TEACHER'S WEBSITE
USERS MANUAL

CHROMA
tapp

CONTENTS

DEAR TAPP TEACHER

As part of your membership of the *Chroma Teacher and Artist Partnering Program,* Chroma has committed to assisting you to promote yourself and your art. We know our website is a very useful strategy for doing this. We receive thousands of visitors to it each month and this number is growing steadily.

We are therefore delighted to introduce a Teacher Section to the site. This has a dual purpose:

1. To provide you with your own Teacher Website where you can showcase yourself and your talent;
2. To provide others (art lovers, students, retailers, distributors etc) with a way of accessing you and other teachers through the *Teacher Search* facility.

Once you are accepted onto the *Teacher and Artist Partnering Program,* Chroma will automatically enter your name and minimum contact details* into the Teacher Search section. We will also set up a basic website for you.

You may leave this site 'as is', or you may register online and take over the management yourself. This will allow you to expand the information, to add your own images and to update whenever you wish. This manual provides step by step instructions designed to make the process easy to follow. If necessary, we can also talk you through the steps, until you gain confidence.

We invite you to be part of this exciting new venture!

* For privacy reasons, minimum contact details will only include your email address OR your telephone number if you have not provided us with an email address, plus your suburb and state.

Note: You must have your own email address to register and be able to change and manage your own Teacher website.

If you do not have your own email address but want to amend your details you can send the information to us to input. Please be aware that this could take a while as we have a lot of teachers and our resources are limited.

Chroma reserves the right to remove without warning, any teacher website content which is deemed to be:
*   *Offensive*
*   *Harmful to Chroma's business*
*   *In breach of legal requirements or normal web etiquette.*

Make sure you are familiar with these terms before you begin.

Browser: A software program such as Internet Explorer and Mozilla Firefox used for viewing and interacting with webpages on the World Wide Web. (Also called a Web Browser.)

Chromaonline account: Refers to the unique email address, password and other information you use to access the Chroma website. This account is for use only on the website and is not related to any other dealing you may have with Chroma.

Click: Press the left mouse button.

Clickable image/icon: Any image that has instructions embedded in it so that clicking on it initiates some kind of action or result.

Double Click: Press the left mouse button twice quickly.

Download: Access and save or "pull down" software or other files to your own computer from a remote computer, usually via a modem.

Email address: A unique computer mailing address to which electronic mail may be sent.

Favourites and Bookmarks: A browser function that allows you to add the webpage you are on to a list so that you can quickly come back to that page at a later date.

Field: An area into which information can be entered.

Firewall: A combination hardware and software buffer put in place between your computer and the Internet which allows only specific kinds of messages from the Internet to flow in and out. This protects your computer from intruders or hackers who might try to use the Internet to break in.

Hardware: The physical aspect of computers, telecommunications and other devices.

Homepage: The starting point of a website which usually shows the contents and offers direct links to different parts of the site. (Also called a web page.)

Icon: A type of navigation tool, specifically, a small image, usually a symbol, which graphically represents a software program, file, or function on a computer screen. Icons make it easier to recognize and locate these things. *Click* on them to access the program, file or function.

Interface: A method or piece of equipment (software or hardware) for interconnecting units or systems which may not be directly compatible eg through the user interface, the user may give commands to the software which are then translated into instructions that the computer can interpret.

Junk Mail: Unwanted e-mail messages, usually advertising, unsolicited by the recipient. Most mail programs have their own junk mail filtering which will take such items into a junk mail file.

Link: A type of navigation tool, specifically a button or text that, when clicked, will allow you to jump to another section of the same document or to another document on the World Wide Web. Links are often indicated by highlighted words or phrases.

Login: Allows you to use the email address password you created when *registering* to gain access to certain features of the website.

Menu: A drop down list of commands and options on a computer screen found at or near the top of a webpage or computer program. To open a menu, click on the menu name.

Modem: A device that allows computer information to be sent over the telephone line.

Navigation tools: Navigation tools allow users to find their way around a website. They can be links; clickable images or icons; or image maps. They are usually present either at the bottom or top (or both) of each page or screen.

Page/web page: A document created with HTML (Hypertext Markup Language) that is part of a group of documents/resources (called a website), available on the World Wide Web. They can be read by a software program called a web browser which displays them as formatted presentations, with any associated graphics, sound, and video, on a computer screen. They can contain links to other pages within the same document, to other documents at the same website, or to documents at other websites. They can also contain fill-in forms, photos, large clickable images , sounds, and videos for downloading.

Password: A code or word used to gain access to restricted data on a computer or computer network. Note: security systems can only tell if a password is legitimate NOT whether the user is authorized to use it. For this reason you should safeguard your password by using a mix of letters and numbers and by not disclosing it to others.

Picker: Selection tool.

Radio button: These usually appear in forms and are small circles which, when selected, contain a small dot. They are often used when a user needs to make just one choice out of multiple choices and are so named because of their similarity in function to the channel buttons on old car radios.

Register: Create a chromaonline user account with an email address and password.

Software: Computer programs and applications.

