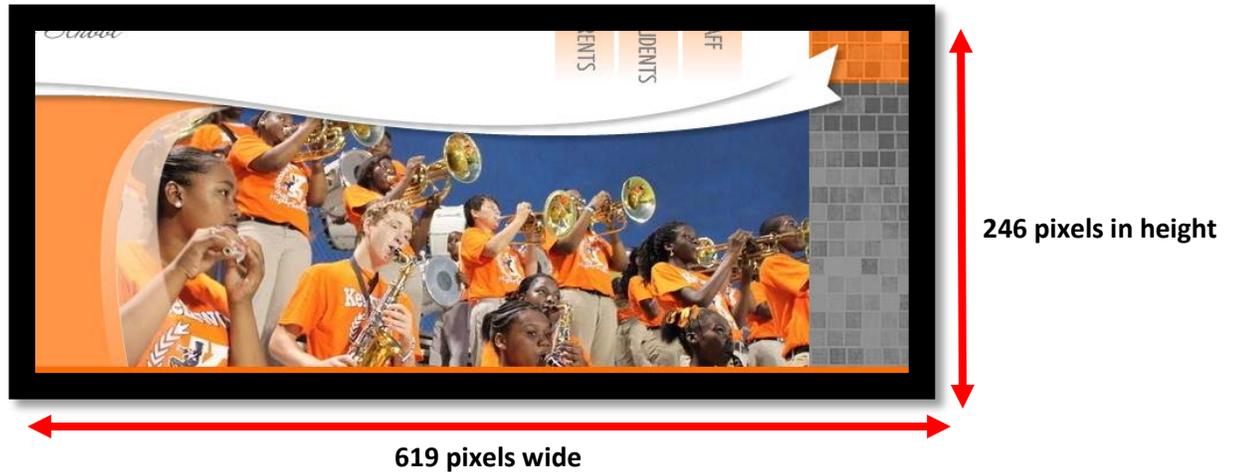


Editing Photos for your Homepage Rotating Banner

The rotating photo banner at the top of your school homepage is housed in a very narrow window. The pictures you insert **MUST** fit the window perfectly in order for it to look nice.



- The exact size of the window is **619 pixels wide** by **246 pixels in height**.
 - In order to achieve this perfect size, you will need to use a picture editing tool, such as the free site, www.drpic.com
 - Follow the guide below to capture, save, and edit the pictures you will use for your rotating banner.
1. Use a camera of high quality to take a photo. Please do not use older cell phones! The pics are grainy.
 2. Consider the composition of the photo (look for opportunities to capture images in landscape orientation, with a wide-angle view of the subject matter. STEP BACK from your subjects).



Good composition for Rotating Banner Window

Photo taken from appropriate distance. Able to see a "widescreen" view of subject matter. No chopped heads or peek-a-boo people.



Not so good composition/layout

Photo not wide enough to fit custom window. Not able to see all of the elements which make up the photo. Child's head not in full view.



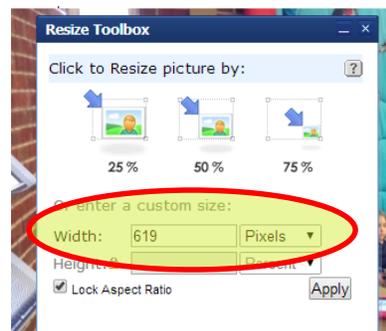
Peek-a-boo!

- Once you have the photos, save them to your desktop computer.
- Make sure that when you give the photo a name, that you do not use any SPACES or SPECIAL CHARACTERS in the name. EX: fallpic will work, but "Fall Pic" will not (because of the space and quotation marks).
- After the photo has been saved to your computer....
- Use a photo editor to adjust the size of the pictures.

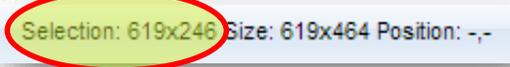
It is recommended that you create a folder on your desktop titled "Web Pics" so that you can easily find the edited photos that you have created and plan to upload to the web.



- Open Photo Editor:** www.drpic.com
- Load a picture:** load your photo from the hard drive of your computer.
- Resize the photo to the correct width:** photos for the rotating picture app must be **619 PIXELS** wide. Use the **RESIZE** button to adjust the width (make sure you select **PIXELS** and not percent.)



- Crop:** Next, drag your mouse over the photo to crop the **height**. Pay attention to the dimension ticker at the top right of the screen. Stretch the crop box from edge to edge for the width (remember... you have already resized the **width to 619**). Now adjust the window **height to 246 pixels**.

