

# QuickStart

M A N U A L

How  
To

Edit

Your

Photos

AND Website

Using

Adobe

Photoshop &

Macromedia

Contribute

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# How To Edit Photos Website

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## Introduction

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The **Quick Start for Website Editing** manual assumes you can:

- Use an Internet browser
- Use a basic word processing program

This manual shows you how to prepare photos for your website and gives you step-by-step instructions on how to edit text and photos on your website using Macromedia Contribute.

I've combined the two items because the majority of website production is in file preparation. This quick start manual gives you basic information so you can make changes to your site with minimal effort while saving time and money.

Please feel free to email me at: [brownel@sunyit.edu](mailto:brownel@sunyit.edu) if you have any questions or comments about the manual.

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Program Name \_\_\_\_\_

Login \_\_\_\_\_

Password \_\_\_\_\_



# How To Edit Photos

5 photo sizes for your site include:

100 x 100 pixels Gallery Thumbnail image
400 x 300 pixels Gallery/Project image
200 x 200 pixels Description page Job/College Info page
200 x 300 pixels Description page Job/College Info page
300 x 200 pixels Main page

**Important Tip!**  
You need to remember the **name** and **location** of the folder that contains the photos you will use for your project.

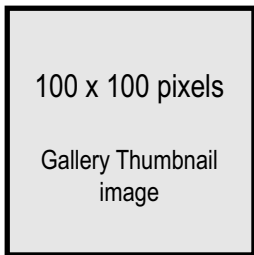
Your site was designed with a standardized size of photos to keep the edits to your site as simple as possible. There are five photo sizes used in your site (see illustration at left)

The two photo sizes you will use the most are the 100 x 100 pixel photo (gallery thumbnail) and the 400 x 300 pixel photo (project gallery pop-up image.)

These instructions are designed to help you edit the 100 x 100 pixel photo and the 400 x 300 pixel photos. You will be able to use these instructions to edit any of the other size photos by following the basic directions.

**Important Tip!**  
These instructions assumes you know how to open an application and browse through folders until you find the document you need to edit.

## Gallery Thumbnail Images 100 x 100 pixels



1. Open the application Adobe Photoshop.
2. Go to **File** and drag down to **Open**.
3. Click on **Open**.
4. Browse through the files until you find the name of the folder you will be working in.
5. Browse through the photos until you find the photo you want to use.
6. Click on the photo you want to edit.
7. Decide what section of the photo you want to use for the thumbnail image. (A standard photo size is usually wider than it is tall. The thumbnail images are square, so a portion of the photo needs to be cropped from this image.)

# Gallery Thumbnail Images 100 x 100 pixels (continued)



Figure 1



Figure 2

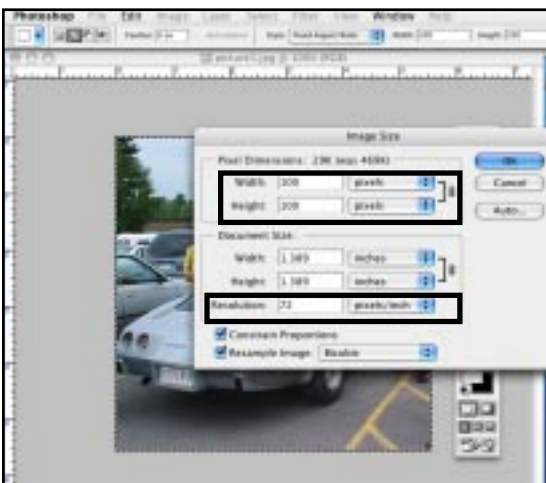


Figure 3

8. Click on the rectangular marquee tool. (**Figure 1**)

9. Go to the Menu Bar at the top of the screen and change the style to **Fixed Aspect Ratio**. Enter 100 for the width and 100 for the height. (This will give you the proper proportion for the small gallery thumbnail photo.) (**Figure 2**)

10. Select the area of the photo you want to use for your gallery thumbnail image (proportion will be a square.)

11. Go to **Image** in the Menu Bar and drag down to **Crop**. (Image will be cropped to a square.)

12. Go to **Image** in the Menu Bar and drag down to **Image Size**.

13. Change the Resolution to 72 (**Figure 3**)

14. Change the Width and Height to 100 pixels. (Once you change one size the other should automatically change to 100.) (**Figure 3**)

15. Click OK.

Image is now a small 100 x 100 pixel box.

- The image probably looks a little blurry and dark. You will fix these problems in the next few steps.