Thumbnail: A small version of a photo or image that opens up to a larger view when you click on it. Image browsers commonly display thumbnails of photos several or even dozens at a time.

Toolbar: A bar that contains buttons for common commands in an application. Typically, a toolbar appears under a menu bar and presents as a horizontal row or vertical column of selectable images (buttons) that when clicked, will carry out certain frequently used actions.

Upload: This refers to the process of sending or importing a file from a local computer to a remote computer via a communications line.

User name: This is the name by which you and your electronic mailbox are identified online. (Also called user ID, account name or login name.)

Window: Any of the areas into which a computer display may be divided and on which distinctly different types of information are displayed. Several windows may be operational at the same time.

World Wide Web: A collection of resources that can be accessed via a web browser.

REGISTERING

You must first create a *chromaonline account* which will register you for access to various areas of the site including the editing your website section.

1. Go to *Chroma's* website at www.chromaonline.com

2. Click on **Register** (top right corner near logo).

3. This will bring up a form for you to fill in appropriate details.

NOTE: Information is marked as *Required* or *Optional*. You **MUST** complete all *Required* information.

4. Click on **Register** on the bottom right hand corner of the form.

5. A screen will now come up advising that your registration has been successful and that an email has been sent to your designated email address. (This is for security purposes)

NOTE: *Some email software will identify this as junk email so please check your junk mail.*

6. When you receive the above email, click the **To Activate Your Account** link.

7. If the link does not work, copy and paste it into your internet browser address box (located at the top where you would normally type in internet addresses). This will take you to our website www.chromaonline.com and log you in.

NOTE: It is only necessary to perform this procedure once to register. Do not continue to use this link to get into our website.

8. In the future when you want to access the website, go to www.chromaonline.com and click on **Login** at the top right corner.

9. Enter your designated email and your password. If you have forgotten your password, click on the **Have you forgotten your password?** link next to the password box and a new password created by Chroma will be sent to your email address.

CONTACT CHROMA

Before you can edit your website you need to inform us of your registration by:
email: marketing@chromaonline.com or
Telephone: 02 9472 9116 or 02 9472 0121.
Provide your **name** and **email address as registered.**

Within one week you will receive an email notifying you that your account has been given editing rights and you can begin adding information and changing the look of your website.

ACCESSING YOUR TEACHER PAGE
1. Go to www.chromaonline.com and click on **Login.**
2. Click on **Teacher Search** in the top menu bar to bring up screen *Find Teachers, Classes & Events.*
3. Click on the **Find Teachers** tab.
4. Click on the first letter of your surname.
5. Click on **Show results as text**.
6. Click on your name to bring up your own page. (If your name does not come up, contact Chroma.)

NOTE: For quick future easy access to your own page **Add to Favourites** or **Bookmark.**

EDITING YOUR TEACHER WEBSITE
1. Login using the **Login** button under the menu bar on the right.
2. Enter your email address and the password you created when you registered.

TEACHERS WEBSITE NAVIGATION DIAGRAM
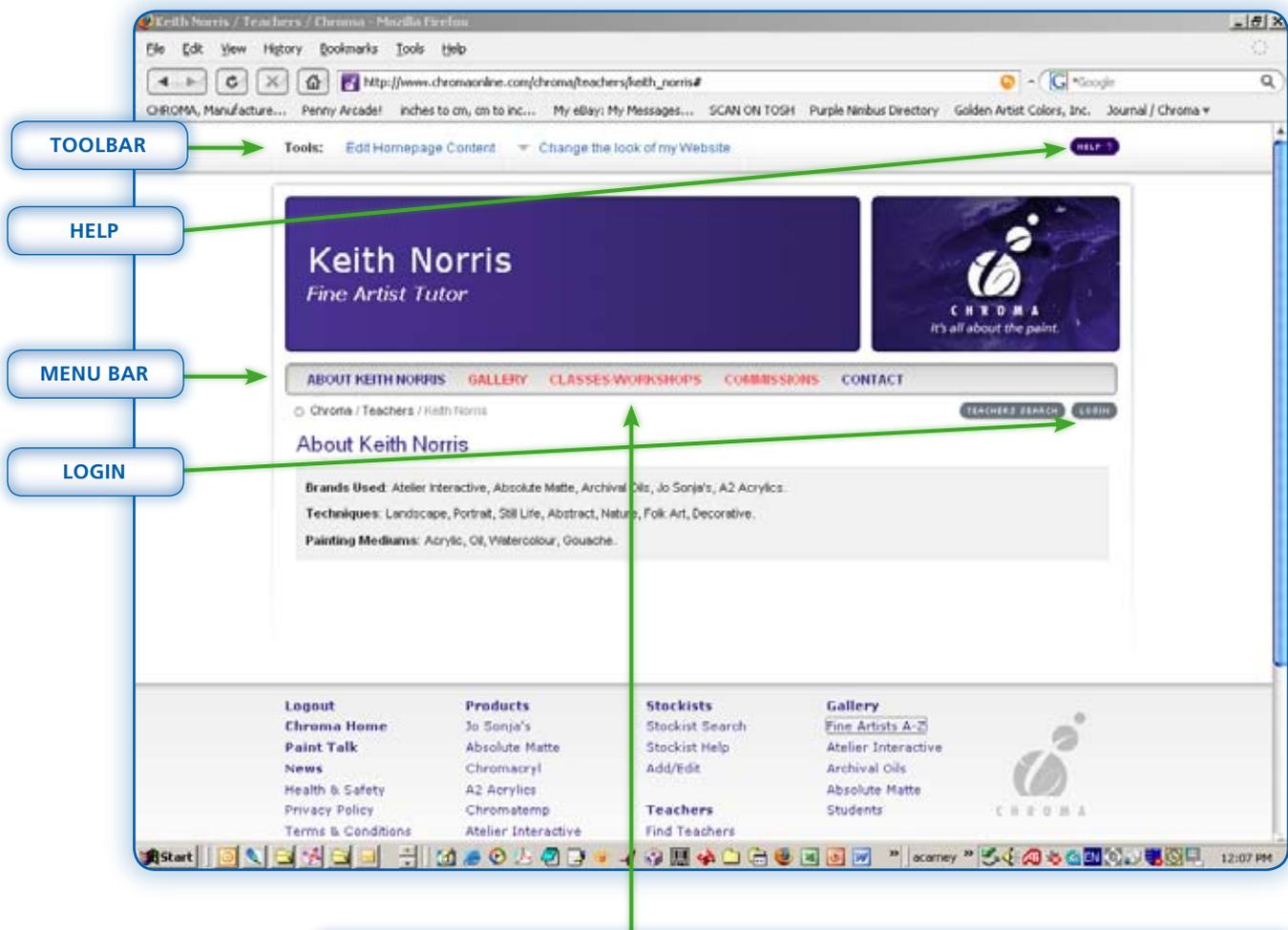
Note: Items in the menu bar that are red have no information in them and will be hidden from public view. Once you add information to them they will become visible.

