

# Tutorial

## How to upload an image to your business' landing page

The image you are using for your business' landing page can be color or black and white, and is saved full size on our website's server. Until you select "Publish My Story or Save My Work," your cropped image will still appear full size.

The first step is to create a folder on your desktop to house all the photographs and images you want to use for your business' landing page and, and later, for its Heritage Honor Roll story. This will make it easier to find when you click on "Choose File." The image for your business 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 first saved to one of the usable formats.

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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 My Business Legacy Partner landing page in an additional language."

To assist you in creating your Business Legacy Partner landing page in an additional language, we have provided you a copy of the English-language version to use as a guide. To create this version of your landing page, delete the English-language text and replace it with the new language text. If a field is not changed, the data from the English version will remain.

**Note:** Each time you change your landing page, you must click on "Publish" or your changes will not be saved.

Language

English ▾

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 <sup>Commons Tip,</sup> 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 **Contents** however, your name can be searched by any word in the field, even if it is hyphenated.

Business or Practice ID Number:

Your business or practice does not currently have an ID Number. One will be assigned when this form is completed.

Categories

- None - ▾

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\*

### Business or Practice Description\*

### Legacy Partner Image

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 is saved full size on our Web site server. Until you select "Publish," your cropped image will still appear full size.

Select an Image

### ID Number of Sponsored School or Education Organization\*

### Create My Business Membership\*

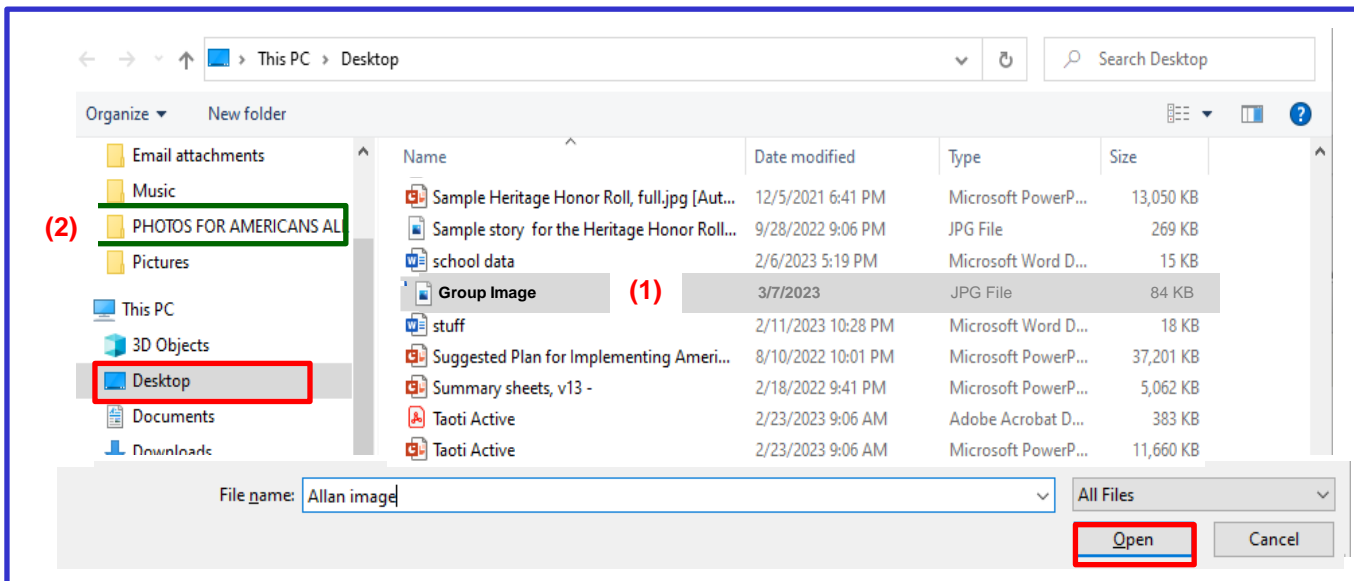
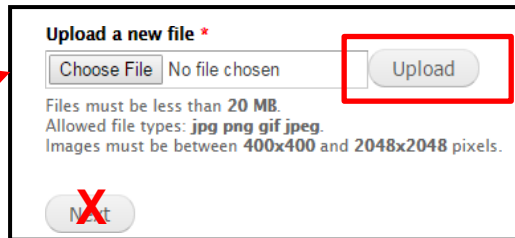
# How to Upload an Image

The preferred image 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).

After you click on “Select an Image” on the template, this screen shot will appear.

