

# Tutorial

## How to Upload an Image to a Business Legacy Partner Page



Americans All® PROGRAM OVERVIEW

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### Create Business Legacy Partner

*An asterisk (\*) indicates a required field.*

[Click here](#) for step-by-step instructions on "How to Create Your Business Legacy Partner Home Page." You may want to print these instructions for future reference.

Language

Legacy Partner Name\*

Your Legacy Partner name will be listed alphabetically by the first word in the field. If the name is The Johnson Company, enter it as Johnson Company, The, unless you want it to appear under the letter "T" and not the letter "J." If the legal name contains the word "The," then enter it as The Johnson Company. However, your name can be searched by any word in the field, even if it is hyphenated.

Business or Practice ID Number:

Categories

The categories appearing in this field are the most common ones used to describe businesses and service providers. If you want to recommend an additional category, [contact us](#) and enter "Category" in the e-mail subject line. We will notify you if we can add your recommended category to our database.

### Contact Information\*

#### Legacy Partner Image

**Click here and the field will open**

[Click here](#) for step-by-step instructions on how to insert an image to enhance the description of your business or practice.

The image you are using for Americans All can be color or black and white. It is saved full size on our Web site server. Until you select "Publish," your cropped image will still appear full size.

### Business or Practice Description\*

### ID Number of Sponsored School\*

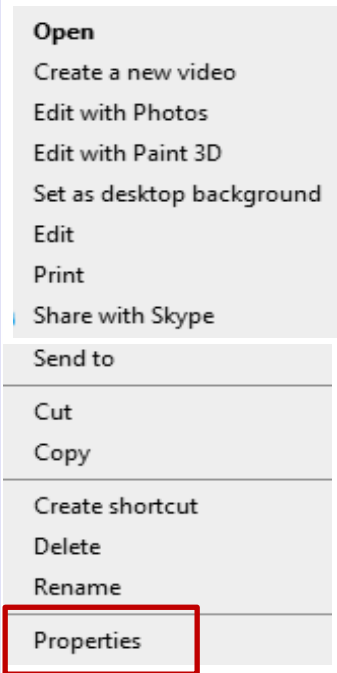
### Create My Business Membership\*

The portrait image for your page can be color or black and white and is saved full size on our Website server. Until you select "Publish," your cropped image will still appear full size.

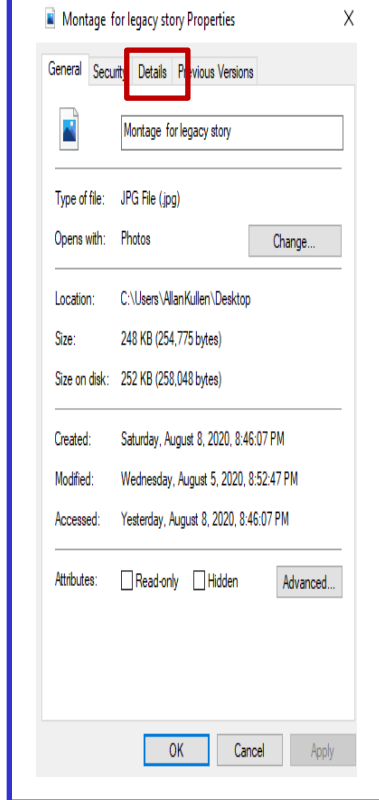
To make uploading the image easier, put the image into a convenient location (desktop or folder) so it will be easier to find when you are ready to upload it to your Business Legacy Partner page. When doing so, make sure the image meet the minimum size requirements:

- Portrait Image: Minimum dimensions are at least 400 x 400 pixels

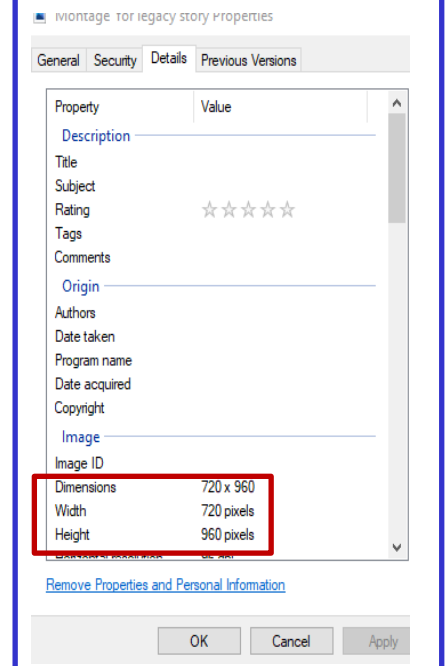
To check the size of an image, right click on it. When the menu appears, click on "Properties."



When the next menu appears, click on "Details" at the top.



This will show you the dimensions. If an image does not meet the requirement, adjust it now to avoid problems when you upload it to your story.



## Select an Image

The first step is to create a location for the image you want to use for your businesses page 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.

After you click on “Upload,” a blue bar will appear indicating that the upload is in process.

When the upload has been completed, the file name will appear in blue. Click on “Next.”

This **Name\*** field enables you to confirm that the photograph you selected is the correct one.

Click on the “Crop” button.

**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 All...tion x 1.jpg Upload

Files must be less than **100 MB**.  
Allowed file types: **png gif jpg jpeg**.  
Images must be between **400x400** and **1024x1024** pixels.

Next

**Upload a new file \***

Choose File Americans AI...poration.jpg Upload

Files must be less than **100 MB**.  
Allowed file types: **png gif jpg jpeg**.  
Images must be between **400x400** and **1024x1024** pixels.

Next

**Upload a new file \***

Americans All Benefit Corporation.jpg Remove

Files must be less than **100 MB**.  
Allowed file types: **png gif jpg jpeg**.  
Images must be between **400x400** and **1024x1024** pixels.

Next

**Name \***

americans-all-benefit-corporation.jpg

**Alt Text**

**Ignore this field**

Alternative text is used by screen readers, search engines, and when the image is adding alt text you improve accessibility and search engine optimization.

**Title Text**

**Ignore this field**


Title text is used in the tool tip when a user hovers their mouse over the image. / easier to understand the context of an image and improves usability.

Crop

Previous Save

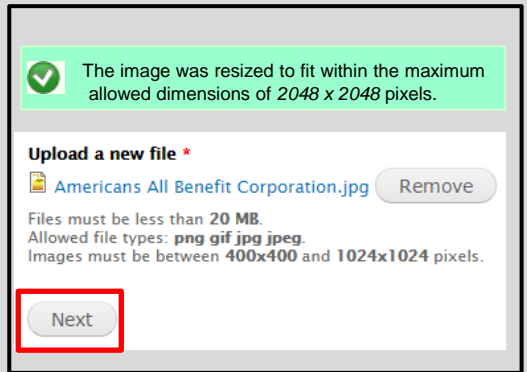
If the selected image is too large, the upload program will resize it to fit the template.

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.



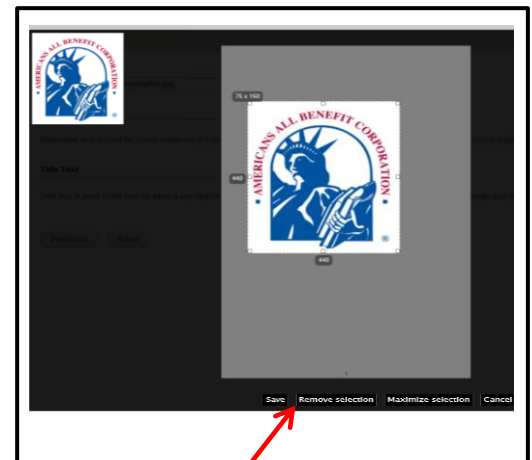
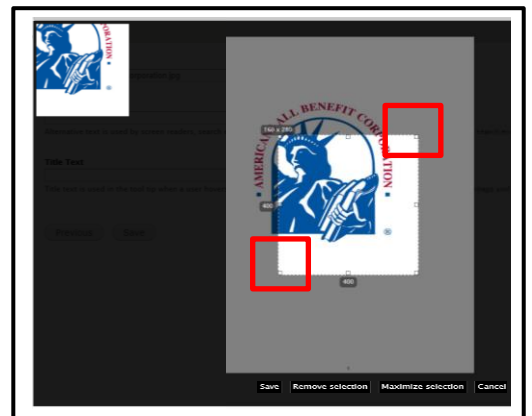
By clicking and dragging your cursor over one or more of the white boxes on the shadow area over your image, you can crop your photograph as you desire. The image in the upper left corner will reflect your cropping decisions.

