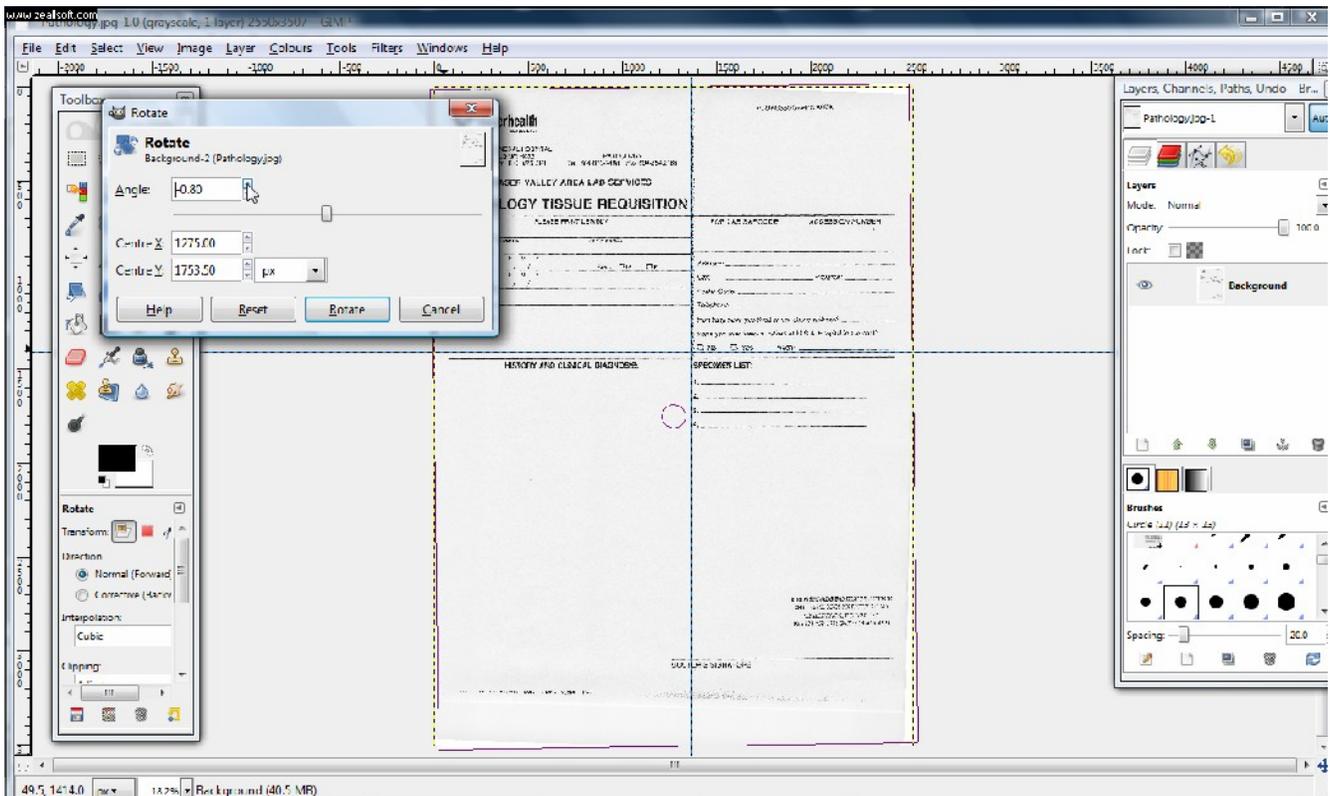
- click on the left ruler and drag a guideline to the right to line up with a vertical line on the form



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



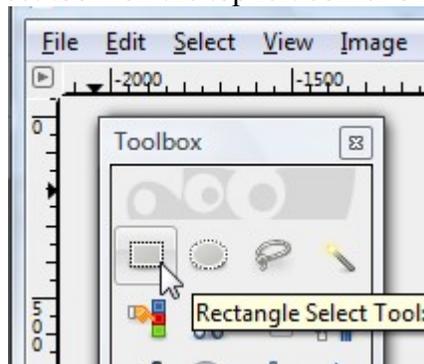
- increase or decrease the angle so that the form looks straight



