

How to insert an image

There are two way so to place a photo in your article. Both will be discussed in the guide.

1. Upload a photo you or someone else gave you from your hard drive.

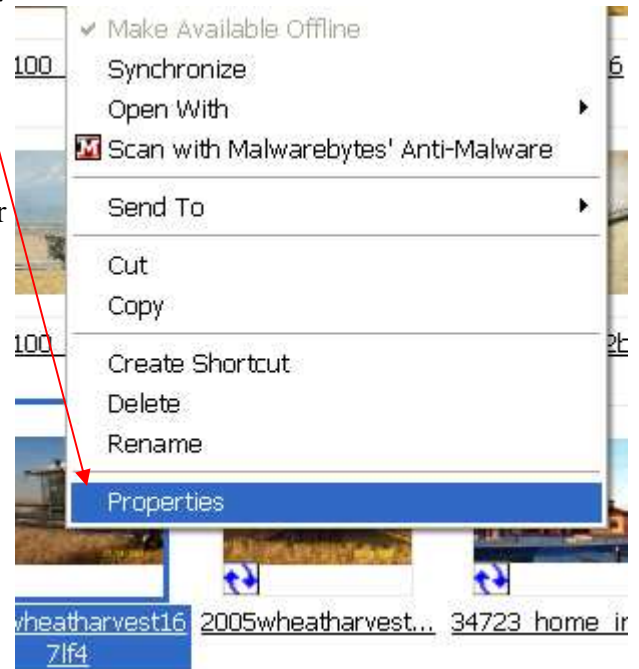
When placing a photo you took in your article, you should consider adjusting the photo size. A photo too big may not look right in your article. To do this find the photo where you have it stored.

Right click and select properties at the bottom of the list.

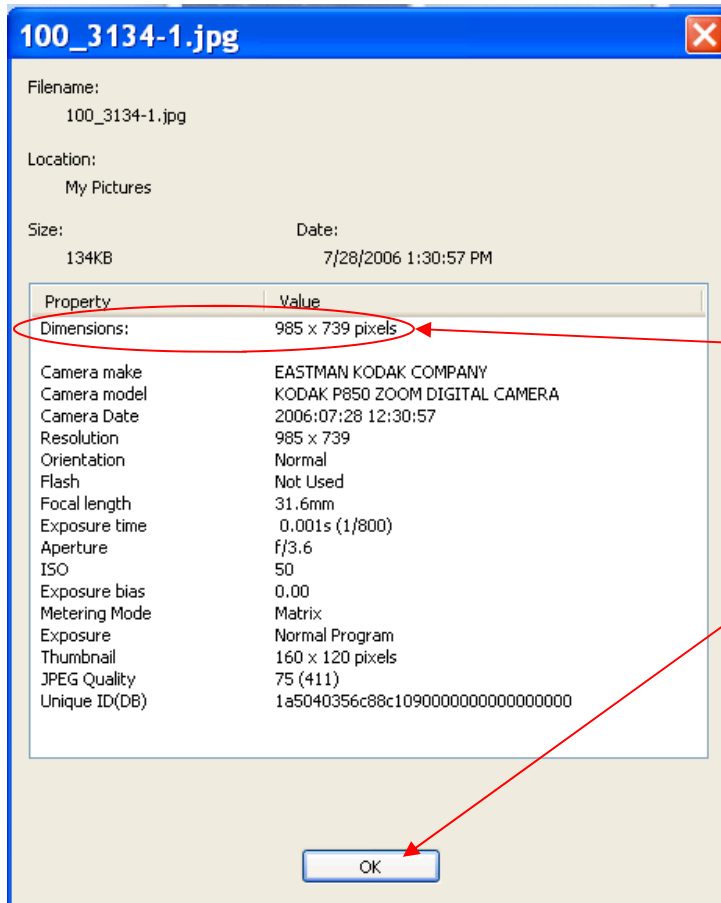
If you are working with an image from a digital camera, it will be too big and take too much time for the end user to see.

