

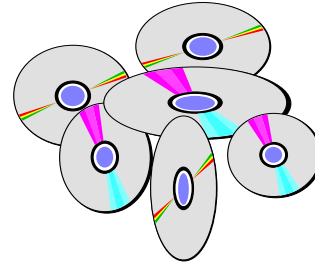
OmniUpdate Campus: Adding Images

Before uploading images, edit the image so it is the proper size and resolution.

Types of Images for the Web

GIF (graphic interchange format)

- Use the gif format for graphics that use only a few colors such as line art or clip art.



JPEG (Joint Photographic Experts Group)

- Use JPG format for photos.



PNG (portable network graphics)

- PNG was developed as a patent-free answer to the GIF format but is also an improvement on the GIF technique.
- PNG is not supported by all browsers.
- PNG does not support animation like GIF does.

Naming Image Files

- Be consistent when naming files.
- On our web server file names are case sensitive.
- Do not use spaces or special characters in the file name.
- EXAMPLES:
 - alumni_friends.jpg – is OK
 - alumnifriends.jpg – is OK

 - alumni&friends.jpg – is not OK
 - alumni's.jpg – is not OK

TIP:

DO NOT USE these characters in file names:

~ ! ` # * () + = & % \$ " ' " "

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Recommended size and resolution information for SUNY Oswego:

Right Column:

Width: 160px – maximum

Height: 110px suggested - can vary

Main Editable Region:

Width: 346px – maximum

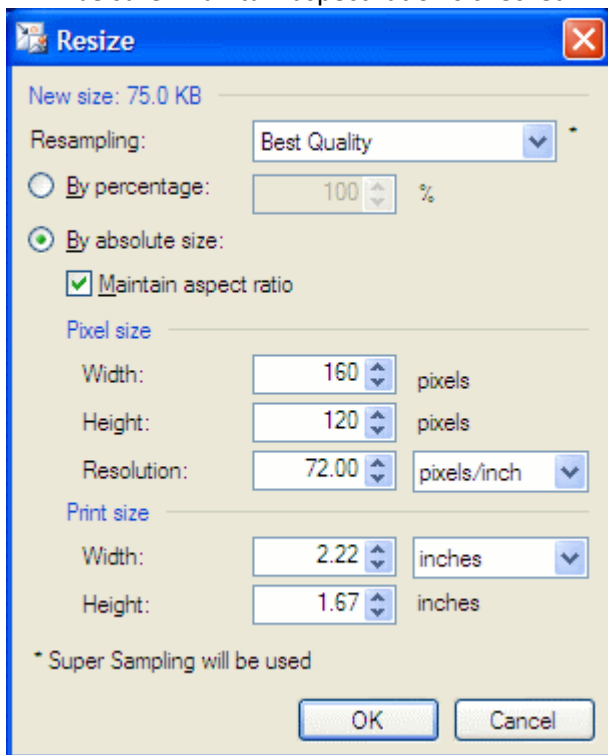
Height: can vary

Image Resolution: 72ppi

Resizing with Paint.NET

Open the image to be resized.

- Select Image > Resize
- Change the width to 160 (right column) or 346 (main editable)
- resolution - 72ppi
- be sure 'Maintain aspect ratio' is checked



- Save the file as a jpeg (photos) or gif (clip art)
- Use Save-as if you want to keep the original file

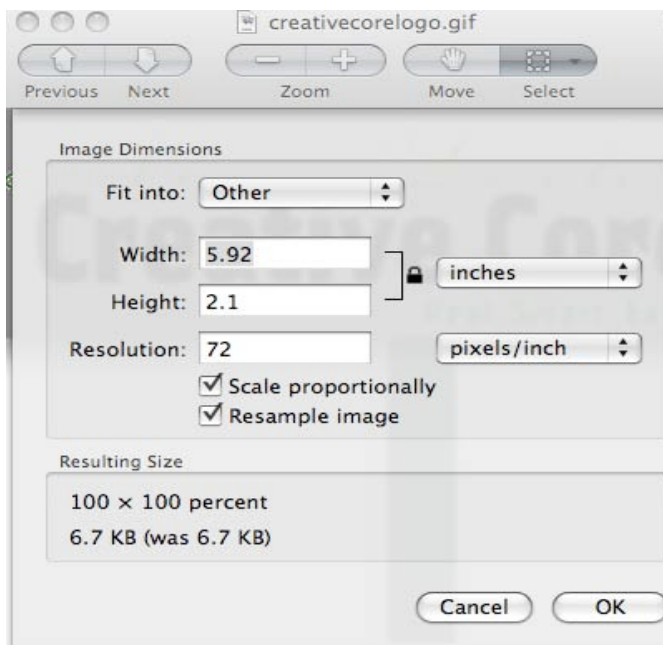
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Resizing with Preview (Macintosh)