Each item in the menu bar refers to a page of your site. This guide will take you through each page and explain what it is for and how to edit it. You will need to check the details that we have already added to your website. These include your contact details and the techniques and brands etc that you teach with. If your name is incorrect contact Chroma.

CONTACT

1. Click on **Contact** in the menu bar. Ensure your details are correct.
2. Click on **Edit Contact Information** in the Toolbar at the top of the page to change or add any extra details you want.

Note: For privacy reasons we do not include your full home address (only your suburb and state) however you can add this if you like. You **MUST** include a phone number OR email address for contact purposes.

ADDRESS INFORMATION AND GOOGLE MAPS

The *Teacher Search* facility includes *Google Maps* which will show your location on a map.

1. Type your address into the address text field. Make it as accurate as you feel comfortable with.

2. Click the green **Find Address** button.

3. *Google Maps* will try to match your address with one in its database. The address you entered will be altered to match the closest match that *Google* has. If the exact address is not found, type a less specific one e.g. just the street name without a number, then click **Find Address** button again. You will usually be able to find your street name or at least, your postcode.

4. The pin marking your address can be dragged to a more (or less) exact location if desired. Click on the pin and move your mouse to the correct location.

5. In some cases where your address is a unit number or 14A/B for example, *Google* will not provide the exact location. Put in the street name, and click **Find Address.** Then go back and type in the full address. **DO NOT** click **Find Address**. Drag pointer to the exact address.

6. Be sure to sure to save changes by clicking **Save** in the bottom right corner.

NOTE: This same process is used to add an address location for *Classes/Workshops*.

What if Pins overlap?
It is possible that some teachers or events will occupy the exact same location on the map. If this happens then the one that was added first will be on top and all newer ones will be hidden behind it. To allow your pin to be seen, drag it to a new location nearby.

GENERAL EDITING TIPS

- The *Edit Toolbar* at the top of the page edits whatever page you are presently on, to edit a different page navigate to it using the menu bar.

- *Do not double click* - one click is sufficient. Double clicking can 'break' the interface.

- When editing *do not use the back button* (top left corner) **or close the browser.** If you do the system will automatically save a temporary version of the page. Next time you edit the page you will be asked to select a version to edit. (If this accidentally happens simply select the most recent version and click **EDIT**.)

YOUR HOMEPAGE - (ABOUT "YOUR NAME")
The Toolbar on the Homepage has two options, *Edit Homepage Content* and *Change the Look of My Website*. *Edit Homepage Content* will be covered here, *Change the Look of My Website* is on page 11.

EDIT HOMEPAGE CONTENT
You can add as much or as little information about yourself as you like to your Homepage.

1. Navigate to the *Homepage* and click **Edit Homepage Content** on the *Toolbar*.

2. Type text into the following fields:

Short Description: This summary appears at the top of your page AND in the *Teacher Search* results.

Content: Include details of your training, painting style, experience etc. You have some of the same options for changing fonts, underlining, italic etc as you find in a normal *Word* document.

Note: You can cut and paste text from another document but all formatting will be stripped out.

PORTRAIT
This image will appear alongside your short description on your Homepage. We suggest you use a photo of yourself or one of your most representative art works. Please refer to the section on *Image Management* (page 19) for further information. Click on the **Browse** button to find the image in your files.
Note: The image won't change in "Edit Mode" until you click the green **Save Changes** button at the bottom of the page.