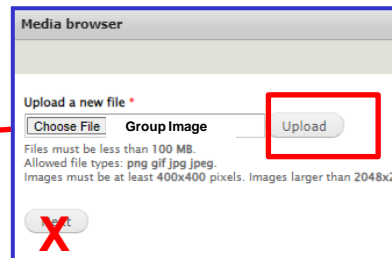
Click on “Choose File” to select the image. If it is on your desktop (1), it will open into the “File name” bar. Then click on “Upload.” [Do not click on “Next.”]

If the image is in your designated folder (2), open that folder and the process is the same.



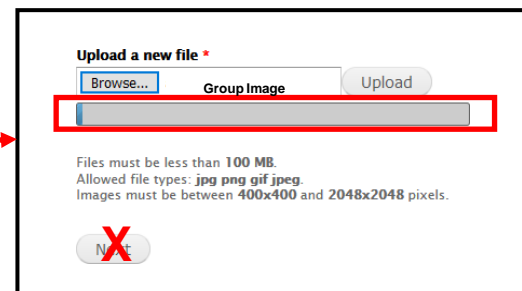
After you click on “Choose File,” the name of the image will appear in the box. Click on “Upload.”

**Do not click on “Next” for either of these operations.**

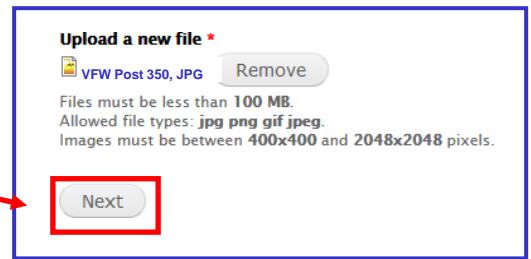


A blue bar will appear indicating that the upload is in process.

You will automatically be sent to a new box when the upload is complete.

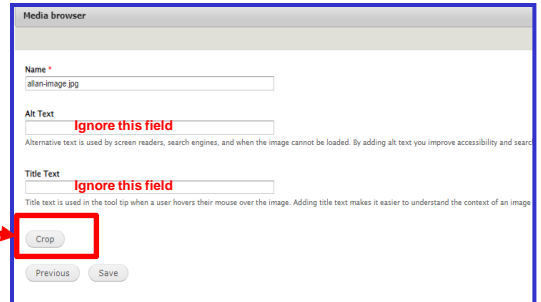


When the upload has been completed, the file name will appear in blue. Then click on "Next."



The **Name\*** field enables you to confirm that the image you selected is the correct one.

Click on the "Crop" button.

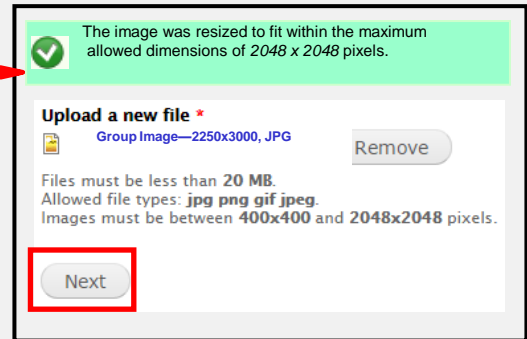


If the selected image is too large, the upload program will resize it to fit the template.

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.



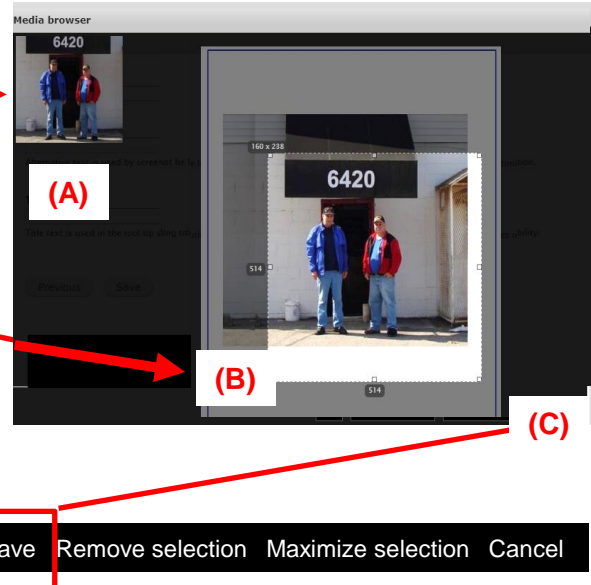
The image in the upper left corner (A) will reflect your cropping decisions.

By dragging your cursor over one or more of the edge on the shadow area over your image (B), you can crop your image as you desire.

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 moving the corner vertically and horizontally. Until you select "Publish My Story" or "Save My Story," your cropped image will still appear full size.

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



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

Click on "Save."

