

Instructions for Adding New Posts to the IPMS San Diego Website

These are the instructions for creating a new monthly meeting post for the IPMS San Diego website. **All parts of this sheet must be completed successfully for a new post to be created.**

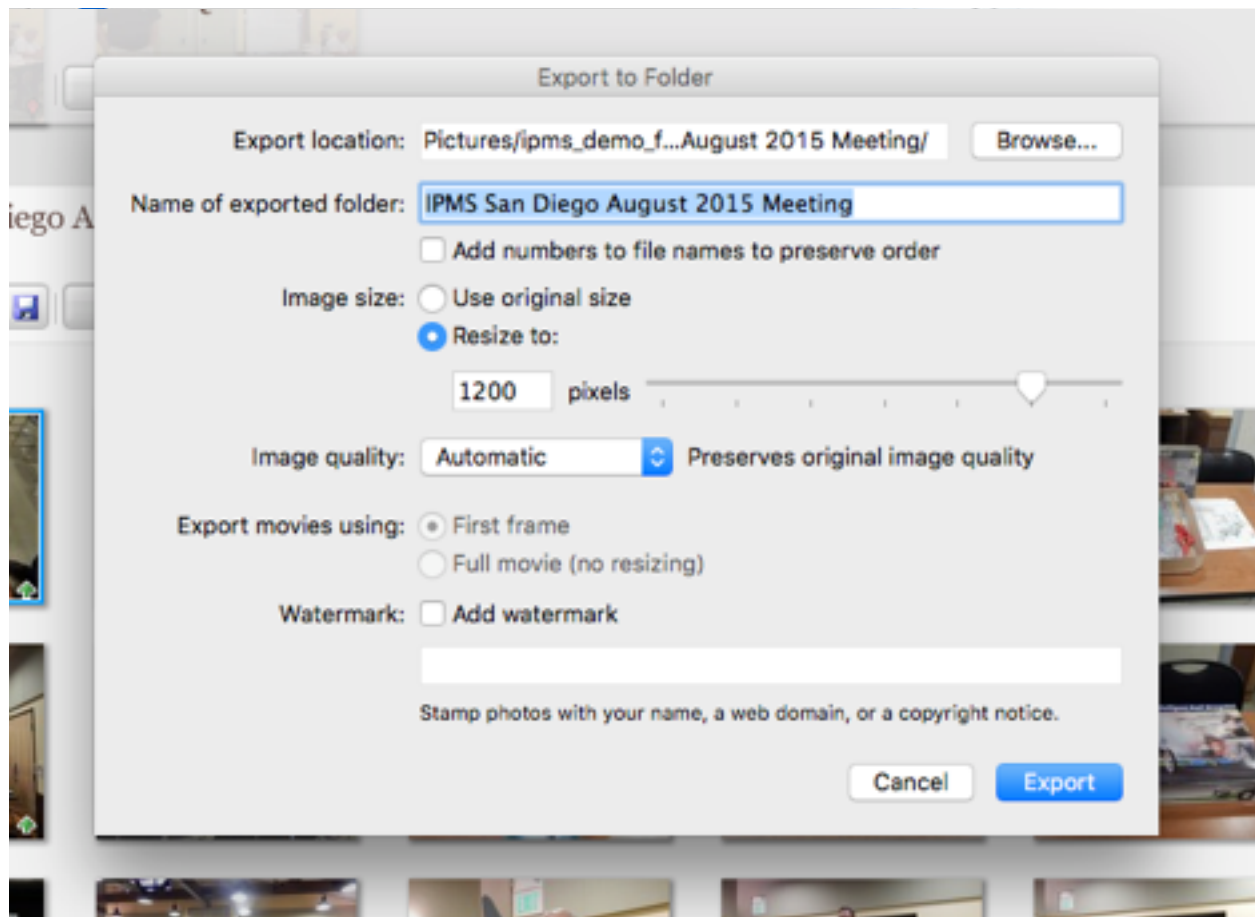
Part 1 - Place pictures in the right format

Most pictures are very large in terms of how much space they take up, several megabytes. The more space a picture takes up, the longer it will take to load it when surfing the website. Therefore, use software to compress the size of the picture before uploading it to the website. This part will resize the pictures for the optimum balance between size and quality.

Instructions for Picassa (Google)

Picassa is available for free for Windows and Mac computers from Google. To compress photos in Picassa:

1. Open the application and then choose the photos from your library.
2. Then, click File->export picture to folder.
3. Choose the target folder for the compressed photos.
4. Choose the size. 1200 pixels should be plenty.



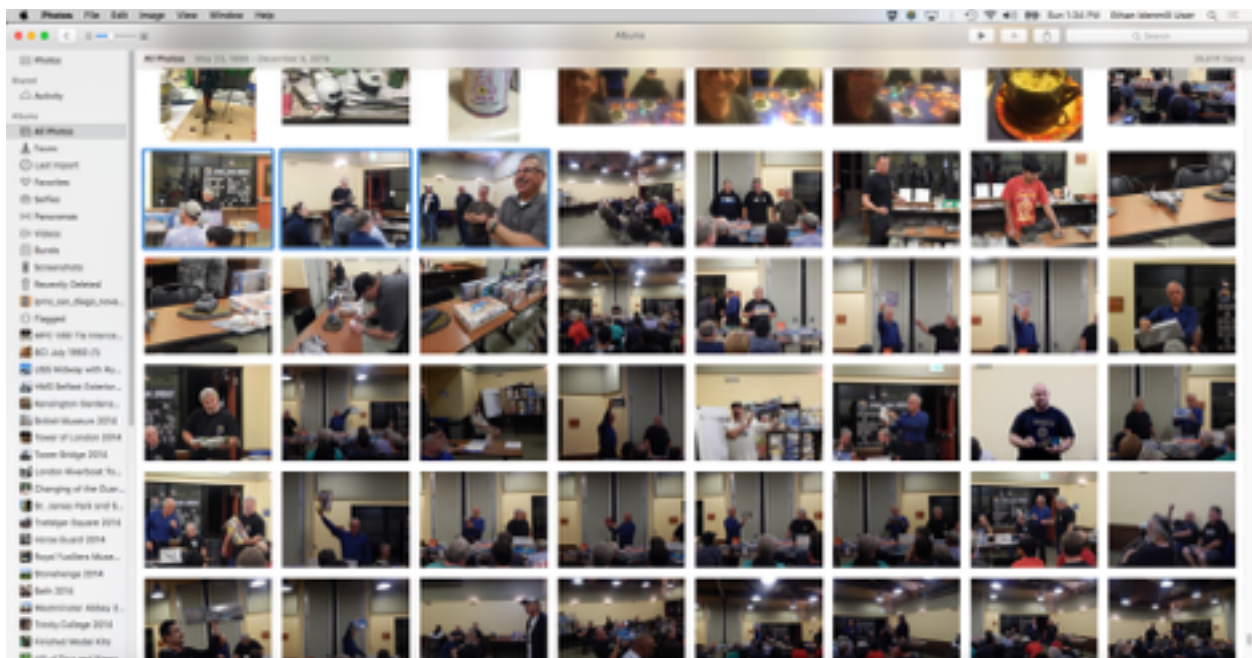
5. Then press “export”.

