



HOW TO PUBLISH. MACES

Getting the Size Right

- 1. Because of the limits stated above you may have to reduced the size and quality of your images you can do this in most image editing packages or use a multiple image resizers such as resize2mail.com/
- If you wish to show more photos or photos of higher quality you could put a link to your own web space or use many of the free photo-album websites out there such as photobucket.com
- 3. As opposite your image has to be smaller then 460 pixels wide. You can In your photo editor if you "save as" you will be given an option of from one to ten for how much compression you want for your image, balance this till the size of the file is under 60kb.
- 4. When uploading media please try to use file formats that employ some level of compression, otherwise our servers resources will be used up needlessly, and site users with dialup connections will find it difficult to view your media.

Uploading Your Photos

- 1. The first thing you do when you get to the publishing page is to set the number of photographs you are going to upload in the Files Upload box and click "let me do it!". This resets the page and blanks the text boxes (so be careful don't fill in the text boxes first as you will lose all your work), and adds uploading options to the bottom of the publishing page.
- 2. Then fill in your story and make sure to select or fill in all the required inputs.
- At the image section, click the browse button and find your images to input them. Try to make the time to add a small description of the photo, it is helpful for slow connections and accesibilty.
- 4 The Maximum image filesize is 60Kb while the Maximum image width is 460 pixels. You can only upload five photos at a time with your article, but add more through comments after it.

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