16. Go **Image** in the Menu Bar and Select **Adjustments** and then **Levels**.

# Gallery Thumbnail Images 100 x 100 pixels (continued)

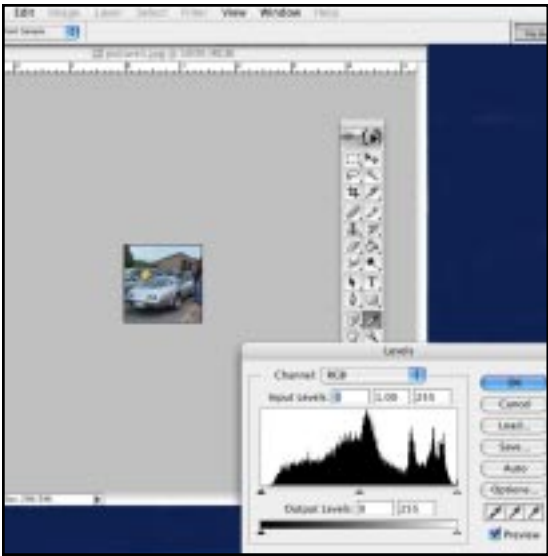


Figure 4

17. Move the middle triangle to the right or left to adjust the “mid-tone,” move the right triangle to the left to adjust the “highlights,” and move the left triangle to the right to adjust the “shadows.” (Figure 4)

18. Click OK.



Figure 5

19. Select **Filter** in the Menu Bar, drag to **Sharpen** and select **Sharpen** (the image will look less blurry.) (Figure 5)

20. Go to **File** in the Menu Bar and drag down to **Save As. Browse** until you find the correct folder to save the image in.

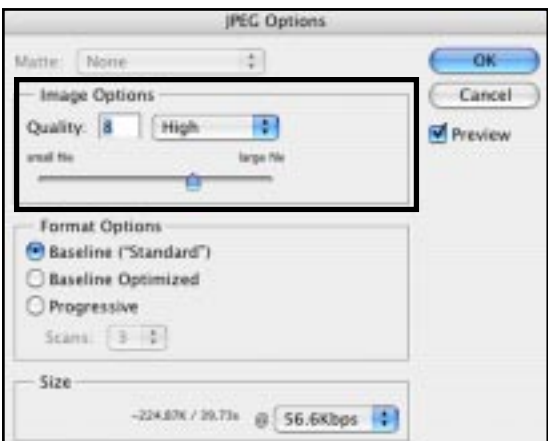


Figure 6

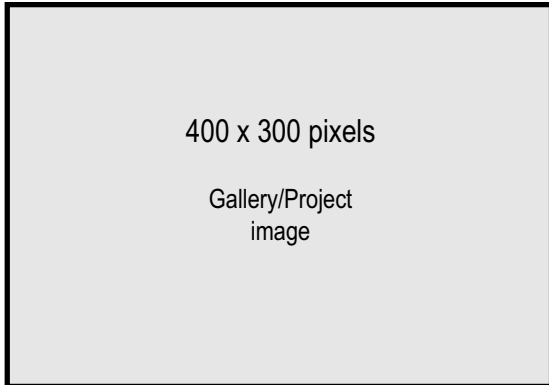
21. Save the image as a **JPG** format and name it **pictureXsm.jpg** (X = the number that corresponds with where the photo will be placed in the gallery images page.) (Figure 6)

22. Close the **original** photo if it is still open **WITHOUT** saving the changes.

You now have a thumbnail gallery image 100 x 100 pixels ready to be used in your website.

# Gallery Project Images 400 x 300 pixels

Most of the instructions are the same as for preparing the smaller thumbnail image. The only difference is the final size of the image. Make all images that appear as a pop-up gallery image 400 x 300 pixels to keep your site consistent looking.



1. Open the application Adobe Photoshop.
2. Go to **File** and drag down to **Open**.
3. Click on **Open**.
4. Browse through the files until you find the name of the folder you will be working in.
5. Browse through the photos until you find the same photo you just used to create the thumbnail image (100 x 100 pixels.)
6. Click on the photo you want to edit to open the file.



Figure 1

7. Look at the photo and decide what section of the photo will best visually describe what is happening in the image.

### If you like the photo as is:

Go to **Image** in the Menu Bar and drag down to **Image Size**.

Change the resolution to 72, the width to 400 pixels and the height to 300 pixels. (Figure 1)

8. Click **OK** and proceed to Step 17.

## Important Tip!

The main thing you want to remember when planning new photos for your site is to keep the names of the photos similar to what already exists. Photos in the gallery section are called picture1sm.jpg (gallery thumbnail images) and picture1.jpg (project gallery images.) Your site can be edited in minutes if you remember to name your photos correctly and exactly where you save them.

