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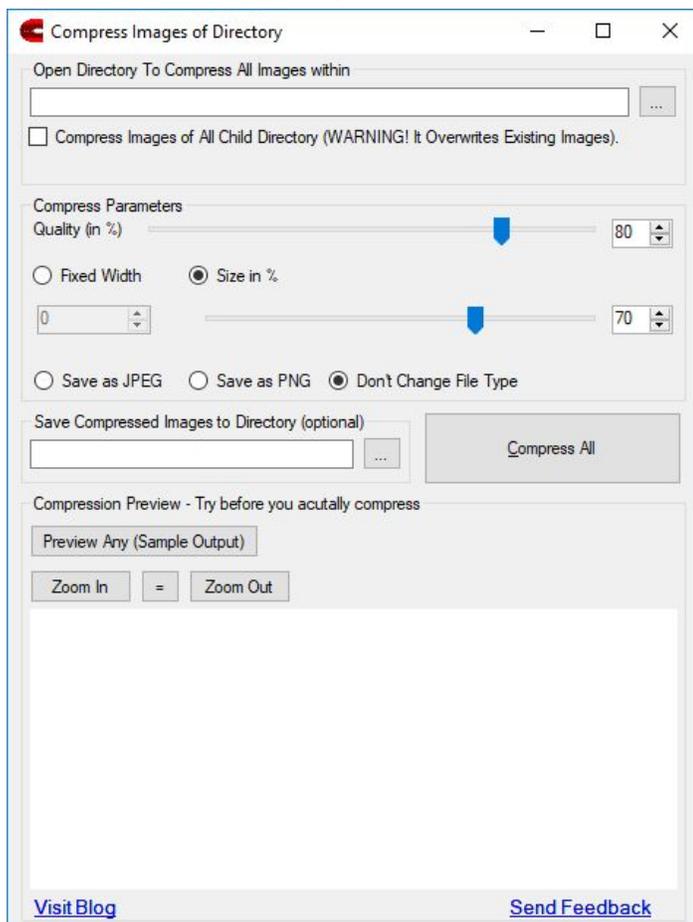
Compress Images

Digital cameras usually take high resolution images. Images on web pages do not require such high resolution. Compressing images reduces upload and download time and helps web pages to load quicker. Therefore, it is helpful to reduce the image size to 500 kbytes or smaller (.5 Mb).

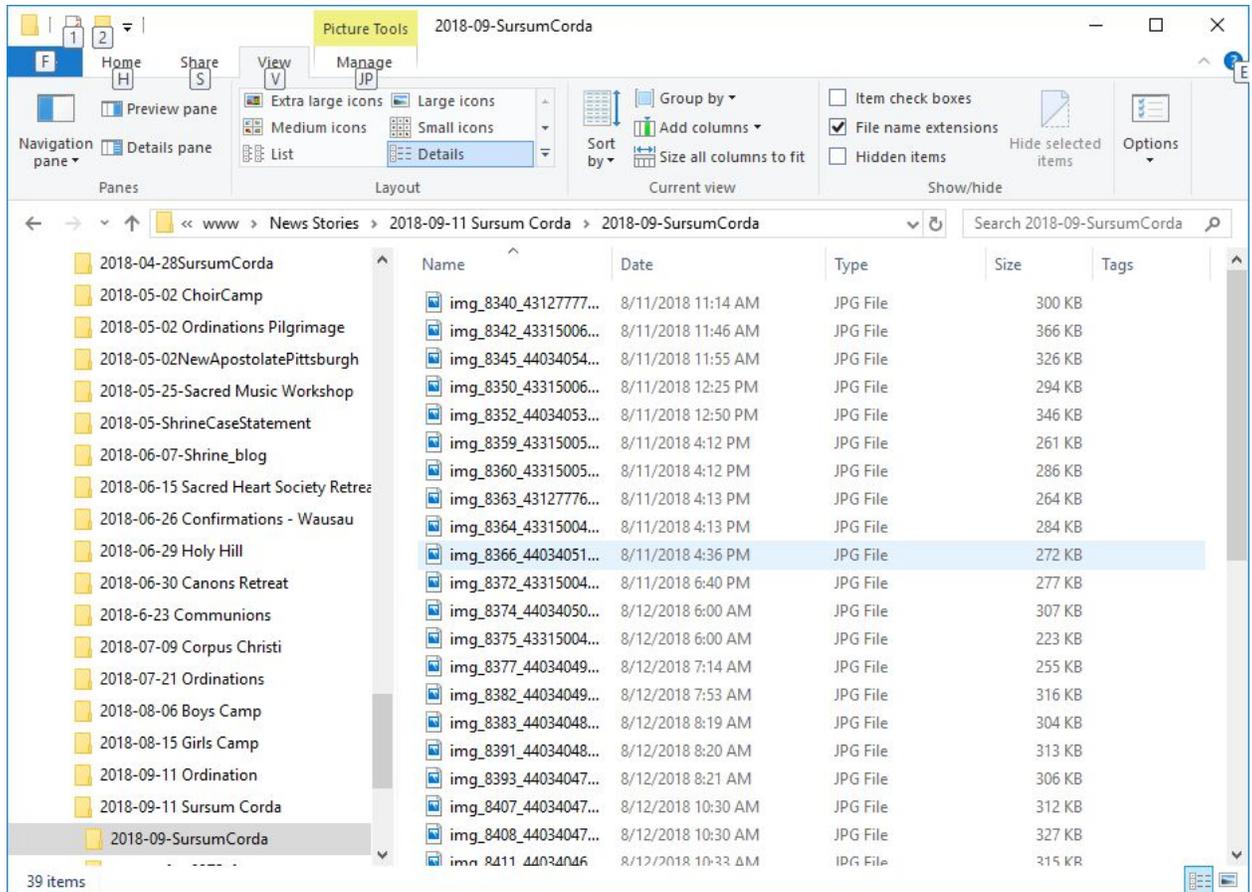
One free utility you can use is Mass Image Compressor. Here is a link to download the software - <https://sourceforge.net/projects/compress/files/latest/download>. Or you can Google **Mass Image Compressor**. This is a Windows based application.