The file size should be on the order of ~ 400 kBytes per photo, much smaller than the originals.

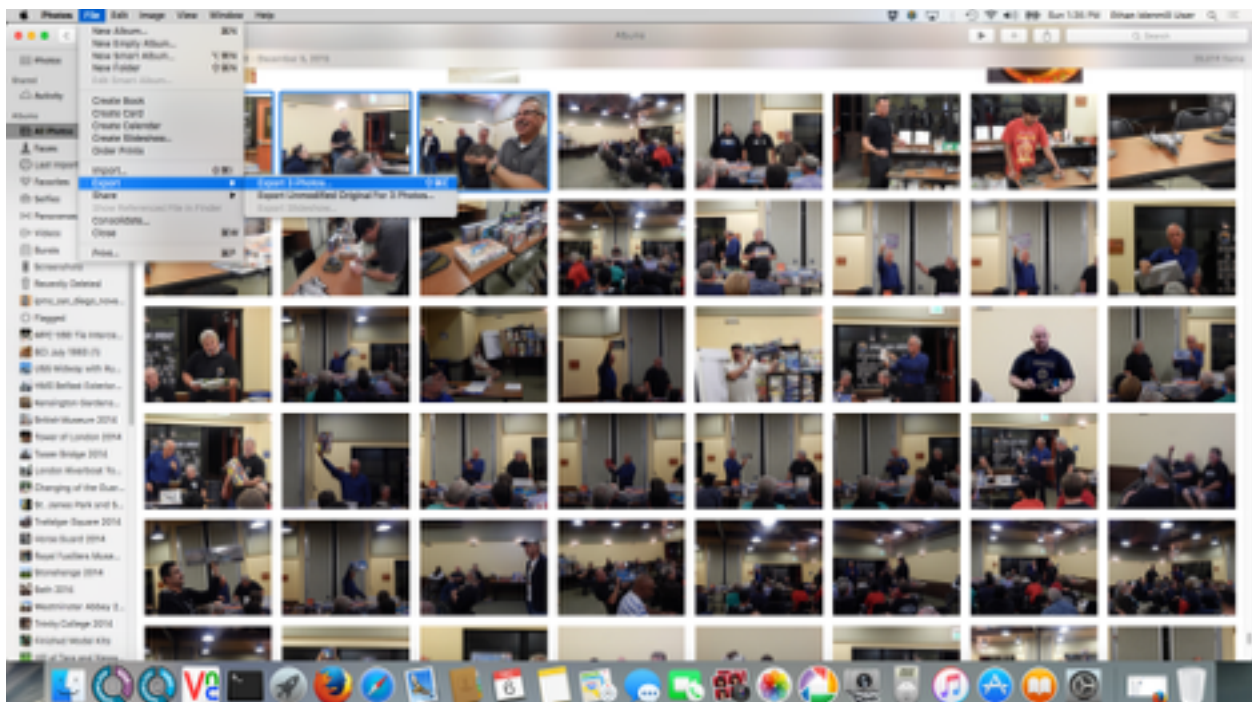
Instructions for Photos (Mac)

Photos is the application that comes with Macs. To compress photos using this application:

