### How to Upload Photos into Schoolwires so they Look Good

Here are guidelines and instructions for uploading photos into stories and pages and having them come out OK despite Schoolwires' overly aggressive compressions settings.

In general, you do any needed editing in your chosen photo editor, including cropping, and then export the photo. The next step will be to upload it into Schoolwires. For your images to look your best, you need to choose the right settings for each step for the Schoolwires App you will be using the image in.

#### **Settings For Content, Image and Headlines and Features Apps**

#### **Image Export Settings**

A photo that runs the full width of the available content space will be 870 pixels wide. We generally go with an 870x470 ratio (width x height), but the height can vary as appropriate.

However, due to the compression we need to export the image larger than we need it.

Export the photos at 1200 pixels on the long side. Set the JPEG quality to settings to maximum (iPhoto/Photos/Other Programs), or to 100 (Lightroom), or to 12 (Photoshop).

#### **Uploading into Schoolwires Settings**

In the Insert Image screen, choose No Resizing (Original size) as your Image Size option. The default (500px) is way too small.

On the next screen, change the width to 870, then click outside the just outside the width input box, but still inside the insert image screen/pop-up window. It will automatically adjust the height to keep the height and width ratio constant (no distortion). Plug in your alt text (will show in many browsers when users hover over the image, and will be read aloud to folks using assistive software to browse the page) and then click on Insert Image.

#### For Yay Us on Home Page

#### **Image Export Settings**

These images are all squares, so you will need to crop your images to squares to start (1x1 image ratio, width x height)

Export photos for Yay Us at 600 pixels on the long side. Set the JPEG quality to settings to maximum (iPhoto/Photos/Other Programs), or to 100 (Lightroom), or to 12 (Photoshop).

#### **Uploading into Schoolwires Settings**

In the Insert Image screen, choose No Resizing (Original size) as your Image Size option.

On the next screen, change the width to 600, then click outside the just outside the width input box, but still inside the insert image screen/pop-up window. It will automatically adjust the height to keep the height and width ratio constant (no distortion). Plug in your alt text (will show in many browsers when users hover over the image, and will be read aloud to folks using assistive software to browse the page) and then click on Insert Image.

## **Banner Images for School Home Page (Rotating Images App)**

#### **Image Export Settings**

The image ratio for school site banners is 870x470.

Crop your image to the correct ratio. This will be a long, thin crop, almost panoramic.

The compression isn't as heavy in this app so we don't have to go so much overboard.

Export the photos for school site homepages at 870 pixels on the longs side.. Set the JPEG quality to settings to maximum (iPhoto/Photos/Other Programs), or to 90 (Lightroom), or to 10 (Photoshop).

# **Uploading into Schoolwires Settings**

There are no settings for you to adjust in Schoolwires this time.