How to Use

- Put your images in a folder on your computer. {Image folder}
- Create a sub-folder for the compressed images. {Compressed folder}
- Launch Mass Image Compressor



- For “Open Directory to Compress All Images within”, click the ellipses and browse to your {Image folder}
- For “Save Compressed Images in Directory (optional)”, click the ellipses and browse to your {Compressed folder}.
- Be sure the radio button “Size in %” is checked and move the slider to 40%. You may need to adjust smaller depending on the images in your folder.
- Finally, click the “Compress All” button.
- Check the files in your {Compressed folder}. Use a detailed view so you can see the size of the files. Try to keep the files under 500KB.



- You can repeat the process and adjust the “Size in %” as needed.

Orientation of Images

{Details to be provided in the near future}

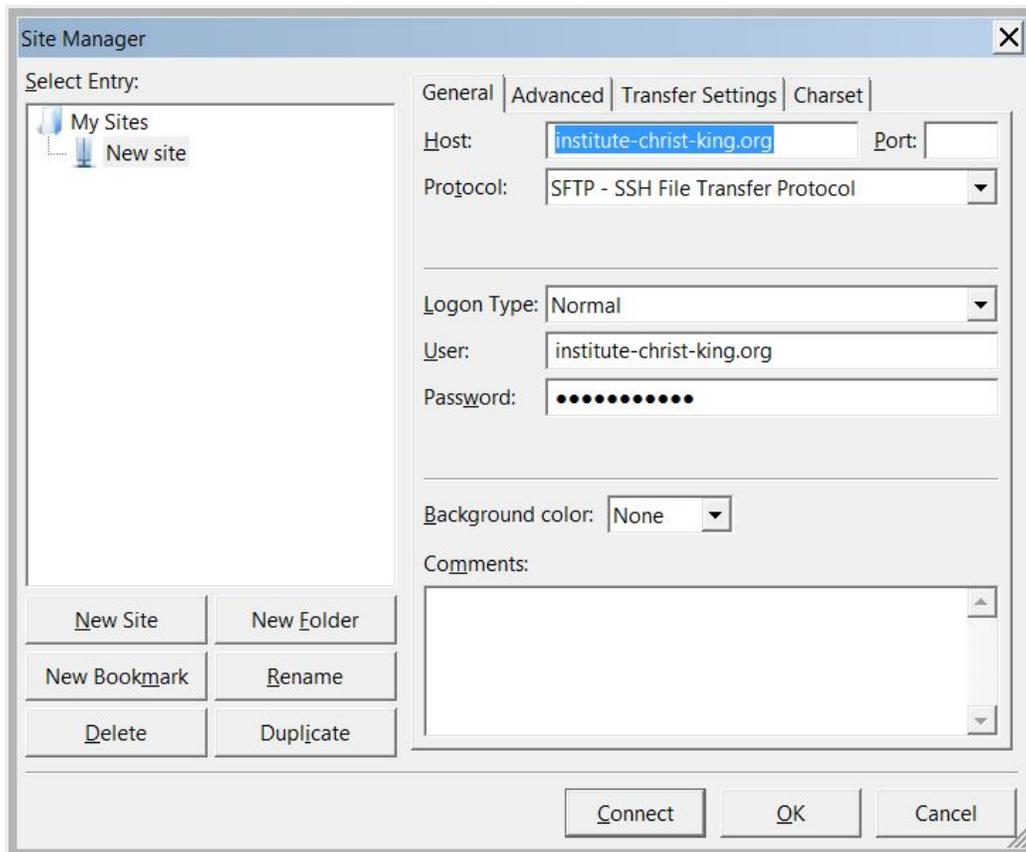
FTP - Filezilla

You can use Filezilla, freeware software to copy files from your computer to the web server. There are versions of Filezilla for Windows and Apple. You can get the software from - <https://filezilla-project.org/>.