1. Open it and choose the photos from your library.

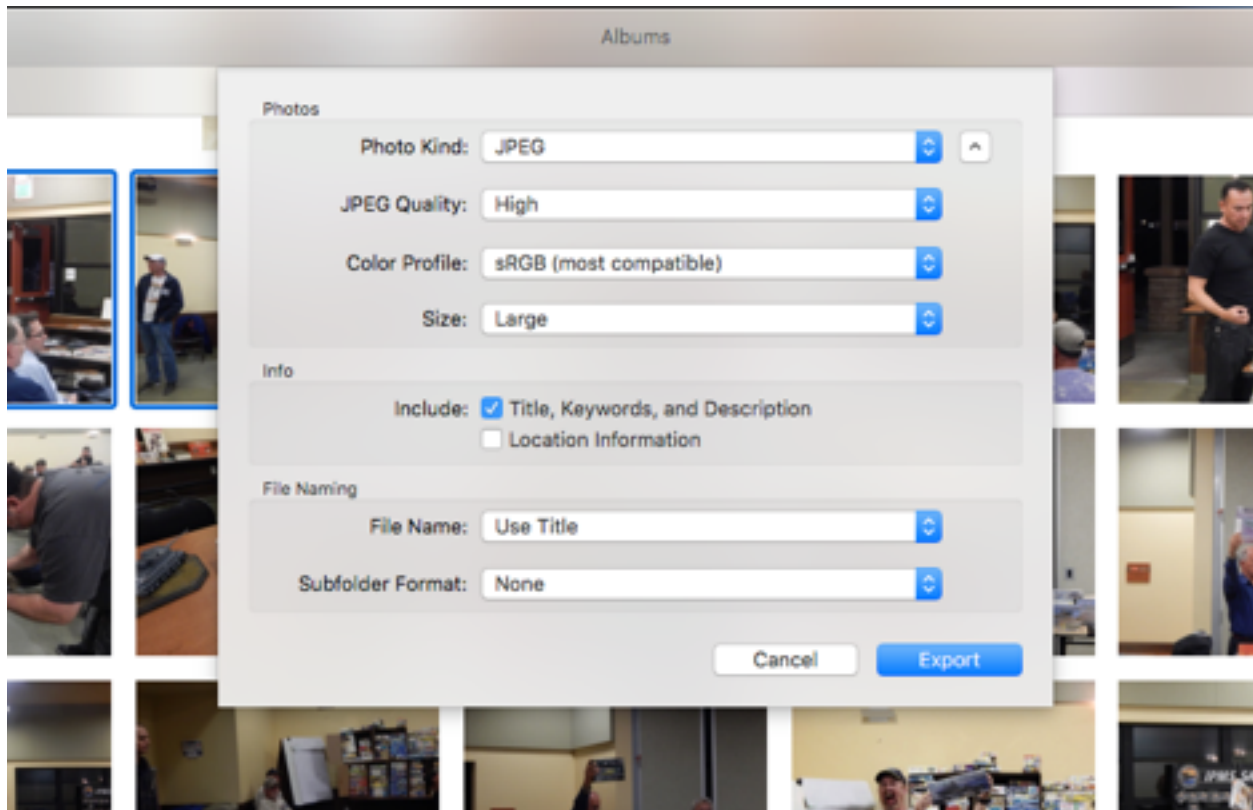


2. Then click File->Export->Export (x) photos



Where “(x)” above is the number of photos you have selected.

