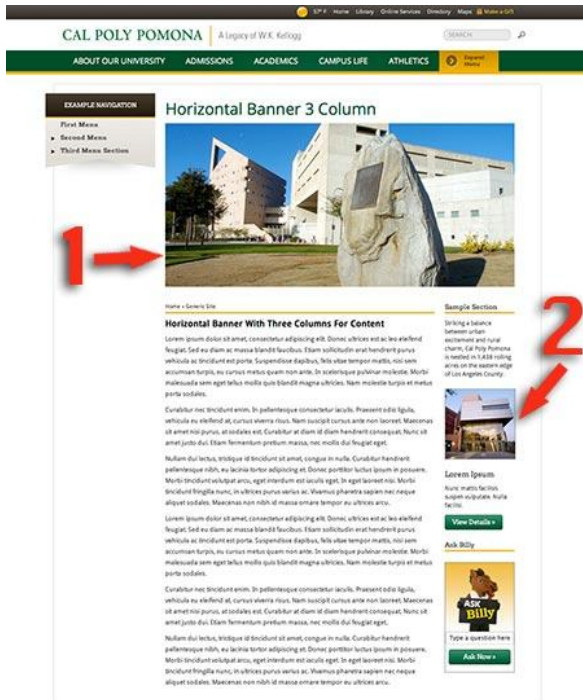


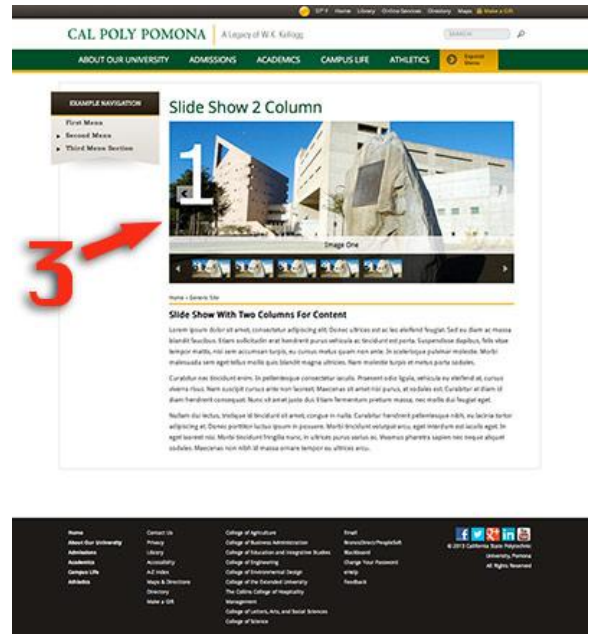
Common Image Sizes for Templates

There are 3 image sizes that you will use in the templates.

- Horizontal Banner (1) – 960 pixels x 450 pixels
- Right Column Square (2) – 400 pixels x 400 pixels
- Slideshow Images (3) – 960 pixels x 450 pixels



3 Column Template



Slideshow Template

It is important that you prepare your images for the templates. They must be the sizes listed above or they will not work well or look right with the templates.

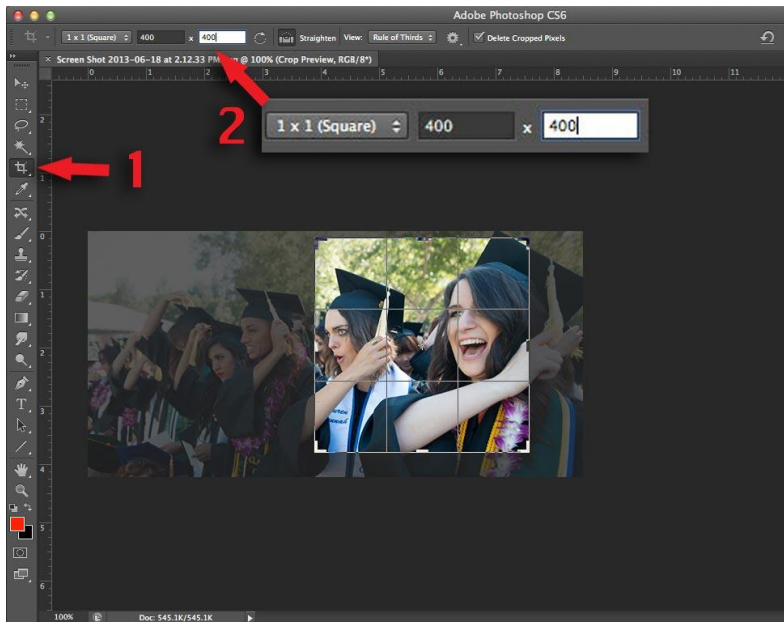
Using Photoshop to crop and optimize images

