

Member User Guide: Directory & Feature Image, Portfolios, Events Image Upload Process & Image Resizing or Cropping (step 5)

<p>Step 1</p>	<p>Login using your USER NAME & PASSWORD</p>	
<p>Step 2</p>	<p>TO UPLOAD YOUR DIRECTORY IMAGE, FEATURE IMAGE, and PORTFOLIO IMAGES</p> <p>Click any of the following links</p> <ol style="list-style-type: none"> 1) the EDIT IMAGE link beside the heading PROFILE 2) The VIEW PORTFOLIO link beside your picture under your name 3) For the Directory Image click the box: CLICK HERE TO UPLOAD AN IMAGE <p>RESIZING & CROPPING PICTURES All images must be a correct size before uploading. If you need to resize or crop your picture, go to STEP 5</p>	

Step
2a

TO UPLOAD YOUR EVENTS IMAGE

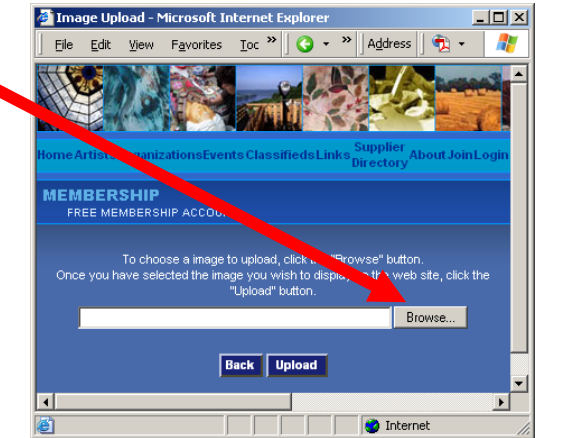
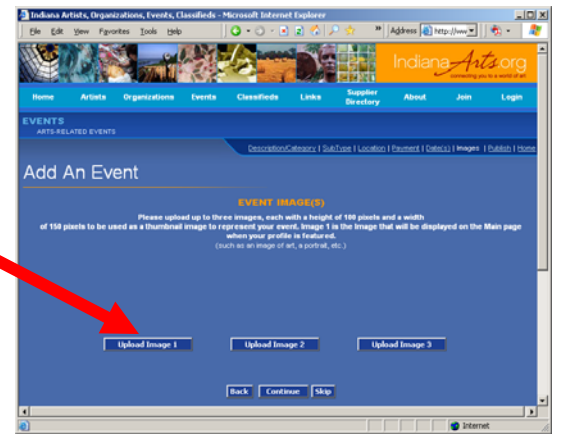
Click **Manage My Events**

1) Add event details

2) At the Events Images page , click the Upload Image button 1,2 and/or 3

3) Click the gray BROWSE... button to choose an image stored on your computer, then click the UPLOAD button

RESIZING & CROPPING PICTURES
All images must be a correct size before uploading. If you need to resize or crop your picture, go to STEP 5



**Step
3**

Your DIRECTORY IMAGE

This image will be displayed with your listing
Choose a digital image you have to represent yourself in the artist directory. i.e., your art, self portrait, your organization's logo, etc..

YOUR FEATURE IMAGE

If you have a Silver or Gold Membership, your Feature Image is displayed on a rotating basis on the IndianaArts.org Home Page. **You may upgrade your membership level for free anytime.** Select the **MANAGE MY ACCOUNT** link on the right side of your Member Home Page, then selecting the desired Membership Level.

Choose an image representing your work – a sample of your visual art, your studio or organization, a performance, etc.

**DIRECTORY , FEATURE IMAGE & EVENT IMAGE
Format Requirements**

Acceptable file formats are .jpg and .gif

Pictures must fit in a specific aspect ratio at a maximum pixel size of 150 px by 100 px wide

Images exceeding the max width will not upload. Images that are smaller than either height or width will be stretched to fit and may distort.

