



Class Site Administrator Manual

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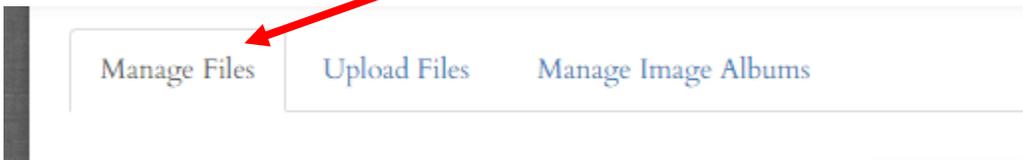
Manage Files & Images

For images and files that you wish to display on your Class Site – you can upload, store, and manage from ‘Manage Files and Images’.

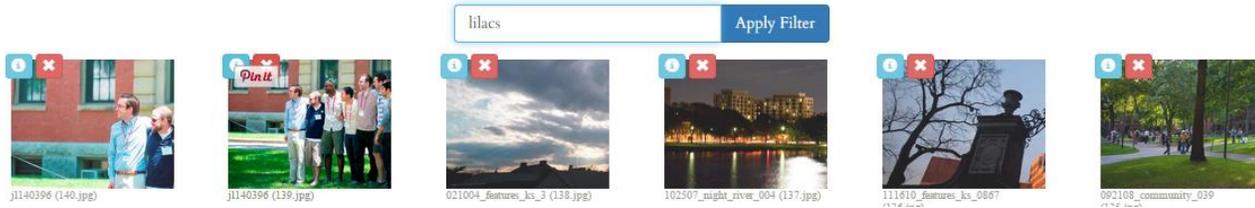


Manage Files

For reviewing and managing files, use the ‘Manage Files’ tab. This is also referred to as the ‘File Vault’.



To search for a specific image name, use the search box at the top of the page. Enter your search term and hit ‘Apply Filter’.



Matches will be displayed. Click your browser's back arrow to return to the full list of files.

Click on the 'x' displayed over the image to delete the image from your file vault. A confirmation message will be displayed.



File reference number is displayed in parenthesis.

Click on the 'i' displayed over the image to get image details, including URL and file size. Title, Caption, Credit, and Comments boxes can be used to label your photo for easier searching.

For images that will be displayed in banners:

1. Enter a caption in the 'Title' box if you would like text displayed on top of the image
2. Enter a URL in the 'Photographer Credit' box if you would like the image to link to a new page. This is not recommended.

Use the form below to change this file's metadata.



Title

Susan and Cory '90 Thabit Letterweater Program

Caption/Description

Enter caption/description

Photographer Credit (or entire-image link, entered as url when used in a fader):

<https://www.harvardvarsityclub.org/article.html?aid=111>

Admin Comments

Enter admin comments

File Info

File Size Information:

This file is 249,096x960x500 pixels.

File Owner:

It was uploaded by Melanie on 6/25/2015 @ 13:51:48 from ip address 140.247.169.110

Absolute URL:

<https://www.harvardvarsityclub.org/images/vault/1626.jpg>

HTML Embed Tag:

``

Cancel

Save changes to this file ->

File reference number is displayed in parenthesis.

Sizing Images

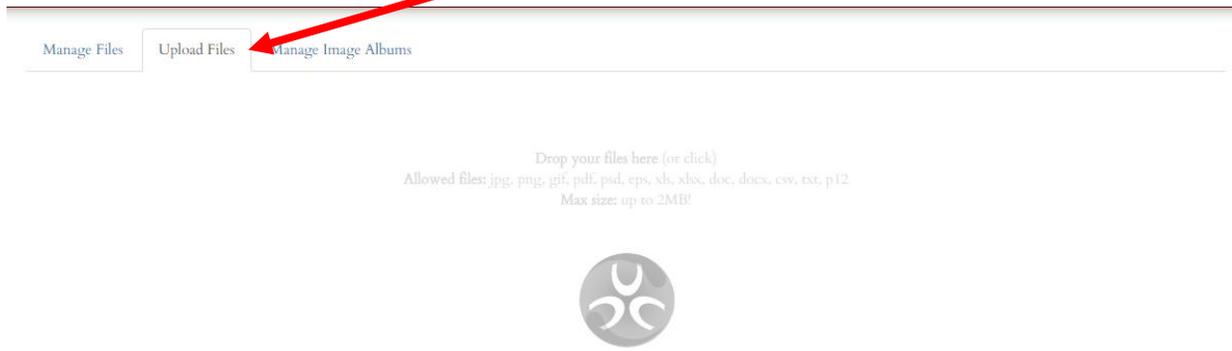
For best results, photos should be sized before they are uploaded to the image vault. The following image sizes work best on the Class Sites:

