

# Training for Posting to the Snowden Overlook Website

Winter 2016

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## Part 2: Posting Pictures

Things to know about picture files

### Picture File Name

- File name: category-description-yyyy-mm-dd (ex: "K1-Minutes-2015-05-06")
- Files not correctly named can be removed without notice and without backup.

\*\* File name: Category-Description-yyyy-mm-dd. (Files can be removed without warning or backup.)

- To rename a file in Windows, right-click the file and select "Rename" from the drop-down box.

### Picture File Size

- Maximum file size: 2 MBytes (*enforced*). For exceptions, contact the webmaster.
- Picture size should be reduced. Use 640 x 480 (preferred), 800 x 600, or 1024 x 768.

Picture file size should be large enough to give a good picture, but no larger than necessary. Use 640 x 480 (preferred), 800 x 600, or 1024 x 768 (maximum).

### Reducing Picture File Size - Pixels

Pixel = one point in the picture.

Example: my phone camera has 3264 x 2448 pixels.

### Printing:

The number of pixels needed to print a good picture depends on the quality of the printing and on the size of the picture. In practice, 5" printed pictures look good with 800 x 600 pixels.

### On the screen:

Web pictures are sized in pixels.

Typical computer screens have 1,000 to 2,000 pixels. (1920 x 1080 is popular.)

A "large" WP picture uses about 600 pixels.

Conclusion:

Web pictures don't normally need more than 640 pixels.

Pictures should never contain more than 1,024 pixels.

- Reduce the picture to 640 x 480 pixels (800 x 600 or 1024 x 768 if you will also print the file).

There are dozens of programs to reduce a picture. The Admin → Web Admin page has a "Posting Help" file with several popular programs.

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## **Compressing Picture File Size: Color**

Each picture has (0 to 255) Red + (0 to 255) Green + (0 to 256) Blue.

This represents  $256 * 256 * 256 = 16,777,216$  colors.

The human eye can see much more color than this. People want to see more color than cameras can provide.

Most computer screens cannot display all the colors.

Conclusion:

A small amount of color compression cannot be detected.

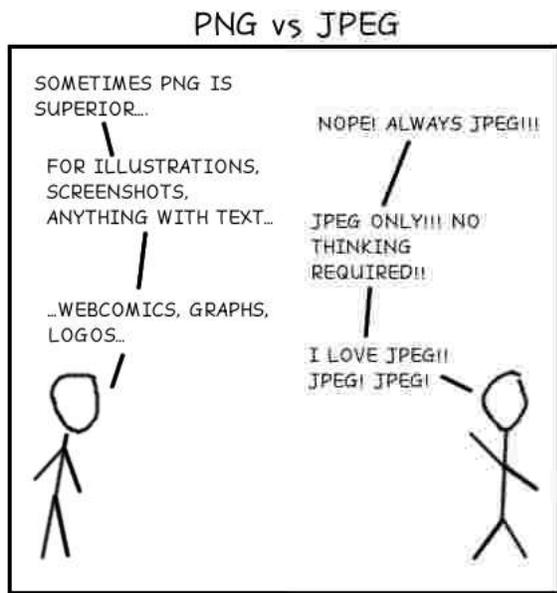
A larger amount of color compression is not noticeable, but can be detected.

A small amount of color compression offers a very small reduction in file size.

- Don't bother with color compression. It isn't worth the effort.

## **Picture File Format**

- Must be either .jpg or .png format. (enforced)



From xkcd

JPEGs are for photographs and realistic images. PNGs are for line art, text-heavy images, and images with few colors.

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## Get Permission of Participants

- Pictures posted on our website must meet SOCA policy for publishing pictures of people.

We do not require signatures before posting pictures taken at a public event, but be sensitive to people who don't want to be in the picture.

## Picture Link

By default, WordPress automatically adds a picture link, which they call "Media File Link". If the user clicks on the picture, they will see a page with just the picture, which will be displayed full size.

There are times when this behavior can confuse the user. An example is the picture at the bottom of the E-calendar page. If the user clicks on the category colors, WordPress will open a new page with just the colors. Since this picture is already displayed full size, it can look like the user lost the calendar.



Another example of when we don't want the default behavior is when the "picture" is an icon or a graphic element used to break up a page that is too heavy with text.



