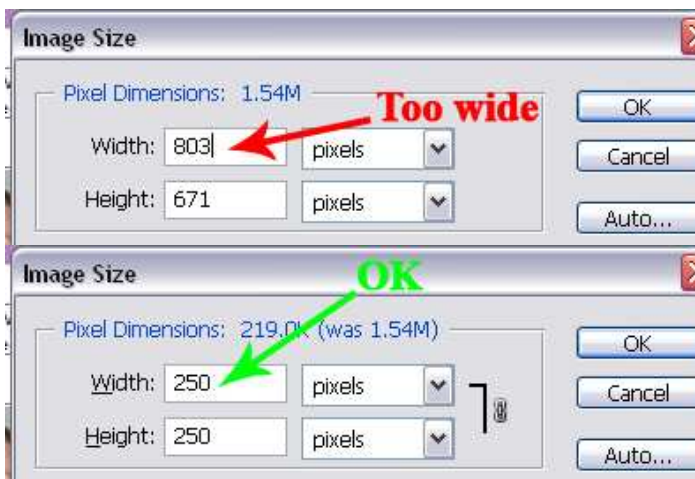


Collage Images/Documents Tutorial

Before Collage

Before you even start thinking about uploading our image/photo (photo) to collage you need to make sure it is not too large, and I don't mean the file size. Because each layout has a specific width, you don't want your photo taking up all the room on the page.

So in that case, you are going to make sure your photo is never over 250 pixels wide. In order to make sure you meet this requirement you will need to open Photoshop (or any other program that allows photo editing). I will be using Photoshop.



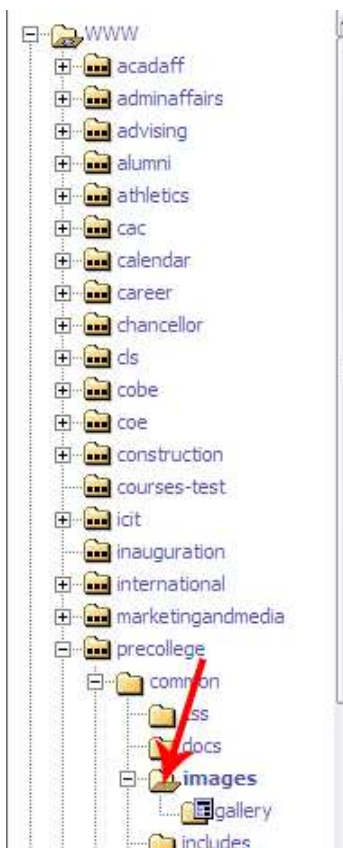
Open the photo you want to upload and, using the menu, select **Image >> Image Size**. You will get a window like the one on the left. As you can see, my image's width is 803 pixels. This is bad. To change my height, I am going to highlight the number (803) and write at most 250 in its place.

Click **OK** to apply the changes, and then save your file as either a

JPG or GIF file, if it's not already saved as either one of them. That's it, now we can upload our photo into Collage.

Navigating through Collage

Login to Collage. **Do not go to Contribution!**

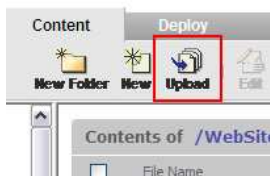


When you want to upload your photo we try to help Collage out by keeping all the photos in the same section. In order to get to this section, you need to maneuver around a bit in collage:

1. Click the **Content** tab.
2. Make sure **WWW** is expanded
3. Click the **precollege** folder
4. Click the **common** folder
5. Select the **images** folder

Congratulations, you are now at the root of the images folder. All of the PreCollege images will be located in the **images** folder. Click the folder.

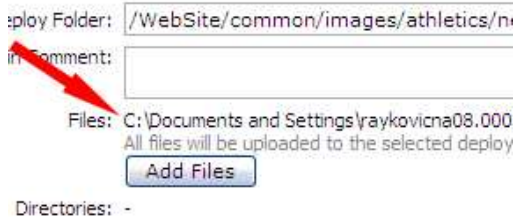
Upload your photo



When you reach the folder (**images**) where you want to upload the photo, click on the **Upload** button.

A new window will appear before you asking you whether you want to upload a file or a directory. In most cases, you want to select file so go ahead and click the “**Add Files**” button.

Click the **browse** button and using the file explorer, go out and find the photo on your computer. When you find the photo, **select it** and then click “**Open.**”



When the explorer window closes, click “**Ok**” to be brought back to the Upload window.

The arrow is pointing to where you should look to make sure the right photo is being uploaded. If the wrong photo is uploaded you will have to cancel the upload sequence and start over. Also, if you want to upload multiple files just click the “**Add Files**” button again and repeat the process until all your photos are ready to be uploaded.

When everything is all set to go, click on the “**Upload**” button.

Approve your photo



Finally, you need to approve the photo so Collage can start displaying it on web pages. Next to all of the documents you uploaded, there should be an icon and the number 1 under the **Version** column. To make collage accept your photo, click the icon, and then click “**OK**” in the window that pops up.

Congratulations, your photo has been successfully uploaded into collage!

Uploading Documents

When you want to upload your documents we try to help Collage out by keeping all the files in the same section. In order to get to this section, you need to maneuver around a bit in collage:



1. Click the **Content** tab.
2. Make sure **WWW** is expanded
3. Click the **precollege** folder
4. Click the **common** folder
5. Select the **docs** folder

The rest of the steps are exactly the same as uploading an image.