

## Image Rotation

### General information:

- The images in the top left- or right-hand corner of your masthead are stored in the “image\_rotator” folder under the “pages” folder
- The graphics can be .jpg or .gif
- Graphic Sizes:
  - Slim Profile (4:3 ratio image rotator)
    - Rectangular image rotator (dimensions 173x130)
  - Large Profile (4:3 ratio image rotator)
    - Nearly Square image rotator (dimensions 266x200)
  - Large Profile (Panoramic image rotator)
    - Rectangular image rotator (dimensions 450x200)
- If you are still uncertain about the graphic size, you can right click on the image currently in the masthead and choose properties where you can see the image size. If you’re still not certain, call or email Client Support and we’ll be glad to help you.
- If the pictures are larger than the recommended size, the system will make them fit but not resize the picture. This can result in a picture looking distorted. If the picture looks distorted, delete the .jpg or .gif, resize the picture and put it back in the image rotator folder.
- You may want to crop your images before sizing them to eliminate any unnecessary background.
- You can display up to 10 pictures. The pictures will display in a random order.
- To replace pictures, first delete the unwanted pictures from the image\_rotator folder, and then replace them with the new pictures.
- With some additional setup, different images can display for each of the top-level sections. (To do this, you will first need to create a folder under the image\_rotator folder for each of the top-level section(s). The name of the folder must match exactly the name of the top-level section(s). You can then follow the directions below for placing pictures in these section folders)

### Adding picture files:

- FTP the picture files (.jpg or .gif) to the image\_rotator folder on our server. To do this, before your site is live, open an Internet Explorer browser window and in the address line type the following: <ftp://139.55.202.246>. **After your site is “live”, you will type: <ftp://ftp.your url> in the address line**
- If you are using a browser other than IE, you will need to an ftp program. Firefox has a free download/add-on called FireFTP. If you are a Mac user, try Fetch or Cyberduck.
- This will bring up a screen asking for your username and password. Your username and password are the same ones you used to access your SOCS site (before it is live).

- You will see a list of folders – double click on the pages folder – this will bring up a list of other folders *If you are using Internet Explorer, the first screen you see will display a list of directories. Before you can open the pages folder, you must be in the Windows Explorer view. To view this FTP site in Windows Explorer, click Page, and then click Open FTP Site in Windows Explorer”.*



- You will be asked for the username and password again, and then you can double click on the Pages folder and continue with the instructions below.*
- Double click on the image\_rotator folder to open it.
- Either copy and paste or drag and drop or your picture files into this folder (have your picture folder open on your screen and click on the appropriate file in that folder and drag it to the image\_rotator folder in your browser window)
- Repeat the drag-and-drop/copy-and-paste process until all pictures you want displayed are in the folder
- When all pictures are added, click on File on the browser window and select “Close”