



# Overview



- |        |   |
|--------|---|
| STEP 1 | Prepare images on computer ( resize, crop, optimise ) |
| STEP 2 | Prepare text – decide on layout ( columns )           |
| STEP 3 | Event calendar  |
| STEP 4 | Login WordPress                                       |
| STEP 5 | Create NEW pages / Edit existing pages                |
| STEP 6 | Publish / Save page                                   |

# Images



STEP 1	Prepare images on computer – save as jpg ( no transparency ) or png ( with transparency )								
	<table><tr><td>1 column - screen wide</td><td>- 1500 px wide – flexible height</td></tr><tr><td>2 or 3 columns</td><td>- 500 px wide – flexible height</td></tr><tr><td>Slideshow – fixed size</td><td>- 1500 px wide x 430 px ( or 630px ) high</td></tr><tr><td>Board Members – fixed size</td><td>- 333 px wide x 500 px high</td></tr></table>	1 column - screen wide	- 1500 px wide – flexible height	2 or 3 columns	- 500 px wide – flexible height	Slideshow – fixed size	- 1500 px wide x 430 px ( or 630px ) high	Board Members – fixed size	- 333 px wide x 500 px high
1 column - screen wide	- 1500 px wide – flexible height								
2 or 3 columns	- 500 px wide – flexible height								
Slideshow – fixed size	- 1500 px wide x 430 px ( or 630px ) high								
Board Members – fixed size	- 333 px wide x 500 px high								
Optimize	<p>To view an image on a website, the image needs to be downloaded into your browser</p> <p>Downloading means “traffic” from webserver to local browser.</p> <p>Always aim for, Less traffic, Faster download, Less disk space on the webserver</p> <p>Images taken by smartphones or camera have multi mega-pixel cameras</p> <p>They need to be reduced for the website</p>								
Resize	Keeping your apect ratio ( width compared to height ) often you need to resize an image								
Crop	Select, use only a part of an image								
Layers	Use layers and transparency to combine images								



# Photo Editing



Environment	Optimize images on your computer, not on your phone ( not pixel precise )
To transfer an image from your phone to computer	<ul style="list-style-type: none"><li>- Email it to yourself ( easiest way )</li><li>- Use a cable                      - Android</li><li>- Use iTunes                       - Apple</li></ul>
Applications	Use any program you are familiar with, or use the following free programs
Windows	- download “Paint.NET”
Mac	- use “preview” or ‘Photos’
Required functionality	<ul style="list-style-type: none"><li>- Resize</li><li>- Crop</li><li>- Layers ( transparency )</li></ul>
Pixels	Viewing the website is done on an electronic screen ( phone, tablet, computer) All electronic screens have an amount of pixels horizontal and vertical ( width, height )

# Resize



- Load Image
- Open image in photo editing application
  - select “resize”
  - keep aspect ratio
  - save resized image

## Naming Convention

Before uploading to your webserver “Save” all optimised images the following way  
<meaningful name><number>\_width x Height\_v<number>

Examples	SunsetMelbourne01_1500x630_v01	first upload
	SunsetMelbourne02_1500x630_v01	different image, same size
	SunsetMelbourne01_1500x630_v02	second upload, replaced new version
	SunsetMelbourne01_1500x430_v01	same image, different size

- Versions
- After changes to an image, ( sharpen, lighter ) always increase the version number and upload the latest version to the server
- Locally on your computer, always KEEP all version numbers
  - On the server delete the old versions not used ( save disk space, eliminate confusion )

# Crop



## Crop images

- For a “slide show” => you need a specific size e.g. 1500x430 or 1500 x 630
- To select a portion of an image

## Slide Show

A slide show is a set of images where one image will be replaced by another  
Images for a slide show need to be of the same size ( width x height )  
Mostly slideshows are full width screen = 1500 px wide

## Summary - Steps Paint.NET

1. insert image of choice, right image, wrong size
2. create NEW blank image, ( File NEW ) correct size e.g. 1500x430
3. select first image, press Ctrl A ( select All) , Ctrl C ( copy )
4. select second image, press Ctrl V ( paste )
5. adjust second image by dragging edges.  
Hold SHIFT key while dragging to keep aspect ratio
6. save second image as jpg ( no transparency ) or png ( transparency )  
using file save conventions

# Layers



## Layers

- To erase and replace backgrounds
- To combine multiple images inside a single image

## Transparency

Layers are parts of images stacked on top of each other

Looking from top to bottom, where the image is transparent the layers below can be seen

You can temporary switch layer On and Off, to work on an individual layer

Layers can be moved upwards or downwards to change the effect

Layers itself can be partially transparent to create other effects

## Summary - Steps Paint.NET – layer functionality

- Insert a new layer
- duplicate a layer
- delete a layer
- switch layer ON, OFF
- make layer ( partly ) transparent

# Events Calendar



Events	<ul style="list-style-type: none"><li>- Create individual events, sorted by categories to display in a calendar</li><li>- To show a calendar, in a text block add the code <code>[aec_calendar]</code></li><li>- see the details of the event, click on the event</li></ul>
Categories	Bar, Cleaner, Green Hire, Hall Hire
Manage events	Can be done using the front end (no login required) as well as the back end ( after login )
Add new Events	<p>Another Events Calendar / Add New menu item</p> <ul style="list-style-type: none"><li>- add Title &amp; description</li><li>- yes / no All day event, start and end date / time</li><li>- cost</li><li>- venue</li><li>- publish – event will automatically show up in calendar</li></ul>
Change events	<ul style="list-style-type: none"><li>- click on all events</li><li>- click on edit, trash or view event</li><li>- classic editor is used to maintain events</li></ul>