

Working with Images

- If you are continuing from an earlier exercise, go to update the 'Training Page' and ensure it is marked as 'active'

Before you start working on a new page, you should give thought to its contents, including;

- The 'main picture'
- Additional 'slideshow' images

The old adage 'a picture is worth a thousand words' is especially appropriate on the Internet, where the attention span of a viewer can be very short; it's important to have an attention-grabbing picture to encourage interaction with the site.

Whilst you can embed a picture in the body of a page, it is much easier to use the 'main picture' and 'slideshow' facilities to add pictures. They automatically resize properly to suit viewing on phones, tablets, TV screens etc, making it easier for the club administrator to produce attractive pages.

Resizing images

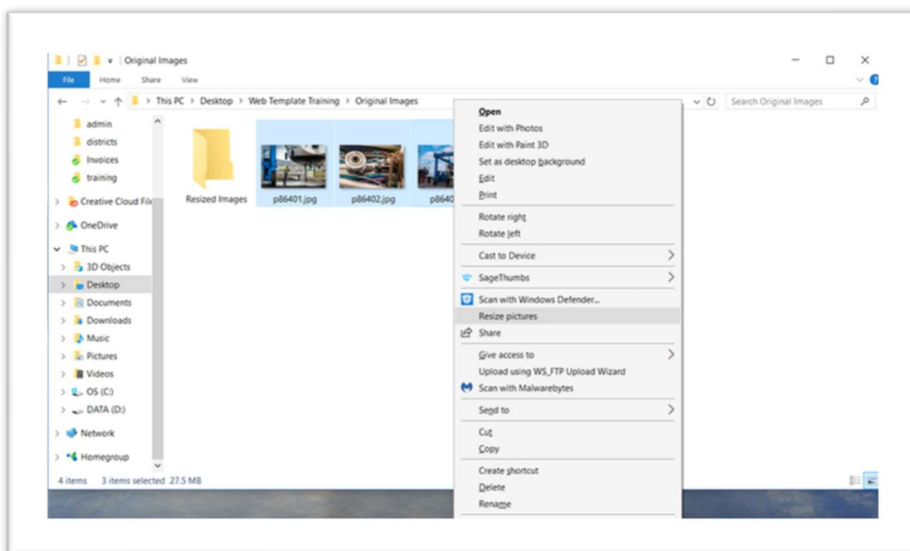
Though images are resized on the server, if you attempt to upload an image straight from your multi-megapixel digital camera, the image will be so large that the upload will either fail or take a very long time to complete.

Images will display best at **1200 x 800 pixels** (a ratio of 3:2, used in most cameras).