(remember we are making it easy for the end user, not us. If the end user is remotely sophisticated with surfing the net, you only have a few seconds to keep their attention)

If your photo is very large, you should reduce the size using a photo editor like Picasa or the software that comes with your camera. Web images are generally sized already if you saved something from another site. Do check in either case.



Solutio recommends Picasa image editor. You can find a link at www.parishportal.com. It is a free download and easy to use.



To determine how big your photo is, look at Size. Your photo should be between 100 and 300 Pixels

This one is too big.

Select OK to exit out of the window.

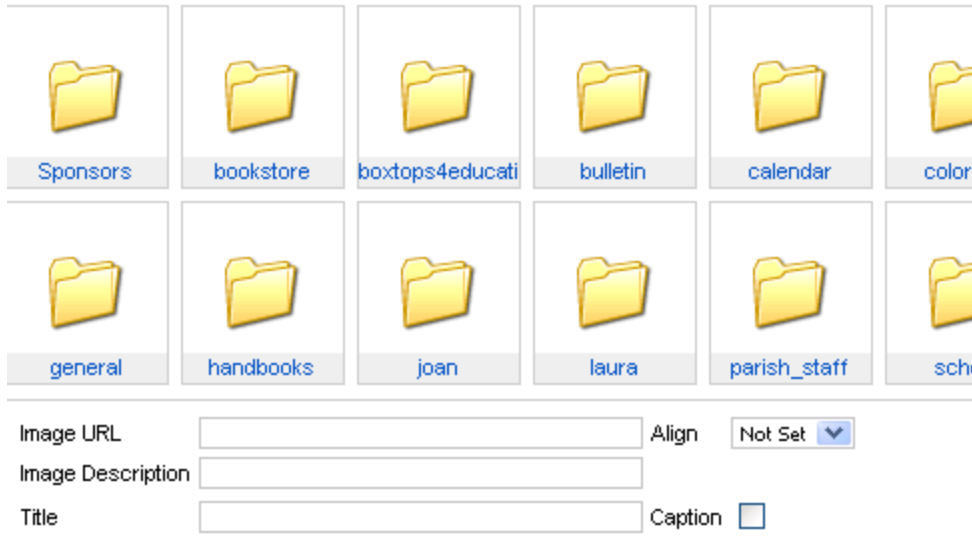
Resizing photos is not covered in this guide, there are simply too many photo editing software options to cover each one.

For individual help contact ehaselhorst@dcdiocese.org

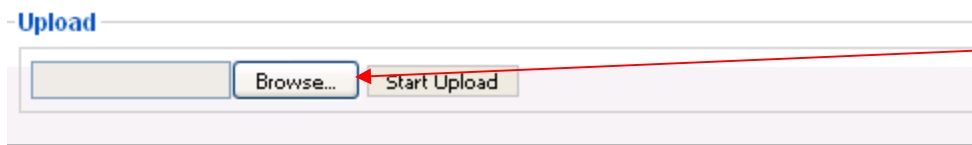
Uploading a photo from your hard drive continued.



