

Once you have installed the PhotoShop cropping presets file, you are ready to crop and scale images in Photoshop to prepare them for publishing on your website.

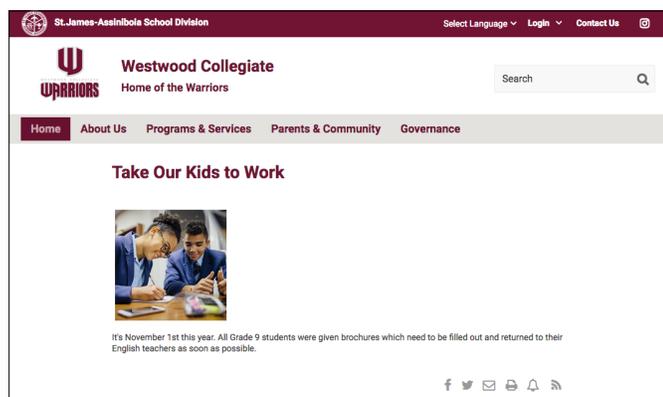
The cropping presets are named as follows: 180 SQUARE, 360 SQUARE, FEATURE, NEWS FULL WIDTH, NEWS HALFWIDTH. Here are some guideline as when to use them...

180 SQUARE & 360 SQUARE

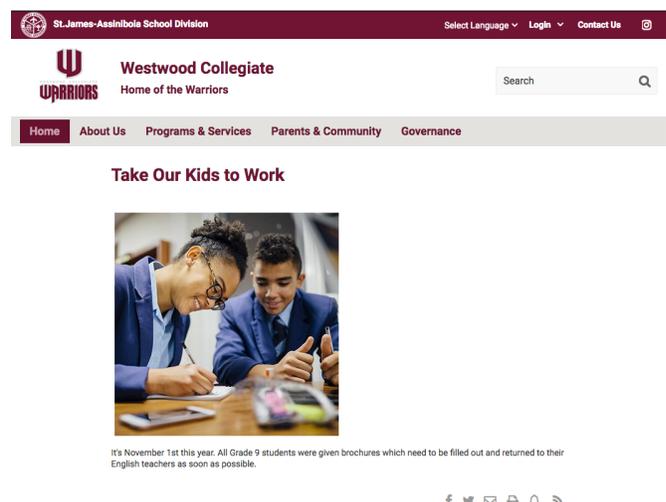
These presets crop the image as a square 180 px by 180 px or by 360 px x 360 px.

Square images are recommended for News Items as a thumbnail of the image will also display on the School's main page. Use your judgement as to when to use the 180 SQUARE preset and when to use the 360 SQUARE preset. Typically, if you only have a few lines of text, the 180 SQUARE is fine. Use 360 SQUARE for longer news items or in cases where you want a larger image... to highlight student's achievements, for example.

Here are some samples to help you judge the sizes...



180 SQUARE



360 SQUARE

Other Tips:

- If you only have a few lines of text in the news item, set the Image position to Bottom, and insert a RETURN to force the text beneath the image.
- If you have longer story, opt for setting the image position to either Float Left or Float Right to have the text flow around the image.
- If you need to make the image a "smidge" smaller or larger to make text wrapping look better, you can always resize it in Sharepoint by clicking and dragging the image corners. When making the image a bit larger, Pay attention to the image quality if making images larger... if your go too far the image will become blurry and pixelated.

FEATURE

This preset crops the image to 768 px by 432 px in order that it fits perfectly in the space reserved for Feature images. There's no flexibility here... Feature images MUST be prepared using this preset.

NEWS FULL WIDTH & NEWS HALF WIDTH

These presets crop images to the following sizes in 4:3 view...

