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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 - <u>https://sourceforge.net/projects/icompress/files/latest/download</u>. 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

Open Directory To Compress All Images within	
Compress Images of All Child Directory (WARNI	NG! It Overwrites Existing Images).
Compress Parameters	
Quality (in %)	80
○ Fixed Width	
0	70
○ Save as JPEG ○ Save as PNG ● Dor	it Change File Type
Save Compressed Images to Directory (optional)	
	Compress All
Compression Preview - Try before you acutally com	press
Preview Any (Sample Output)	
Zoom In = Zoom Out	

Institute of Christ the King Sovereign Priest - Web Site Images User Guide

- 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.

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Navigation pane •	H S Preview pane Details pane Panes	V JP Extra large icons Medium icons List Layou	Large icons Small icons Details ut	Group by ▼	 ☐ Item check box ✓ File name exter ☐ Hidden items Shore 	es hide selected items	Options	
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	2018-05-02 Ordina	tions Pilgrimage	Img_8340_43127777	8/11/2018 11:14 AIVI	JPG File	300 KB		
	2018-05-02NewAp	ostolateDittsburgb	img_8342_45315000	8/11/2019 11:40 AM	JPG File	300 KB		
	2010-05-02 NEWAP		img_8345_44034054	8/11/2018 12:25 DM	IPG File	20/ KB		
	2018-05-25-Sacred	i Music workshop	img_8352_44034053	8/11/2018 12:50 PM	IPG File	346 KB		
6	2018-05-ShrineCas	seStatement	img_8359_43315005	8/11/2018 4:12 PM	IPG File	261 KB		
	2018-06-07-Shrine	_blog	img_8360_43315005	8/11/2018 4:12 PM	IPG File	286 KB		
	2018-06-15 Sacred	Heart Society Retrea	img_8363_43127776	8/11/2018 4:13 PM	JPG File	264 KB		
	2018-06-26 Confirm	mations - Wausau	img 8364 43315004	8/11/2018 4:13 PM	JPG File	284 KB		
	2018-06-29 Holy H	611	ima 8366 44034051	8/11/2018 4:36 PM	JPG File	272 KB		
	2018-06-30 Canon	s Retreat	img 8372 43315004	8/11/2018 6:40 PM	JPG File	277 KB		
	2018-6-23 Commu	inions	img_8374_44034050	8/12/2018 6:00 AM	JPG File	307 KB		
	2019 07 00 Corpus	- Christi	img_8375_43315004	8/12/2018 6:00 AM	JPG File	223 KB		
	2018-07-03 Colpus		img_8377_44034049	8/12/2018 7:14 AM	JPG File	255 KB		
	2018-07-21 Ordina	tions	img_8382_44034049	8/12/2018 7:53 AM	JPG File	316 KB		
	2018-08-06 Boys C	amp	img_8383_44034048	8/12/2018 8:19 AM	JPG File	304 KB		
	2018-08-15 Girls Ca	amp	img_8391_44034048	8/12/2018 8:20 AM	JPG File	313 KB		
	2018-09-11 Ordina	tion	img_8393_44034047	8/12/2018 8:21 AM	JPG File	306 KB		
	2018-09-11 Sursum	n Corda	img_8407_44034047	8/12/2018 10:30 AM	JPG File	312 KB		
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• 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 -<u>https://filezilla-project.org/</u>.

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

Site Manager			×
Select Entry:		General Advanced Transfer Settings Charset Host: institute-christ-king.org Port: Protocol: SFTP - SSH File Transfer Protocol	•
		Logon Type: Normal User: institute-christ-king.org Password: ••••••• Background color: None Comment:	•
<u>N</u> ew Site	New <u>F</u> older		<u> </u>
New Book <u>m</u> ark	<u>R</u> ename		
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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.