INFORMATION ABOUT YOUR CLASSES
Make sure you click on the appropriate check boxes to further describe your painting style. Do not click on inappropriate boxes as this will negate the effectiveness of the *Teacher Search* facility.

ADD IMAGES FROM MY GALLERY
You can add some images of your artwork to your Homepage here. These images are taken from your *Gallery* page so the *Gallery* section must be completed first. See page 10.

1. Click on the green **ADD IMAGE** button

2. Browse through your gallery using the *Image Folder Icons*.

4. Click in the tick boxes of the images you would like to add.

5. Click the green **Select** button.

Once you have finished editing the page click the green **SAVE CHANGES** button.

When editing, ensure you always **Save** your changes or click the red **Cancel** button to come out of *"Edit"* mode, do not use the browser **back** button or close the browser while editing. (Refer to General Editing Tips on page 7.)

GALLERY

Please read the Image Management Section on page 19 before proceeding.

This is where you can insert a pictures of your artwork into your website. To do this you must have first saved suitable images to your computer. The images should be less than one 1mb (megabyte) each.

There are two options in the *Gallery Toolbar: Edit Gallery Text* and *Add Image Folder.*

EDIT GALLERY TEXT.
If you like you can add an introduction to your artworks, describe your style, technique, media used, what inspires you etc.

ADD IMAGE FOLDER
The Gallery is arranged in *Image Folders* to let you better organize and group your images.
To add an *Image Folder:*

1. Click **Add Image Folder** from the Toolbar menu. Type in a name and a short description (optional). Click **Save.**

2. Click on the folder you just created. (The **Folder icon** not the **EDIT** button.)

3. Click on **Add a New Image** in the *Toolbar.*

4. Enter a name and description if desired.

5. **Browse** for an image in your files. Click **ADD IMAGE**

6. Continue adding *Images* and *Image Folders* following the above steps. (Remember to allow time for uploading).

7. To change the details of an *Image Folder* or *Image* click the green **EDIT** button beneath them.

8. To remove an *Image Folder* or *Image* select the tick box beside the **EDIT** button and then click the red **DELETE SELECTED** button

Note: You can now select some of these images for use on your Homepage. See page 9.

> **NOTE:** Artworks are automatically protected by copyright law as soon as they are created. If your work is painted from a pattern, is copied, or is significantly based on or inspired by another artist's work, it **MUST** be credited as such. Please enter this information in the *Description* text field.

CLASSES & WORKSHOPS
There are two options in the *Classes/Workshops Toolbar: Edit Classes/Workshops Page* and *Add New Event.*

EDIT CLASSES/WORKSHOPS PAGE
This option allows you to add some introduction text to the page and put in a general overview of your classes and workshops. This is optional.

ADD NEW EVENT
Use this option to add details of individual events. These events will then appear on your website and be searchable by users via the *Teachers Search* page. Select **Add New Event** from the *Toolbar* and fill out the details for your event.

Name
Use a short descriptive name for your event eg *Learn to Paint with Acrylics.*

Price
If there is an attendance fee put it in here, if not leave it blank.

Booking Required
This tick box allows you to clearly specify if a booking is required.

Category
These are used in the short description of the event shown in search results and on your *Classes/Workshops* page. If you cannot see one that suitably describes your event then choose **Other** and type in your own short category name.

Event Time
*The type of **Category** you select will effect the **Event Time** section.*

Regular Class Category: The **When** text field allows you to easily describe the timing of any regular class. Fill it out with any kind of time description you like e.g. *Every second Tuesday, 3pm to 5pm* or *The first Monday of then month at 10am to 12am.* If your classes are due to stop at a particular date in the future then you can select the **This event expires** tick box and choose the date by clicking on the **Calendar Icon.**

Special Classes, Workshops and all other Event Categories: To specify the day or span of days that the events occur on click the **Calendar Icon** and then select the appropriate day, month and year. The month and year can be cycled through using the arrows at the top corners of the *Calendar.*

From and To: The **From** date is the day that the event starts on, if it is a one day event then this is all you need to fill out. If the event spans more than one day then use the **To** calendar to select the final day of the event, please ensure that the **To** date occurs after the **From** date.

The **When** text field can be used to define start and finish times or any other extra information not covered by the *Calendar.* eg. 9am to 5pm or 9am to 5pm Monday to Friday, 1pm to 3pm Saturday.

Event Contact Information

This section lets you add contact details that are specific to the event, for example if you are doing a demonstration at an art shop you can add their details here. This information is optional so you can leave it blank or only fill in the some of the fields. Your contact information will also be shown with your events.

Event Location

This section uses Google Maps to put the location of the event onto a map. See page 8 for more information on using this feature.

Short Description

Type in a brief summary of the event. This text will be shown in search results and on the Classes/Workshops page.

Full Description

Use this text box to enter a comprehensive explanation of the event. You can put in as much or as little as you like.