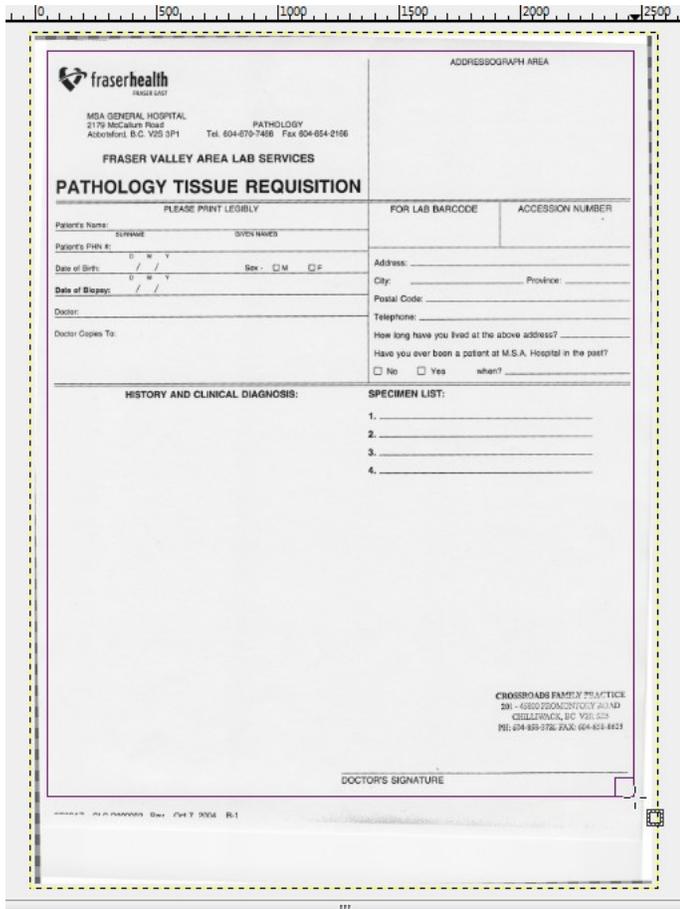
- Click on “Rotate” to finalize the rotation
- Go to “View”, de-select “Show Guides” to hide the guidelines

4. Crop the image to the appropriate size

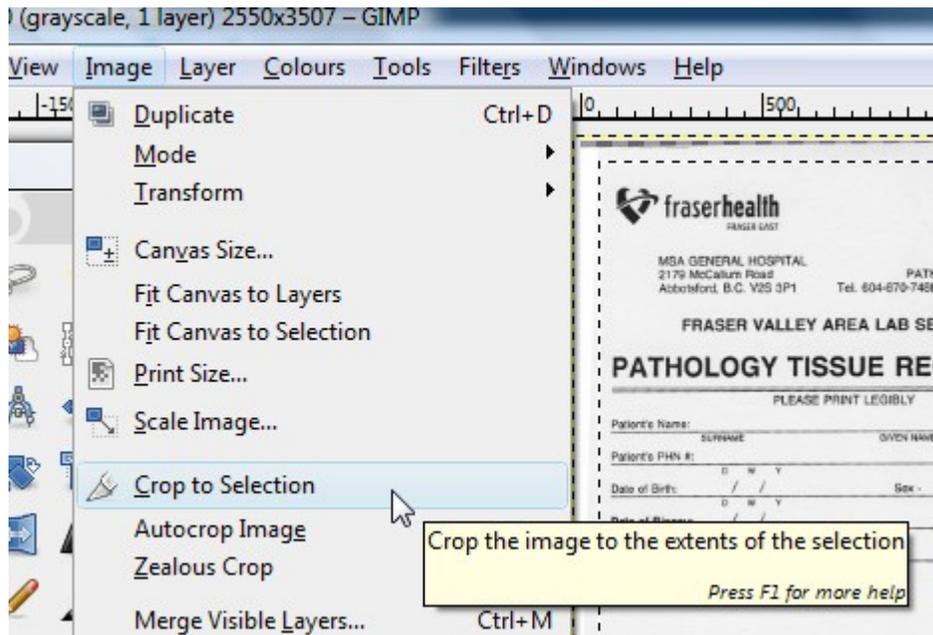
- crop the image to get rid of the margins of the page
- select the “rectangle select tool” on the top left corner of the “Toolbox”