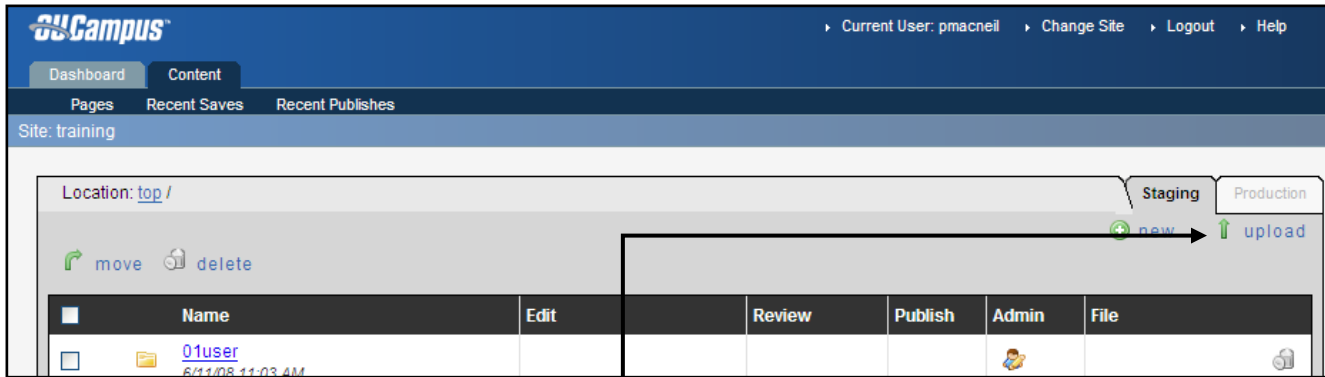
1. Open the image to be resized.
2. Select Tools > Adjust size
3. Change the width to 160 (right column) or 346 (main editable)
4. Resolution - 72ppi



5. Save the file as a jpeg (photos) or gif (clip art)
6. Use Save-as if you want to keep the original file)

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Upload a file

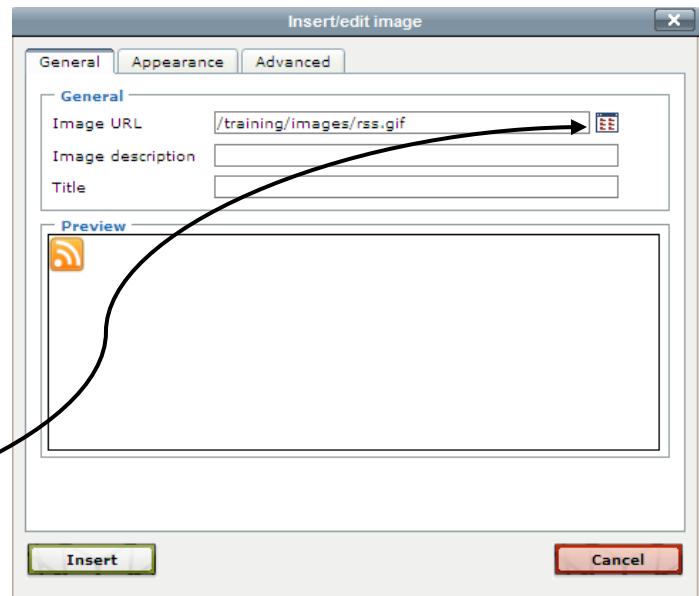
1. Click on *Content/Pages*
2. Navigate to the folder in which you want to upload the file. Note, if you are uploading an image to the images folder, you may need to click on the *Production* tab to see the folder.
3. Click on *upload* (upper right)
4. In the next window make sure *Properties* are set to 'Everyone'
5. *Overwrite* – check if uploading same file name
6. *Browse* for the file on your computer
7. Click *Open*
8. Repeat steps 4 – 7 for multiple uploads
9. Scroll to bottom and click *upload*

TIP: Images, pictures, Word docs, Excel files, PDFs, and essentially everything that is not a web page (.html) or a text file (.txt) are uploaded directly to the Production Server and will not be seen within the Staging Server. To see those files, click on the Production tab.

Insert and upload a file at the same time

If your image is sized for the web, you can upload while editing the web page. Here's how:

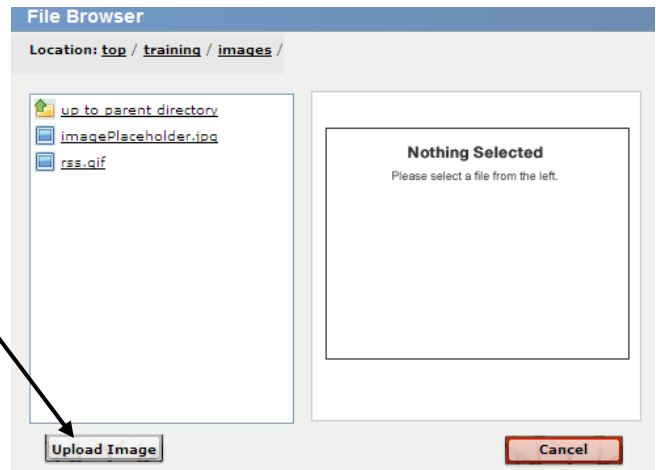
1. Check the file out and edit the body of the page
2. Place your cursor where you want to insert the image.
3. Click on the Insert Image icon
4. Click on browse



