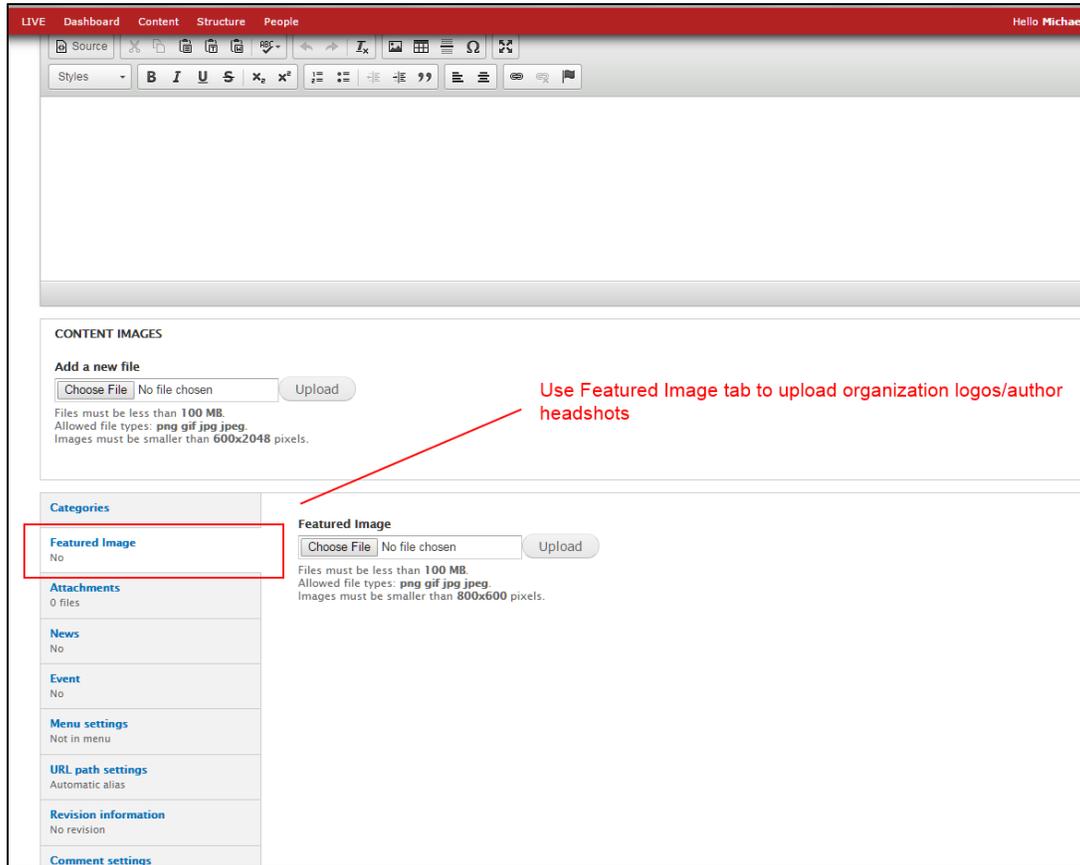


How to Modify & Insert Organization Logos as Featured Images

Typically, organization logos should be used as a Featured Image for any page housing resources that are attributable to a single organization (when requested, photos of the author can also be used as Featured Images).



Unlike graphics inserted into the Body of a Page, Featured Images must conform to certain restrictions on file size and image dimensions.

Featured Images files must:

- Be smaller than 100 MB in size
- Have a width-height (W:H) ratio of 4:3 ¹
- Be larger than 267 pixels wide and 200 pixels in height (smaller images will stretch/become pixelated)
- Be a .PNG, .JPG, .JPEG, or .GIF format image file

NB: A number of ready-made SRLN partner logos and author photos are available for download from the [SRLN site image library](#).

¹ Though future site enhancements may correct the issue, as of October 2015, the SRLN.org Drupal WYSIWYG page creator will not correctly crop/scale Featured Images which do not have a 4:3 W:H ratio.

1. Select Image File

The screenshot shows the 'Add a new file' section with a 'Choose File' button and an 'Upload' button. Below it, it states: 'Files must be less than 100 MB. Allowed file types: png gif jpg jpeg. Images must be smaller than 600x2048 pixels.' The 'Categories' sidebar on the left includes 'Featured Image' (No), 'Attachments' (0 files), and 'News' (No). The 'Featured Image' section is highlighted with a red box, and a red arrow points to it from the text: 'Select image file to upload as featured image (file must be available on local hard drive or shared drive)'.

2. Upload Image

The screenshot shows the 'Featured Image' section with a 'Choose File' button and an 'Upload' button. Below it, it states: 'Files must be less than 100 MB. Allowed file types: png gif jpg jpeg. Images must be smaller than 800x600 pixels.' The 'Upload' button is highlighted with a red box, and a red arrow points to it from the text: 'Upload image file before saving page'.