# Gallery Project Images 400 x 300 pixels (continued)

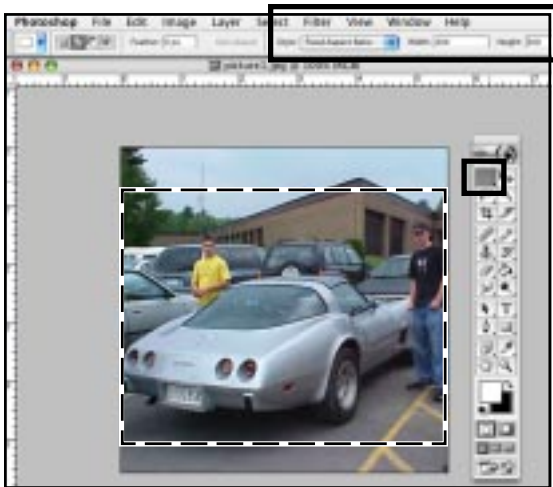


Figure 2

## If you'd like to crop the photo:

9. Click on the rectangular marquee tool.
10. Go to **Edit** in the Menu Bar at the top of the screen and change the style to Fixed Aspect Ratio. Enter 400 for the width and 300 for the height. (This will give you the proper proportion for the larger, pop-up menu gallery project photo.) **(Figure 2)**
11. Select the area you want to use for this image.
12. Go to **Image** in the Menu Bar and drag down to **Crop** (Image will be cropped proportionally.)
13. Go to **Image** in the Menu Bar and drag down to **Image Size**.
14. Change the Resolution to 72
15. Change the Width to 400 pixels and the Height to 300 pixels.
16. Click OK. (The image is now 400 x 300 pixels.)



Figure 3

## If the image seems a little too dark:

17. Go to **Image** in the Menu Bar and Select **Adjustments** and then **Levels**.
18. Move the middle triangle to the right or left to adjust the "mid-tone," move the right triangle to the left to adjust the "highlights," and move the left triangle to the right to adjust the "shadows." **(Figure 3)**
19. Click OK.

## Gallery Project Images 400 x 300 pixels (continued)

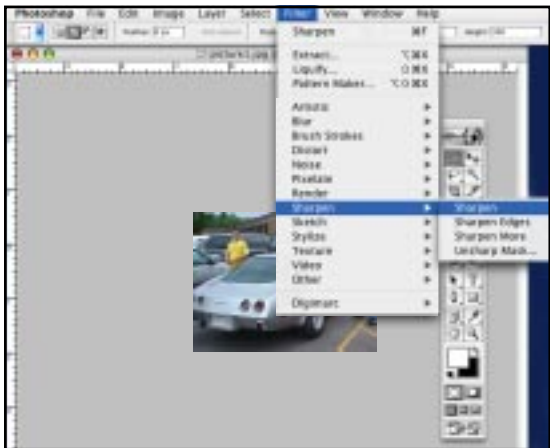


Figure 4

If the image seems a little blurry:

20. Select **Filter** in the Menu Bar, drag to **Sharpen** and select **Sharpen** (the image will look less blurry.)
21. Go to File and Save As. **Browse until you find the correct folder to save the image in.**
22. Save the image as pictureX.jpg (X = the number that corresponds with the small thumbnail gallery photo.)
23. Close the **original** photo if it is still open **WITHOUT** saving the changes.

You now have a project gallery image 400 x 300 pixels ready to be used in your website.

### Important Tip!

You must save your photos in a JPG format. Websites use JPG format for photos and GIF for graphics. If you don't save your photo in a JPG format, your website will not be able to use or locate your image.

# How To Edit Website

You will use Macromedia Contribute to edit your website. The program is easy to use - it's based on any word processing program you may already know.

The following instructions will show you how to log onto your site, locate the page you want to edit and publish edited pages to your site.

## Open and Connect to Website



Figure 1

1. Open the program Macromedia Contribute. **(Figure 1)**  
(You will see a message that says you have not made a connection to the website you want to edit.)

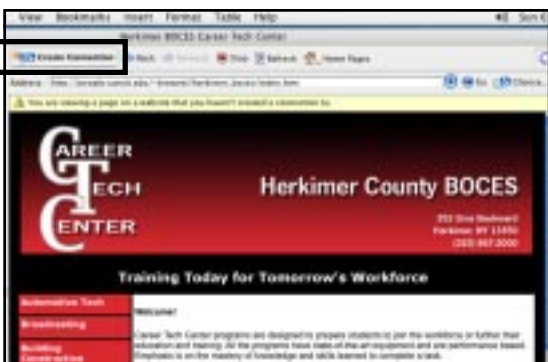


Figure 2

2. Click on Create Connection. **(Figure 2)**

## Edit Website (continued)



Figure 3

2. Make a connection to the website you want to edit.  
(You will need to log in with your user name and password.)  
**(Figure 3)**

You will see a summary page with your connection information. Click on Finish. You will now be able to edit your website. **(Figure 4)**

3. Browse pages until you find the page you want to edit.



Figure 4

## Edit Text



Figure 5

4. Click on **Edit Page** at the top left of the Menu Bar. **(Figure 5)**  
(The program will process the information and show dotted lines around areas that can be edited. You are now able to highlight the text and make any changes.)

