**Workshop Overview: English 150 Web Portfolio - Photos and Video October 2013**

**Getting started:**

* Log in to the Mac side of the computer. Open either Chrome or Firefox for the browser.
* Find your documents and photos for this assignment and make them accessible in a folder on your desktop.
* Log in to pages.stolaf.edu and open your own English 150 portfolio site.

**Resizing and resampling photos for WordPress**

* When you use your phone or a digital camera, your photos will often be large (3264 X 2448 pixels and 2-4 MB).
* Before you upload photos to WordPress, you should resize them (640 X 480 pixels, for example) and resample them (72 DPI for screen viewing) so that the photos are under 100 KB.
* On the Mac side, the built-in application "Preview" will work for most of your basic photo editing.   
  a) Double click on one of your photos, and it will automatically open in "Preview."  
  b) **Rotating:** If you need to rotate your photo, go to the "Tools" menu and click on "Rotate left" or "Rotate right."

c) **Cropping:** If you need to crop your photo, click on it and drag the dotted box around the area you would like to keep. You can adjust the dotted box if you originally made it too large or too small. Go to the "Tools" in menu and click on "Crop."  
d) **Adjusting color:** If you need to adjust the color, go to the "Tooms" menu and click on "Adjust color."  
e) **Adjusting size:** In the menu, click on "Tools" and go down to "Adjust size." You can select a custom size, but a common choice would be 640 X 480 pixels. The "resolution" should be set at "72" for screen viewing, and you should put checks in the boxes next to "Scale proprotionally" and "Resample image." Click the "OK" button. Your photo might look smaller than it actually is, so to to the "View" menu and click on "Actual size."

* If you don't use the Mac or would like to use an online photo editing tool, we recommend the following:  
  a) Befunky.com  
  b) Pixlr.com

**Adding photos to your WordPress site**

* Once you have logged in to your English 150 site, navigate to the page for the "Prose" assignment.
* Click on "Edit page" in the gray bar at the top of the page.
* Add some text and then add a photo by clicking on the "Add media" button above the other icons.
* Click on "Upload Files" and then either drag-and-drop photos onto the page or browse to find them by clicking on the "Select Files" button. Click on the file name and then click on the "OK" button.
* The photo will be uploaded into the WordPress media library. On the right, you can select the alignment of the photo and its size. Then click "Insert into page."
* Once the photo is in the page you can edit it further by clicking on it to select it and then clicking again on the "Portrait" icon. Here you will be able to change the size and the alignment. If you click on the "Advanced Settings" tab at the top of the page, you will see even more settings, such as adding a simple border or putting vertical or horizontal space around the photo.

**Adding a Slidedeck slideshow to your site**

* Go to the dashboard for your site and click on "Plugins" in the left sidebar.
* Scroll down to the three "Slidedeck" plugins and click "Activate" next to each one.
* Now you will see "SlideDeck2" listed in the left sidebar of your dashboard. Click on the blue "Create SlideDeck" button in the box titled "Custom Content." Name your slidedeck and start uploading images.