1. Crop the photo to the desired proportions

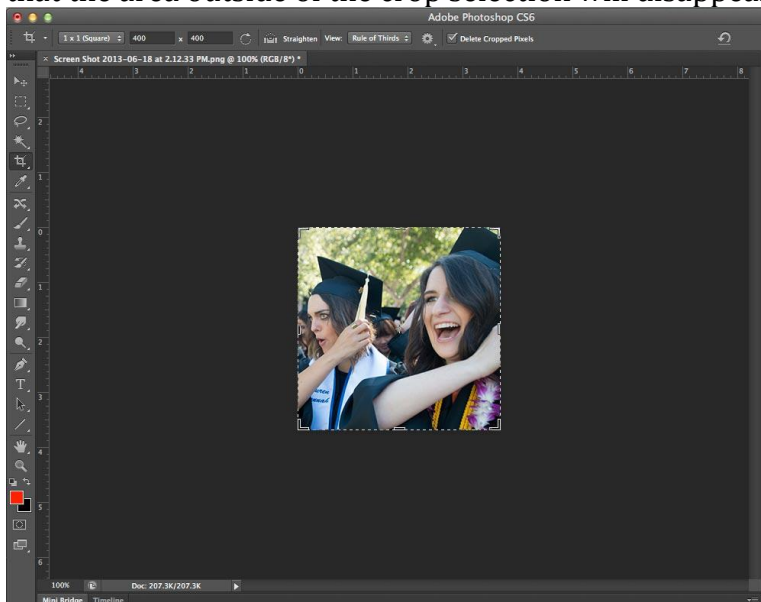
Since photos are often the part of a web page that takes the longest time to download, make sure that the photo only contains what you want it to. Photoshop has a built-in crop tool that will help you resize and crop the images to match the

template size you are using. It only takes a couple of steps to get the image to the right size.

- Open the image you wish to use.
- Click on the crop tool (1) and enter the size of the image based on the template (2). For example, if you are creating a Left column banner image the size would be 300 x 100.



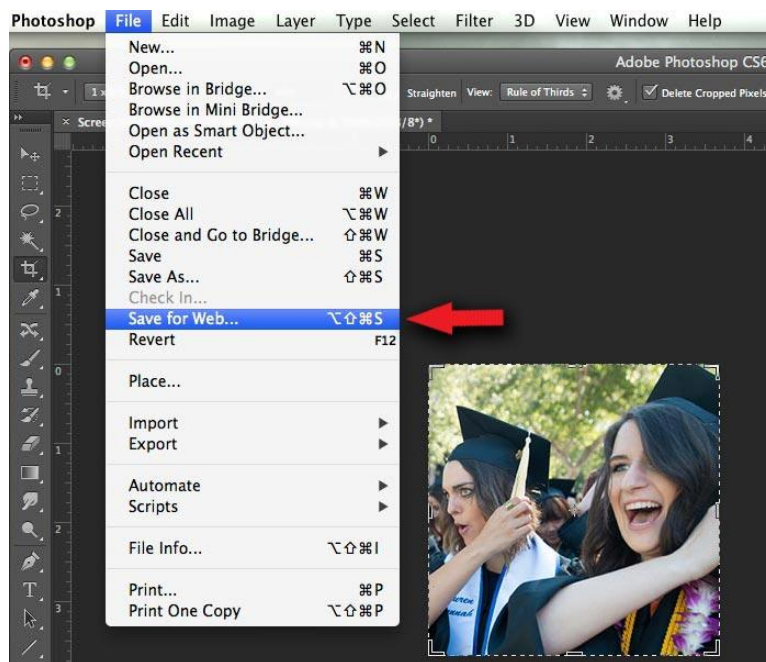
You can resize the image crop by clicking and dragging the corner of the selection box. You can also move the selection box around to select the area of the image you prefer. When you are finished with the selection hit the enter button. You will notice that the area outside of the crop selection will disappear.



