

Tutorial

How to Upload an Image to your Business Legacy Partner Home Page or to the Home Pages of your stores or practices*

The image you are using for your Americans All Business Legacy Partner home page, or selected by each of your stores or practices, can be color or black and white and is saved full size on our Web site server. Until you select "Publish," your cropped image will still appear full size.

* Each store or practice can further customize its Legacy Partner home page by uploading an image that is unique to its location.

Select an Image

The first step is to select a file to house the image you want to use for your Business Legacy Partner story that will be easy to find when you click on “Choose File.” The image must be a jpg, png, gif or jpeg, and it must not exceed 20 megabytes in size. If your image is a PDF, it must be saved to one of the usable formats.

The acceptable format for an image is a square, and the size must be at least 400 pixels (4.2 inches) in each dimension (height and width) to be uploaded. The original size of the image cannot exceed 2048 pixels (21 inches) in either dimension.

Once an image is selected, its name and format will appear in the field.

Click on “Upload” and a blue bar will appear indicating that the upload is in process.

If the selected image is too large, the upload program will resize it to fit the template. If it is too small, this error message will appear.



The specified file could not upload. The image was too small; the minimum dimensions are 400 x 400 pixels.

Instructions on how to increase the size of an image to make it usable are provided at the end of this tutorial.

Click on “Next” to continue.

Upload a new file *

Choose File No file chosen Upload

Files must be less than 20 MB.
Allowed file types: **jpg png gif jpeg**.
Images must be between 400x400 and 2048x2048 pixels.

Next

Upload a new file *

Choose File Americans A...oration.jpg Upload

Files must be less than 20 MB.
Allowed file types: **png gif jpg jpeg**.
Images must be between 400x400 and 1024x1024 pixels.

Next

Upload a new file *

Choose File Americans A...oration.jpg Upload

Uploading... (217.87 KB of 217.87 KB) 100%

Files must be less than 20 MB.
Allowed file types: **png gif jpg jpeg**.
Images must be between 400x400 and 1024x1024 pixels.

Next

The image was resized to fit within the maximum allowed dimensions of 2048 x 2048 pixels.

Upload a new file *

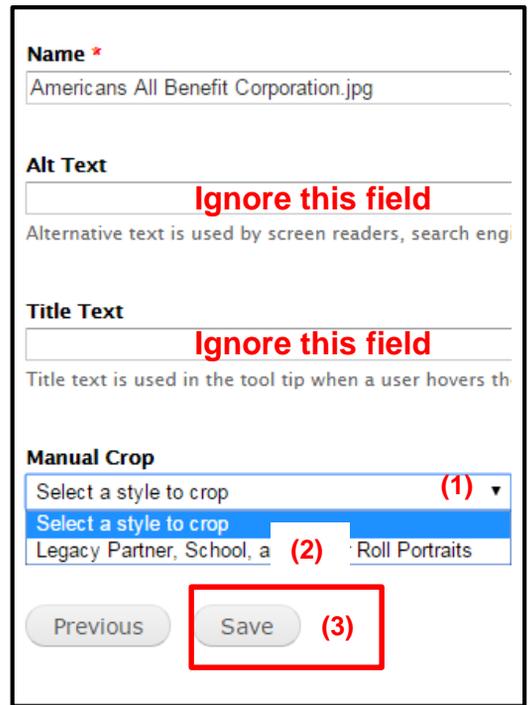
Americans All Benefit Corporation.jpg Remove

Files must be less than 20 MB.
Allowed file types: **png gif jpg jpeg**.
Images must be between 400x400 and 1024x1024 pixels.

Next

This **Name*** field enables you to confirm that the image you selected is the right one.

Click on the down arrow in the “**Manual Crop**” field (1) to select a cropping style for your Honor Roll Portrait. After you select a cropping style (2), click on “Save” (3) to activate the cropping screen (see below). Once you crop and save your photograph (4), you will be returned to this page to complete the upload process. This is accomplished by clicking on “Save” again (3).



