

OU CAMPUS

IMAGE EDITOR

OmniUpdate OU Campus has a built-in Image Editor for resizing, cropping, and rotating images before uploading them to your website!

Use this tool if you have large, unedited images from your camera or cell phone that you wish to insert on your web page.



Some background information:

Images to be displayed on the web need to be edited. Photos taken with a camera or cell phone tend to contain millions of pixels, and the resulting files are many megabytes (MB) in size.

Images displayed on a webpage must be resized to fit on-screen. This will significantly reduce the file size to somewhere between 15-150 kilobytes, around 2% of the original size.

When large, unedited images are uploaded to a website and then inserted onto a web page, they can be *rescaled* and appear to have smaller dimensions. This does NOT reduce the file size and visitors to your site will be downloading many MBs of data to display those images!

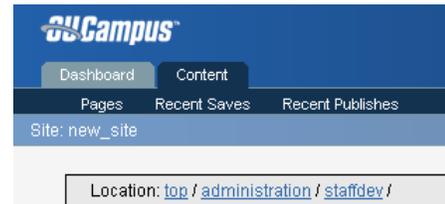
Uploading Images via the Image Editor

If you do not use another program to optimize images for the web (like Adobe Photoshop) before uploading, you can use the OU Campus built-in Image Editor to upload an edited copy of your image suitable for displaying on your web page.

Here's how:

1. In OU Campus, click on the **Content (Pages) tab**, and navigate to **your website's folder**.

i.e. The ECC Staff Development website is located in `top / administration / staffdev`



2. In your website directory, find and click on the **"images" folder**.

Each website directory should have its own "images" folder. **This is where you want to upload ALL images for use on your website.**



If your directory does not have an "images" folder, you can create one by clicking the New button, and then selecting "New Folder."



3. Click the tab to view the **Production Server**.

All uploaded image files (.jpg, .gif, .png, etc.) go directly to the Production Server.



4. Click **Image/Upload** to start the Image Editor.

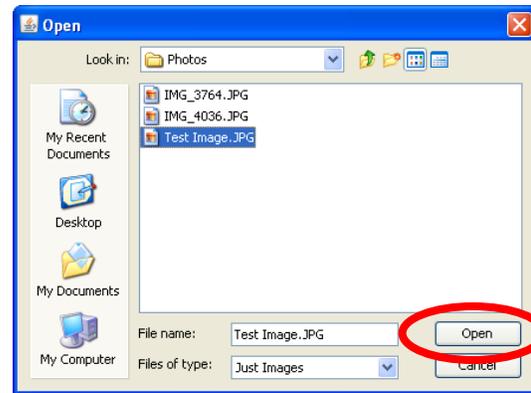


NOTE: The Image Editor runs using Java. The first time you run the Image Editor you may see this security message.

Click **"Run"** to start using the Image Editor. Keep the box "Always trust content from this publisher" checked to ensure you won't see this message again on your computer.

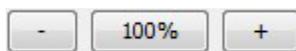


5. An Open dialog box will appear. Browse to the location of your image, click on the image file to select it, and then click **Open**.

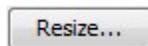


6. Your image will open in the Image Editor.

Use the following tools to edit your image:



Click the **Zoom** buttons to see more (-) or less (+) of the image in the Image Editor. NOTE: the displayed scale does not affect the size of the image file.



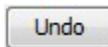
Click the **Resize** button to physically resize the image. Type in a new width in pixels (the height will change automatically) and click OK.



The **Crop** button allows you to crop a selected portion of an image. Click and drag across any part of the image to create a selection box, then click the Crop button.



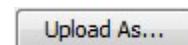
Click the **Rotate** button to rotate the entire image counter-clockwise 90 degrees.



Click the **Undo** button to revert the last function performed. NOTE: You can only undo ONE previous action!

[Click here to see a video of the Image Editor in action!](#)

7. When finished editing your image, click the **Upload As** button to save the image to your website.



Type in a web appropriate filename with no capital letters, no spaces, and no special characters. Make sure to retain the “.JPG” file extension (or .PNG, etc.). Then click **OK**.

And that's it! The edited image will be uploaded to your “images” folder on the Production Server. You may then return to the Staging Server and insert the image on your page using the **Insert Image** button in the WYSIWYG editor.