2. Optimize the image file size

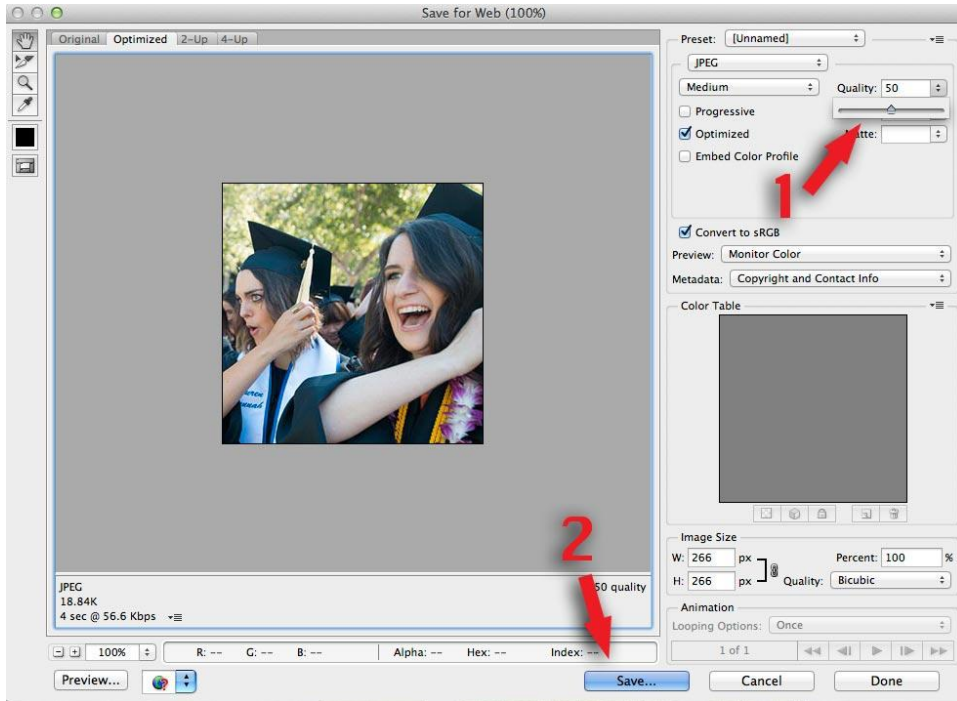
On the web it is imperative that you make your images as small as possible. If you have a web site chock full of huge images, it will take forever to download, especially over mobile devices, and your visitor will become impatient and possibly leave.

To combat this problem, you need to optimize your image to a smaller file size. Photoshop has a built in feature that will help you do this. Save the image using Photoshop's "Save for Web" function. **Note:** Save for web is not the same as save as jpeg. Save for web will compress and optimize the image which will create smaller file sizes versus just saving as a jpeg.



This step is easily the most critical. In order to shrink your photo's file size as much as possible, you need to compress the image. For CPP templates, you should choose jpeg. Using Photoshop's "Save for Web" feature is the best way to experiment with compression settings and get immediate feedback on their effects on your image's quality.

A good tip to get the best file size is to slide the compress slider (1) all the way down and bring it back up when the image looks good. When you are finished click save (2). A quality between 40% – 60% is usually good.



That's it.