## Edit Website (continued)

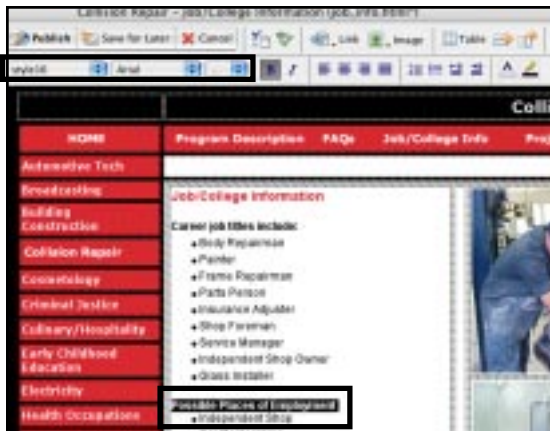


Figure 6

5. Change the text on the page by highlighting it and either typing over the text or deleting existing text and inputting new information. (Figure 6)

### Important Tip!

Make sure the text is the correct font and size. Arial (Style 16) is used on this page. You can double check the font size and style by clicking on text that looks correct (the font and size will show up in the menu at the top of the page.)

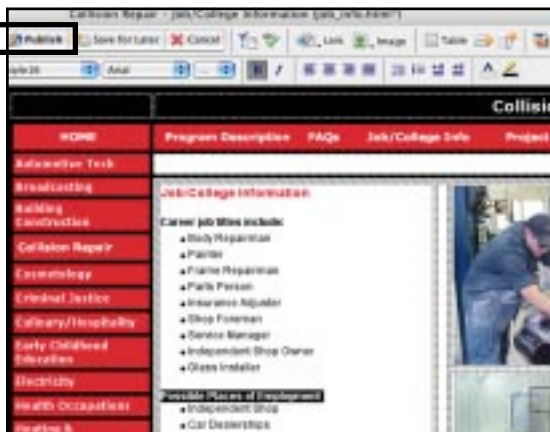


Figure 7

6. Once you have the text the way you want it. Click on **Publish**. (Figure 7)

Your page has been updated and is now live.

## Edit Photos



Figure 8

1. Browse pages until you find the page you want to edit. (Figure 8) (You will be changing the first image on the Jeepster gallery page.)
2. Click on **Edit Page** at the top left of the site. (Dotted lines will appear around editable area.)
3. Click on the image you want to replace (100 x 100 pixel placeholder.)

## Edit Website (continued)

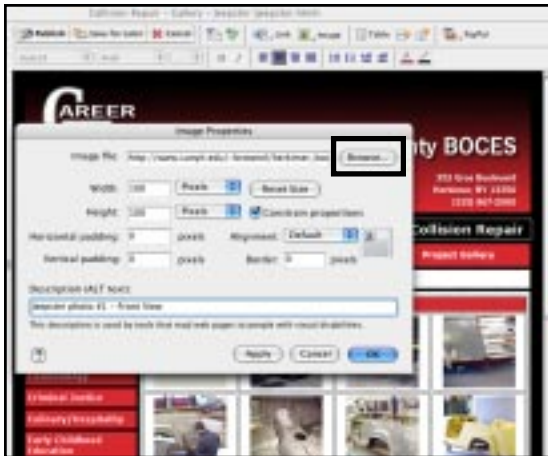


Figure 9

4. A pop-up box will appear. **(Figure 9)** Click on the **Browse** button. This allows you to look for the photo you want to use.

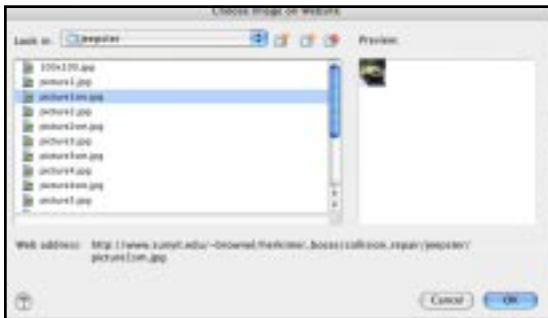


Figure 10

5. Click on the photo you want to use and then click on **OK**. **(Figure 10)**

You may choose to browse for the photo in the website folders **OR** you may choose to browse through the photos on your hard drive. It all depends on where you have saved your photos.



Figure 11

6. Click **Publish** if you are happy with the changes you've made. A dialog box will appear stating you have made changes to your website.

Continue in the same manner until you have made all of your changes. When you are done, quit Contribute.

Your edited pages are live and ready for anyone in the world to view!

Congratulations!