You can tell WordPress not to add a picture link by using the "Link to → None" option in the right side panel.

## Fixing Mistakes

To correct errors:

- Do not try to upload a new picture with the same name.
- Remove the link from the page.
- Remove the file from the Media Library.
- Insert a new picture with the "Add Media" feature.

## Links to Photo Albums and Videos

- Feel free to link to pictures on a photo service. Photos must be yours and must be public.
- For video, post your video on YouTube, then link to YouTube. *(enforced)*

Feel free to link to your photo site picture / album / video. Remember, links must be public and owned by you. "Public" means that users do not need an account, password, or personal information. If they click the link, they see the pictures.

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## How to Post a Picture – step by step

### 1. Prepare the file

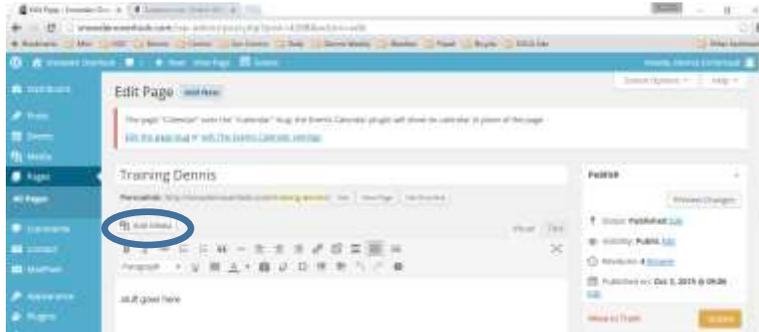
Create an empty work folder.

Copy the picture file into your work folder.

Rename the picture to “*category-description-yyyy-mm-dd*”

Reduce the picture to 640, 800, or 1024 pixels. (See “Posting Help” on the Admin → Web Admin page.)

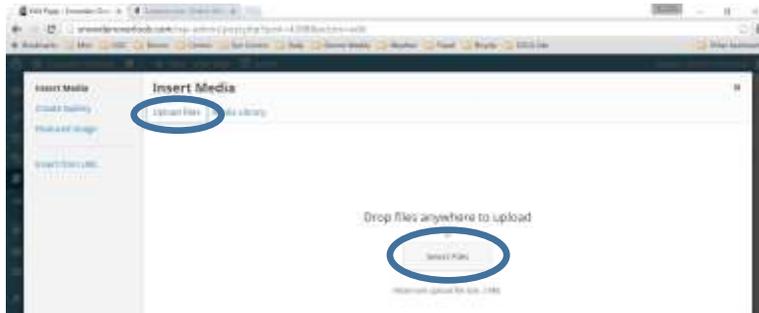
Go to your page edit screen. Click “Add Media”.



Now select either step 2, or go directly to step 3.

### 2. Place the picture in the Media Library (Do this if the picture is not already in the media library)

Click “Upload Files”, then “Select Files”.



Select the picture file you wish to add, then click “Open”. The picture file will be uploaded to the media library.



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### 3. Inserting the picture into your page

➔ If your picture is already in the media library, select “Media Library”. You can use the “Search” function to find your picture by file name.

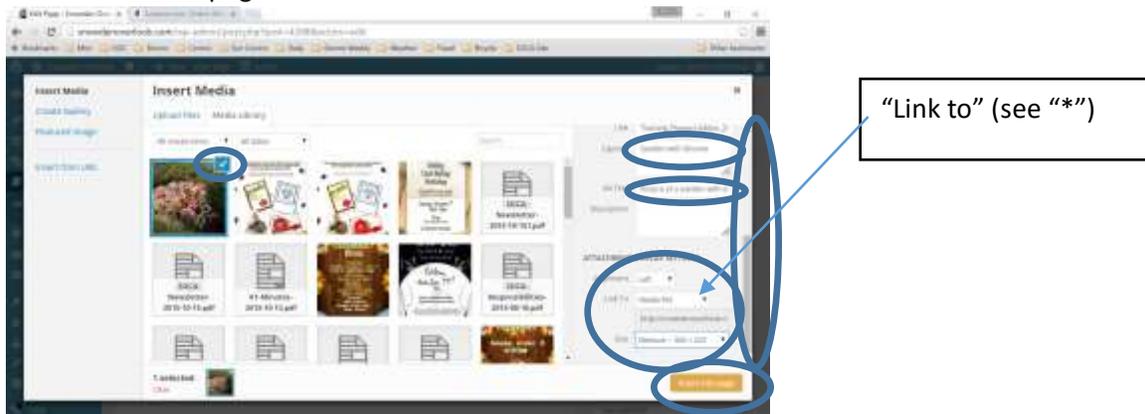
➔ If you just added your picture (step 2), you are taken to the media library. The picture you just added is automatically selected.