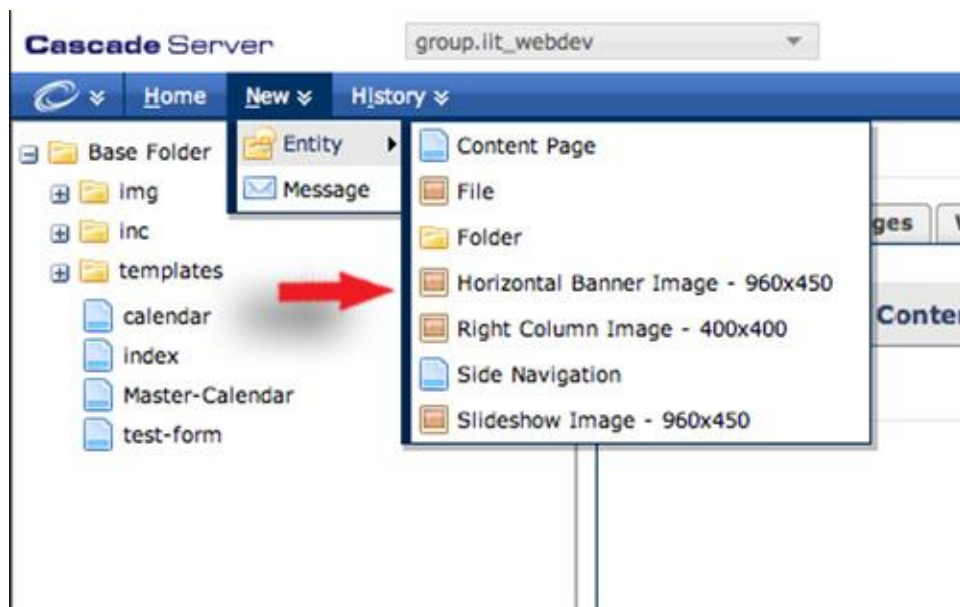
Your image is now sized, optimized and ready to be added into your website template.

Using Cascade to Add Image

After logging into Cascade and selecting your website follow the steps below to add an image asset to your site.