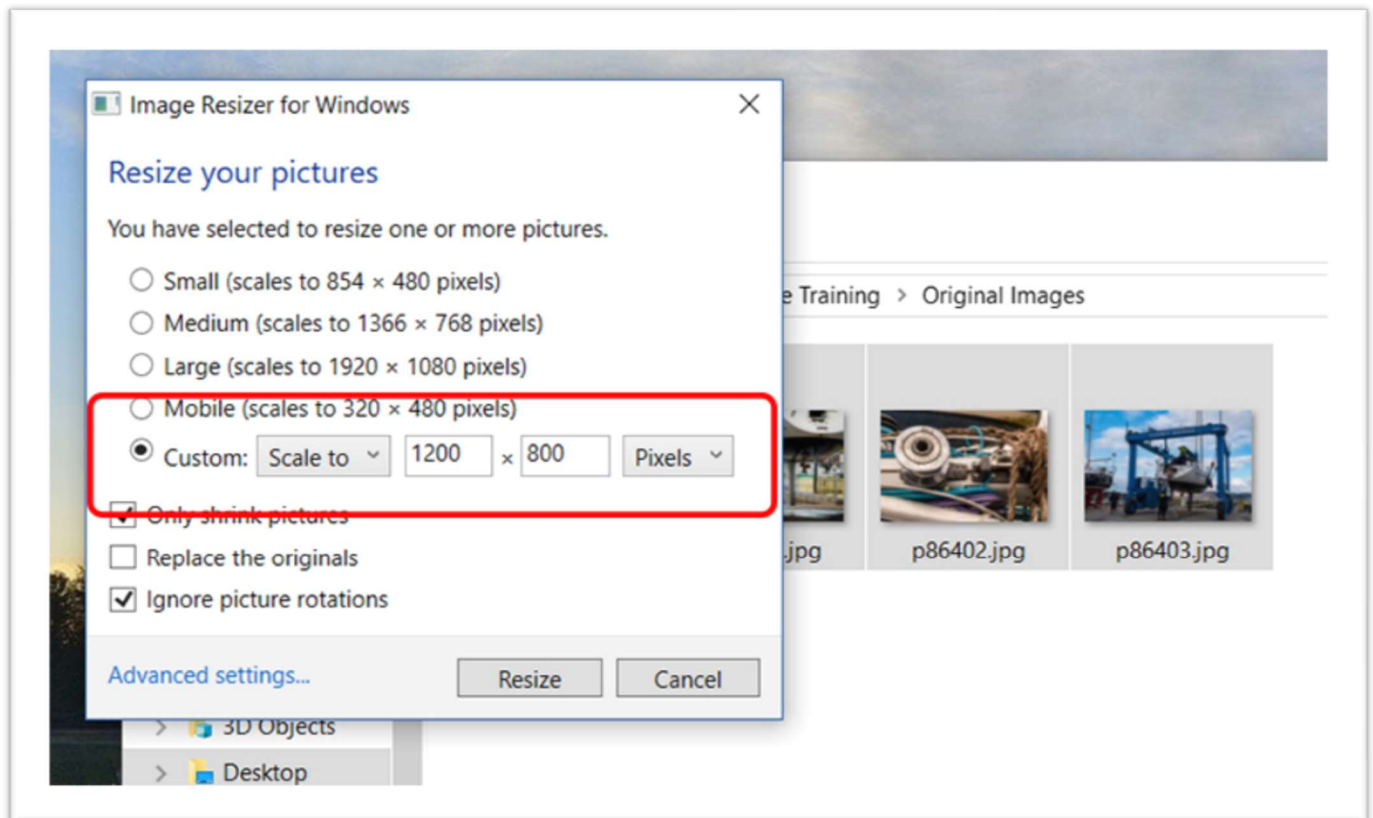
If you don't have your own graphics programme to resize images, **Windows** users can download and install the image resizer by going to <http://www.bricelam.net/ImageResizer/>. **Mac** users see <http://osxdaily.com/2016/09/05/how-to-resize-photo-mac/> for instructions – or use an online site to resize online. For phone/tablet users, there is likely to be an app available.

In the 'Original Images' folder are 3 images, p86401.jpg - p86403.jpg, These images were 8-11Mb each (I have already reduced the quality to save space), approx. 6000 x 4000 pixels – MUCH bigger than we need.

- Select the 3 images (either Ctrl+Click on each in turn or click on the first, then Shift+Click on the third or just drag across all 3 images).
- Right-click on one of the highlighted images and select Resize pictures, as shown below;

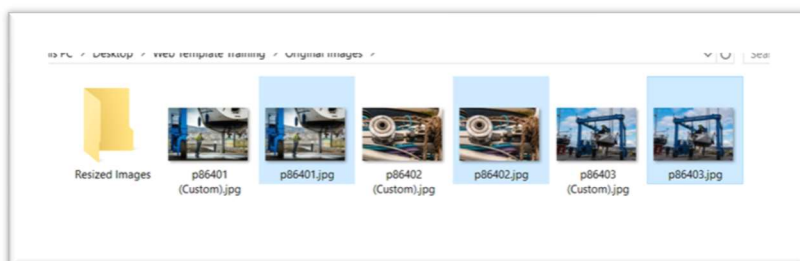


The following window will then open. Change the settings on your screen to match those highlighted in red below.

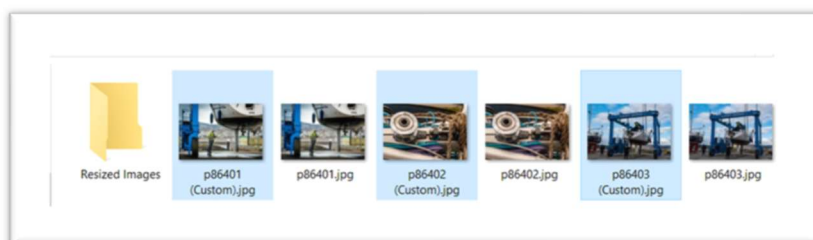


- Then press the 'Resize' button.