3. Choose Photo Kind as JPEG, JPEG Quality as high, Color profile as sRGB and Size as large.

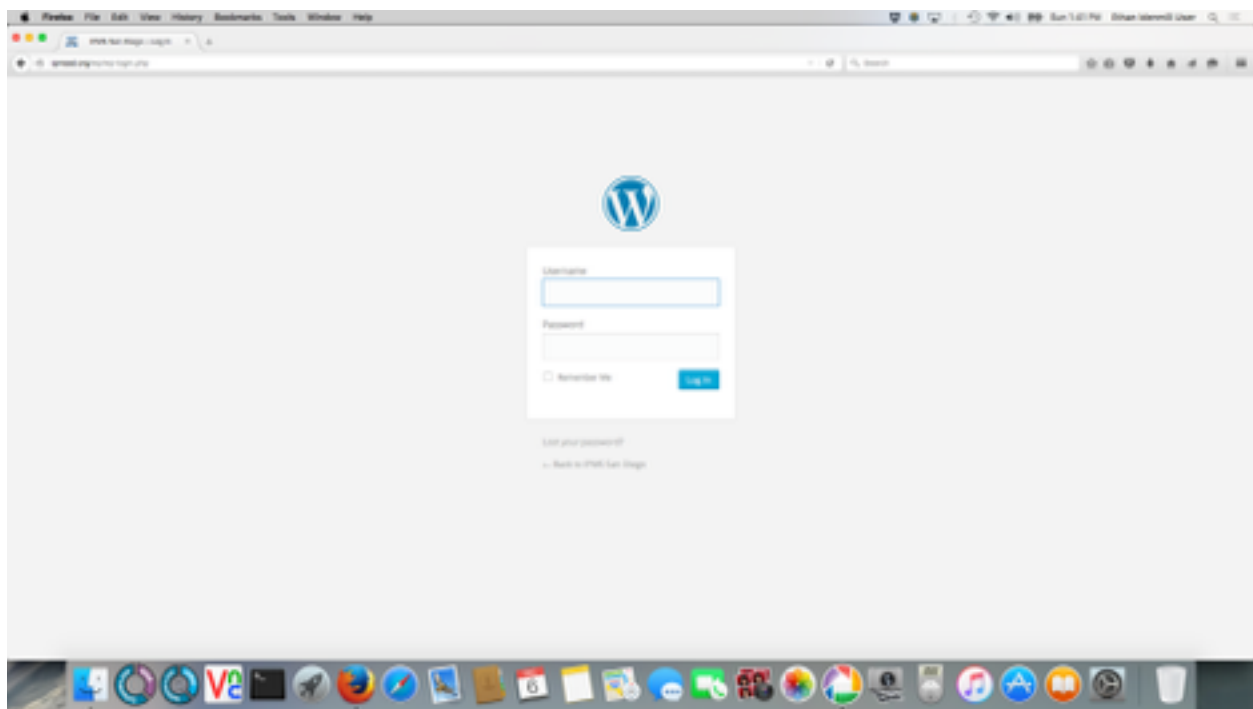


4. Then press “Export”

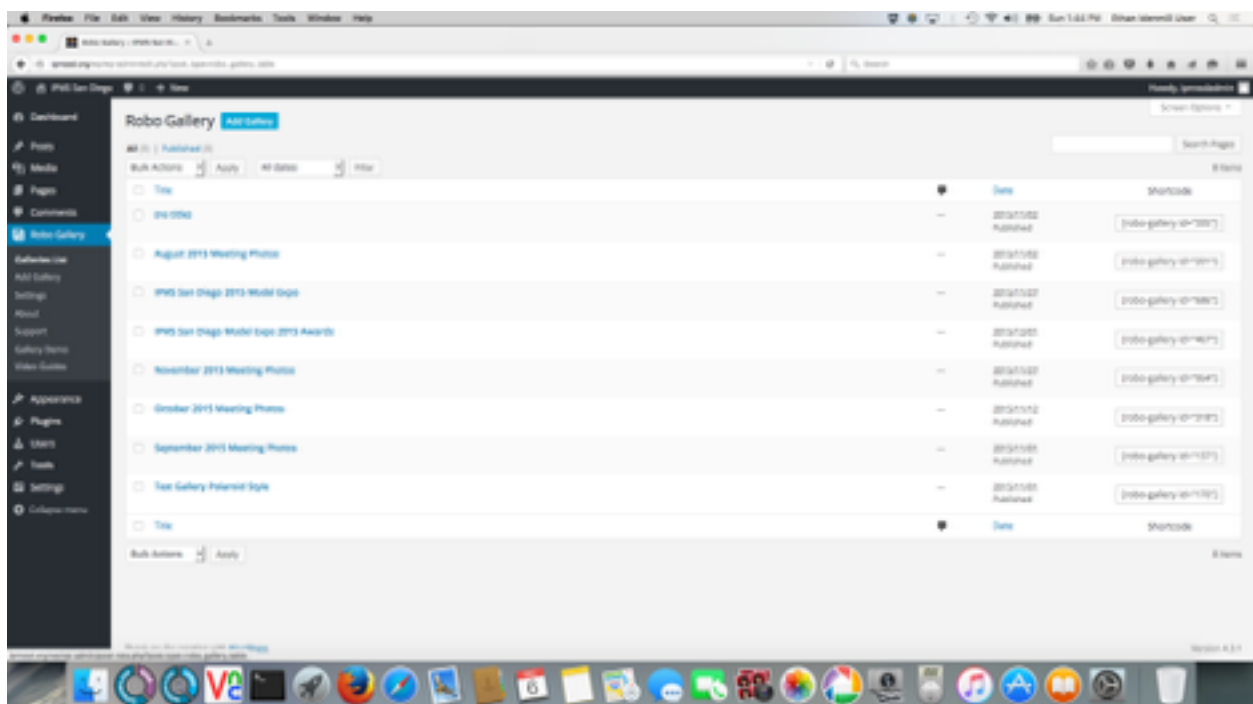
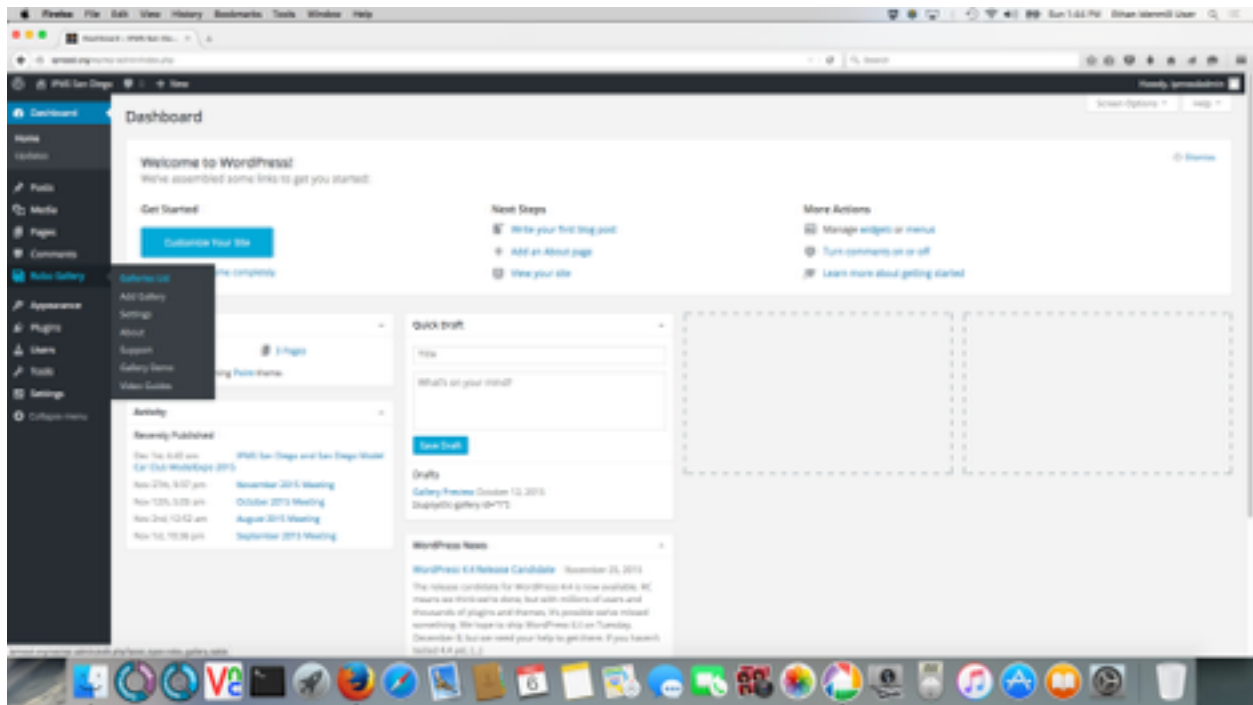
Part 2 - Add a New Gallery to the Website

This part of the sheet contains instructions for creating a new gallery. A gallery is simply a container which can be used to display the pictures. Creating a gallery does not result in the gallery being posted to the website. For that to occur, part 3 must be completed as well.

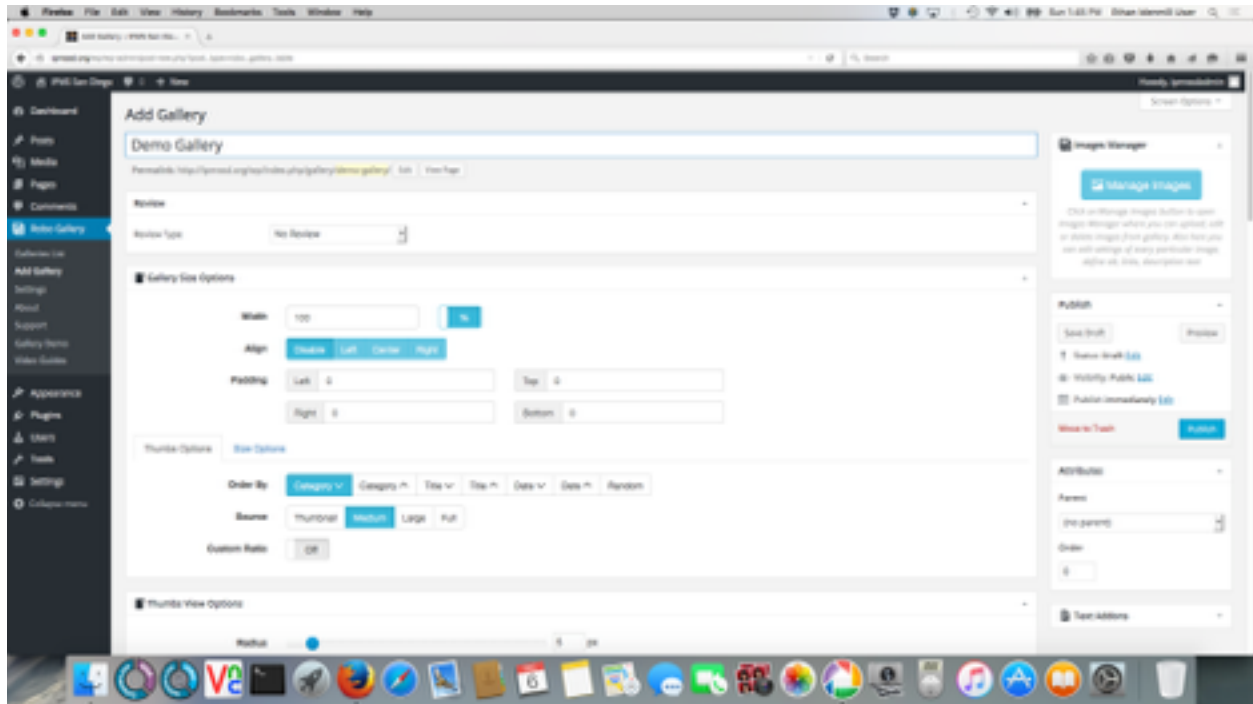
1. Login to the website at <http://ipmssd.org/wp/wp-login.php>
You will need an ID and password to login. Please see either Ethan or Colin for access.