If you click on "Maximize selection," the image will automatically be increased to its maximum size.

You can always readjust the size of your photograph by moving the corner vertically and horizontally. Until you select "Publish My Story" or "Save My Story," your cropped image will still appear full size.

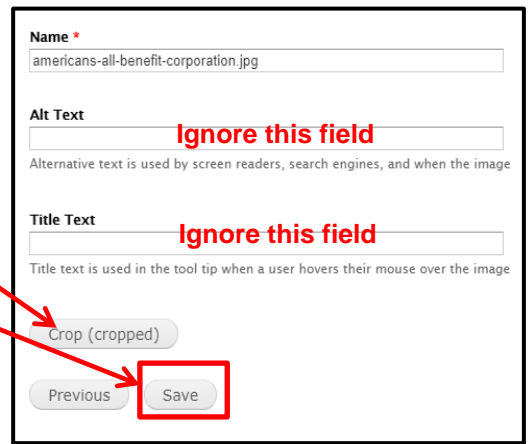
The final size and cropping of the image will appear in the upper left box, even though the white highlighted area in the middle box has not moved.

After the cropping process has been completed, click on "Save."



This screen will acknowledge [Crop (cropped)] that the cropping function has been successfully completed.

Click on "Save."



**Name \***  
americans-all-benefit-corporation.jpg

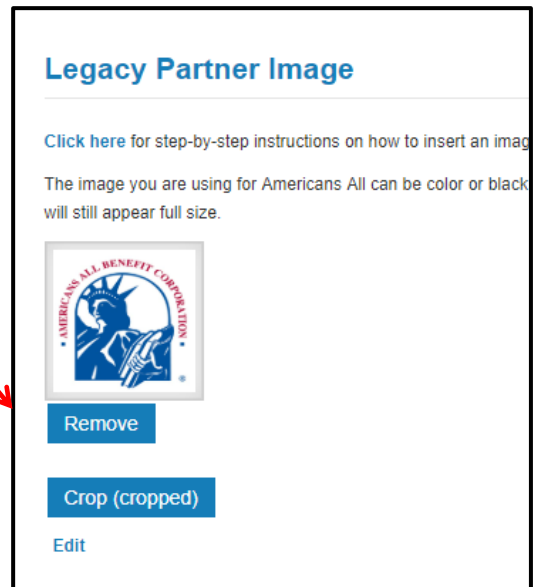
**Alt Text**  
**Ignore this field**  
Alternative text is used by screen readers, search engines, and when the image

**Title Text**  
**Ignore this field**  
Title text is used in the tool tip when a user hovers their mouse over the image

Crop (cropped)

Previous Save


You can always change the image or its size by clicking on "Remove" and repeating the process.



### Legacy Partner Image

[Click here](#) for step-by-step instructions on how to insert an image.

The image you are using for Americans All can be color or black and will still appear full size.



Remove

Crop (cropped)

Edit

If you have more than one location, each location can use a different image when they complete their Business Legacy Partner page.