The smaller images will be shown adjacent to each original image:

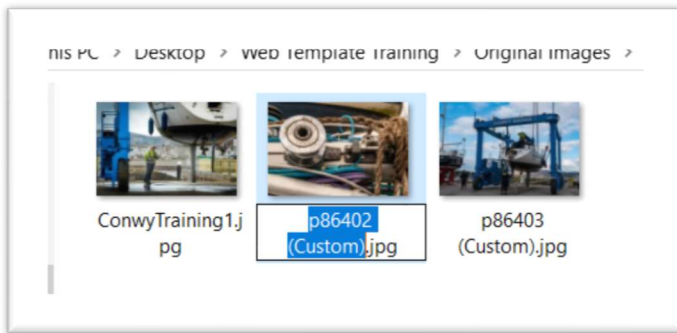


- To make things easier later, you are going to move the **resized** images to the 'Resized Images' folder, then rename them to something more meaningful. This will help slightly in search engine results.
- Select the **resized** images and drop them in place



After you have moved the resized images, open the 'resized Images' folder.

- Rename the first file to something more appropriate (**YOUR** club name, followed by something else!)
- You can copy/past the first name, changing the number at the end, so all images are renamed

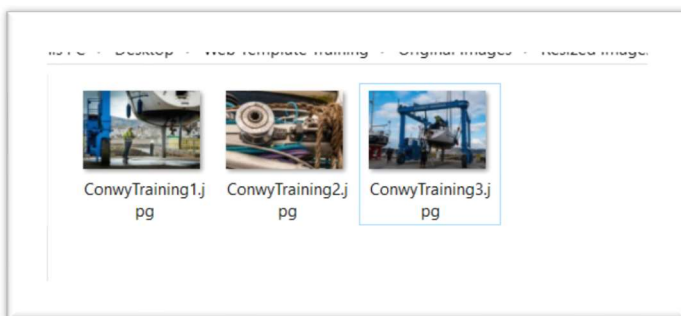


File names should ideally be alphanumeric plus – or _ ONLY, i.e. no spaces or symbols

So 'ConwyTraining1.jpg' or 'Conwy-Training1.jpg' or 'Conwy_Training1.jpg' are all good,

but 'Conwy Training1.jpg' or 'Conwy Training(Custom).jpg' are NOT good

After renaming, the folder will look as follows:



That's the images ready for use on your new page.

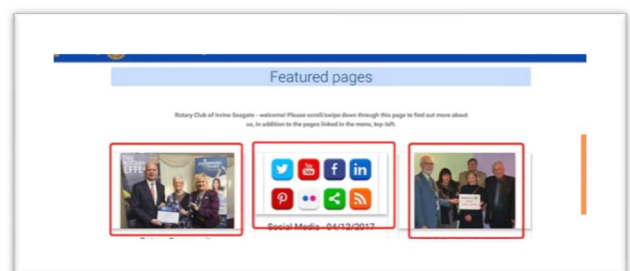
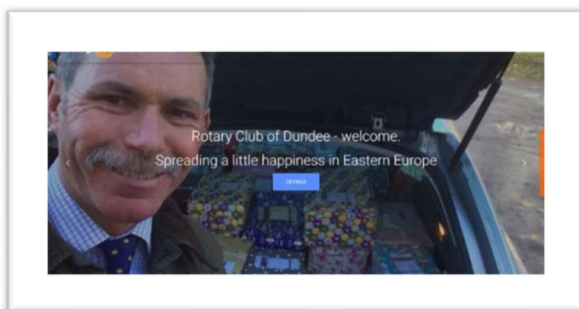
The importance of the 'Main Picture'

The 'main picture' is a simple way to make your pages attractive. The same picture can be displayed in a variety of places automatically, dependent on the type of page (Meeting/Event/Charter Celebration/'what we do' general page) – but you only need to upload the image once, which helps to keep things simple for administrators.

