

West Seneca CSD Homepage/Section Editor Training

January 12, 2022

PHOTO EDITING

- Homepage galleries have a resolution of **1500 x 915 pixels**
- Accent image resolution should be consistent whenever possible (ex: 100 x 175 pixels on Northwood Elem. homepage News area)
- There's a few [photo editing tools](#) out there – Blackboard Image Editor tool & Pixlr
- You can check the resolution of a photo by right-clicking on the file and selecting Properties. The resolution will show under the Details tab.
- Make sure never to use images that are protected by copyright. There are a number of free websites available that you can search for and download **royalty-free images** from. Some can be found [here](#).
- Tips for taking good photos:
 - Make sure there is room to crop a photo if necessary. You don't want to be too zoomed in to a subject. You can always take a variety of shots close up and far away, then pick the best one to resize.
 - When sending photos from your smartphone, make sure you select Actual Size or Original Size so it doesn't reduce the resolution on you.
 - Action shots always grab people's attention. You can pose people to pretend they are doing something.
 - Avoid hand gestures.
 - Focus on the subject to avoid blurry shots.
 - Position people near natural lighting (facing a window for example). Increase lighting if needed.
 - Watch out for messy backgrounds.
 - **KEEP FERPA IN MIND. Be sure students have photo permission on file.**

PDF DOCUMENTS

- When possible, it's better to pull content from PDFs and put it directly on a webpage for better accessibility. You can easily pull content by copying it from the PDF (highlight text and hold Ctrl + C) and pasting it properly (Ctrl + V) in the Content app in Site Manager.
 - If you **DON'T** have a link in the text you're copying and pasting → select the Paste as Text button to enter "plain text mode." Then paste your content using Ctrl + V.
 - If you **DO** have a link → Paste your content, then highlight it again in the text editor and click the Clear Formatting button. Format accordingly.
- Got a scanned PDF? Try finding who owns/created the original PDF to grab content from that version.
 - If you have Adobe Acrobat Pro, there is a Recognize Text function to copy scanned content. It won't be perfect, but you can clean it up after you paste it.
- If you **MUST** post a pdf, use the Document Viewer app.
- Avoid uploading Word/PowerPoint files. Convert them to PDFs since they are more secure and don't need special software to open.