- Homepage Banner: 1200x275 px
- Article Thumbnail: 75x75px
- Event page photo: 960x640 px (horizontal), 640x450px (vertical)
- Class Committee Template: 300x300 px
- Websites template: 340x240 px
- Books template: 160x275 px
- Creative Works template: 150x150 px
- Newsletters template: 175x275 px
- Albums:
 - 960x640 px (horizontal)
 - 640x450 px (vertical)

Including the file size in the photo name will help you to narrow your options effectively when selecting a photo for a particular page. For instance, you could search “1200x275” to see the photos that will work in your homepage banner.

Upload Files

For adding files to your file vault, use the 'Upload Files' tab. Drag and drop files, or click on the icon to open up your file browser and add files from your computer.



Files up to 2MB in size in the following formats are permitted: jpg, png, gif, pdf, psd, eps, xls, xlsx, doc, docx, csv, txt. For best display in Albums, recommended size for horizontal images is 960x640px; recommended size for vertical images is 640x450px.

Manage Image Albums

Home page banner images and photo albums can be managed from the 'Manage Image Albums' tab.

ID	ALBUM NAME	LAST MODIFIED	ALBUM TYPE	PIC COUNT	TOTAL SIZE	
27	2015 HVC Golf Tournament	7/13/2015, 12:41:17	General	50	7.02mb	⚙️
1	Home	7/9/2015, 13:24:07	Hidden	4	1.74mb	⚙️
3	HVC Golf Tournament	6/30/2015, 10:02:53	General	0	0.00kb	⚙️
2	A Really Fun Event	5/8/2015, 18:23:58	Hidden	0	0.00kb	⚙️
26	2015 IFA Dinner - Matt Birk '98 Induction	1/27/2015, 12:04:01	General	128	9.71mb	⚙️

Click on the plus sign ('+') to create a new album.

Click on the gear icon to the right of existing albums to view, edit, or delete.

ID	ALBUM NAME	LAST MODIFIED	ALBUM TYPE	PIC COUNT	TOTAL SIZE	
28	Untitled Album	8/11/2015, 13:49:31	General	0	0.00kb	⚙️
27	2015 HVC Golf Tournament	7/13/2015, 12:41:17	General	50	7.02mb	
1	Home	7/9/2015, 13:24:07	Hidden	4	1.74mb	
3	HVC Golf Tournament	6/30/2015, 10:02:53	General	0	0.00kb	
2	A Really Fun Event	5/8/2015, 18:23:58	Hidden	0	0.00kb	
26	2015 IFA Dinner - Matt Birk '98 Induction	1/27/2015, 12:04:01	General	128	9.71mb	

When adding or editing an album:

1. Add an 'Album Name'
2. Add an 'Album Description'
3. List the file reference numbers from 'Manage Files' that you'd like to include.
 - a. For best display in Albums, recommended size for horizontal images is 960x640px; recommended size for vertical images is 640x450px.

- b. For display in Home Page Photo Fader, resize images to 1200x275px.
 - i. Note: for Home Page, album name and description will not be displayed.
4. Choose an 'Album Status':
 - a. 'Hidden' for Home Page Photo Fader.
 - b. 'General' for all other albums.
5. Click 'Save changes to this album...' to publish album.

Manage Files Upload Files Manage Image Albums

Home / Manage Albums / Edit Album "Sample Album"

Album Name
Sample Album

Album Description
Enter a short description. 255 characters max.

Included Images
28,29,30,31,32,33

Album Status
General

Album Style
Standard Responsive

Cancel Save changes to this album ->

Album 1 should always be 'Home' and contain your Home Page Photo Fader Images.

Other Albums will be listed on a page with your website URL ending in /images.html.

YEAR.classes.harvard.edu/images.html