You may modify your existing picture in a photo editing program such as Adobe Photoshop, or use an online web-based program such as:

<http://pixenate.com/> (see step 5)

www.gifworks.com (gif only)

www.myimager.com

RESIZING & CROPPING PICTURES

All images must be a correct size before uploading. If you need to resize or crop your picture, go to **STEP 5**

To upload your image to IndianaArts.org , click the **UPLOAD IMAGE** button and follow the online instructions



Learn more about image editing for the web
To learn more about digital image preparation for the web and more about promoting your work or your organization online, ask your local or Regional Arts Organization to schedule an IndianaArts Web Workshop, or email us at info@IndianaArts.org

Step 4

TO UPLOAD A PORTFOLIO IMAGE & DISCIPTION

You may upload between 3 to 20 images to your portfolio – depending on the membership lever you selected.

You may upgrade your membership level for free anytime.

Select the **MANAGE MY ACCOUNT** link on the right side of your Member Home Page, then selecting the desired Membership Level.

PORTFOLIO IMAGE Format Requirements

Your Portfolio images and descriptions may be Portrait or Landscape format (typically 2x3 photograph) with a maximum resolution of 400 x 600. Larger images will display slowly for visitors using a dial-up connection to the web from their computer.

To upload your images, click the button **UPLOAD IMAGE**

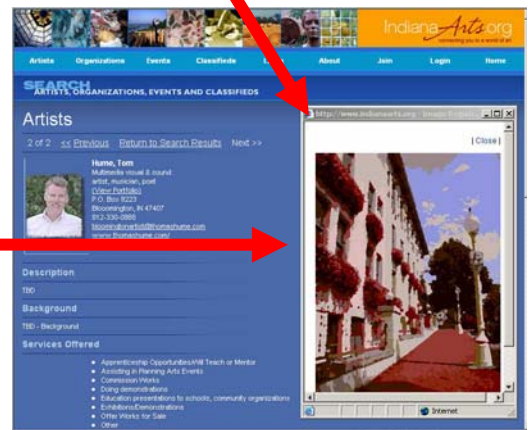
All thumbnail images of your work will be stretched and possibly distorted to fit the thumbnail image window view under your listing.

The larger Portfolio views will be displayed in the correct aspect ratio when the Thumbnail is selected and at the **VIEW PORTFOLIO** link

To learn more about digital image preparation for the web and more about promoting your work or your organization online, ask your local Arts Organization to schedule and IndianaArts Web Workshop or email us at info@IndianaArts.org

RESIZING & CROPPING PICTURES

All images must be a correct size before uploading. If you need to resize or crop your picture, go to **STEP 5**



**STEP
5**

RESIZING & CROPPING YOUR IMAGE USING PHOTOSHOP OR AN ONLINE TOOL

Adding pictures to your Directory, Featured Images and Events helps promote your work - after all; "a picture's worth a thousand words". If you don't have any event pictures, you can always upload a school or event logo. See the prior steps for help with the uploading process

THE RESIZING / CROP-OUT PROCESS

This requirement typically only comes up when uploading Directory Images, Feature Images, and Events Images -- not for Portfolio images. The biggest factor to consider about the aspect ratio is that you'll either need to (a) resize an image to fit within the allowable area, or (b) you may need to crop-out parts of your original image to fit appropriately into the allowable size. This always creates creative challenges since you'll need to decide if you can (a) shrink the image enough, without making it too small - or (b) if you crop, which parts of the image to crop-out - while keeping enough of the image in so it looks good. Examples are below.

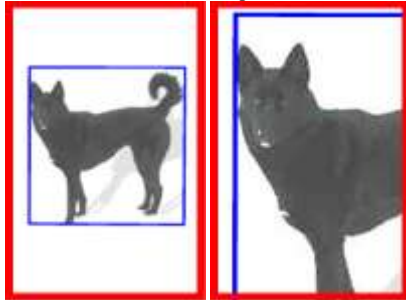
To find Photoshop resources, we typed the following search words in Google: Photoshop change aspect ratio:

- <http://www.tipsfromthetopfloor.com/psc/psc05.php>
- <http://graphicssoft.about.com/od/glossary/g/aspectratio.htm>
- <http://www.rideau-info.com/photos/changeize.html>
- <http://www.informit.com/articles/article.asp?p=441757&seqNum=2&rl=1>

IndianaArts.org requires 2 different sized images for different sections of the site. Examples are below w/ the red frame representing the allowable image size, the image in the blue frame represents the original image size and how that image can fit in it.