NEWS FULL WIDTH

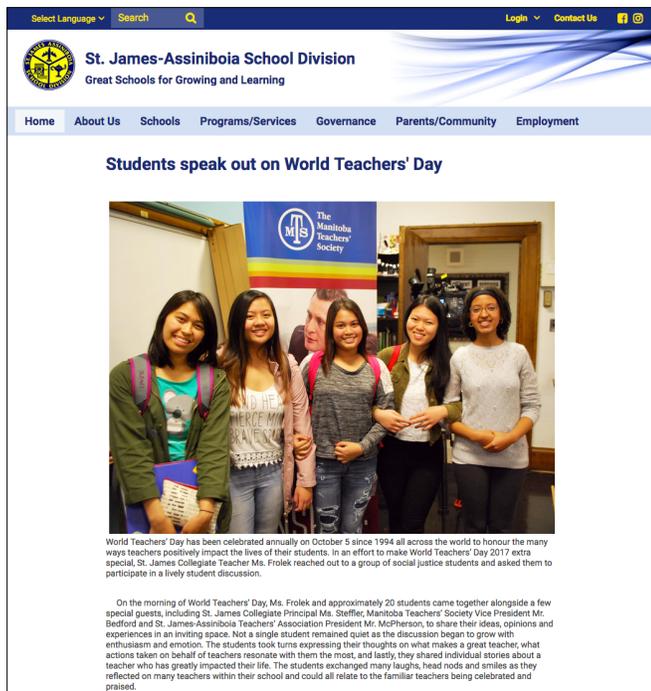
720 px x 540 px

Use this preset when you want your image to span the full width of the news column. If you use this crop preset to prep an image for a news story, you will want to ensure that the image position is set to bottom, thereby forcing any text that follows, under the image.

NEWS HALF WIDTH

360 px
x
270 px

This preset will size you image so that it spans half the width of the text column. If you use this crop preset to prep an image for a news story, you will typically set the image position to Float Left or Float Right to have the text flow around your image.



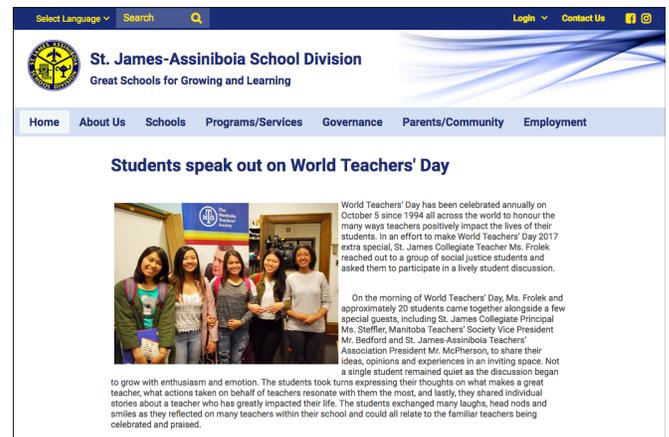
NEWS FULL WIDTH

Curious secretary asks:

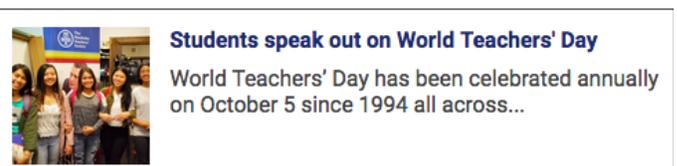
Hold on! Didn't you say that news stories needed square images?

Ideally, yes. But that doesn't mean you can't use a 4:3 scaled image. Just be aware that when Scholantis automatically creates a thumbnail of that image for the main page it will lop off the sides of the image to make it square. Often that may not be an issue.

For example, the news story pictured above uses a 4:3 scaled image. When Scholantis creates the thumbnail of the image for the main page, it lops off the sides of the image to make it square... Look closely to see what is missing between the 2 images...



NEWS HALF WIDTH



Curious secretary asks:

What if I have a photo that was taken in portrait orientation? (ie. up and down not across)

I'd recommend that you either use the 360 SQUARE or NEWS HALF WIDTH crop preset to prep the image for your website.

Curious secretary asks:

Can I have more than one image in a news story?

Yes... just be aware that the thumbnail that will be created and will appear on your school's main page for the news story will be from the first image that appears in the news story.

Curious secretary asks:

Are there image samples anywhere I could look at to get a better idea of what the sizes look like online?

Yes... take a look at this site: <http://www.sjasd.ca/aboutus/imagesamples>