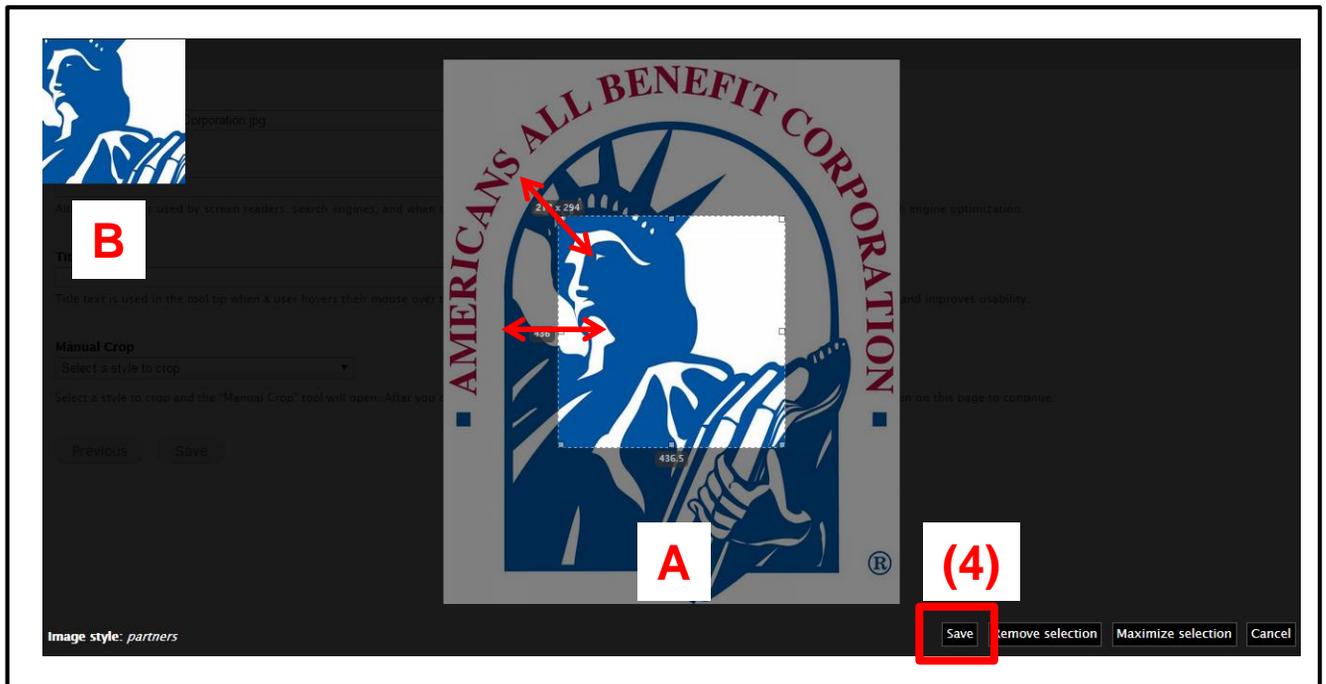
Name *
Americans All Benefit Corporation.jpg

Alt Text
Ignore this field
Alternative text is used by screen readers, search eng

Title Text
Ignore this field
Title text is used in the tool tip when a user hovers th

Manual Crop
Select a style to crop (1) ▼
Select a style to crop
Legacy Partner, School, a (2) Roll Portraits

Previous Save (3)



By clicking and dragging your cursor over one or more of the white boxes (A), you can crop your photograph as you desire. The image in the upper left corner will reflect your cropping decisions (B).

If you click on “Maximize selection,” the image will automatically be increased to its maximum size. You can always readjust the size of your image by using the arrows as noted above. Until you select “Publish,” your cropped image will still appear full size.

This step enables you to verify that the cropping process has been successful. By clicking on the down arrow in the “Manual Crop” field (1), the style you selected will be highlighted in green (6).

If this is correct, click on “Save” (3) to complete the uploading of your image. If a problem occurs, repeat the process.

The screenshot shows a form with the following sections:

- Name ***: Input field containing "Americans All Benefit Corporation.jpg".
- Alt Text**: Input field with the text "Ignore this field" in red. Below it, a note reads: "Alternative text is used by screen readers, search engines, and v".
- Title Text**: Input field with the text "Ignore this field" in red. Below it, a note reads: "Title text is used in the tool tip when a user hovers their mouse".
- Manual Crop**: A dropdown menu with a down arrow (1). The selected option is "Legacy Partner, School, and Honor" (6), which is highlighted in green. Other options include "Select a style to crop" and "raits (cropped)".
- At the bottom, there are two buttons: "Previous" and "Save" (3), with the "Save" button highlighted by a red box.

Your image has been successfully uploaded to your Business Legacy Partner home page. Until you select “Publish,” your cropped image will still appear full size.



Tutorial

How to Make the Format or Size of an Image Usable

A Business Legacy Partner, or one of its stores or practices, may have a valued image that would enhance the appearance of its story. If this image is in print (or cloth) format, it must first be converted to a digital format to be uploaded to the story. Also, regardless of its format, if the image is too small to use, it needs to be enlarged to a minimum size.