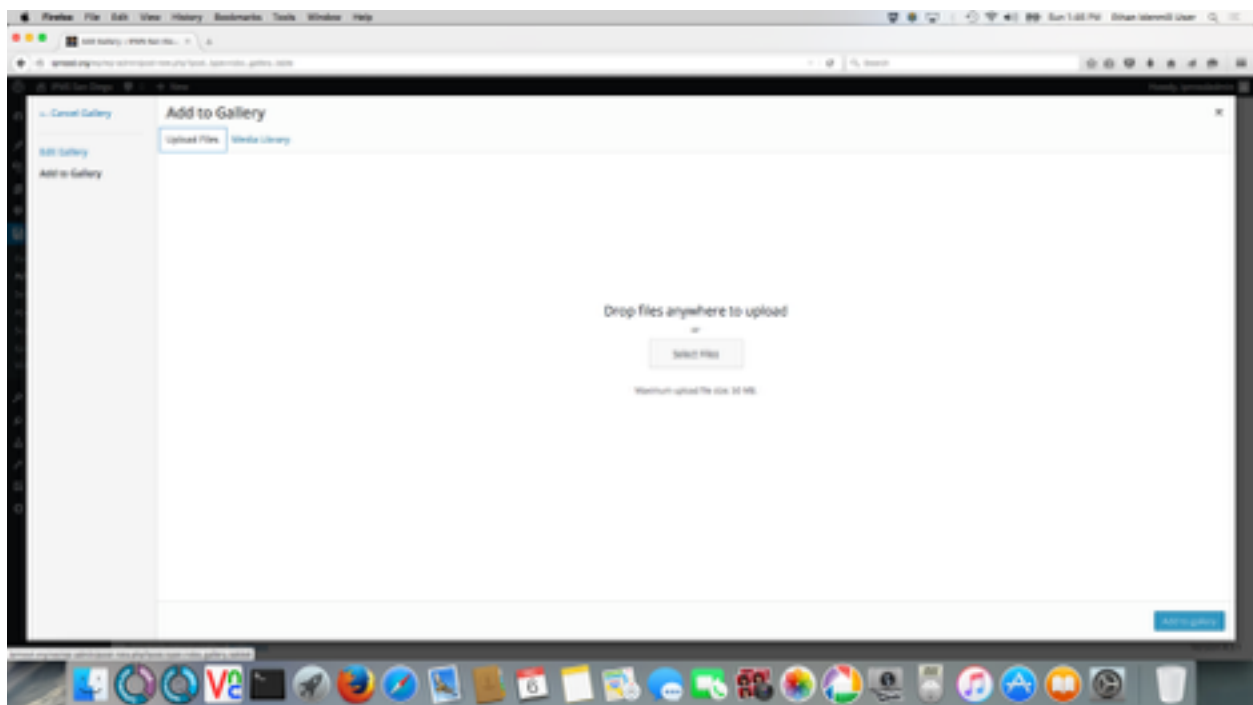
2. Go to “Robo Gallery” on the sidebar on the left. Either click “Add Gallery” directly from there or click “Galleries List” and press the “Add Gallery” link at the top.



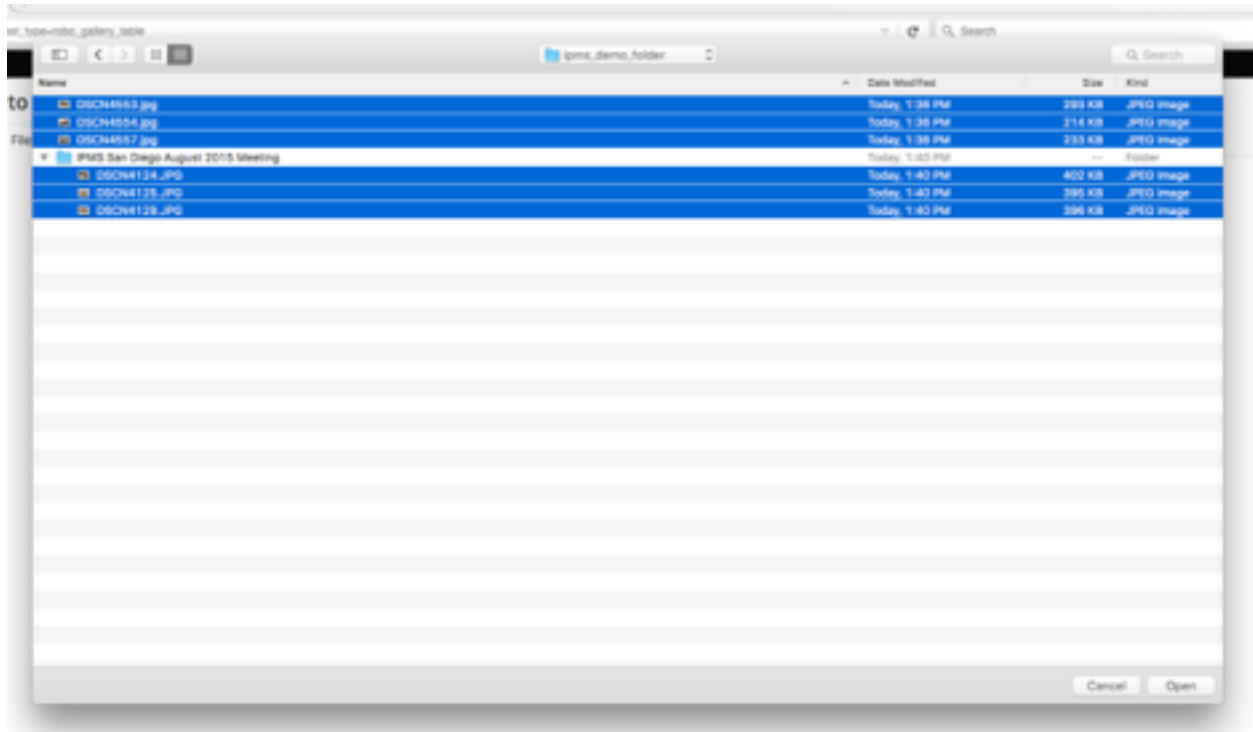
3. Click on the “Manage Images” button at the top left to add photos.