Make sure your picture is selected.

You will have to scroll the right panel down to see all the options below.

- Enter a caption, if desired.
- Enter “Alt Text”. This is used for the vision impaired.
- Enter a description, if you wish.
- Select the alignment and size. Leave the “Link To” set to “Media File” (see “\*”).

Click “Insert into page”.



\* Linking a picture as a media file adds a link to the picture – if the user clicks on the picture, a new page opens with the picture displayed full size. If you don’t want this, set the “Link to” to None. Then if the user clicks on the picture, nothing happens (there is no link). The other options are not useful.

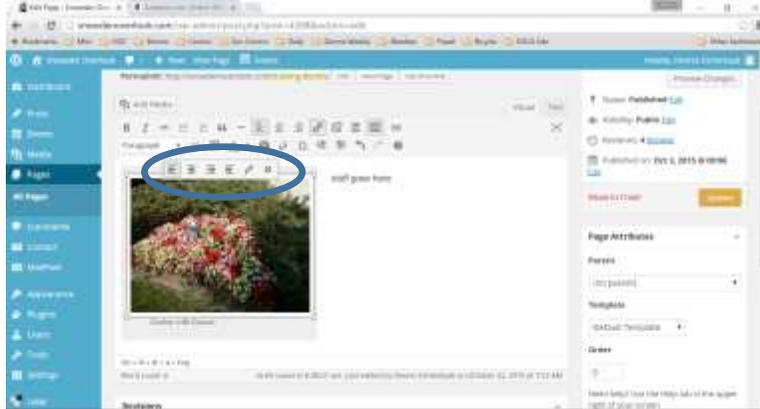
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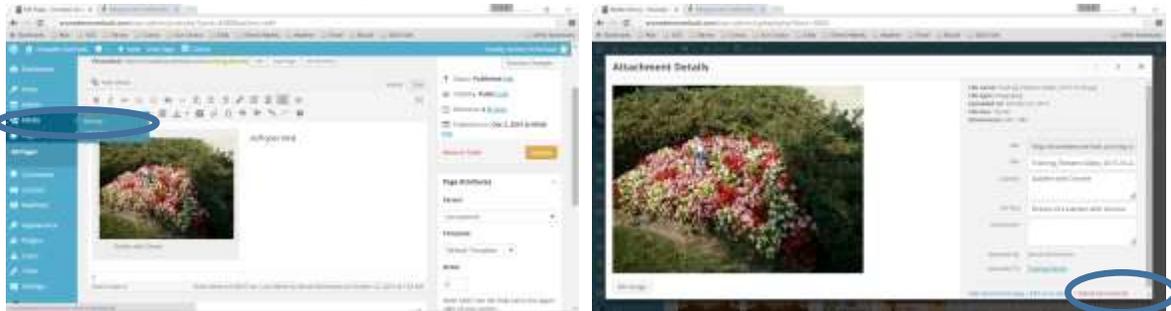
## 4. Fixing Mistakes

After the picture is on your page, click on the picture to edit its properties.



- If media has an error, remove it from the page and the media library. Then add a corrected file.

If you remove a picture from your page, please go to the Media Library. Select the picture (not shown) and remove it from the server. Use the search function to find your picture quickly. You can only remove picture files that you added.



The “Delete Permanently” link is red for a reason. If you click this link, you will see a confirmation box. Once you click “OK”, the file is deleted. There is no “undo”, no “trash bin”, no third chance.

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## Homework

Add a couple of pictures to your page. Remember to take each of these steps:

- Rename the file
- Reduce the picture size
- Upload the picture to the media library
- Add the picture to your page

If you need “button pushers” help, you can use the “Step by Step” section above, plus the “Posting Help” document on the Admin → Web Admin page.