

Easysites TIP SHEET

Tip Sheet 6: Images

Section 1: Preparing Your Images

1. **Digitize your image:** if your image is in print format i.e. on a piece of paper, or is a printed photograph, you will need to digitize the image by scanning it. If you are scanning your image, scanning at a resolution of **72 dpi** (dots per inch) is sufficient for placing it on a website. If your image is on a digital camera memory stick or some form of computer storage device, then it is already digitized.



2. **Working with image software:** In the same way that you can use MS Word to change text, you can use image software to change an image. Image editing software can be used to change an image size and to save the image. Adobe Photoshop is one such package. There is also a free image editing software package called PC Image Edidotr available from the website http://www.program4pc.com/image_editor.html You need to download this software and install it on your computer before you can use it.



Adobe Photoshop



Free PC Image Editor

3. **Size your image:** Once your image is in digital format, it needs to be resized so it will fit neatly on your website. Keep your image to a maximum of 400 pixels wide to ensure it will not overflow the site template or cause the layout of the site to 'break'.

This image is 400 pixels wide

4. **Save your image:**
 - For your image to show on the website it has to be in the format of either a **jpeg or gif**. Photographs work better as jpegs while logos of flat color work better as gifs.
 - Remember what location on your computer you saved your image so that you can easily locate it when you want to add the image to your easysite.
 - Try to give your image a **descriptive name** when saving it as when you add your image to your easysite, the system will assign alt text to the image based on the image name. **Alt text** is the text that appears when you rollover an image in Internet Explorer.

Section 2: Adding Your Image to Your Easysite

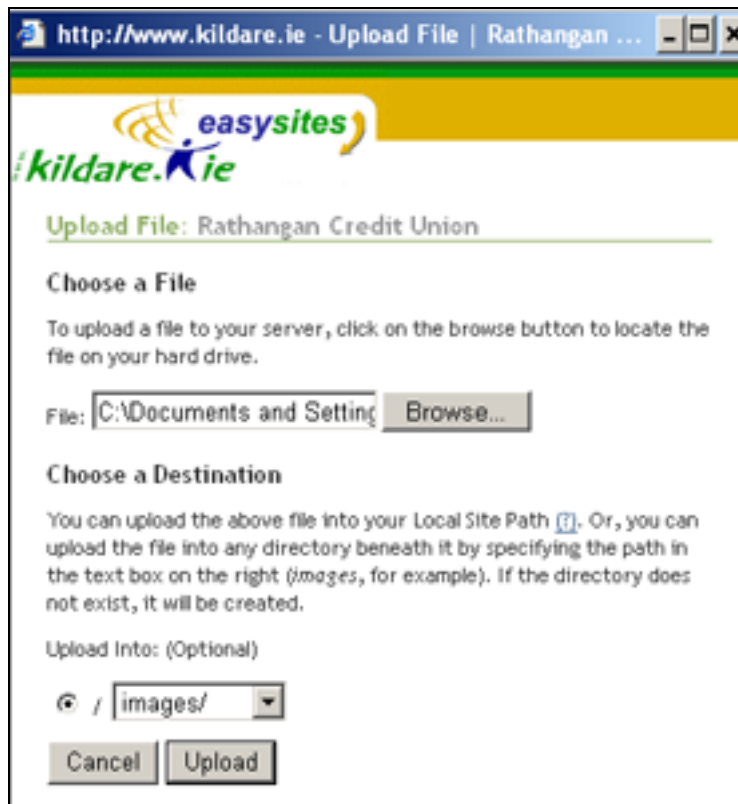
Introduction: Before you can add an image to your site, you need to upload it to your site's folder on the server where your site is stored. Once the image is uploaded, you can create a new entry using the image or copy and paste the html for the image into another pre-existing entry.

1. Click the link labeled **Upload File** found in the Posting section of the sidebar navigation menu to open the file upload window.



Sidebar Nav Menu

2. With the upload file window open, click the **Browse** button to locate and select the image file you wish to upload from your hard drive. This button will open up a browsing dialogue box.



The Upload File Window

3. Once you've located the desired file, double click the file name to select it.

4. With the desired image file selected, you should specify a that it should be uploaded to the **images folder** of your website by choosing 'images' from the drop down menu or typing 'images' into the 'Upload Into' field.
5. Next, click the button labeled **Upload** to save it to your web server. The resulting page will provide you with options for using the newly uploaded image.
6. Choose the default option to create a new entry immediately using this uploaded file, or select the option to simply show the HTML for your newly uploaded image. You can then **copy this HTML** and keep it to paste into another entry.
7. To use the image as a popup image choose the button Popup Image, to put the image directly in an entry choose the **Embedded Image** button (this is recommended).

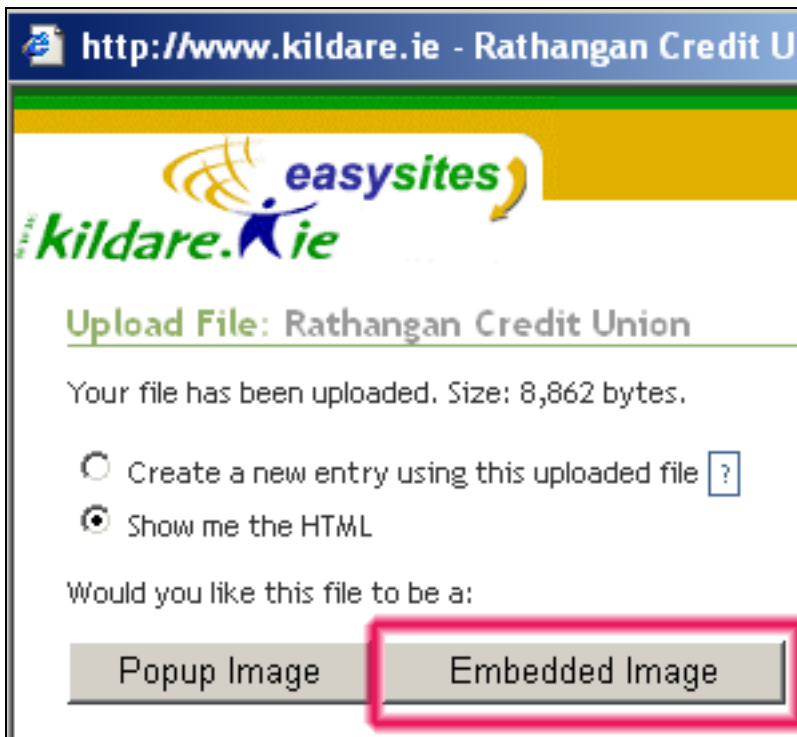


Image Options

9. To **paste this HTML** code into an entry body or extended entry
 - a) Copy the code (Select and press CTRL C)
 - b) Click in the Entry where you want the image or file link to appear
 - c) Change to "SOURCE CODE" mode
 - d) Paste the code into the entry
 - e) Click Source again, and your image or file link will appear. Once you have the image in one entry you can copy and paste it into as many other entries as you want, just selecting the image press CTRL C, open another entry, place the cursor in the entry body or extended entry and then press CTRL V