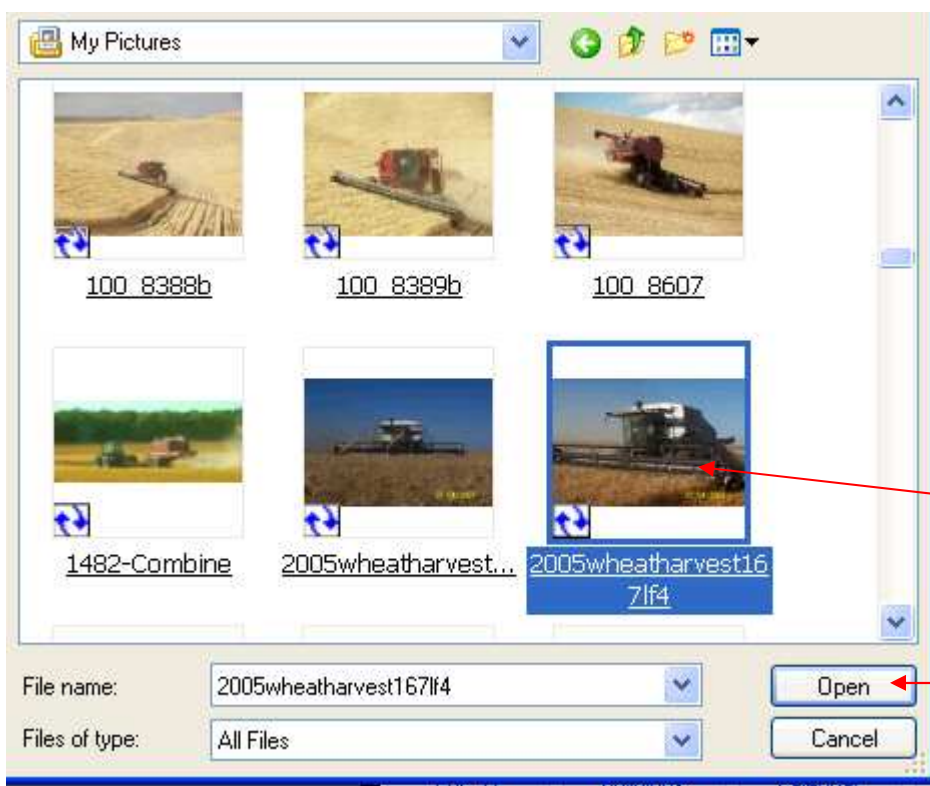
Before or after you have written the article, Click the Image icon in the lower left of the screen.



This window will pop up.



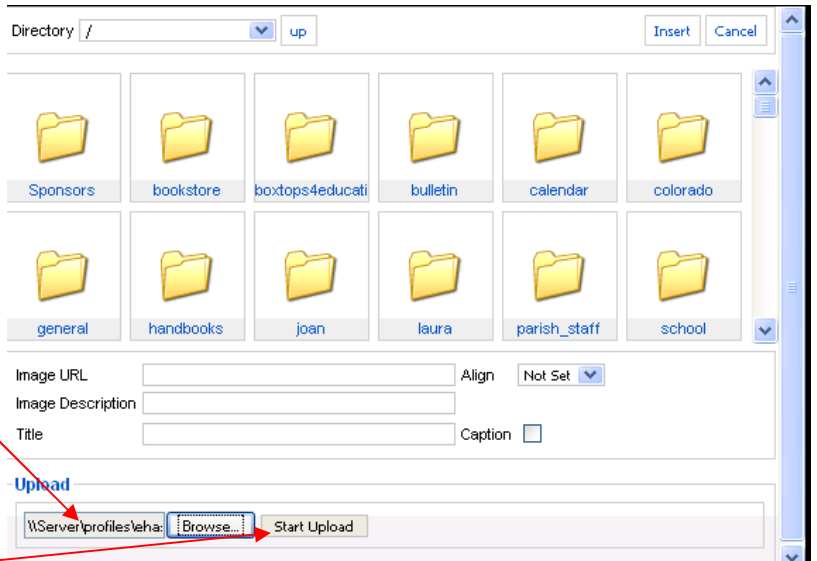
Select browse in this window. You will need to find the photo wherever you have it stored on your hard drive.



After selecting Browse, a window pops up so you can search your PC for your image.

Select your image by clicking on it, Notice the border in this case turns blue when selected.

