

Posting a screenshot (or a picture from Word or Publisher) on your website

Background info:

Before you can put a picture on your website, it needs to be saved as a “picture” file (not as a Word or Publisher document). It should be saved in .jpg, .gif, or .png format.

You *can* right-click on a picture in Word or Publisher and use the “Save as picture” option to save the image as a picture. However, this does not give you much control over the picture **size**. It also will not let you combine **multiple** pictures, but you can do that easily by taking a screenshot.

A note on size:

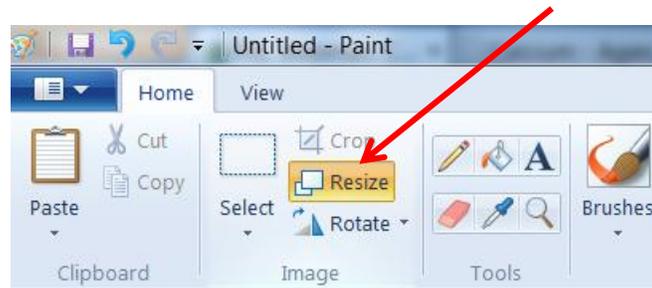
If you are putting the picture up as a **banner image**, the recommended size is **484 x 300** pixels (width x height) for libraries with a three-column website. For libraries with a two-column website, we recommend a banner image size of **608 x 400** pixels.

(These width numbers are the *maximum* allowed; if the picture is any wider, some of it will be cut off. You have more flexibility with height.)

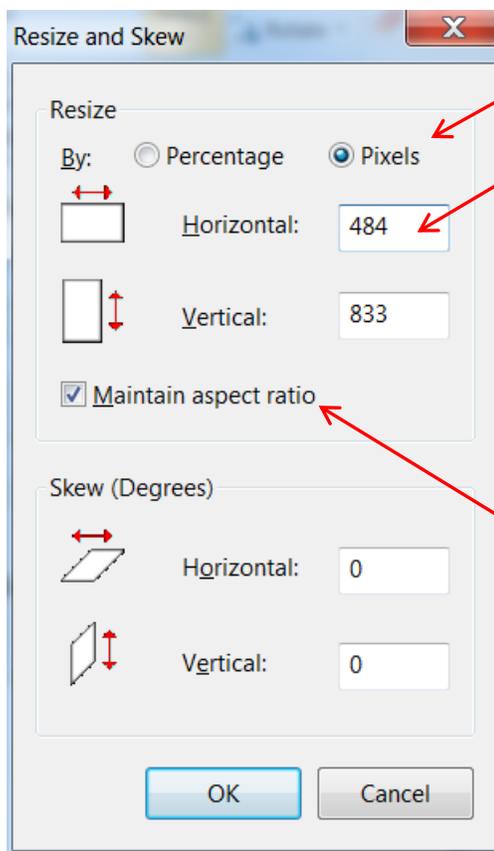
Steps to follow:

1. **Copy** the picture in Word or Publisher. (Right click on it and click on *Copy*.)
Alternatively, if you want to copy **everything** currently on your screen, take a “screenshot” by holding down the *Alt* key and pressing the *Print Screen* button on your keyboard (This button may be labeled as “Prnt Scr” or something similar).
2. Load the **Paint** program. You can find this by going to *Start > All Programs > Accessories > Paint*.
3. **Resize** the blank canvas in Paint so it is quite small. Do this by dragging the bottom right corner. This will ensure that the size of the canvas is the same as the size of your picture after you insert it.
4. **Paste** the picture into Paint. (Right click on the blank canvas in Paint and click on *Paste*.)

5. OPTIONAL: If you want to **crop** the picture, click on the *Select* button under the *Home* tab, select the part of the picture you want to keep, and click on the *Crop* button under the *Home* tab. (If your picture was originally a screenshot, you will almost certainly want to crop it.)
6. The picture will likely be larger than the recommended size. **Resize** it by clicking on the *Resize* button under the *Home* tab – looks like this:



7. A popup window will appear:



Select **Pixels**.

For a banner: enter **484** as the “Horizontal” number (if you have a three-column website.)
If you have a two-column website, enter **608** here instead.

The “Vertical” number will change automatically. If it is much **greater** than 300 (for a three-column website) or 400 (for a two-column website), you should either:

- A) Crop the picture so its height is smaller. (See Step 5.)
- B) Uncheck “Maintain aspect ratio” – this lets you set the height to *any* number, regardless of the width. Note that your picture may look wonky afterward.

Click **OK**.

8. **Save** the picture to your computer, and remember where you saved it.

To post the picture on your website:

9. Log into your website. Then:
 - a. If you want to post your picture as a **banner**, go to *Create content > Banner*.
 - b. If you want to post your picture on a **new page**, go to *Create content > Static page*.
 - c. If you want to add your picture to an **existing page**, go to that page, and click on the *Edit* tab at the top of it.
10. Enter a **title** (if it doesn't already have one.)
11. Scroll down to the *File Attachments* section, click on *Browse*, find the file on your computer, and double-click on it. Click on the blue *Attach* button.
12. Your picture will now be listed in the File Attachments section. Immediately underneath it (in small print) will be the website address of the picture itself. **Copy** part of this address – everything *after* the *www.yourlibrary.ab.ca* (the part you copy should start with a slash).
13. Go up to the *Body* section of the page. Click on the *Insert/edit image* button – looks like this: 
14. Next to *Image URL*, paste the address you copied in Step 12.
15. Enter an image description in "Alt Text" - for example, "Summer Reading Club."
16. Click on *C_Um*
17. If you want your image to **link** to a page on your site, click on the image, then click on the *Insert/edit link* button – looks like this:  Then next to *Link URL*, paste a partial address of the destination page (everything *after* the *yourlibrary.ab.ca* part of the address – what you paste should begin with a slash.) Click on *Okay*.
18. Go to the bottom of the page and click *Save*.