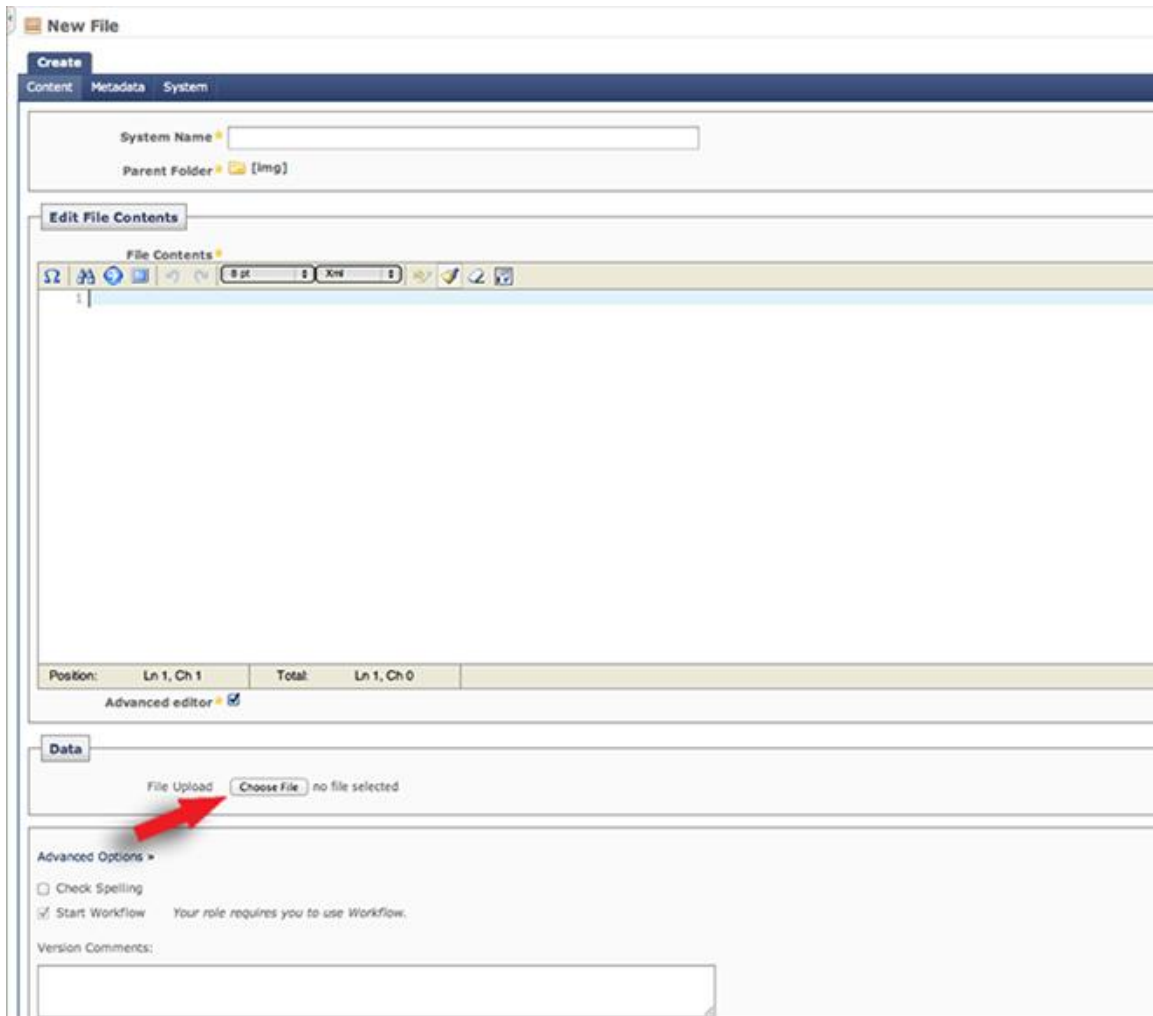
1. Create a New Entity

Select New->Entity-> and the image size you want to upload, Horizontal Banner Image, Right Column Image or Slideshow Image.



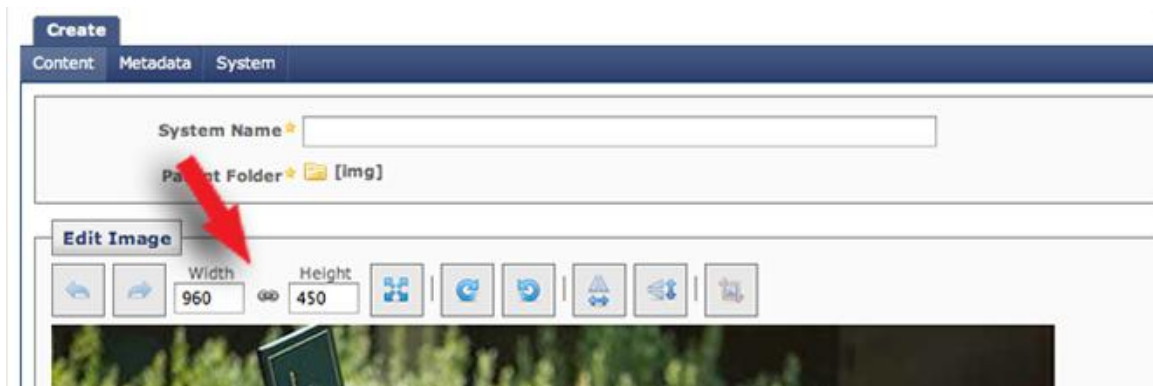
2. Upload the file

Click on the choose file button under the Data section. The file must be a jpeg format no larger than 150k for slide/show banner images and no larger than 50k for a Right Column Image. See the optimize image file size section of this document to learn how to save a smaller file size if needed.