Then click Open



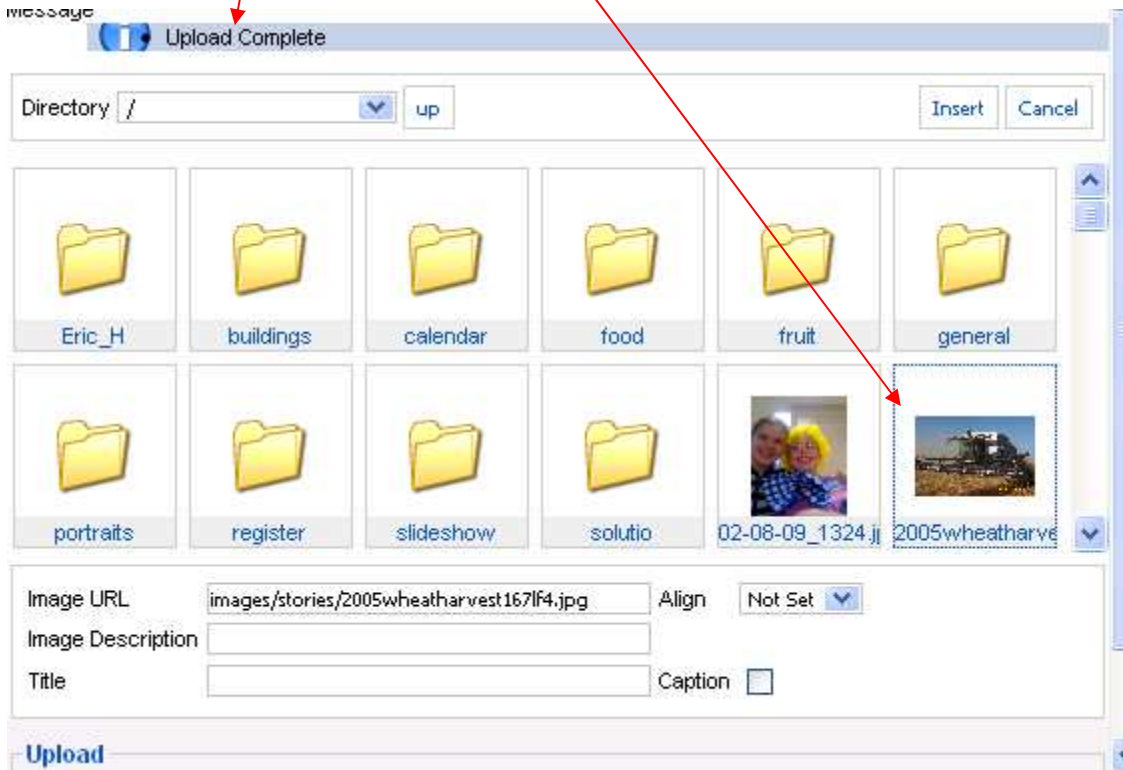
Once you have clicked Open, the file name appears here

