

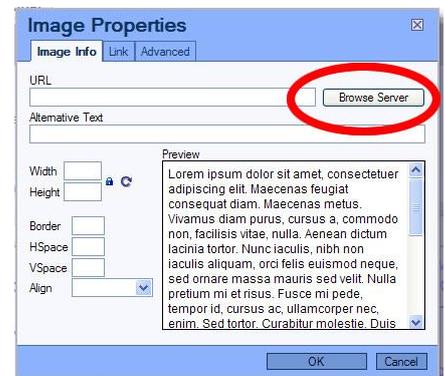
Adding Pictures

Image sizes

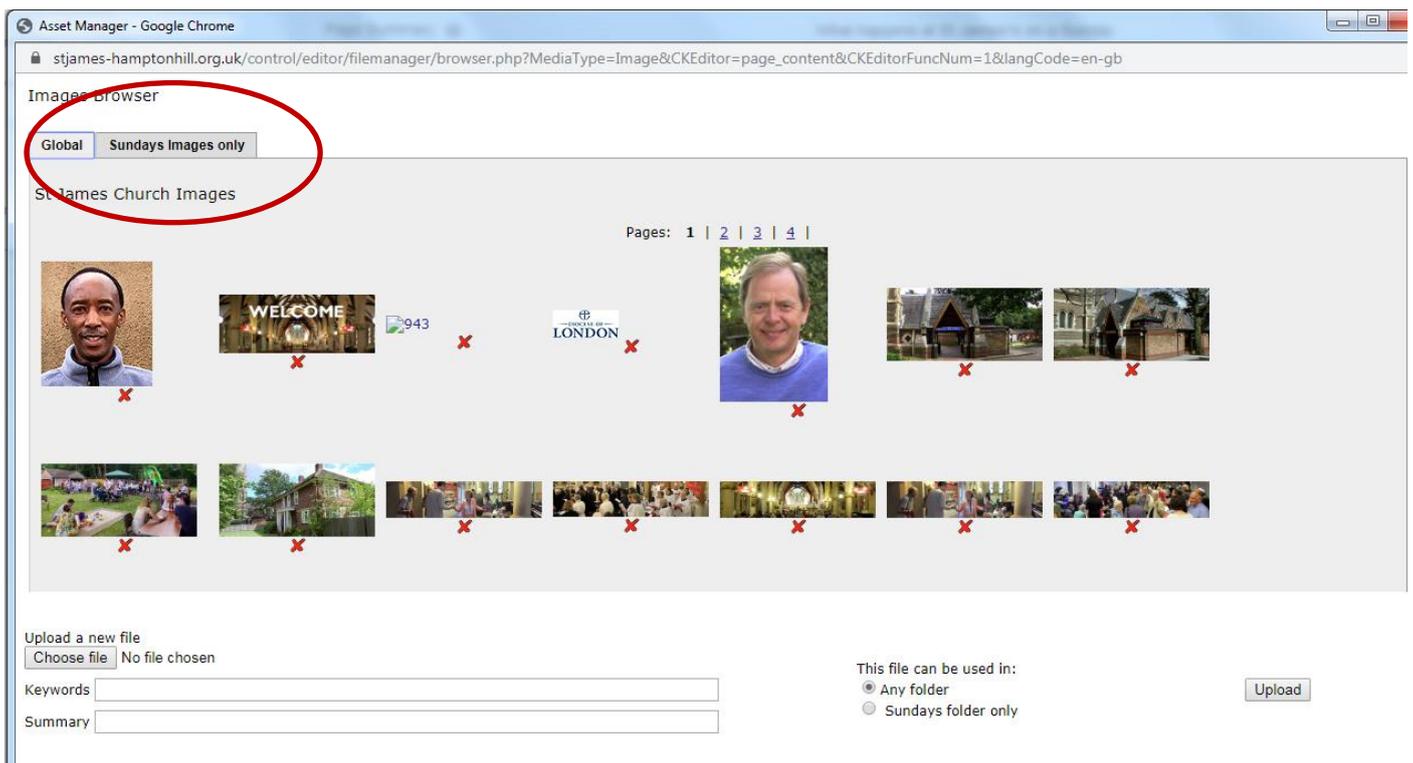
Landscape mages should be made 500 px wide and portrait images 500 px high. Ideally landscape images should be 375 px high but this is not always possible. The width of the portrait images will be what they are! Add to the page at 25 - 30% for landscape and 15 -20% for portrait. Always check your page and change the percentages if necessary. When you put in the percentage for the width, make sure you take out the height altogether and leave that space empty or you will get a very strange shaped image!