Setup

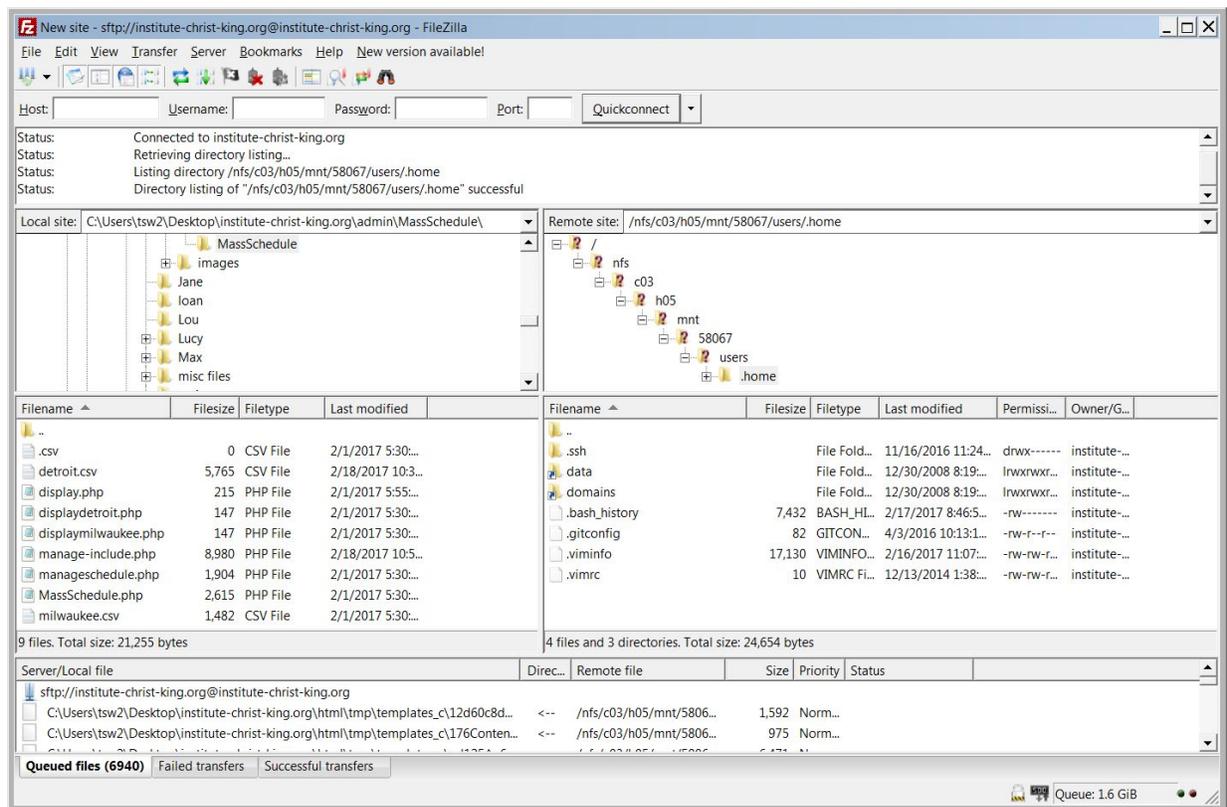
Within Filezilla, use the Site Manager to connect to the server. **Go to File =>Site Manager**. The first time, click on **New Site**. Enter the following information:

- Host: institute-christ-king-org
- Protocol: Select **SFTP - SSH File Transfer Protocol** from the drop down menu.
- Logon Type: **Normal**
- User: Use the **FTP user name** provided to you
- Password: Use the **FTP password** provided to you



Connect and Navigate

Click **Connect** to connect to the web server. Once you are connected, you will see a screen with two areas. The **Local site** is your computer and the **Remote site** is the web server. Click on the folders in the upper area of the screen to quickly navigate to the desired folders for your computer and the web server. See the table in the appendix for your Apostolate to determine the web server folders to use for files you upload to the web server. For example, for the Detroit Apostolate, files for the photo gallery should be uploaded to the remote site folder - domains/staging.institute-christ-king.org/html/images/detroit/gallery.



Folder Names

- Start the folder name with the 4 digit year, a “-”, and the 2 digit month.
- Then add a short description of the content.
- Ideally, don’t use spaces or any special characters (!@#\$\$%^&*()+) in the folder name
- For example 2018-08-InternationalOrdinations

Upload Folder

Most of the time, you will upload a number of files for use in a gallery. In Joomla, galleries are displayed based on the name of the image folder. So it is easiest to name the folder on your computer, then move the entire folder to the web site.

Upload Individual Files

- Make sure you have the destination folder positioned for the Remote site.
- You might need to create a folder on the remote site.
- Select files from your Local Site
- Right-click on the select files
- Select **Upload**.