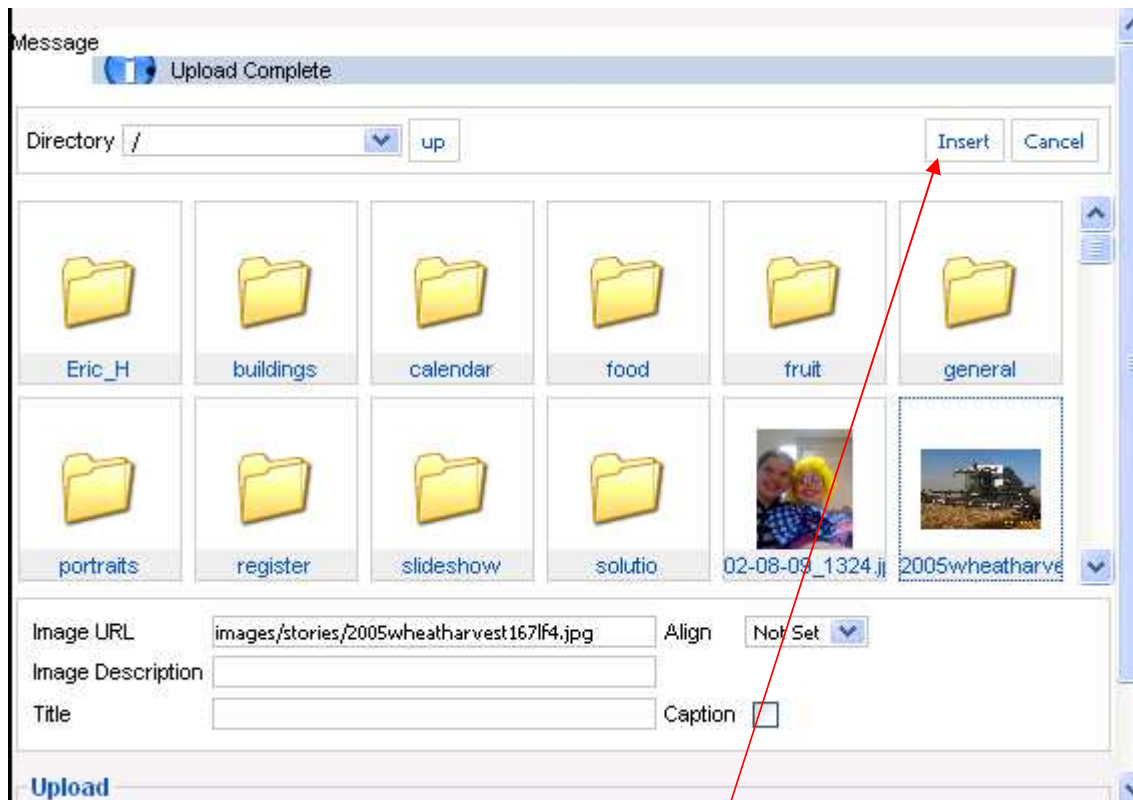
Now click Start Upload

This take a few moments. Upload Complete will show up to tell you it is finished.

Once uploading the photo is finished, it will appear in a general directory titled "Stories" in the "backyard" of the website.

To find your photo, scroll down the list until you find the name or thumbnail. Select the photo by clicking on it. Notice the photo is outlined in a different color.





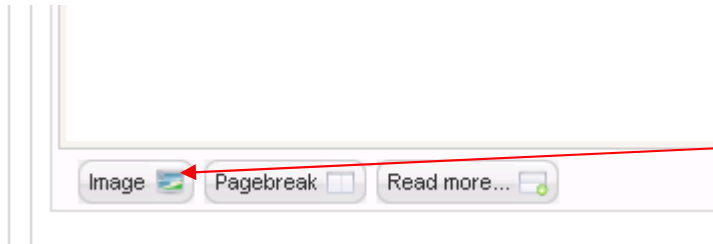
Now that your photo is selected, click Insert. All done.

If you are finished typing your article, SAVE your work to close the article.