Brands Used, Style and Painting Medium

The *tick boxes* down the right side of the page are used to give a quick summary of the event in the search results and are also options that can be searched for on the *Teachers Search* page. It is very important that you fill these out accurately so that people who are searching for your class can find it. Eg If you are teaching a class on using Jo Sonja's but do not tick the Jo Sonja's box then your class will not show up in the search results for an event that features Jo Sonja's.

Once you have finished ensure you click on the **SAVE CHANGES** button in the bottom left corner.

ADDING IMAGES TO AN EVENT.

Once you have created an event you can add images to it. The newly created event will appear on the *Classes/Workshops* page. Select the event by clicking on its name; this will take you to the page for that event. On the event page select **Add an Image to This Event** from the *Toolbar.* Now click the **Browse** button and locate the image file you would like to add. Ensure that the image is less that 1mb in size. (See page 18 for help on resizing images.) You must put in a name for the image, and a short description is optional. You can repeat these steps to add more images to the page.

COMMISSIONS

The section works just like the *Gallery* (see page 10). It is for commissioned work only. If you do commissioned work you can show it here. It is also possible to add rates etc.

LINKS

On the **Links** page you can add links to other relevant* websites. Click on the **Add a New Link** in the Toolbar and fill in the three text fields:

Name: The name of the business or person you are linking to e.g. Chroma.

Website Address: The web address e.g. www.chromaonline.com

Description: A short description of the website you are linking to e.g. Manufacturers of quality artists' paints. This field is optional.

Click the green **ADD LINK** button.

Links can be edited using the green **EDIT** button next to the link or deleted by selecting with the tick box and clicking the red **DELETE SELECTED** button.

*Chroma reserves the right to remove any links that we deem to be inappropriate.

THE THEME MANAGER
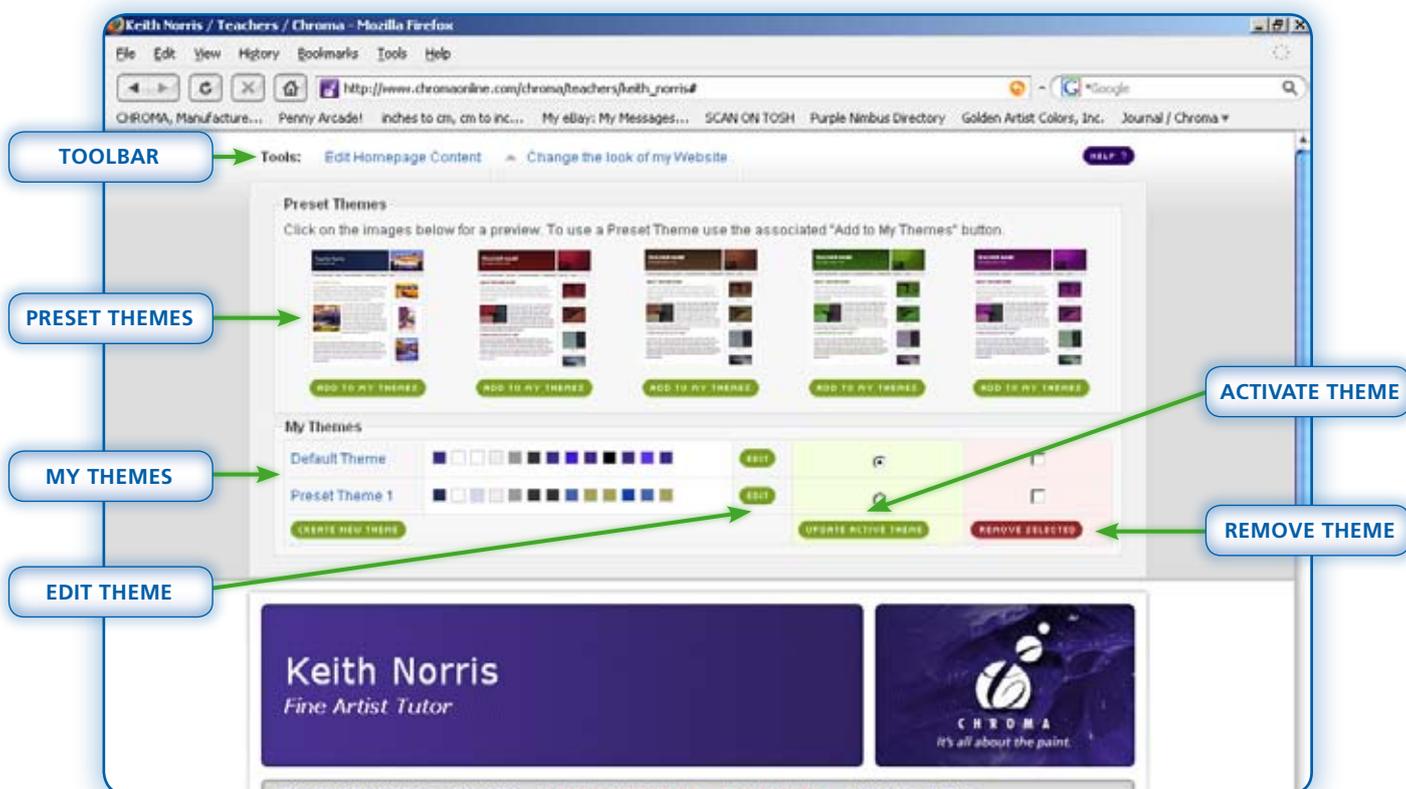
All teacher websites are set up with the same default colour scheme, fonts and layout. The *Change the Look of My Website* option allows you to select from a number of *'Preset Themes'* or create your own unique theme.