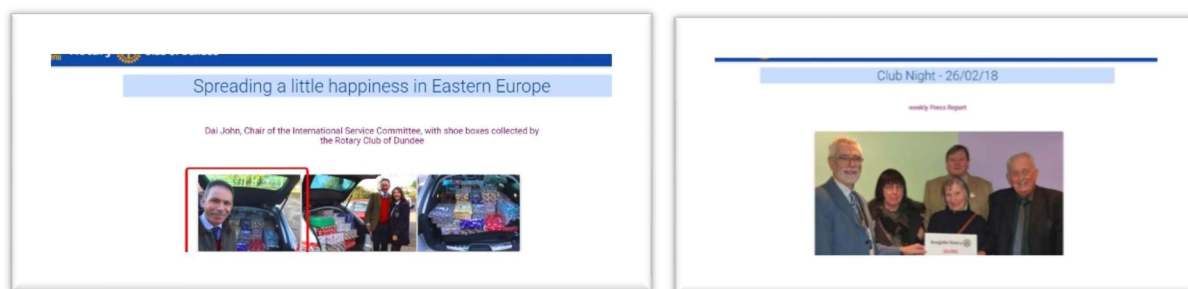
As it is used in such a variety of places, it is one of the most important parts of the template! Mastering using it will make a big impact on your site.

Some examples;

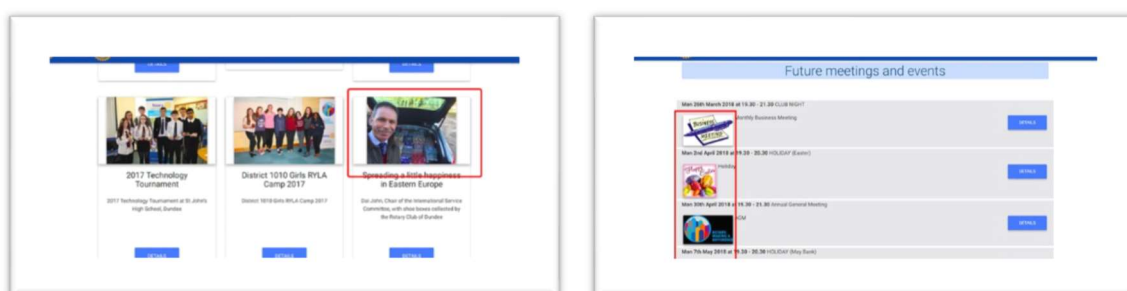
- 1) The 'main pic' can be used on your homepage 'carousel' (below left) or in the 'Featured Pages' section of the home page if you choose to display the images as thumbnails.



- 2) When you click the link to the detail page, the same image is displayed on the detail page - in the example on the left below, there is also a 'slideshow' and the 'main picture' is shown as the first image in the display. The example below right shows the 'main picture' for a page where there are no additional 'slideshow' images.



- 3) The 'main picture' is also used in list pages, for example, future or completed events (below right) in addition to other places on the website (the photo gallery page, below left).

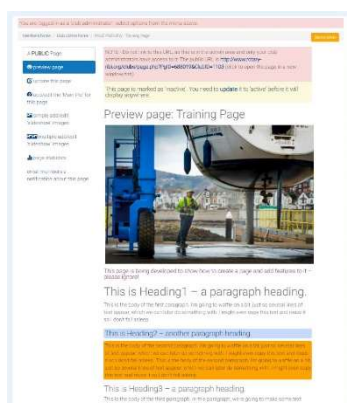


Adding a 'Main Picture'

We're now going to add a 'main picture'. Select this from the menu (usually on the left of the page). **NOTE the information about image sizes etc.** A video is available on the tutorial page <https://www.rotary-ribi.org/tutorials/index.php?PgID=553036&Mp=553033>

- 13) In your 'Resized Images' folder, select the first image (ConwyTraining1.jpg in my example above)
- 14) Give the 'Main Pic description' as: *example picture*
- 15) Click the 'Choose file' button (dependent on browser – it might say 'Browse') and navigate to the 'Resized Images' folder to find the image file that you have renamed (my ConwyTraining1.jpg). **Click the 'Submit' button.**

You are taken to the 'update successful' page. This time, click the 'preview this page' menu item.



This page is an *approximation* of what the public page will look like; there are minor styling changes in the live page but you should get a good idea; as the page isn't 'members only', you can view the live page by clicking the link at the top of the page (*unless the page is marked as 'inactive' – this can be changed by clicking the link to the edit/update page*). A new tab/window is opened in your browser (dependent on your browser – open it as a new tab/window if you know how!). Note that in the 'what we do' menu the page 'Training Page' is listed as a menu item.

You will keep the two windows/tabs open to speed viewing as you make more changes to the page.