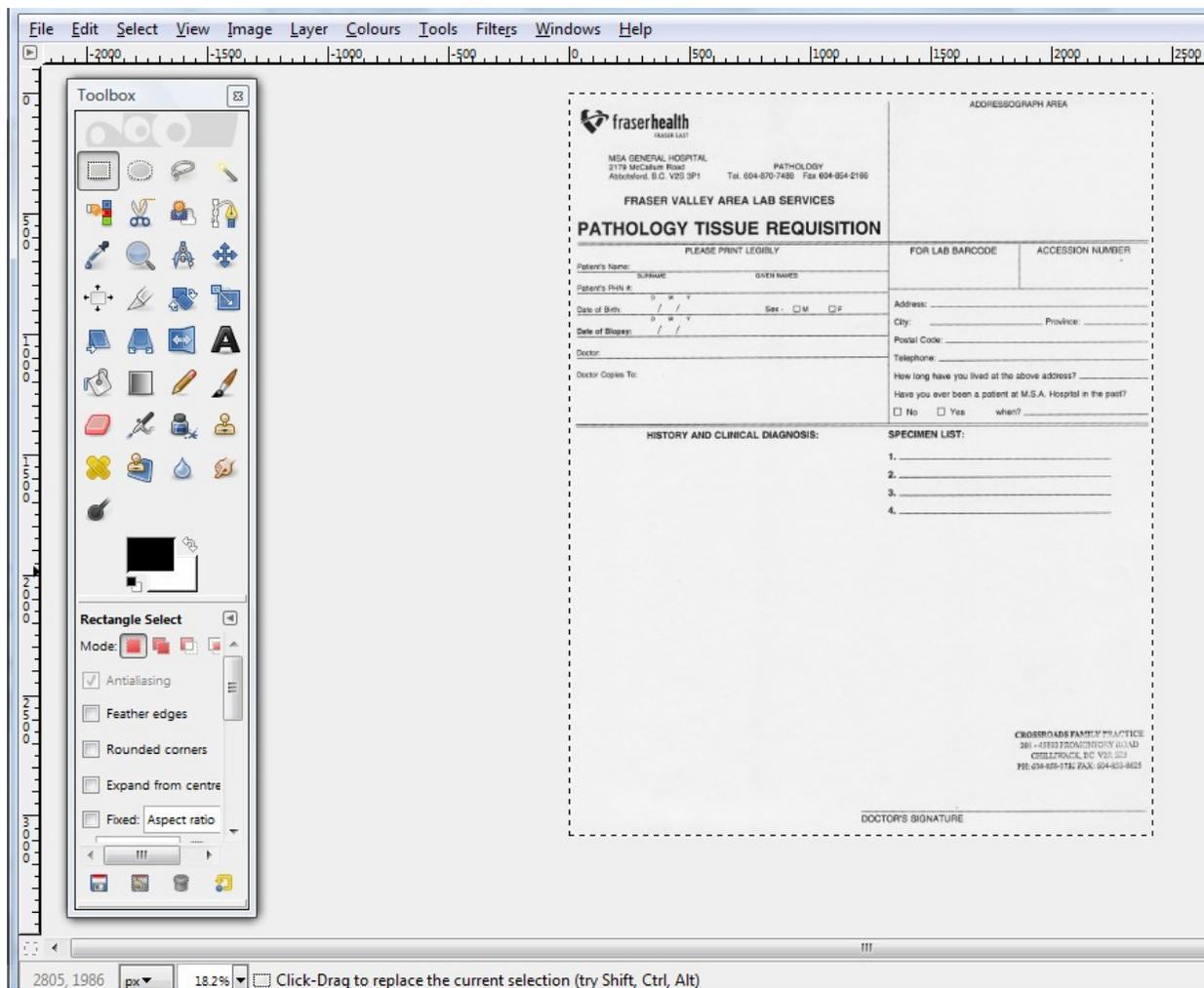
- drag out a rectangle around the contents of the form