Adding pictures (already on your computer) (Updated & correct as of January 2020)

1. Log on, go to 'Web Pages' and from the left side menu find then open your page in Web Editor.
2. Put your cursor to the left of the word on the first line where you want your image to be.
3. Click on 'Insert Image' in the 'Web Editor Tool Bar' (shown below left).



4. In the popup window click on 'Browse Server' (shown above right) and you will see another window (shown below).



5. You should store your pictures in your page's folder. To do this, click on the name of your page's folder – eg. 'Sunday images only' (shown above). Also click Sundays folder only (shown below). This makes it easier to locate your pictures in the future and avoids a massive number of pictures collecting in the main folder (called Global).

6. Click on 'Choose File' at the bottom of the screen (shown below).



7. You will now be able to navigate to the picture you want – double click on it.

8. Click 'Upload' and the picture will appear as the last picture in that folder.

9. Click on the actual picture to insert it in your page and to return to the previous.

10. Before you click OK there are some important things to do!

10.1. You will see the picture appear in the image box in the 'Image Properties window'. Give the picture a title or very brief description in the 'Alternative Text' box (this is for accessibility).

10.2 You can change the image '**width/height**' – individual landscape images should be 25 – 30% wide with no height and individual portrait images should be 15 – 20% wide with no height. However, always check the web page as the percentages may need changing.

10.3. Put 1 in the '**Border box**'.

10.4 **You must put 5 in the 'HSpace box'** (this gives a little bit of space outside the picture to prevent text from running into the image).

10.5 Set the '**Align box**' to either 'Left' or 'Right' depending on which side of the page you want your picture to go. The top picture on a page under the page banner is on the right and that will probably be the only additional picture needed.

10.6 **Leave** all the other boxes as they are!

10.7 Click '**OK**'.

Adding a picture (already in Global Office) (Updated & correct as of January 2020)

Follow the instructions 1-4 above.

5. In the popup window you can choose the picture you want. At the top of the page choose 'Global' or the name of your folder/page ('Sundays' in the example above) wherever your picture is located. 'Global' is where an image is put if you do not choose the name of your folder/page.

6. Click on the picture you want in order to insert it in your page and to return to the previous window.

7. Now follow the instructions in A.10 above.

Adding three pictures side by side at the end of a page/section (Updated & correct as of January 2020)

The images at the bottom of the page or section should be put, 3 side by side, in a table:



Make the table 100% wide with no height. Give it 1 row and 3 columns then put 0 for cell spacing, padding and border size. Leave the rest and click 'OK'.

Right click in each cell in turn for cell properties and make the middle column 34% and centre aligned. Make both the outer columns 33% (the left hand column left aligned and the right hand column right aligned). Insert each image as above but with width of 96% for the image in the centre column and 99% for the image in the outer columns, no height! Add the alternative text to each image but don't do anything else, just click 'OK'.

If you need 4 portrait images instead of 3 landscape images, make each of the table cells 25% and add all 4 images at 99% width with no height. Align the left hand image to the left, the right hand image to the right and the middle images centre.

Adding/changing a page banner (the full width picture at the top of each page)

(Updated & correct as of January 2020)

1. Make your picture 1500px wide x approx 400 px high in your usual photo editing programme. The width has to be exact.

2. *The images are compressed when they are uploaded to the site, so the maximum width of the images will be reduced to 1000px and this reduces the clarity of the images. However, there is a way to upload images without them being compressed.*

2a. Go to 'Web Pages', click 'Images' in the left hand menu and then click 'Upload Images'.

2b. Below the 'Choose File' button there is an 'options' link, if you click the link you will have an option to upload images without compression. If you tick the check box, before uploading, the image will upload at the full width of 1500px and therefore keep its quality. This has been done with all the page banners on the site.

2c. Each of these uncompressed images go straight into Global so cannot be stored in the individual page folders. Find it in the last page of images in Global.

3a. To change an existing page banner click on the picture and delete it. Then add the new banner by following the directions above.

3b. To add a page banner to a new page put the cursor at the top left of the page and follow directions above.

4. You will see the picture appear in the image box in the Image Properties window. Give the picture a title or very brief description in the 'Alternative Text box' (this is for accessibility).

5. Now put 100% in the width and then take out the height. This is important as it makes the picture full width.

6. Put 1 in the '**Border box**'.

7. Leave the other boxes and click OK.