

## **Notes taken from the U3A Site Builder**

### **See information provided by Hastings & Rother Website Administrator below**

#### **Adding Pictures**

Two kinds of pictures can be added to a published site:

- Small *logos* to go on the top left corner of the page header.
- *Full-size* pictures, which will be shown reduced in size on normal text pages, but which can be displayed independently if the user follows the appropriate link.

Pictures are added, changed and removed using Site Builder menu options as usual, but it will normally be necessary to do some preparatory work first.

#### **Constraints**

Your pictures will probably come from a digital camera or a scanner — in either case its dimensions (in pixels) are likely to be too large to fit comfortably onto a web page. If so, resize it using a package like Microsoft Photo Editor or a similar piece of software, e.g. the one which came with your digital camera. A standard size of 800×600 pixels is a good choice — anything over 1024 pixels in width will be rejected if you try to upload it. It may also be desirable to improve your picture's quality by cropping unwanted areas and altering brightness and contrast. Pictures to be used as logos should ideally be about 100×50 pixels to start with, but their size will be adjusted dynamically to fit the user's display.

#### **Additional information from Richard Hastings and Rother Web Site Administrator**

*Making your picture fit the standard size (800 x 600) required by the website can be confusing and difficult. If you have commercial software such as Photo Shop you will have no difficulties.*

*For those of you without the likes of Photo Shop there is a free web-based photograph editing website called Pixlr go to <http://pixlr.com> and then follow these instructions. You are not loading any software onto your computer as it is 100% web-based.*

1. *Open the Advance version*
2. *Open up the saved image that you want to edit down to 800 x 600*
3. *Select image from the menu*
4. *Select image size and adjust the size to 800 x 600*
5. *Ensure you save as a .jpg*
6. *Your image will now be accepted by the U3A site builder and can be loaded into the Hastings and Rother Website.*

## Identifying pictures

Pictures from a digital camera are normally loaded into a computer as files with unmemorable names, e.g. IMG0053.JPG Before uploading them to the web, you may wish to give them more meaningful names, so that they can be identified easily at each stage of the process. However, the file name should contain only alphanumeric characters (letters and numbers), plus a hyphen if you wish, and (obviously) the dot which precedes the file extension.

For the benefit of visitors to your site, you will also be asked to give each picture a *title*, and (optionally) some *details* about it. Bear in mind that any pictures on your site should "earn their keep" by illustrating your own U3A's location and range of activities. If you find it difficult to think of a suitable title for a picture, or explain why it is there, you should think twice about including it!

## Menu options

The **Add picture** data entry form displays a control with which you can navigate through your local file space and identify a picture to be uploaded. As a follow-up you will see a form with fields for you to nominate the page on which your picture will appear, and to give it a *title*, and (optionally) some *details* about it. The details will be displayed beneath the picture if a visitor to your site clicks to see it in its full size. This effectively allows you to add extra pages of content to your site, and include material which would not fit in elsewhere.

You may attach as many pictures to a page as you like. If there are only one or two pictures on a page they will appear reduced in size in a sidebar next to the text, otherwise they will show as "thumbnails" horizontally in a block below the text. If visitors click on a picture to see it in full size, they will then be able to click through all the other pictures for the same page in sequence.

Only *one* picture will appear on the Front Page which is the "way in" to your main site. You may choose a different logo for each page, or simply upload one site logo to the Front Page — this will be automatically used as the default on all the other pages.

The **Change picture** option allows you to change any of the *textual* data associated with your picture. You cannot actually "change" a picture — if you no longer want it on your site you must remove it and (possibly) upload another one instead.

**Remove picture** asks you to select a picture by title, then shows it to you while requesting confirmation. To keep your site looking active, it is advisable to "ring the changes" by periodically removing pictures of past events and uploading new ones. At present there is no overall limit to the number of pictures on a site, but you should aim to have an up-to-date selection, with informative names and descriptions.