The screenshot shows a 'Media browser' form. It has three text input fields: 'Name' (containing 'alan-image.jpg'), 'Alt Text' (with a red 'Ignore this field' message), and 'Title Text' (also with a red 'Ignore this field' message). Below the fields are two buttons: 'Crop (cropped)' and 'Save'. The 'Save' button is highlighted with a red box. A red arrow points from the text above to the 'Save' button.

You can always change the image or its size by clicking on "Edit."

The screenshot shows a 'Legacy Partner Image' section. It includes a link for instructions, a paragraph of text, and a small image thumbnail. Below the thumbnail are four buttons: 'Remove', 'Crop (cropped)', 'Edit', and 'Publish'. The 'Edit' button is highlighted with a red box. A red arrow points from the text above to the 'Edit' button.

# How to Make the Format or Size of a Small Image Usable

Many people have a valued photograph or a copy of a logo (e.g., a military insignia) that would enhance the appearance of an honoree's legacy story. If these images are in print (or cloth) formats, they must first be converted to a digital format to be uploaded to a legacy story. Also, regardless of their format, if they are too small to use, they need to be enlarged to a minimum size.

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."

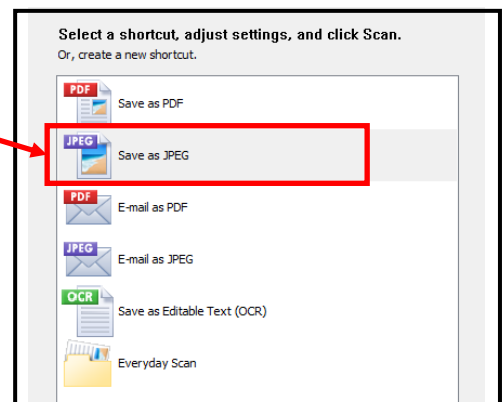
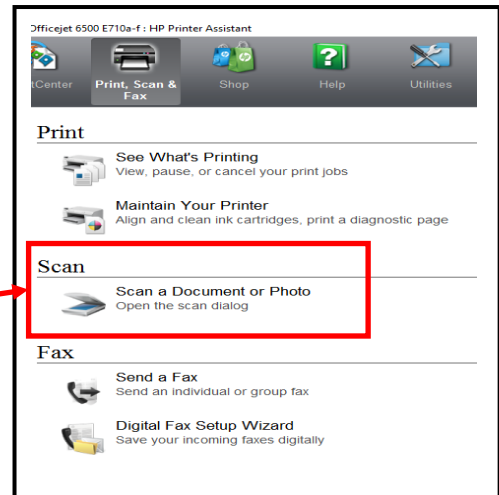
When the menu appears, save the image as a "JPEG."

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 your printer is controlled by your computer, place the image on the printer screen and follow the instructions on the computer program.

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 glass bed of the scanner. The scanning tool is programmed to only scan (or recognize) the image on the screen.

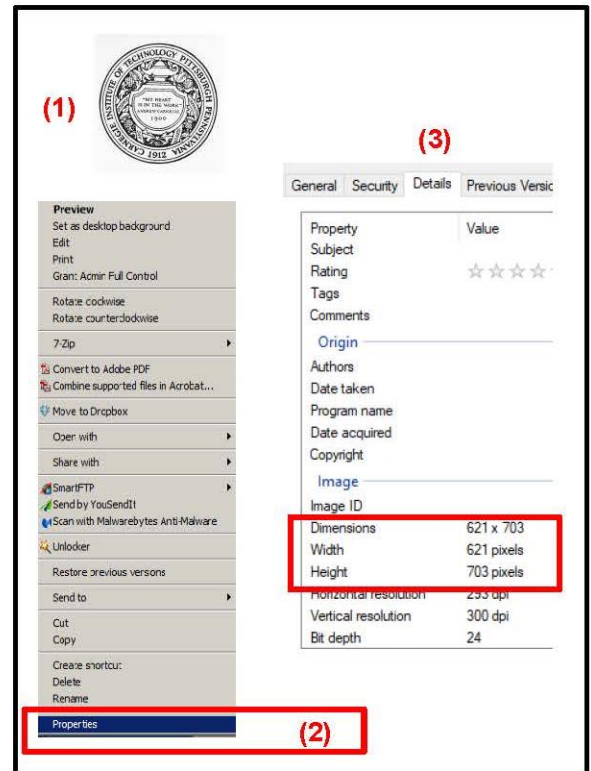
Therefore, the scanner will include your paper as a part of the image, thus increasing its overall size without distorting the quality of your image. You can later crop the image to include only the background that is needed to meet the minimum size requirements.



# How to Increase the Size of an Image

Many logos accessible through the Internet will be in digital format but may 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 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).

The 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 .jpeg file to your desktop or the folder you created for the project.

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