# Tutorial

## How to Make the Format or Size of an Image Usable

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

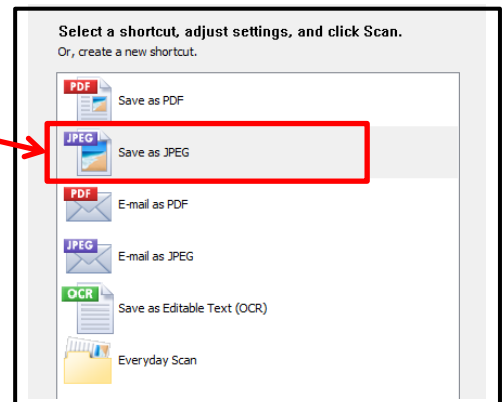
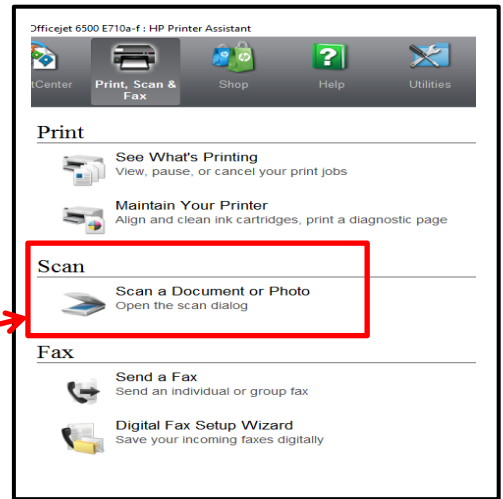
### Creating a Digital Image

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 an HP Officejet 6500.

Place the image on the screen and then select “Scan a Document or Photo.”

When the menu appears, save the image as a “JPEG.”

Once the scan is completed, name the image and save it your desktop or the folder that has been set up for the project.



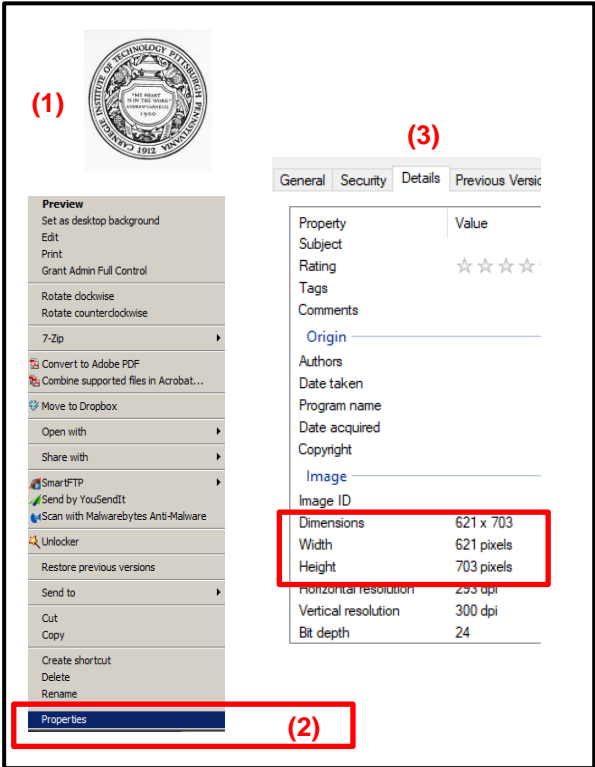
If you believe your newly created digital image may be too small to use, that problem can be easily resolved at this time. Place a sheet of light-colored paper on top of the image when you place it on the scanner. The scanning tool is programmed to only scan (or recognize) the image on the screen. Therefore, the scanner will include your background 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.

# Increasing the Size of a Digital Image

## This is another option.

If your image is already in a digital format, trying to enlarge its 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 when drop down menu appears, click on “Properties” (2). Then click on “Details” (3) at the top of the next menu to obtain its dimensions. The image size is 621 x 703 pixels. (This example is done with Windows.)



If the image is too small, you can create a background by using any off-the-shelf program, such as PowerPoint, Adobe Photoshop, Adobe Picasa or 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. Depending on the program, you may need to either click on “Send to Back” for your color or “Bring to Front” on your image. If your logo image is light, you can use a dark color for the background. Then save it as a .jpeg file to your desktop or the folder you created for the project.

Your image will now be large enough to be successfully uploaded to your page.