- go to Image -> Crop to Selection

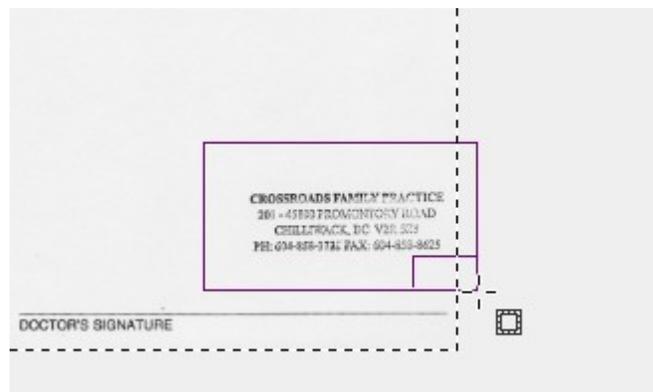


- Now you've got a correctly rotated and cropped image

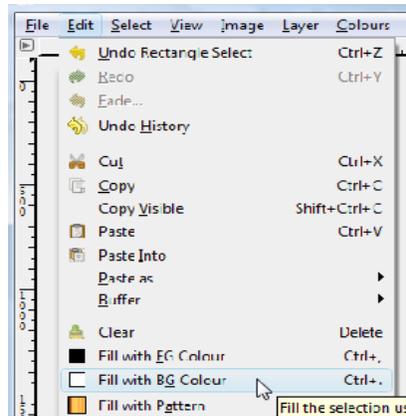


5. Get rid of unwanted stamps/writing/etc.

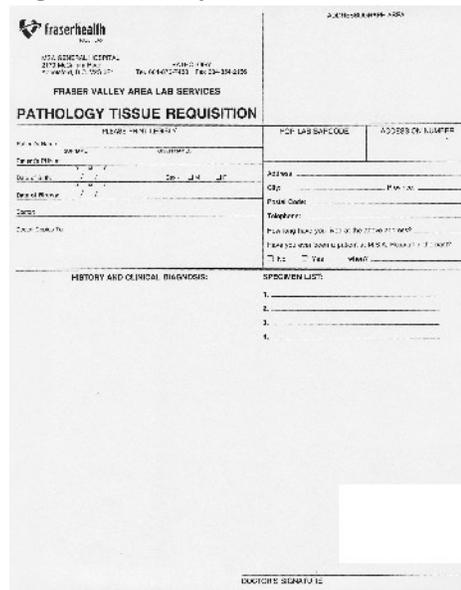
- using the rectangle select tool, drag out a rectangle around the office stamp in the bottom right corner