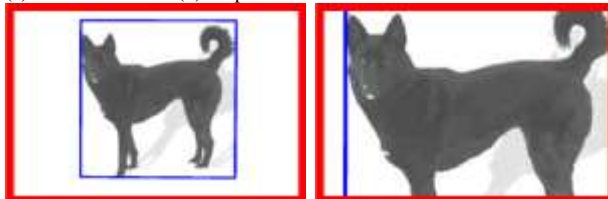
Portrait ratio for the main Directory Image: 100px wide X 150px wide (4x6)

(a) Shrink to fit vs. (b) Crop to fit



Landscape ratio for the Feature and Event images: 150px wide X 100px high (6x4)

(a) Shrink to fit vs. (b) crop to fit



Unfortunately, you can't simply shrink or crop the image to fit the required dimension, but instead must create a final image that is the required size -- otherwise, your image will be stretched and distorted to fit. Therefore, sometimes, you must a) shrink or crop the image to fit in the viewable pixel area, then 2) add a plain background behind the image to fill out the final pixel dimensions of the final image so it meets the required pixel size. For example, in the upper and lower left images, the dog was reduced to fit, but a white background was added to the original dog picture to make it the right size for the final image to be uploaded.

The process to resize or crop your images online is quite simple.

There are a few steps involved, but you will find that the process goes quickly. You may use many image editing programs, or if you don't have the right tools on your computer, you can try the website below, which is not affiliated with IndianaArts.org in any way, but the site enables you to resize your picture. The site also offers a wide range of other image editing tools that you may find helpful for other purposes. Visit <http://pixenate.com/> to resize your picture - and follow these steps while online

- 1) At the site's home page, click "Choose Your Image To Edit".
- 2) Follow the instructions to browse and select your picture on your computer, then click the Upload Button
- 3) On the next screen, you will see your picture (after it uploads - which may take time depending on the image file size)
- 4) Use the RESIZE tool option on the left
- 5) In the space to enter the picture's new width and height. Make sure the "Preserve aspect ratio" box is checked. Then enter the dimensions listed below in the Width and Height Boxes depending on the IndianaArts.org Image you want to create -- **For your Directory Image** 100 px wide x 150 px high - max file size 20 kb. File type jpg.
 - a) enter 150 in the Height box in pixenate.com then tab out of the box, then note the new width to refer to in step 7. Next click the APPLY button
 - **For your Feature Image** 150 wide x 100 high
 - a) enter 150 in the Width box in pixenate.com then tab out of the box, then note the new width to refer to in step 7. Next click the APPLY button
- 6) Your picture will be resized to the maximum largest dimension, and displayed accordingly (this should also decrease the file size below the maximum allowable file size of 20kb)
- 7) If your original Directory image was "Portrait" orientation (taller than wide) and the Width did not exceed 100 px, or the original Feature Image was landscape, and Height did not exceed 100 px - the image looks acceptable, simply click SAVE TO DISK option on the bottom left - and proceed to Step 15
- 8) If the width or height size was too large, or the original image was not the required portrait or landscape orientation - it will not display properly on IndianaArts - so you will need to next select the CROP tool on the left tool bar in pixenate.com
- 9) On the ASPECT RATIO drop down in the CROP Tool selection at the left, click 4x6.
 - a) For a **Feature Image** go to Step 11. For a **Directory Image** click the "Rotate Selection" link to change the Landscape orientation to Portrait then go to Step 11
- 11) You will see a box over your picture in the shape of the final "cropped" 4x6 area your picture that be saved
- 12) Click the Middle of the Crop Box and drag entire area to show the section that would display the CROPPED section of your picture
- 13) Click the APPLY Button on the left which will crop the picture as you selected
- 14) Click SAVE TO DISK button on the left
- 15) A Windows Dialog Box will appear asking if you want to Open or Save the File - click SAVE, rename the file as needed, and save it in a suitable folder on your computer, or save it to your desktop to upload to IndianaArts.org

	<p>For More Information Schedule a User Workshop for your Regional Area Partner Organization, local artists or other arts organizations. Call or email anytime to schedule a User Workshop for your Regional Area Partner Organization, local artists or other arts organization, or to provide is with your comments or suggestions about this website: Contact: Tom Hume, Program Manager Tom@IndianaArts.org</p>	<p>Contact us about the IndianaArts.org For all Technical Support issues, please email support@IndianaArts.org</p>
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