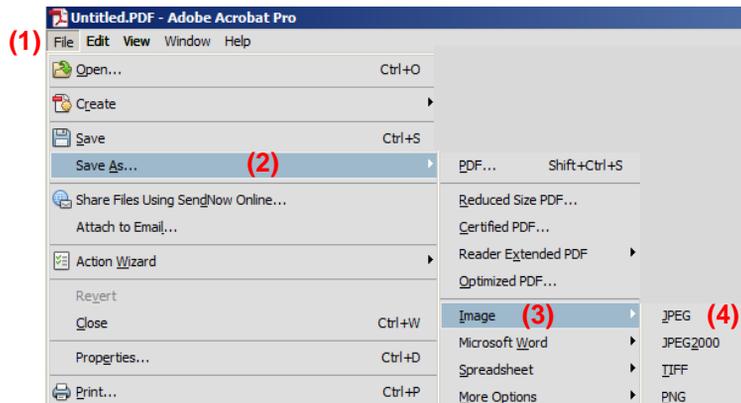
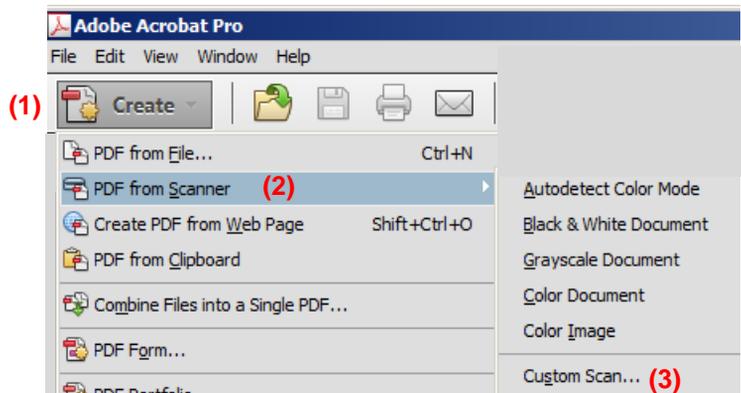
Creating a Digital Image

To convert an image to a digital format, you need access to an all-in-one printer, a device that prints, copies, scans and faxes documents. This example uses Adobe Acrobat.

Place the image on the screen and then select “Create” (1), “PDF from Scanner” (2) and “Custom Scan” (3). When the next screen appears, click on “Scan.”

Once the scan is completed, select “File” (1), “Save As” (2), “Image” (3) and “Jpeg” (4). The next screen will ask you to “Name the Image” and select the location for the file on your computer.

The digital image is now ready to be inserted into your Legacy Partner story.

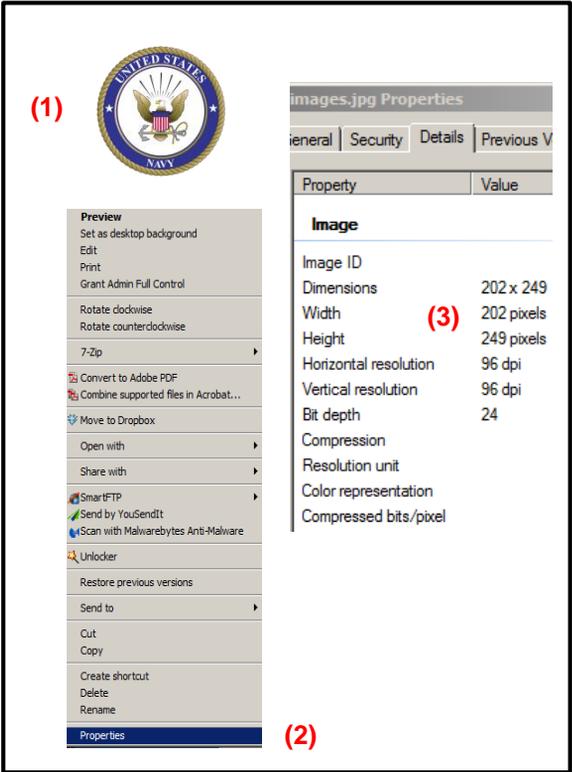


If you believe your newly created digital image may be too small to use, that problem can be resolved at this time. Place a sheet of light-colored paper on top of the image when you place it on the scanner. The scanning tool is programmed to only scan (or recognize) the image on the screen. Therefore, the scanner will include your paper as a part of the image, thus increasing its overall size without distorting the quality of your image. You can later crop the image to include only the background that is needed to meet the minimum size requirements.

Increase the Size of a Digital Image

Many images accessible through the Internet will be in digital format but will not meet the minimum size requirements. Trying to enlarge an image's size typically will cause a deterioration in its quality. The solution is to add a background to the image so the overall size meets the minimum size requirements.

To determine whether an image is undersized, right click on the image (1) and select "Properties" (2) to obtain its dimensions. (This example is done with Windows.) The image size is 202 x 249 pixels. (3)



To create a background, you can use any off-the-shelf program, such as PowerPoint, Adobe Photoshop, Adobe, Picasa, Fotor and Apple Photo.

First, create a blank window (4). It will have a default color in it. Next, using the color chart, select the appropriate color for your background (5). Then, using the provided tool, reformat the background with your chosen color (6).

Then, right click on your desired image (1) and drag and drop it into the background. If your logo image is light, you can use a dark color for the background. Then save it as a .png file to your desktop so you can find it easier to upload.

Your image is now large enough to be successfully uploaded to your Legacy Partner's story.