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

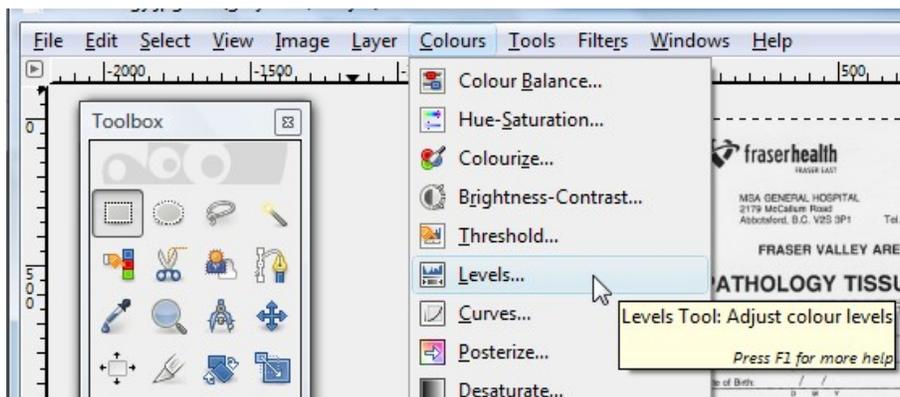


- Now you'll have an image that's fairly clean.