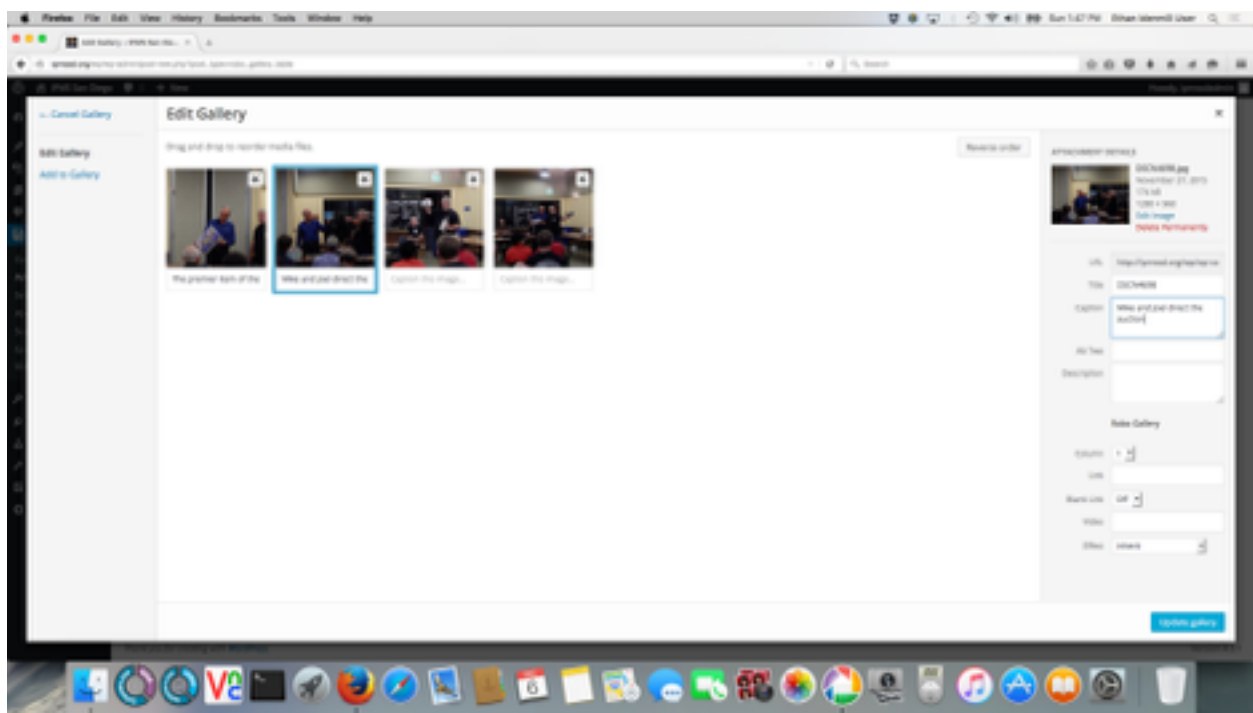
4. Click on the “Upload Files” tab at the top and then click the “Select Files” link in the middle.



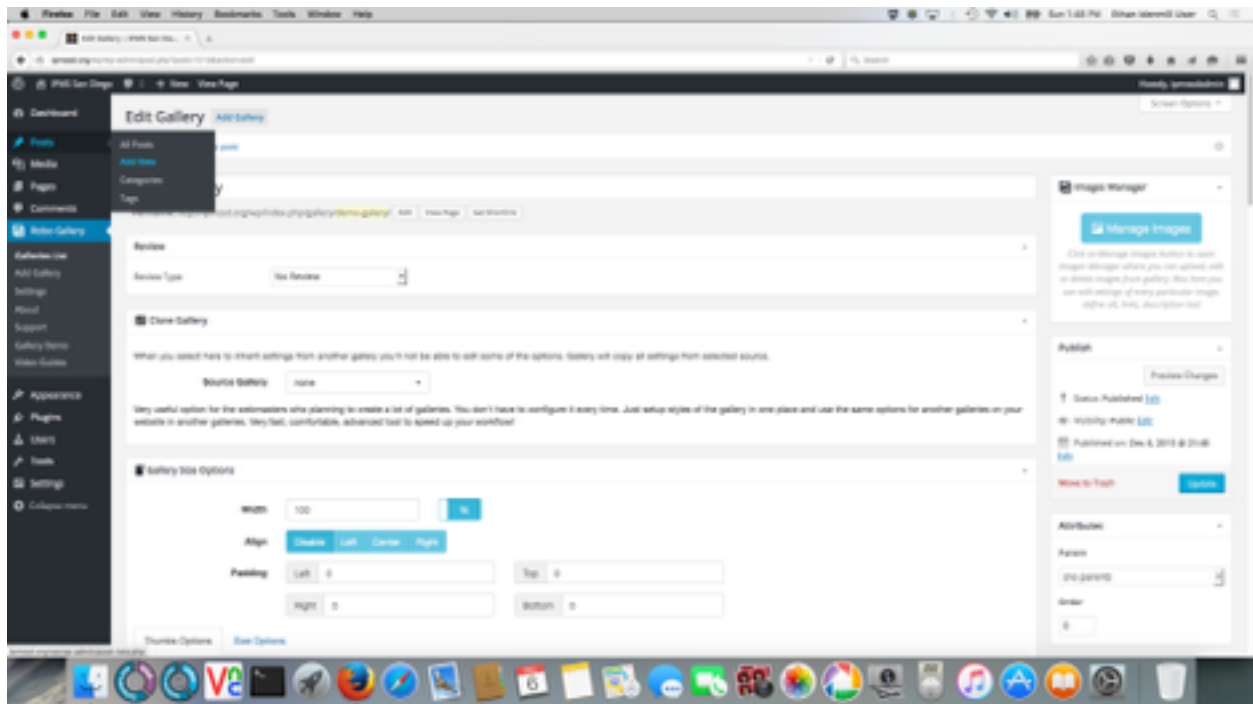
5. Select all of the files from your computer you would like to upload and click the “open” button.