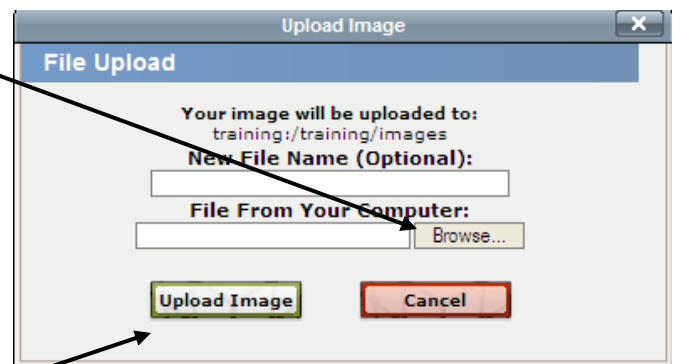
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Before uploading images, edit the image so it is the proper size and resolution.

5. Click on the white button on the lower left.



6. Click on Browse



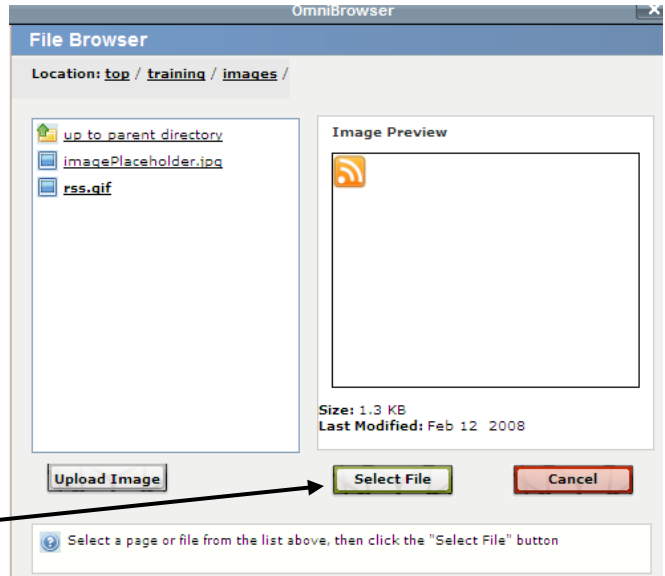
7. Navigate to the location of the image on your computer
8. Click on the image
9. Click open
10. Click Upload Image
11. The image should appear in bold in the File Browser window
12. Click on Select File.
13. Enter an Image Description (see page 6).
14. Click Insert.

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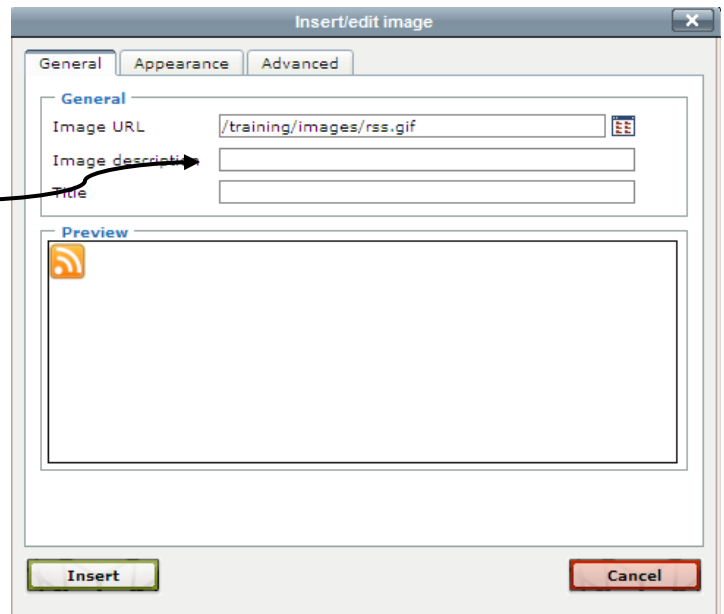
Before uploading images, edit the image so it is the proper size and resolution.

Inserting images that are already uploaded

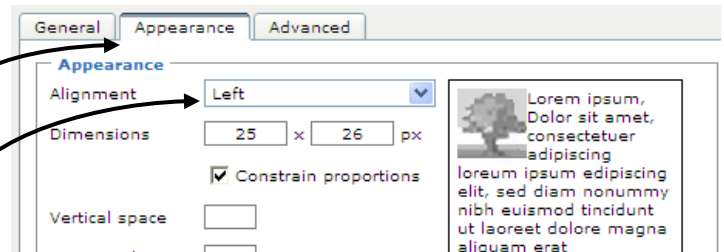
1. Check the file out and edit the body of the page
2. Place your cursor where you want to insert the image.
3. Click on the Insert Image icon
4. Click on browse
5. Click on the image you want to insert. If your image is not listed, look at the top of this window to see the breadcrumb trail. Perhaps you uploaded the image to another place?
6. Click on *Select File*.



7. In the next window, enter an Image description (required).



8. OPTIONAL: If you want to align the image left, click on the Appearance tab



9. Alignment – choose left
10. Click Insert