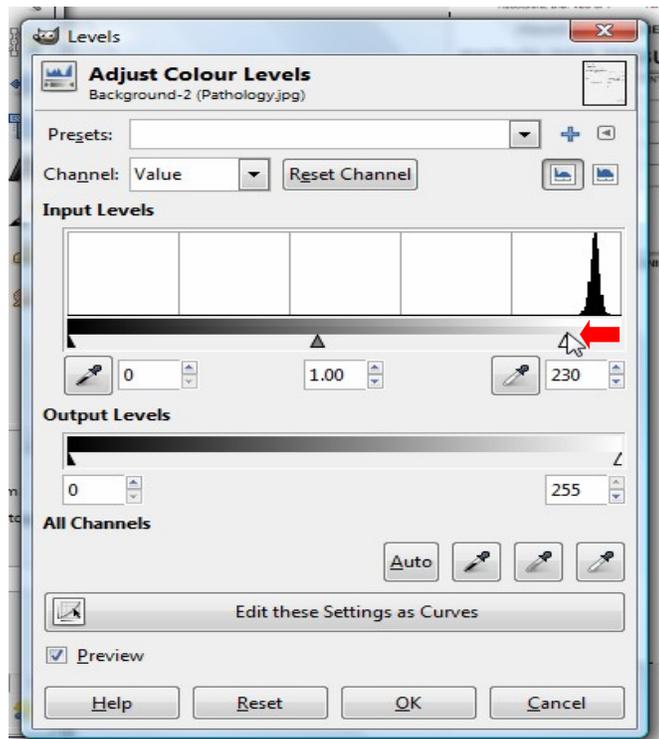


6. Adjust the colours of the page

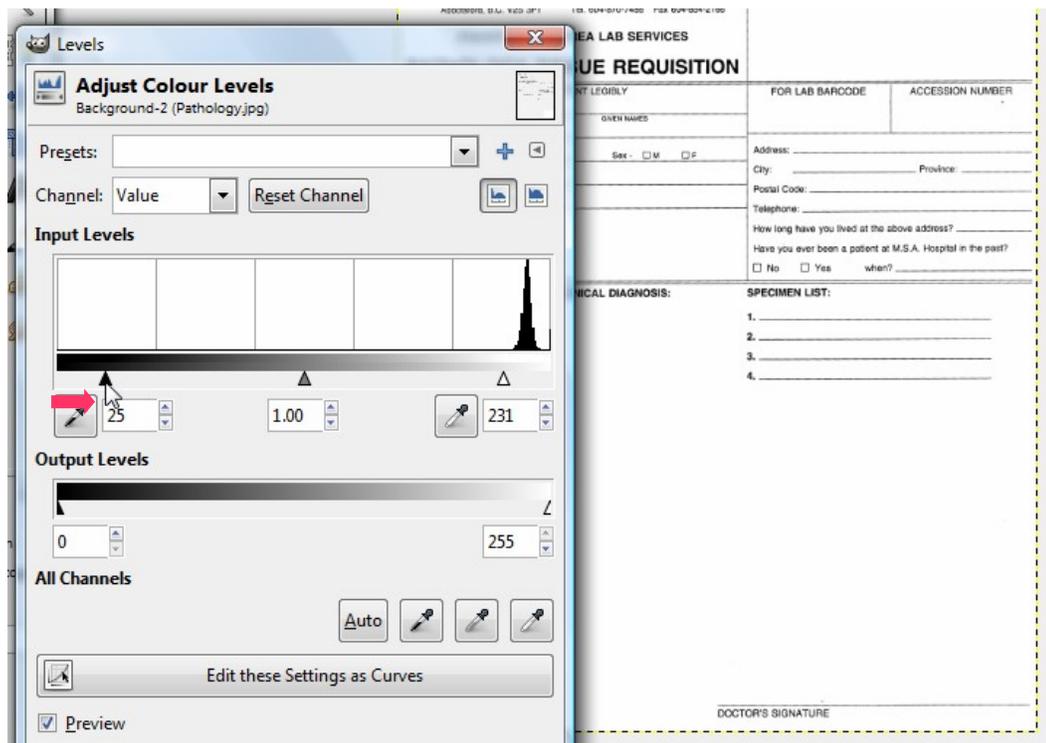
- If you print out the image now, you'll see the background is a bit grayish looking. Note that the area where we have deleted the office stamp is whiter than the rest of the background.
- You'll want to make the whites whiter, and the blacks blacker.
 - go to Colours -> Levels



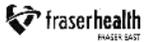
- You'll see a histogram. There's a peak on this histogram's right, this represents all the light grey colour of the background.



- 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.

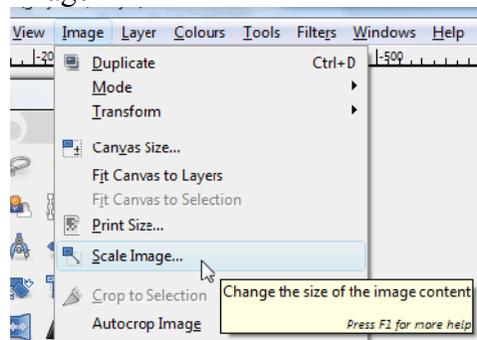


- There! The image looks pretty good now.

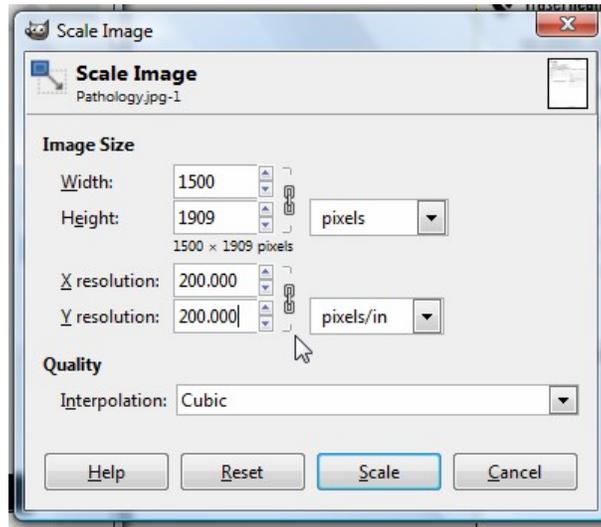
 <p>MSA GENERAL HOSPITAL 2170 McCallum Road Abbotsford, B.C. V5G 3P1</p> <p>PATHOLOGY Tel. 604-673-7488 Fax 604-854-2188</p> <p>FRASER VALLEY AREA LAB SERVICES</p> <p>PATHOLOGY TISSUE REQUISITION</p>		ADDRESSOGRAPH ARFA	
PLEASE PRINT LEGIBLY		FOR LAB BARCODE	ACCESSION NUMBER
Patient's Name: _____ S. NAME GIVEN NAMES		Address: _____	
Patient's PHN # _____		City: _____ Province: _____	
Date of Birth: / / Sex: <input type="checkbox"/> M <input type="checkbox"/> F		Postal Code: _____	
Date of Biopsy: / /		Telephone: _____	
Doctor: _____		How long have you lived at the above address? _____	
Doctor Copies To: _____		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