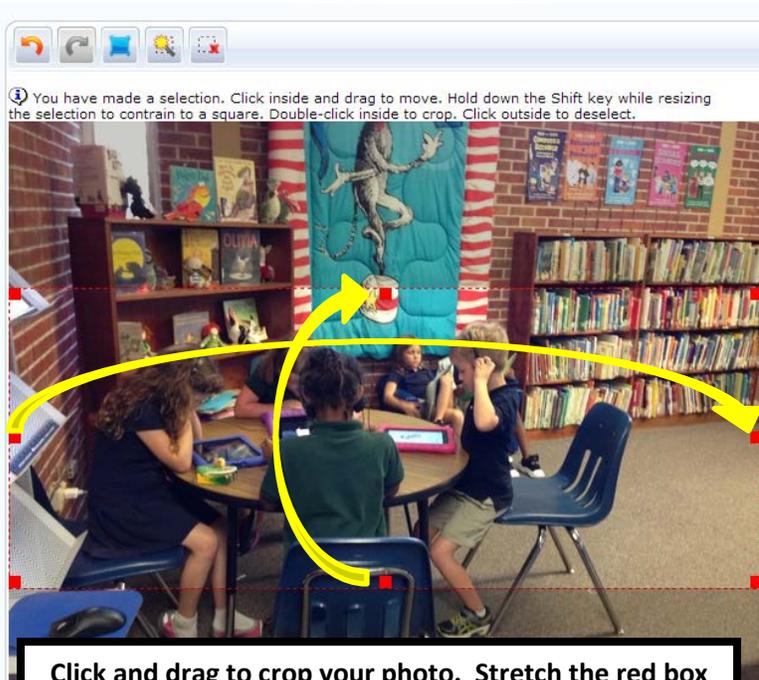


Hit the **CROP** button on the menu.

- Adjust the size again:** If your picture resizes itself small, or disappears, hit the **RESIZE** button again to bring it back to the correct size.



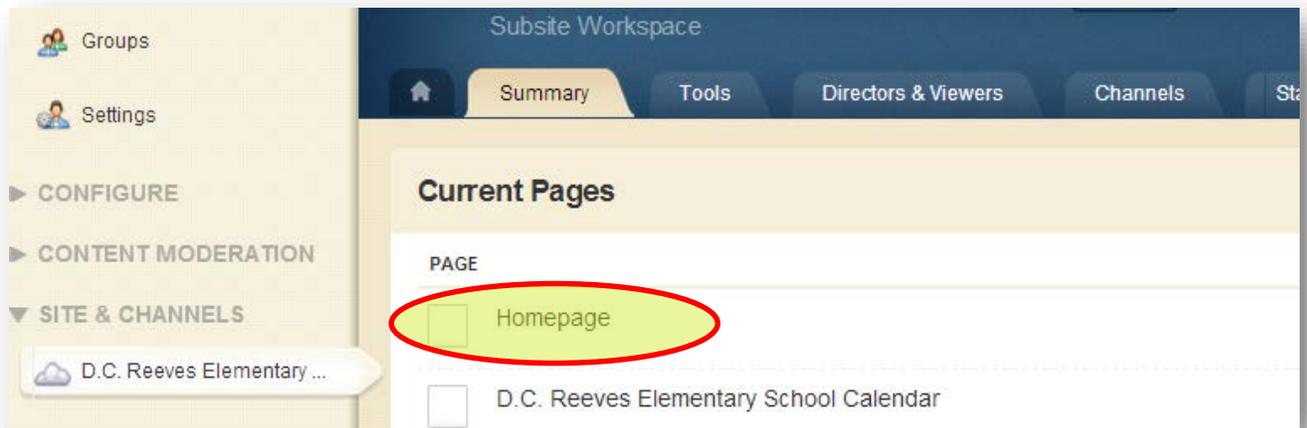
- Save to Disk:** Save the photo into the "Web Pics" folder that you created on your desktop. Make sure you save it as a **JPG** at the highest quality.
- Load to SchoolWires:** Your photo is now ready for upload into the Rotating Pictures app in SchoolWires.



Click and drag to crop your photo. Stretch the red box all the way across the width of the photo. Use the dimension ticker in the top right corner to stretch the crop box to the correct height of 246 pixels.

You are now ready to upload your photos into the Rotating Photos app in Schoolwires.

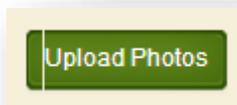
Log into your Site Manager account in SchoolWires.
Navigate to the HOMEPAGE and find the Rotating Photos app.



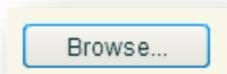
1. Click on the app to open it.



2. Select "Upload Photos"



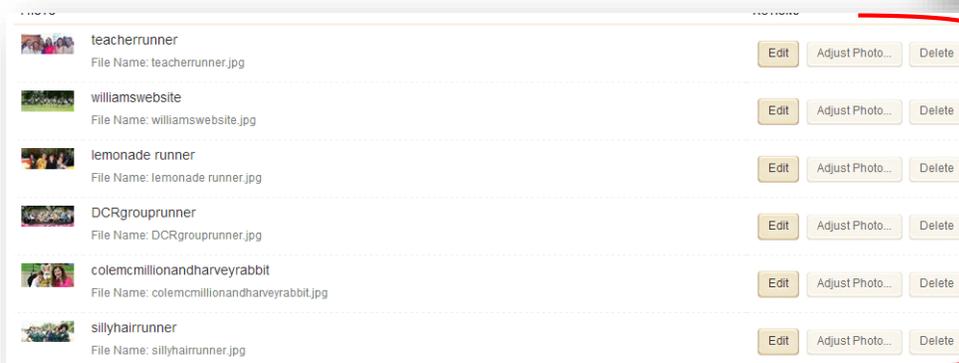
3. Browse your computer and navigate to your "Web Pics" folder.



4. Select the photo you wish to use and click "Upload."



5. Use the buttons along the top to **UPLOAD** more photos and **SORT** the order of the pictures as they will appear in the rotation.



You can **EDIT** and **ADJUST** the photo using the buttons to the right. You can also **DELETE** the photo from the playlist.

6. **Very Important!!!** You must **PUBLISH** the photos in order for them to appear in the banner. **Refresh your window on the web to view your recently added pictures.** Always preview the web to make sure that your banner looks nice on your school's site.



Contact your Tech Facilitator for help if needed.