3. Check the Size of the Image

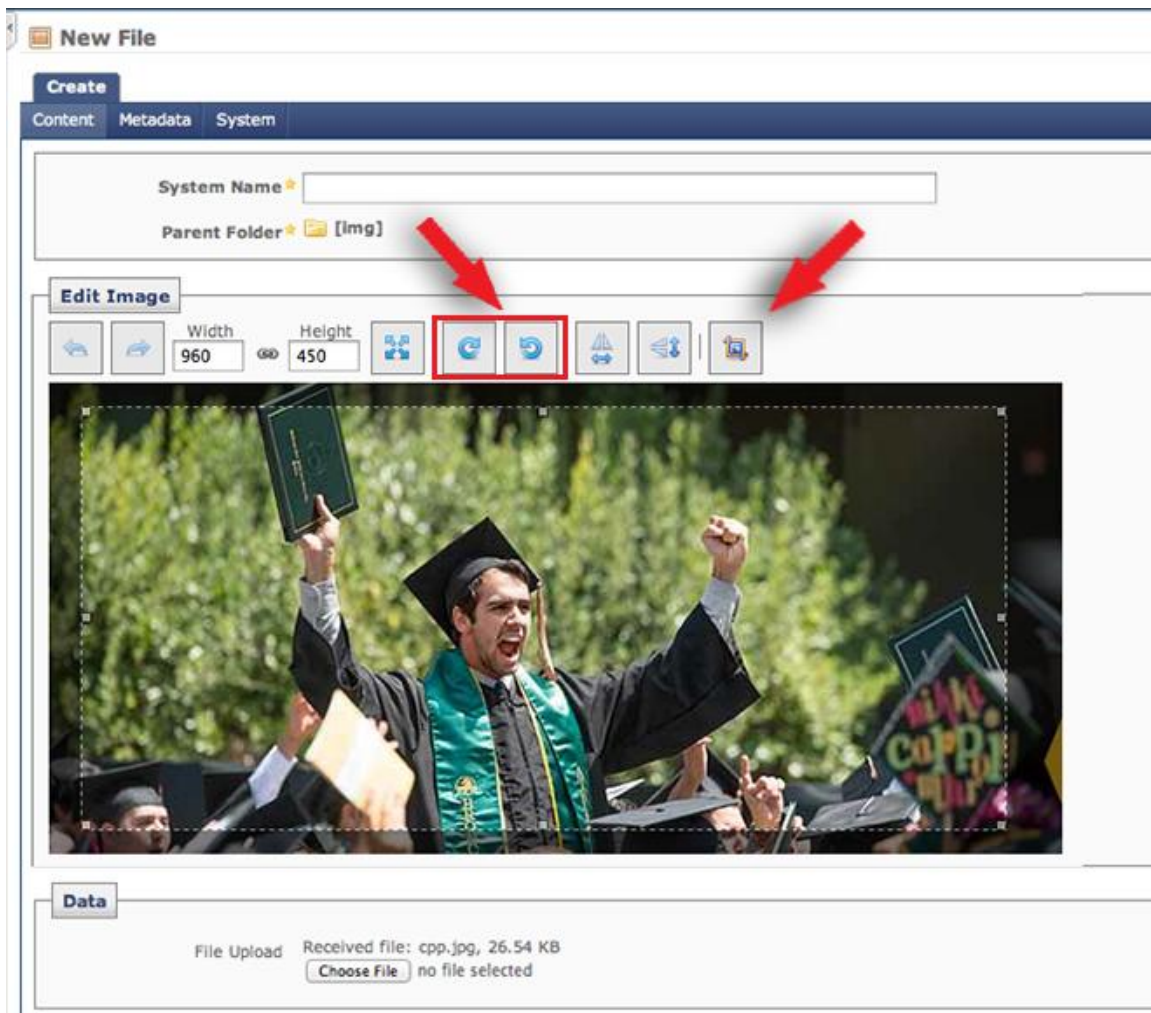
Look at the Edit Image width and height section to see if the image size is correct. If the size is not the correct size (960 x 450) or (400 x 400) the image might look stretched or squeezed when placed on your website.



4. Crop/Rotate if Needed

Cascade has a crop tool that will allow you to crop out unwanted image areas. When using the crop tool on a right column image try to keep the selection box as square as possible. For slideshow and banner images the selection box should be more rectangle. It is best to crop the photos using an image program like Photoshop to get more accurate results. After you make your selection you can double click the center of the image to save the crop.

You can also rotate the image clockwise or counter-clockwise if needed using the tools highlighted in the image below.



The screenshot displays the 'New File' interface in Cascade CMS. At the top, there is a 'Create' tab and sub-tabs for 'Content', 'Metadata', and 'System'. Below these are input fields for 'System Name' and 'Parent Folder' (set to '[img]'). Two red arrows point from these fields down to the 'Edit Image' section. The 'Edit Image' section features a toolbar with icons for crop, rotate, and zoom. The 'Rotate' icons (clockwise and counter-clockwise) are highlighted with a red box. Below the toolbar is a preview of a graduation photo with a dashed crop box. At the bottom, a 'Data' section shows a 'File Upload' area with a 'Choose File' button and the text 'Received file: cpp.jpg, 26.54 KB' and 'no file selected'.

5. Submit the Image to the Workflow

Click on submit at the bottom of the page. You will be asked to submit to test or production. Select "Publish to Test" then click submit again.

Choose Workflow

Publish To Test Publish To Production

You will then be asked to give your workflow a name before starting it. Give it a name for your reference then click submit.

Start Workflow: Publish To Test

Workflow Name

Comments

Due Date

Ordered Step Name	Assignment
Unordered Step Name	Assignment

6. Asset Created Successfully

You will see a green bar acknowledging completion of your image upload.

