

## Managing Banner Pictures

You can upload a photo that will appear on the banner at the top of selected pages (you must notify me on what pages you would like the banner to appear).

All photos will be resized to 400 x 300 and should be landscape. The file name will be changed to lower case and only English letters and numbers are allowed; all other characters will be deleted and spaces changed to underscores.

If you upload a photo that already exists, it will be replaced.

All photos should be landscape and have a 4/3 width/height ratio. Any photos that do not meet these requirements will be resized and cropped to produce a 400 x 300 image. You will receive an error message if the photo could not be saved.



You can then *Manage* photos to delete the old ones. Upload photos using *Drag n Drop* (only in Firefox or Chrome), or browse.

A screenshot of the 'Manage Banner/Collage Photos' upload interface. At the top, there is a blue box containing the text 'Manage Banner/Collage Photos' and 'There are 19 pictures of 40 allowed.' To the right of this box is a 'Use Drag n Drop' button with a drag icon. Below this is a 'Photo Upload (only jpg extensions are allowed)' section with instructions: 'You should rename your pictures before uploading so they reflect the content. Only letters numbers and spaces should be used. All other character will be deleted.' There are ten 'Select file' labels, each followed by a 'Browse...' button and a green box containing 'No file selected.'. At the bottom of the form is an 'Upload' button. At the very bottom, there is a copyright notice: '© 2013 SPDS Technologies Webmaster'.

The photos must have 4 x 3 width to height ratio and be smaller than 600K. They should also be at least 400 pixels wide and a max of 640 pixels wide.

Although you can upload large files, it can sometimes happen that it cannot be processed. This depends on the camera used to generate the file. Try reducing the dimensions of the photo to about 250K.

The largest area (width x height) that can be processed = 800 000.