The *Change the Look of My Website* option is only available from the *Toolbar* on your *Homepage*. Navigate to your *Homepage* via the *Menu Bar* and then select **Change the Look of My Website** from the *Toolbar.*

ACTIVATING A PRESET THEME

The *Preset Theme* palette is located at the top of the *Theme Manager*. You can preview the *Preset Themes* by clicking on the thumbnail image. Find one that you like and click the green **ADD TO MY THEMES** button below.

The theme should now be in the *My Themes palette.* To make it your active theme select the radio button in the green panel beside it and click the green **UPDATE ACTIVE THEME** button.
The colour scheme and fonts on your website should now be changed to the selected *Preset Theme*. To try other themes just repeat the above steps.

The themes are stored in the *My Theme Palette* so you can come back to them if desired. Only five themes can be stored at a time. To remove a theme from the palette (so a new one can be added) click the tick box in the red column to the right of the theme you want to remove and then click the **REMOVE SELECTED** button.

EDIT THEME MODE DIAGRAM
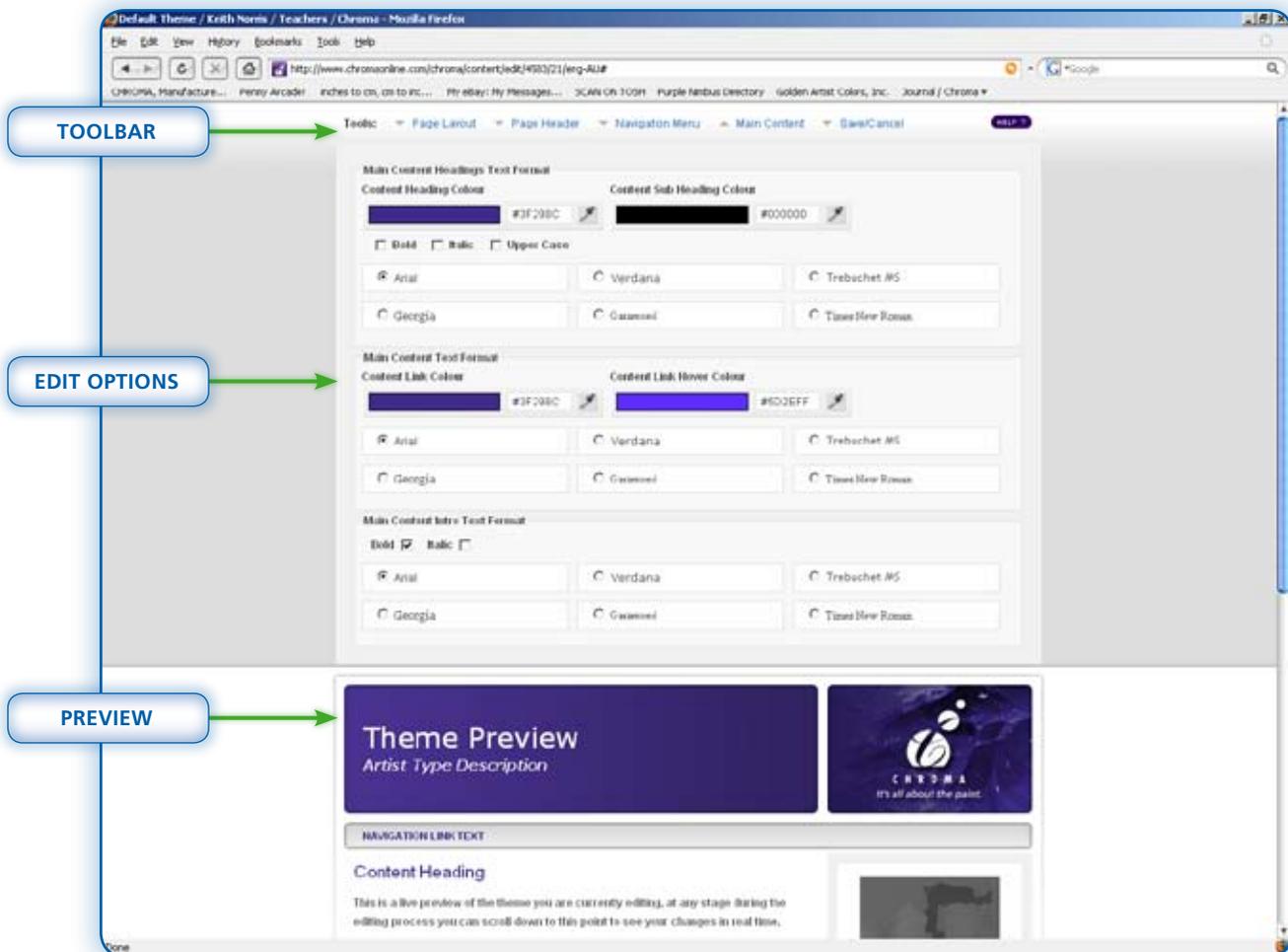
EDITING A THEME

You can edit a theme in the *My Themes* palette by clicking the corresponding green **EDIT BUTTON**.
You can also click the **CREATE NEW THEME** button which will add a new theme and take you
straight into the *Edit Mode.*

EDIT MODE

In *Edit Theme Mode* the page consists of three parts:

1. The *Toolbar* at the top of the page with various options for altering the appearance of the website.

2. The *Edit Options* that slide down when a Toolbar item is selected.
   Note: Click on the selected Toolbar item and the options will slide back up.

