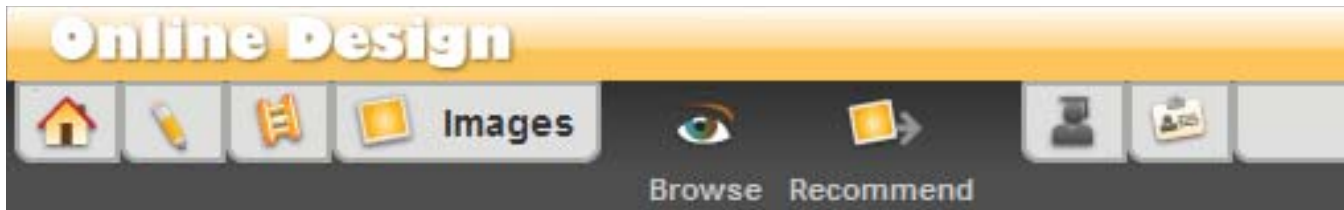


Online Design

Adviser & Staff Training - Images



Images Lesson 1 - Uploading Images

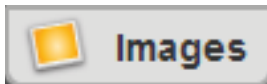
Images Lesson 2 - Managing Images

Images Lesson 3 - Editing Images

Images Lesson 4 - Recommending Images

Online Design

Adviser & Staff Training Images Lesson 1 - Uploading Images



How do I upload images?

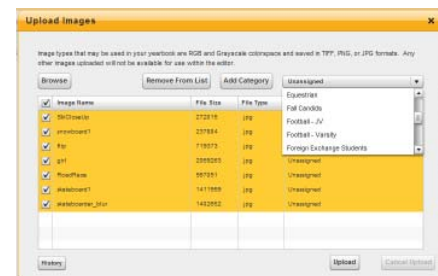
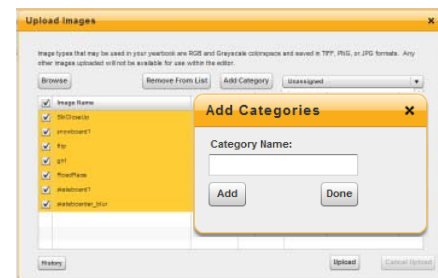
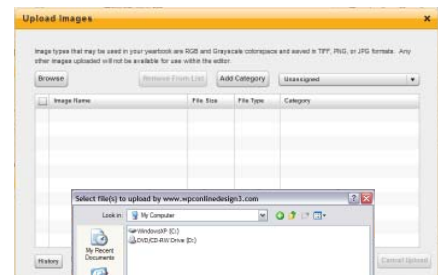
One of the first steps in the yearbook creation process is for your photographers to start taking photos, and for those images to get uploaded to Online Design.

Online Design's Image Upload screen can always be quickly accessed, no matter where you're at on the site, by clicking the Upload icon located in the navigation bar in the bottom right corner of the page.



To upload images:

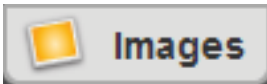
1. Click the Upload icon in the bottom right corner of the screen. An Image Upload window will open. The interface behind it will be grayed out and will be disabled until you close out of the Image Upload area.
2. Click Browse. A new window will open that will allow you to search for the images you want to upload.
3. When you find the images you wish to upload, click Open. The only file types that can be uploaded are .tif, .tiff, .jpg, .jpeg and .png. Only grayscale or RGB color images may be uploaded.
4. The images should now appear as "unassigned" in the Image Upload queue. Before you can assign them, you will need categories. Create those by clicking the Add Category button, naming the category and clicking Add. The new category will then appear in the Category drop-down menu.
5. Select the image(s) you want to upload by clicking the check box(es) next to the image name in the far left column. You can check each image individually, or click the check box at the top of the column to check every image.
6. Use the Category drop-down menu to assign these images to a category.
7. Click Upload. Once the upload begins, the progress of the upload will be displayed at the bottom of the window. As each image gets uploaded, it will disappear from the queue.



Note: An upload in progress can be stopped at any time by clicking the Cancel Upload button. Images that had not been uploaded will remain in the queue until they are removed.

Online Design

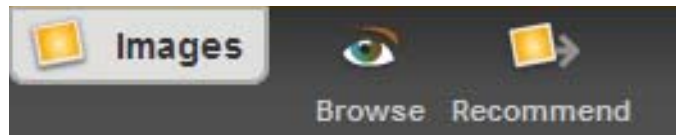
Adviser & Staff Training Images Lesson 2 - Managing Images



How do I manage images?