3. Review Image Preview for Scaling/Cropping

The screenshot shows the 'Featured Image' section with a preview of the uploaded image '1logo.jpg (62.3 KB)'. The image is a logo with a green scale of justice and the text 'SRLN'. The 'Remove' button is visible next to the image. The 'Alternate text' field is empty. A red box highlights the image preview, and a red arrow points to it from the text: 'Image should not appear distorted or incorrectly cropped'.

Improperly scaled images will appear distorted or over-cropped (missing portions of the desired image). If image appears distorted, follow instructions below on Editing Featured Image Files/Creating New Files:

The screenshot shows the 'Featured Image' section with a message: 'The image was resized to fit within the maximum allowed dimensions of 800x600 pixels.' The image preview shows the logo 'SRLN' with the text 'wrong scale1.jpg (22.91 KB)'. The 'Remove' button is visible next to the image. A red box highlights the image preview, and a red arrow points to it from the text: 'Improperly-scaled images appear distorted'.

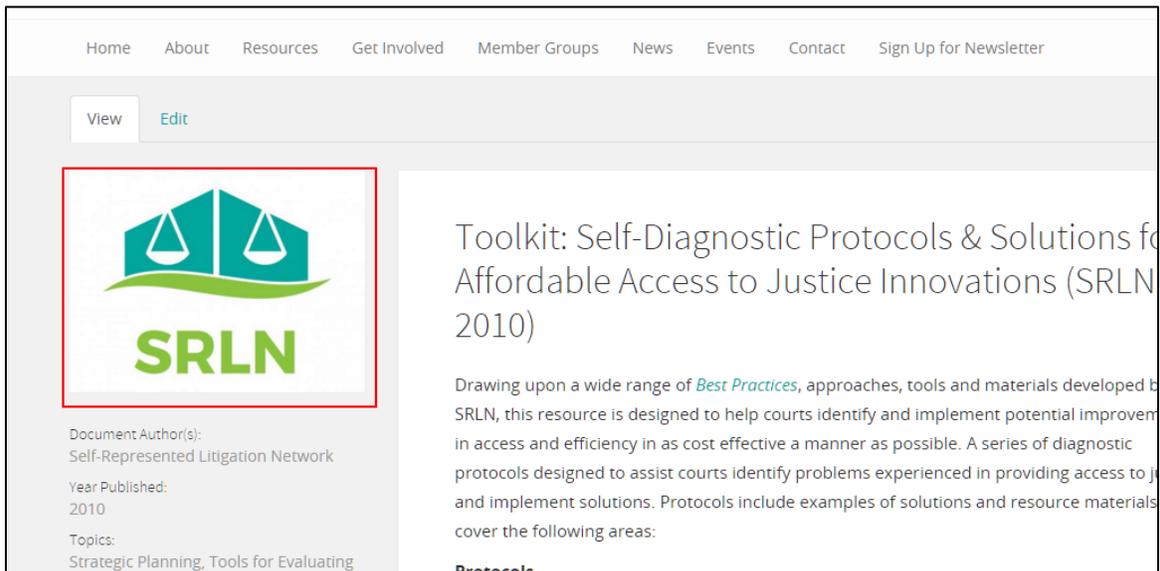
4. Save Page & Review Appearance of Featured Image

A correctly-configured Feature Image graphic should appear correctly (undistorted, without pixelation or unwanted cropping) in both the resource list and page views on SRLN.org:

List view:



Page view:



Editing Featured Image Files/Creating New Files

An organization's logo or author's photo can be obtained in a variety of ways:

- Download image from organization's website (e.g. logo from website banner);
- Search for logo using Google Image Search;
- Request high-resolution logo directly from organization (in .JPG or .JPEG format, if available)
- When author photo is requested/required, author's photo should be obtained directly from author (in .JPG or .JPEG format, if available)

Once obtained, logos can be cropped/scaled/edited using any computer graphics editor. Examples include:

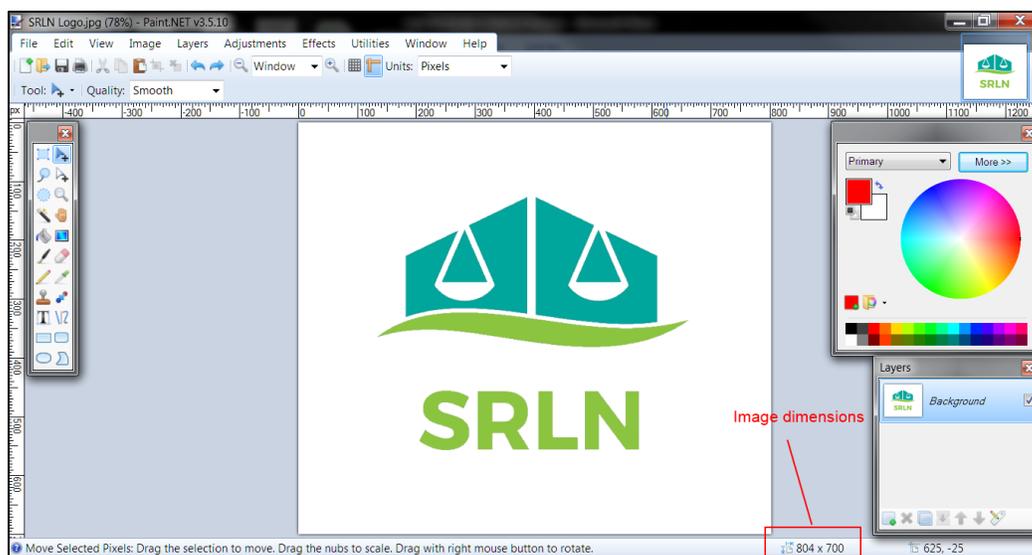
- Microsoft Paint (Windows)
- Paintbrush (Apple)
- Adobe Photoshop
- Paint.net (Freeware)

Preparing Image for Upload²

Once an image file has been obtained, decide if any modifications are needed before uploading the file as a Featured Image:

- Determine if the image is the correct width:height ratio (4:3). If not, see instructions for Rescaling Image below.
- Determine if parts of the image must be cropped/otherwise edited to obtain the desired Featured Image (e.g. if a border or background color must be removed). If so, see instructions for Editing Image below.

Determine image dimensions and W:H ratio*



**right-click image file and select "Properties" from menu, or use "Image Attributes" menu in graphics editing software to view dimensions*

Rescaling Image

If image does not have the correct width:height ratio (4:3), it must be rescaled. Some images require simple cropping to correct the W:H ratio; other images require adding canvas (blank background) to reach the desired ratio.

• Cropping Image

Logo image files will often contain extra canvas (blank background) surrounding the logo graphic itself. If there is sufficient canvas around the logo image, the image can simply be cropped and the logo re-centered to obtain the correct W:H ratio (4:3).

² These instructions use Paint.net graphics editing software (downloadable for free from <http://www.getpaint.net/index.html>); similar features are available from other graphics editors.

Using the example pictured above: the image is 804 pixels wide and 700 pixels tall (the W:H ratio of ~8:7, so the image is too tall). There is ample blank canvas around the logo itself, so the image can simply be cropped to the proper W:H ratio:

1. Depending on the graphics editor being used, use the Select/Cut/Paste, Image/Canvas Resize, and Move/Move Pixels functions to crop your image.
2. Crop vertically to a height of ~600 pixels (for a W:H ratio of ~4:3) and re-center the logo on the canvas.
3. Save the new image file (in .PNG, .JPEG, .JPG, or .GIF format) for uploading as a Featured Image to the page you are creating.

- **Adding Canvas**

If there is **not** sufficient canvas around the logo image, you may need to add additional canvas to obtain the correct W:H ration. Certain types of logos will almost always require the addition of new canvas:

- Vertically-oriented logos (logos that are taller than they are wide):



- Horizontally-oriented logos that are much wider than they are tall:



To add additional canvas to give the image the correct W:H ratio:

1. Depending on the graphics editor being used, use the Image/Canvas Resize functions to increase the width or height of the image and Move/Move Pixels to re-center the logo graphic within the canvas.
 - a. For vertically-oriented logos, change only the width of the canvas
 - b. For horizontally-oriented logos, change only the height of the canvas
2. Use the Paint Bucket or Color Fill functions to fill in any blank sections of the newly-enlarged canvas. The default background color for Featured Images is white (Hex: FFFFFFFF). In some cases, the default SRLN.org background color (light grey -- Hex: F1F1F1) can also be used:

White canvas added:



Light grey canvas added:



3. Save the new image file (in .PNG, .JPEG, .JPEG, or .GIF format) for uploading as a Featured Image to the page you are creating.

Editing Image

If an image file contains unwanted/unnecessary elements (e.g. borders or colored sections/gradients) that are not part of the official organization logo, these elements can be removed before the image is uploaded as a Featured Image; however, no changes should be made to an official logo without obtaining the approval of the organization beforehand.

The final image file must conform to the size/format requirements for Featured Images (4:3 width:height ratio; less than 100 MB in size; .PNG, .JPEG, .JPEG, or .GIF format).

Example:

Image file downloaded from website:



Cropped image to center logo:



Final image with added canvas (border added):