3. A *Preview* that allows you to see your design changes.

THE TOOLBAR
The **Toolbar** consists of five options that allow you to alter different aspects of the website 'Look'

PAGE LAYOUT - *Positioning and style of page elements such as text and images.*

Use the radio buttons to select the desired layout and style options.

Image Layout - Choose to have the images on your Homepage positioned on the left, right or bottom of the page.

Drop Shadow Style - You can have a drop shadow all around your website, just at the top or sides or have no drop shadow.

*Block Corner Style -* Select either round or square corners for the *Header* and *Navigation Menu Bar.*

Block Edge Style - This options allows you to add a soft dark or light edge to the *Header* and *Navigation Menu Bar.*

PAGE HEADER - Colour, font and images in the page header.

Header Image - Click on **Browse** to add a new image to the *Header.* This image will be appear at the top of every page of your website so choose one of your favourite paintings. The image will be re-sized to fit the box so very wide or very tall images will be cropped off or not entirely fill the box. Once you have selected an image the update will not be visible until you have saved the theme.

Header Colour - Select the colour of the header. This is the main colour of your website, use your favourite colour or one that best complements your art work.

THE COLOUR PICKER TOOL
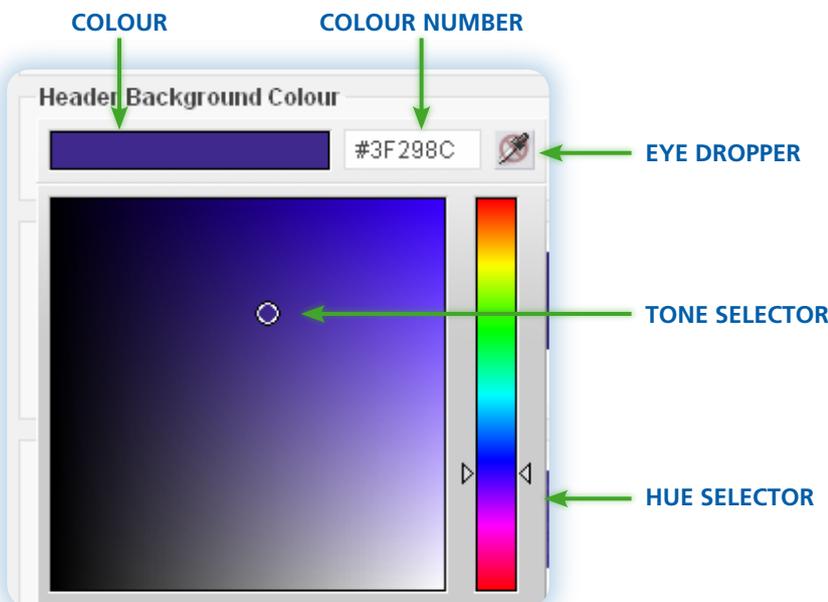
To open the *Colour Palette* click on the **Eye Dropper** icon to the right of the *Colour Number*.

Move the **Hue Selector** up or down to select the hue and drag the **Tone Selector** around inside the palette to select the brightness and saturation.

To close the *Colour Palette* click on the **Eye Dropper** icon.

Tip: A *colour number* can be copied and pasted from one picker to the next. This makes it easy to use the same colour throughout you website. Highlight the colour number with your mouse and hold down the **ctrl** key and press **c** to copy the number. Then hold down the **ctrl** key and press **v** to paste the colour number into the desired colour picker.

Header Gradient - Use the radio buttons to add a faint gradient of black over your header. It can run in any direction or be removed.

Header Pattern - A subtle pattern can be added to your header. Use the radio buttons to select the one you like.

Artist Name Text Format - Use the radio buttons and check boxes to select the font and style for your name. Use the *Colour Picker Tool* to select a colour. Make sure that the colour contrasts well with the *Header* colour.

Artist Type Description Text Format - As above but for the smaller type that goes under your name.

NAVIGATION MENU - *Colour and font of the menu bar.*

Menu Background Colour - Use the *Colour Picker Tool* to choose the colour of the menu bar. This is the second most important colour on your website, ensure that it goes well with the *Header* colour.

Menu Gradient - You can use the radio buttons to add a subtle black gradient to the menu bar.

Navigation Text Format - This is where you select the colour and font for the *Navigation Menu Bar* text. The *Hover Colour* is the colour the text changes to when the mouse pointer is over it. You can test this by putting your mouse pointer over the menu text in the preview.