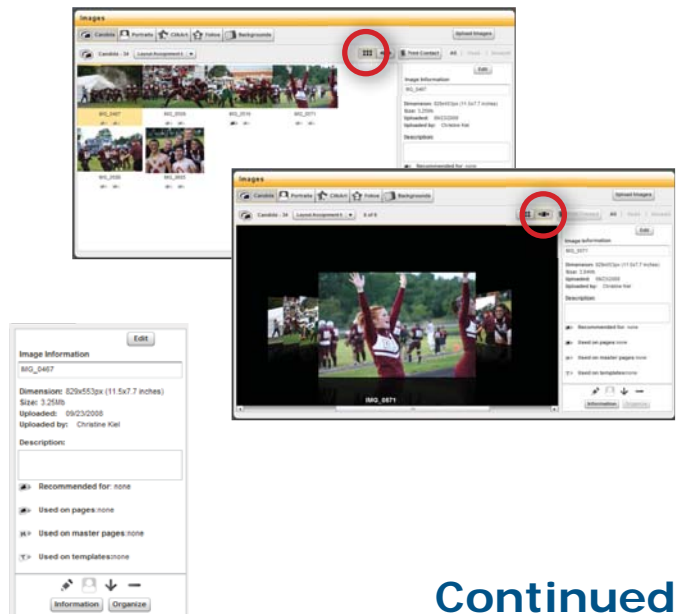
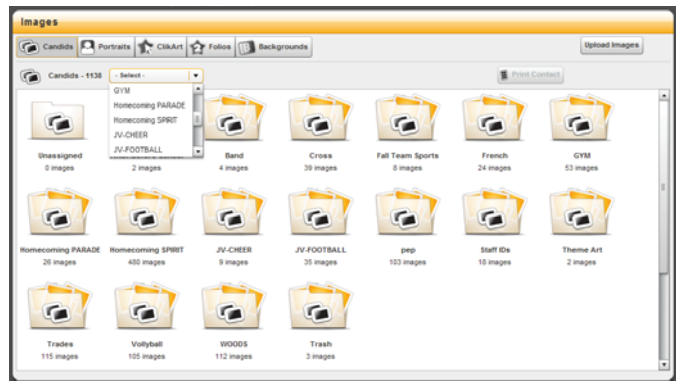
Once you have uploaded images to Online Design, you will next need to go about the process of organizing your images for easy reference while creating pages. You can also recommend images for use on specific spreads so that your best photos are included in your yearbook.

The Image Management area is accessed either by clicking Images in the main Online Design menu at the top of the page, or by clicking Images in the sub-menu under Ladder.



To view images or edit photo information:

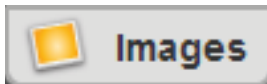
1. Click Images in the main menu at the top of the page.
2. By default, you will always arrive in Image Management in the Browse view, under Candids. The tabs at the top of the Browse window allow you to sort through your different types of images: Candids, Portraits, KlikArt, Folios and Backgrounds. The .tiff and .jpeg photos you upload will appear under Candids.
3. Use the drop-down menu to locate the category that you assigned your photos to.
4. Click on the individual image or folder of images that you want to view. You have two viewing options, depending on which button you click at the top of the window, either thumbnails or preview mode.
5. In both viewing modes, the information for the image you are clicked on will be displayed in the panel on the right. To update the display name of the image or add to the Comments field, click the Edit button.
6. Make any changes you want to the display name and/or Comments field of the image. Click Save.