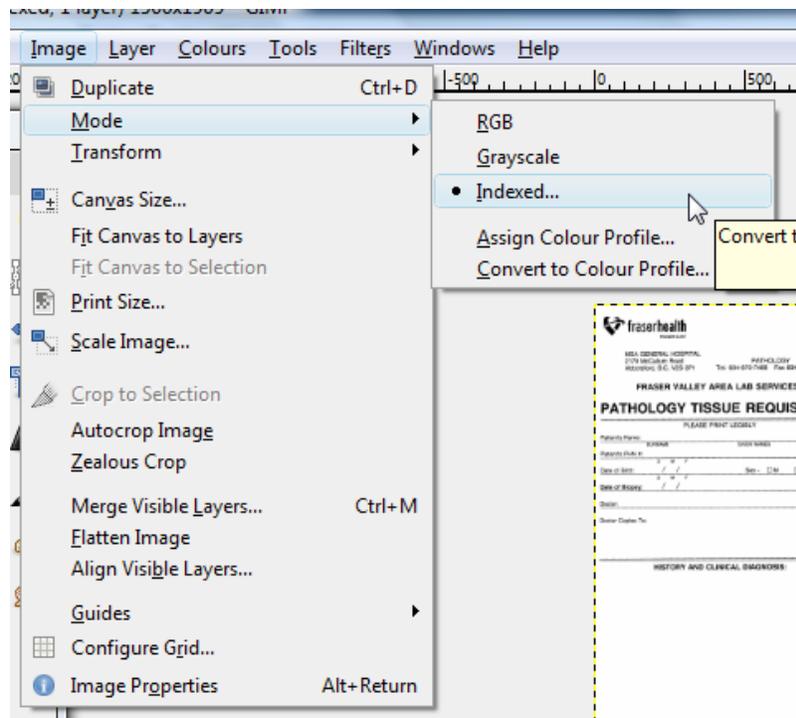


- Change the width to 1500 pixels, then click on the “link symbol” on the right or inside the Height input box to update the height size. Change the X resolution and Y resolution to 200 pixels/in. You can leave the interpolation at “Cubic”. Click on “Scale” to apply the changes.