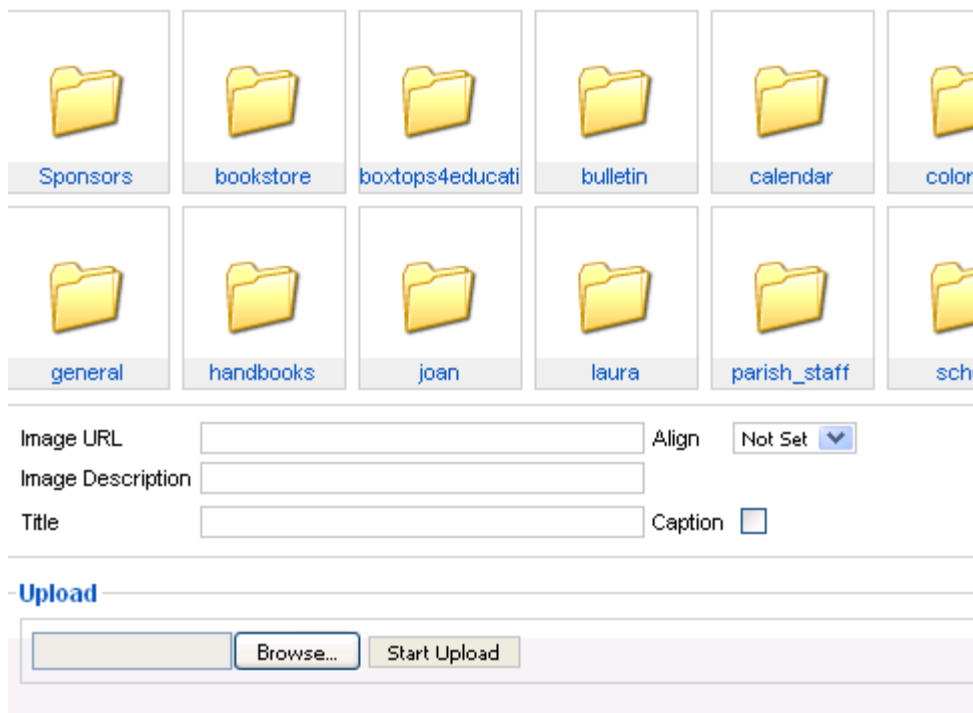


How to insert an image #2

If you want to insert an image already available in the “backyard” or an image someone else uploaded, follow these steps.



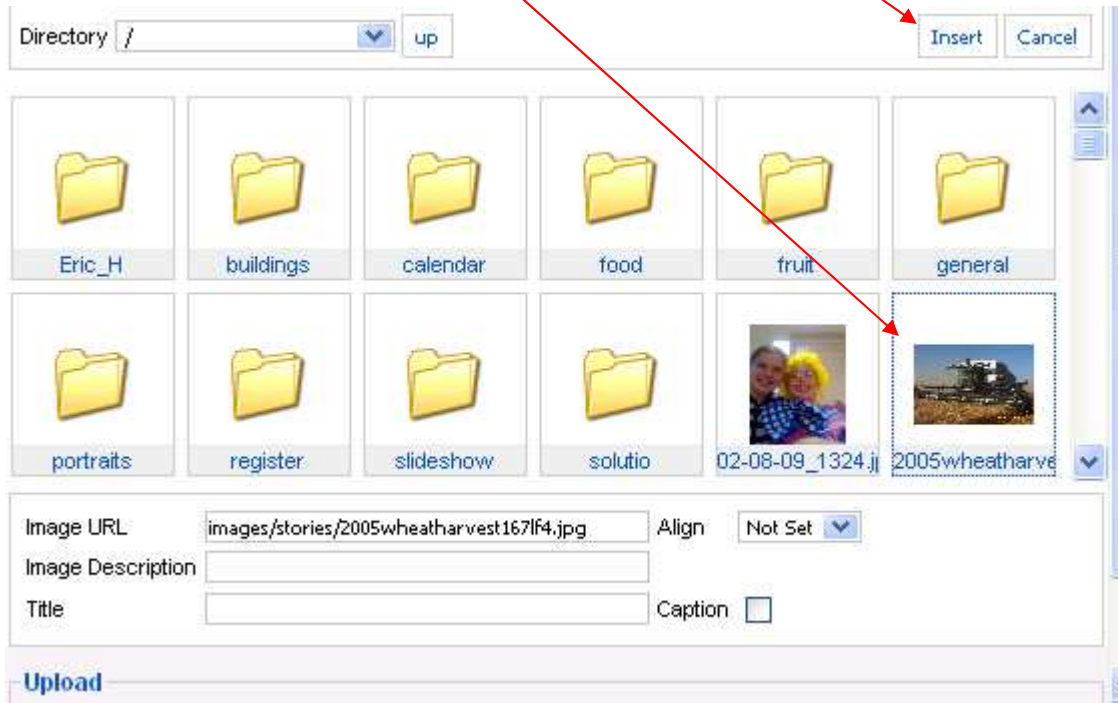
Before or after you have written the article, Click the Image icon in the lower left of the screen.



This window will pop up.

Locate and select the image you want to use.

Select insert. Done.



TIP



You can place your photo at different spots in your article. The photo defaults to the left. You have to select a different option to have the image in a different place. The drop down list gives you your options. Select whichever one you like. Then click insert.