Continued

Online Design

Adviser & Staff Training Images Lesson 2 Continued - Managing Images



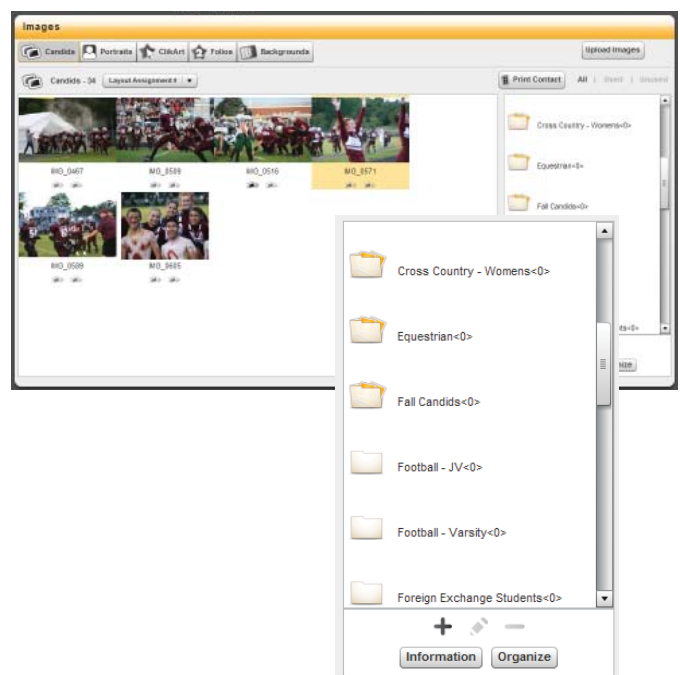
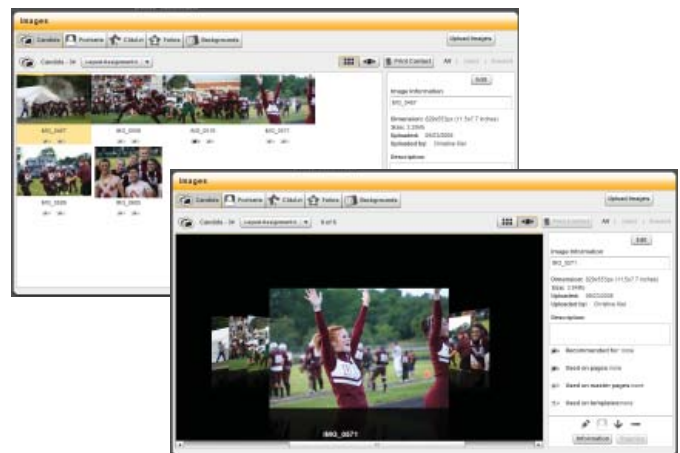
Images can also be moved and placed into different categories, from either the thumbnail or preview views, with the Organize function.

To organize images:

1. Click on the image that you want to work with.
2. By default, the information for the image will be displayed in the panel on the right. At the bottom of the panel, click the Organize button.
3. A scrollable display of folder icons, showing all your image categories, will now appear. To move the image into a new category, just drag and drop the image into its new folder.

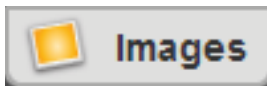
Note: The viewing and organizing of ClikArt, Folio Art and Backgrounds functions the same as Candid images, with the only difference being that they can't be edited.

Walsworth offers a complete selection of ClikArt for your use. You can see everything in the ClikArt catalog, which can be downloaded from within Online Design help.



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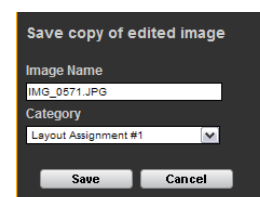
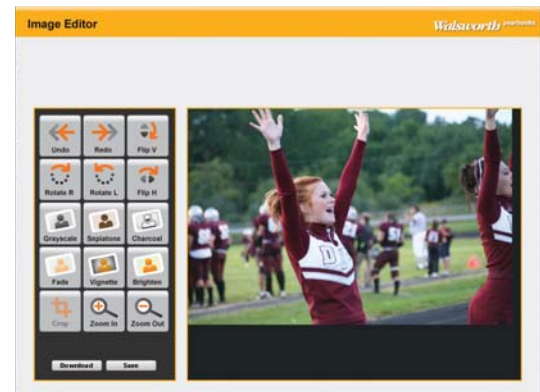
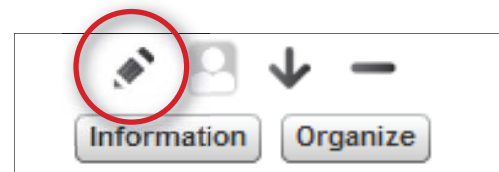
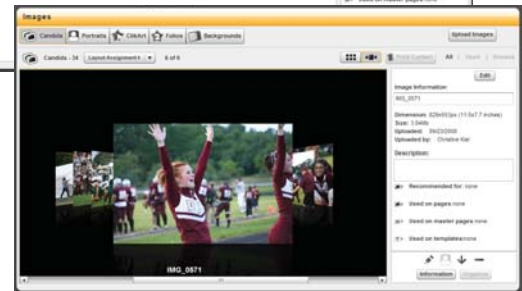
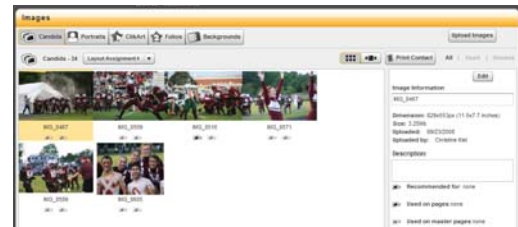
Adviser & Staff Training Images Lesson 3 - Editing Images



Online Design also provides some simple, straightforward image editing features to be used with candid images, for those who don't need to do anything too complicated.