6. Fill in a descriptive title for each image that was uploaded. The default title can be overwritten. Press the “Update Gallery” button at the bottom right when finished.

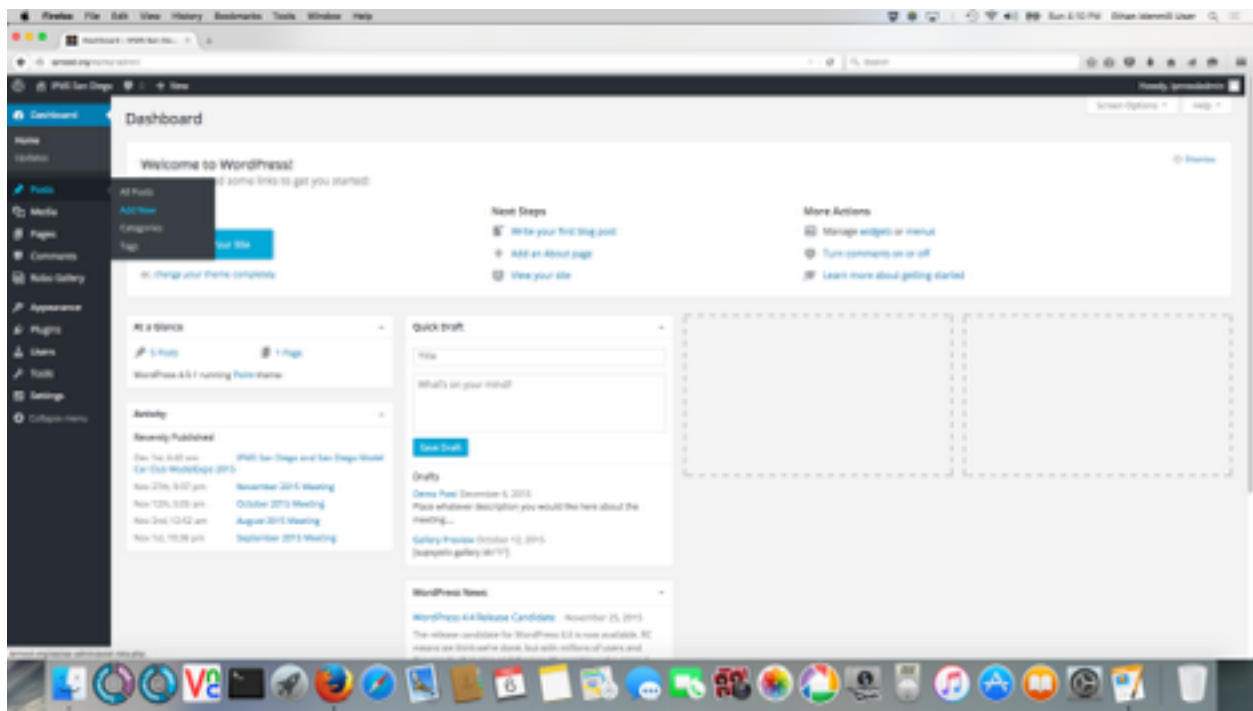


8. In the “Add Gallery” screen again, press the “Publish” button on the right when finished. You can also preview your gallery by pressing the “Preview” link, also on the right.