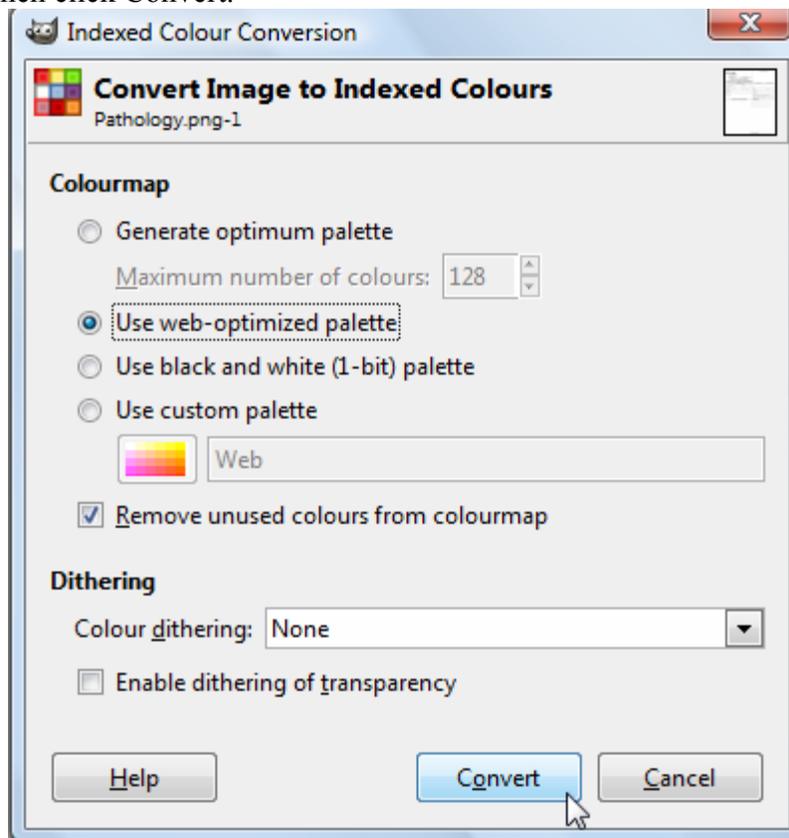


8. Reducing the number of colours

- 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

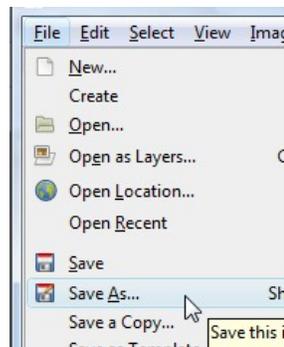


- in the conversion dialog box, select web-optimized palette, remove unused colours from colourmap, then click Convert.

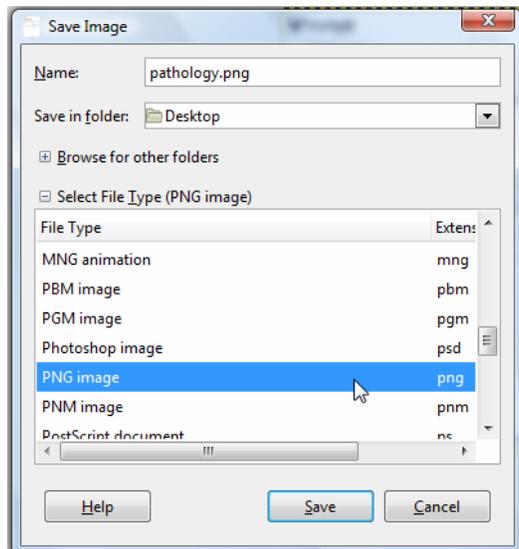


9. Saving the image

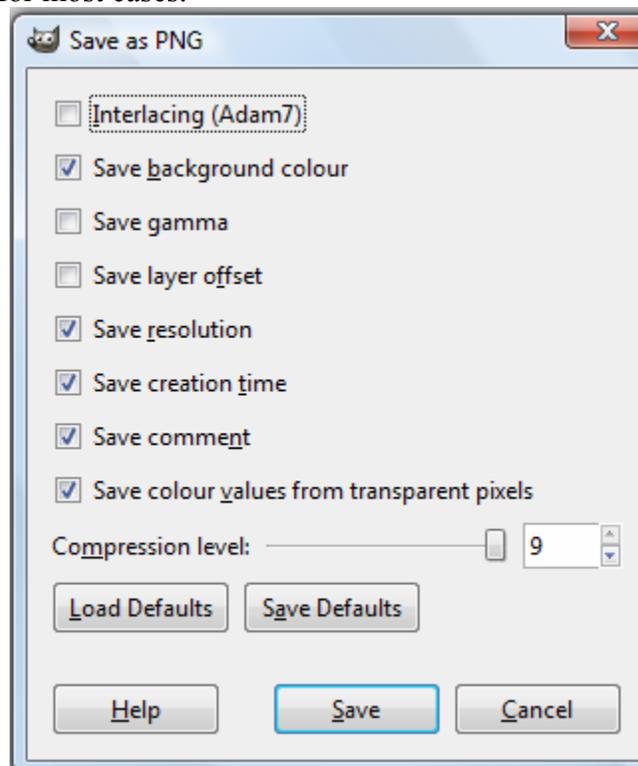
- Go to File -> Save as



- 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!