NOTE – because you are logged in, there is a 'club admin edit' button on the live page. This is a quick route to update the page, rather than going through the club admin | public pages | 'what we do' pages route.

Click on the window/tab that shows the page in the admin area.

Adding a 'Slideshow'

We are now going to add 'slideshow' images to the page. (See tutorial page <https://www.rotary-ribi.org/tutorials/index.php?PgID=90410&Mp=553033> for a video)

16) Click the 'Simple add/edit 'slideshow' images' link. This page allows you to add one image at a time and is easier to get started with.

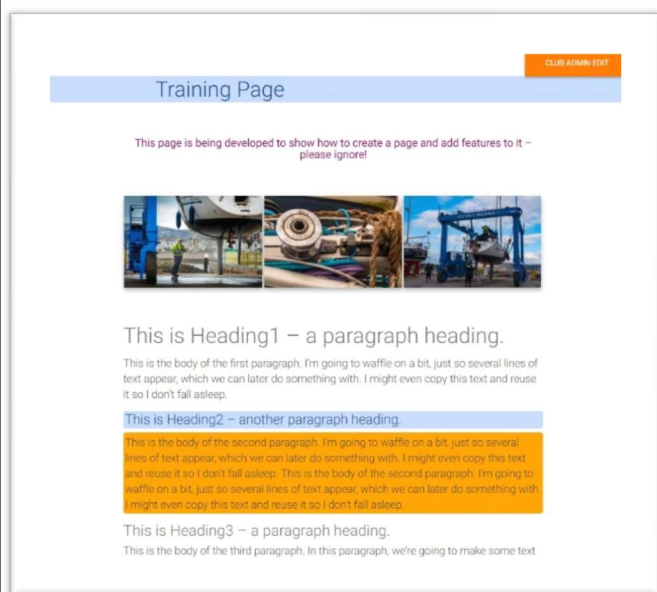
17) Click the 'choose file' button. Find the file that I'd called 'ConwyTraining2.jpg' from your tutorials files. For the moment, ignore the other fields and click the 'upload image' button (may say 'Open' in other browsers).

This time, you are redirected back to the same page so you can add more images or change the image titles/descriptions.

18) Repeat the process for Image3

19) Change to the other tab/window that is open, showing the public page. Nothing has changed - because you are looking at an old version of the page.

20) Press f5 or click the 'refresh' button in your browser.



The thumbnail images are now displayed. Click on one of the images and a larger version will be displayed. You can cycle through images or press the 'play' button to cycle through automatically.

You are now going to change how the slideshow' images are displayed, so that a carousel is the default view

21) Back on the other window/tab, click 'page update'

22) Change the field 'Slideshow' display type:' from 'thumbnails' to 'carousel'. Don't make any other changes.

23) Click the 'update page' button.

Click on the other tab to show the live page. Refresh the page (f5) and the display of the images has now changed.

Uploading Multiple images

Just for the sake of familiarity, you are now going to delete the slideshow images and use the 'multiple upload' page to replace them.

24) Click the 'simple add/edit slideshow' menu on the left.

25) Delete each image individually, by clicking the red button with a dustbin.

You will need to confirm each deletion.

This is an optional step – feel free to skip it and go to 'Deleting the slideshow images'

- 26) Now click on the 'multiple add/edit 'slideshow'' menu.
- 27) Read through the notes, then click the 'upload' button.
- 28) Click in the rectangle that appears (you may need to scroll down to see this).
- 29) A window opens - navigate to the folder containing the training images, then select each one (Ctrl+click allows you to select more than one). Click 'open'
- 30) The images will be uploaded to the server and the view will change to show the thumbnails and title/description fields.
- 31) Preview the live page again - refresh, but it should be the same

Go back to the multiple upload page.

- 32) Add a title and description to one of the image.
- 33) Click the Update button to save the changes.
- 34) Switch to the live page - refresh the page; the image you altered should now display a title & description caption

Deleting the slideshow images

- 35) This time, use the 'multiple image' page to delete all the slideshow images.
- 36) Select 'what we do' pages from the 'public pages' menu.

The page you created 'Training Page' will display a red button with a dustbin. Note this is only displayed if there are NO slideshow images.

- 37) DO NOT delete this page, as it will be used for future exercises. Instead, go to update/edit this page.
- 38) Mark the page as 'inactive' so it doesn't display anywhere in public.