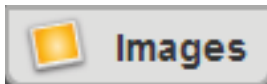
To edit a candid image:

1. To open the Image Editor, click to select the image you want to edit.
2. Click the pencil icon located in the lower right portion of the window, just below the image information.
3. The Image Editor will open up in a new window with your selected photo. The toolbar will be on the left, and will include:
 - **Flip V, Flip H** - flips the image vertically or horizontally
 - **Rotate R, Rotate L** - rotates the image right or left
 - **Undo, Redo** - undoes, or repeats the most recent action taken
 - **Grayscale** - converts a color image to grayscale
 - **Sepiatone** - applies a sepia tone to an image
 - **Charcoal** - applies a charcoal effect to an image
 - **Fade** - applies a fade effect to an image; this effect can be increased by repeated clicks
 - **Vignette** - applies a vignette effect, or soft black background in the corners, to an image; this effect can be increased by repeated clicks
 - **Brighten** - brightens an image; this effect can be increased by repeated clicks
 - **Crop** - used to crop an image
 - **Zoom In, Zoom Out** - used to make the image larger or smaller in the editing window
4. When you are finished working with the image, click Save.
5. You can also click Download to save a new version of the image onto your computer.
6. Back in the Images window, refresh the view by selecting the folder in the drop-down menu again to see the edited Image.



Online Design

Adviser & Staff Training Images Lesson 4 - Recommending Images



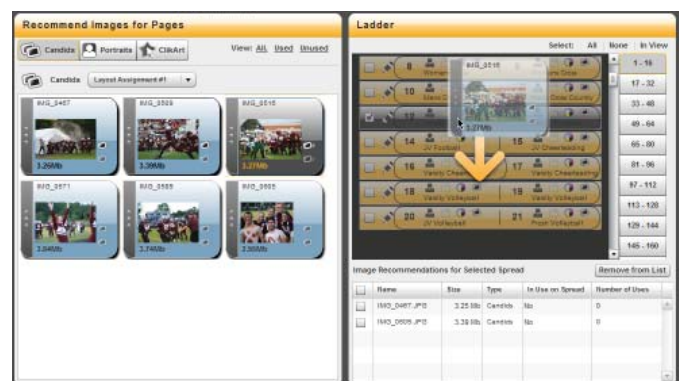
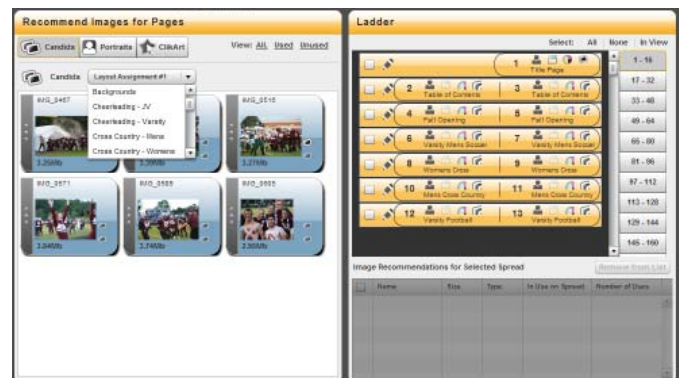
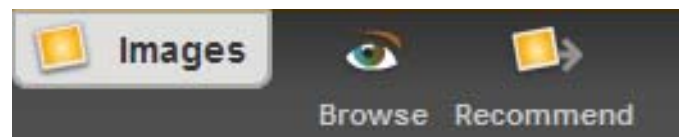
How do I recommend images for a spread?

After uploading images to Online Design, the next step in the image management process is recommending images for specific spreads - an extra organizational step that will prove very valuable down the road when you start working on pages. Although all images are available for use while editing pages, you may wish to recommend the images best suited for each spread.

Please note that users can only recommend images for a spread if they have the proper permissions to do so. You can make permission changes in the Staff > Permissions area.

To recommend an image for a spread:

1. Click Images in the main menu at the top of the page.
2. Click Recommend in the Images sub-menu. On the Recommend Images screen, a condensed version of the Image Manager Browse window will appear on the left and a condensed version of your Ladder will appear on the right.
3. Use the tabs and drop-down menus to browse for the image(s) you would like to recommend for a spread.
4. Click the check box in an image's pod to recommend it. You can check more than one image at a time.
5. To recommend images for spreads, click the check box on each spread(s) in the ladder. You can select multiple spreads at the same time.
6. Drag and drop the image pod(s) from the window on the left to the ladder window on the right.



Once an image has been recommended for a spread, it will appear in the list that displays below the ladder when that spread is highlighted. An image can be removed from the recommended list by clicking its check box in that window and clicking the Remove Recommendation button.

Image Recommendations for Selected Spread					Remove from List
Name	Size	Type	In Use on Spread	Number of Uses	
<input checked="" type="checkbox"/> IMG_0467.JPG	3.25 Mb	Candid	No	0	
<input type="checkbox"/> IMG_0509.JPG	3.39 Mb	Candid	No	0	