Main Content - *Colour and font used for text and headers.*

Use the Radio buttons and *Colour Picker Tool* to choose the font, style and colour of the text in your website.

Main Content Heading Colour - This is the colour for major headings in your text. Bullets in your text will also appear in this colour. This is the most important text colour, make sure it goes well with the *Header* colour.

Content Sub Heading Colour - The smaller headings in your text can be adjusted here.

Main Content Text Format - The *Content Link Colour* and *Content Link Hover Colour* refer to website links that appear inside your text. Links on a website are usually done in a different colour to the normal text so that they stand out.

The font you select here is the one that will be used for all of the 'normal' or 'body' text. You cannot change the colour of this text, it will always be black.

Intro Text Format - The *Intro Text* is the first paragraph of text on your *Homepage.* You can make it stand out by adjusting the font and colour with this option.

Save/Cancel - Save or discard your theme changes.
To save your changes type in a name for your theme and click on the green **SAVE** button. If you don't want to save the changes click on the red **CANCEL.** Always exit *Theme Edit Mode* by saving or cancelling. **Do not use the back button or quit out of the browser.**

DESIGN TIPS

Once you have mastered the *Edit Theme Mode* you will have a great time trying out different colour schemes, fonts and layouts. It can however, be a daunting task to adjust all of the options available and get a website that looks as good as you would like it too. Here are a few tips that might make the job a little easier:

- Use the *Theme Preview* that appears at the bottom of the page in *Edit Theme Mode.* Every time you change something it will be instantly changed in the preview.

- Try starting off by just changing the *Header Colour* and *Header Image* of one of the *Preset Themes*, even just a small change like this will be enough to make your website stand out from the crowd.

- Do not change everything at once – take it step by step and check the look of each change before moving on to the next

- Upload your *Header Image* and then save it early in the design process. The image will then appear in the *Theme Preview* and you will be able match the colours you pick with it.

- It is usually better to use a limited colour palette of two or three colours throughout the site.

- Copy and paste colour numbers to and from colour pickers when defining colour.

- Use the same colour (a fraction lighter or darker) for *Menu Link* and *Menu Hover Colour.*

- Use only two different fonts in your website. Your site will tend to look better if you use a limited amount of fonts e.g. a sans serif (Arial) for headers and a serif (Times) for body text or vice versa.

- Resize all of your images to as small as possible before uploading them. It can take a long time to upload an image even when it is below the 1mb limit we have set. (Refer to *Image Management* on page 19.)

RESIZING IMAGES

To add images to your website you may need to resize your images so that they are small enough to upload. There is a file size limit of 1mb per image on uploads to your website. This is because large files take a long time to upload, it takes longer to upload an image to a website than it does to download images in your email.

Note: This tutorial assumes that you already have images on a CD or on your PC hard drive.

You do not need any special software to resize images. *Windows* has all of the tools you need built in. The first thing you should do is create a new folder in *My Documents* called *Resized for Web*. Save all of the resized images here.

These steps explain how to use the standard *Windows* program *Paint* to resize an image for use in your website gallery.

1. **Open Paint** via the **Start** menu, choose **Programs**, then **Accessories**, then **Paint.**

2. **Open an image** - Choose **File** and then **Open** from the *Menu*. Browse to the folder or CD/DVD drive on your computer where the original images are. If you can't see any files in the folder ensure the *Files of Type:* box at the bottom of the *Open* box says *All Files*. Select the first image and click on the **Open** button.

3. **Check the size of the image.** Choose **Image** and then **Attributes** from the *Menu*. This will tell you the file size and pixel dimensions of the image. Take note of the pixel **Width** and **Height** values for use in the next step.

4. **Resizing the image.** Choose **Image,** then **Stretch and Skew** from the *Menu.* The maximum size of an image on the *Gallery* section of your website will be 900 pixels wide by 500 high. With this in mind, scale the image down using the **Stretch** options e.g. if your image is around 1800 pixels wide then you will want to reduce the image by 50%. Always type the same number in for *Width* and *Height*, otherwise you will distort the image. Click **OK** to apply the stretch.

5. **Check Results.** Choose **Image** and then **Attributes** again from the top menu. It does not matter if the image is not exactly 900 x 500 pixels, just make sure that the longest side is no more than 1100 pixels. The website will automatically resize the image to the exact dimensions for you when it is uploaded, but it will take a lot longer to upload if the image is too big. If the image is still too big repeat step 4 until it is the right size.

6. **Save As.** In the *Menu* click on **File** and **Save As.** Name the file. It will be easier to add the images to your *Gallery* if you use the name of the painting as the name of the file. To save the image as a Jpeg, select Jpeg from the *Save as file type* box.

Paint is a very basic program. There are powerful software tools available for free download online: *Irfan View* www.irfanview.net and *XN View* www.xnview.com are two of the best. Most digital cameras are sold with software that can resize images too. If you are resizing a lot of images then it will be worth using a more powerful program. For example *Irfan View* and *XN View* allow you to resize all of the images in a folder to exact pixel dimensions all in one process!