

Photo Insertion Directions for Hall of Pride Article Layouts

✓ Thinking and Planning Ahead

- Get to know the Hall of Pride management web site contents (www.iowaschooldisplays.org)
- Under the **Guidelines section** print out the **Article Layouts** and **Image Specifications** sheets. (These are very detailed guideline sheets that tell all the specifications – *including image pixel sizes* needed in a layout choice. They are very helpful and provide a *visual handout to plan your content information.*)
- Other helpful guideline sheets on **Preparing Images and Scanning Images** are available too.
- **Determine** what **layout number** (11 to choose from) would work best with the type of text and photos you want to use.
- Note the Image Size (pixels at 72 dots per inch) needed for the photo space (if the layout includes a photo).
- Take a digital photo or find a photo(s) that you want to include with the article content.

✓ Preparing Photos for Hall of Pride Use

- Scan image to be used or open a digital image in a photo editing software program.
- **Crop and resize the image** according to the specs listed on the Article Layouts sheets for the proper photo size.
- Try to come as closely to the image size **pixels at 72 dpi** as possible, keeping the image in proportion and not distorting it.
- **Save this resized Hall of Pride version** with a **new file name**, making sure it is saved as a *jpeg image*.
- **Know where you saved this resized image on your computer – floppy disk, hard drive, CD, network file, etc and what you named it.**
- The **Image Specifications sheet** is very helpful regarding how to name a file.

✓ Inserting Images Into Hall of Pride Layouts

- **Open the Hall of Pride school displays site.**
- Make a choice of one Main Category
- Select **Add Article**
- From the Article Layouts boxes pick one of the choices offered. (*Example: Layout 2 – Single Photo on left, 1 image (500 pixels wide by 468 pixels tall).*)
- Click **Select**.
- In the first selection box for the layout, give the article a title.
- **Scroll down to the section that says Image(s)**

Upload a file: Browse

- This will be the start of the process for locating a saved photo.
- Click **Browse.**
- A **Look in** dialog box appears. **Click the down arrow** and **locate the place** on your computer where you have stored the photo for Hall of Pride use. (Floppy disk drive, Hard drive, CD, network drive, etc.)
- From the file type choices, you may want to select **All files.**
- From the list of your saved files, **find the name of the correctly sized jpeg file you prepared for Hall of Pride use.**
- Click once to **select the name** of the jpeg file.
- **Click Open.**
- Notice in the **Upload a file section** the location and name of the selected photo **has now appeared.**
- Scroll down the page to the Caption area and add a caption for the photo meeting character limits.
- Scroll down to the bottom of the screen and click **Save.**

✓ **Previewing Your Work on the Display Screen**

- Go back to the **Main Category** menu and make a selection.
- Find the **Article Title** that you just created.
- **Click Preview.**
- Using **Shockwave and the Web Display** you should now see if the photo was correctly sized and saved, whether it has been inserted correctly, if it shows up and how it fits the layout space.
- **If the photo(s) does not/do not appear something was done incorrectly in the process. Check that you are using jpeg files with pixel sizes that fit the specs.**
- If the **Printable Version** is selected, a **miniature of the correctly sized photo** should appear on the page.