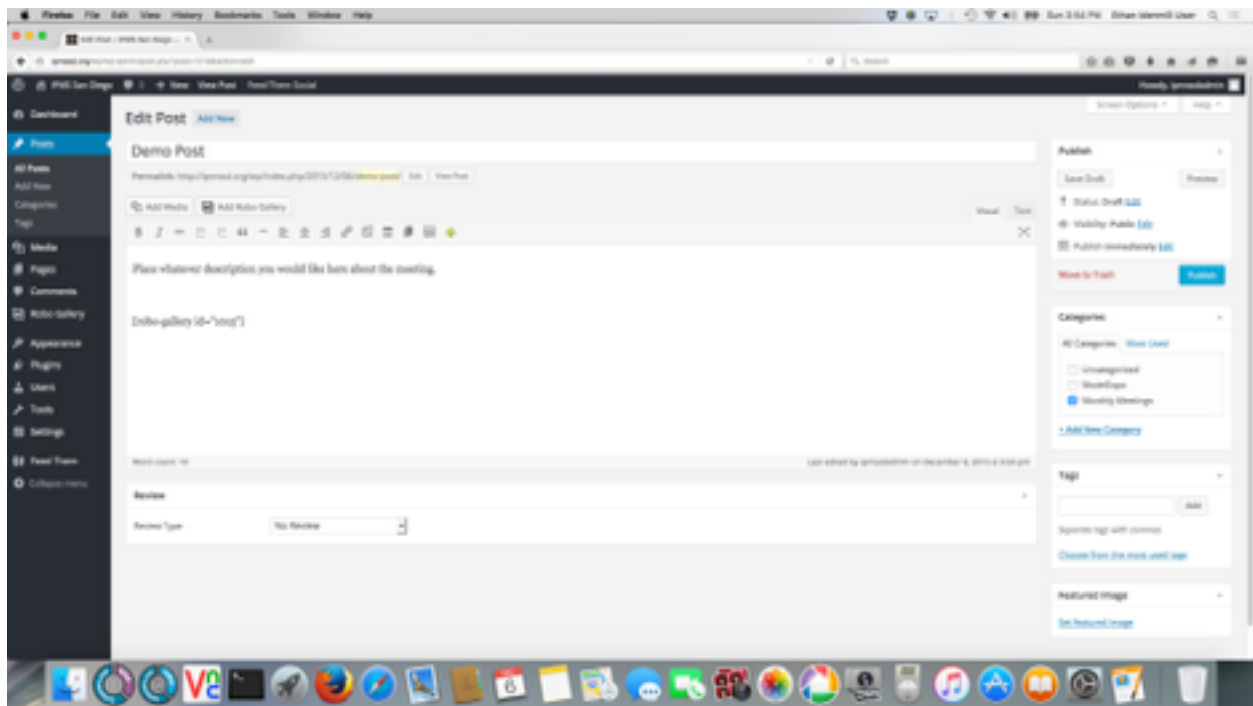


Part 3 - Add a new Monthly Meeting Post

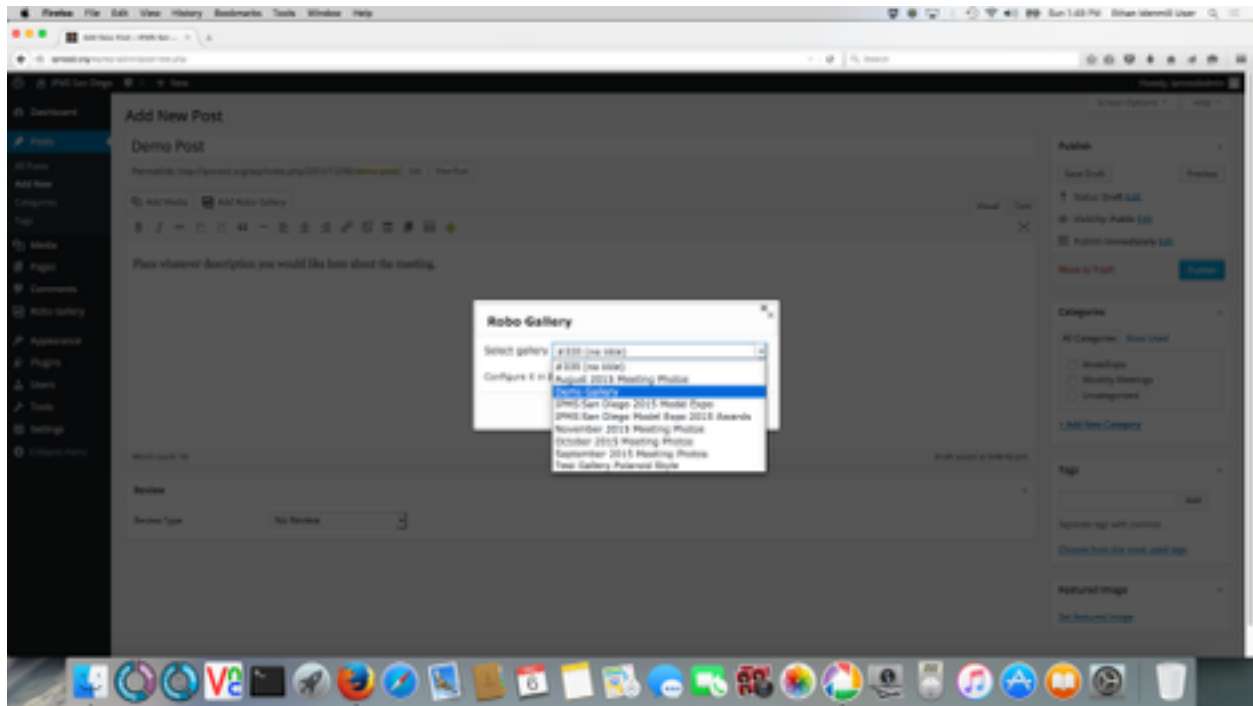
1. In the left sidebar, under “Posts”, click on the “Add New” link.



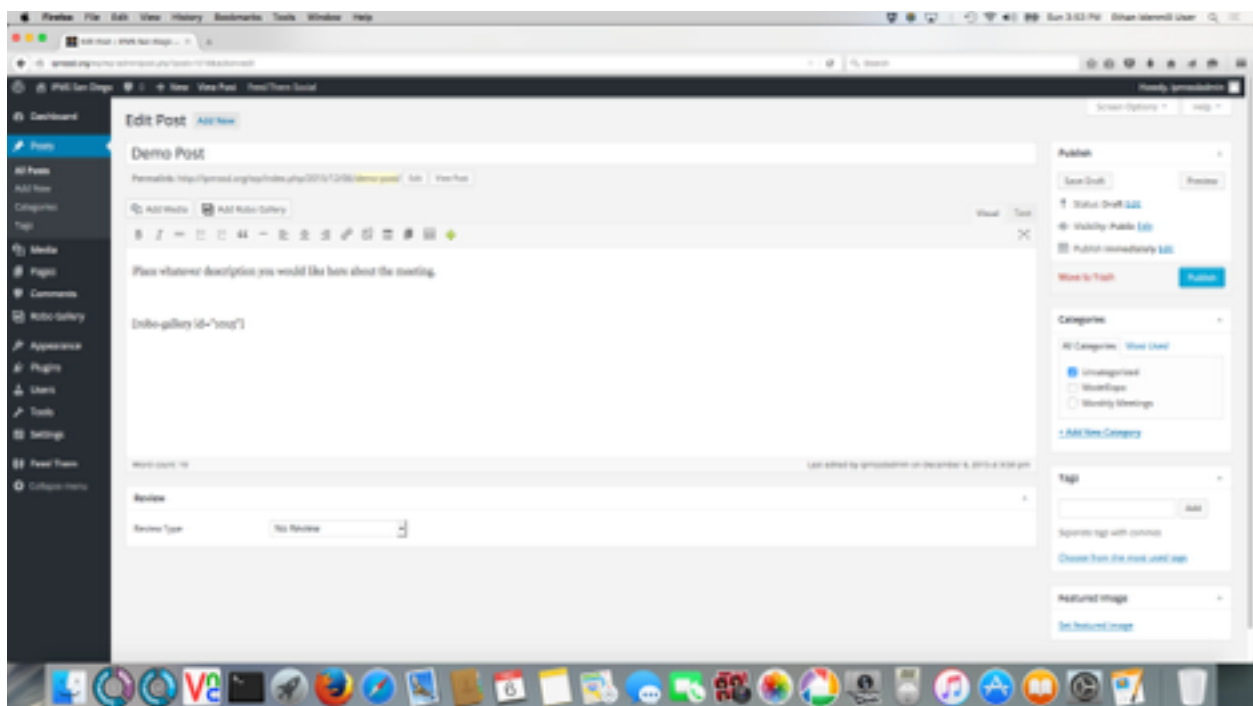
2. At the top write the name of the post. In the middle text area, write a description of the meeting, including any highlights such as officer elections, contest results, etc. Then, above the center text-box, click on the “Add Robo Gallery” button.



3. Select the Robo Gallery you published in part 2, above.



4. On the right of the screen, make sure to mark the check-box under “Categories” for “Monthly Meetings”. Also, on the bottom right, click “Set featured image” to set the image that will be shown when this post is advertised on the website. When ready, press the “Publish” button on the right to publish the post.



That's it! You are finished! Congratulations on making your first monthly meeting post to IPMS San Diego!