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LOCATION

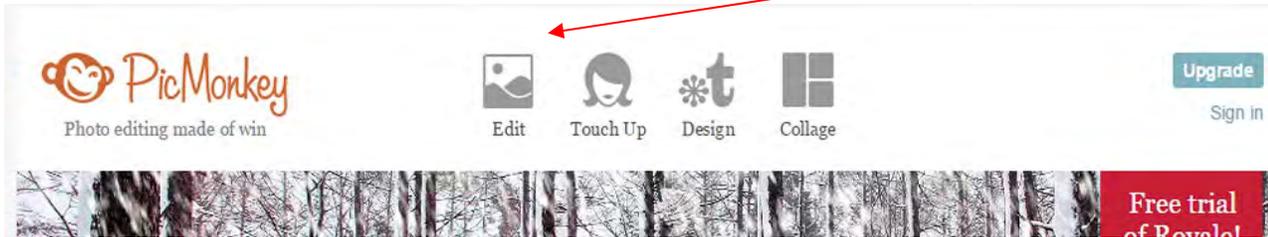


524 West 59th. Street
New York, NY, 10019
212.237.8000

Edit Images

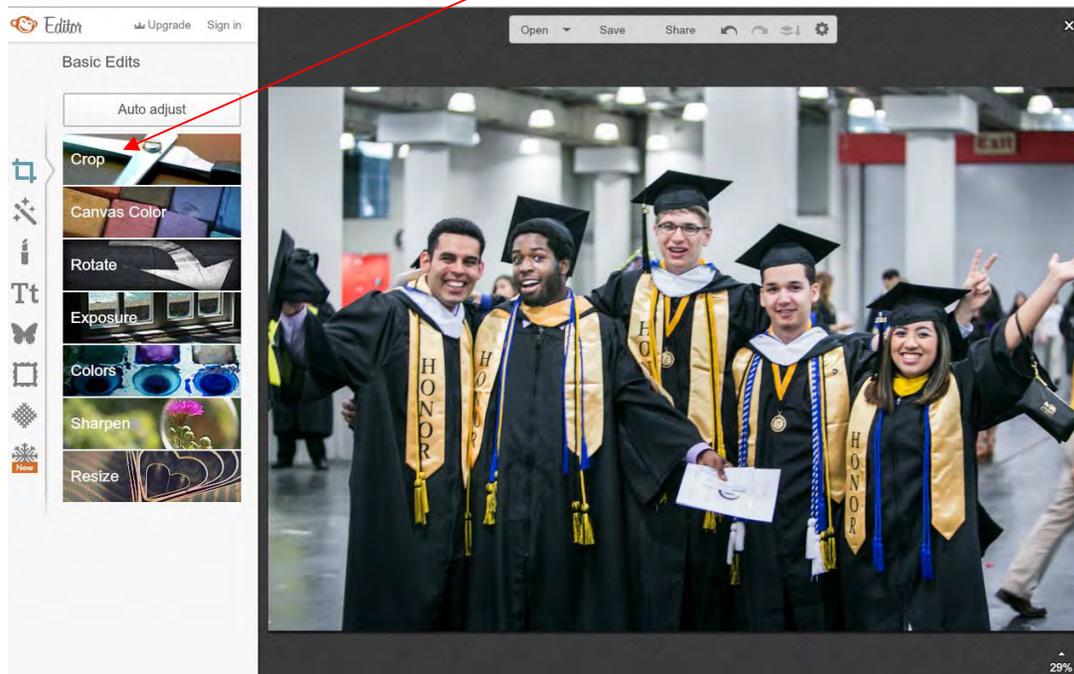
(See Page 5 for Working with YouTube)

Step 1. Visit www.picmonkey.com and click on edit to upload an image.

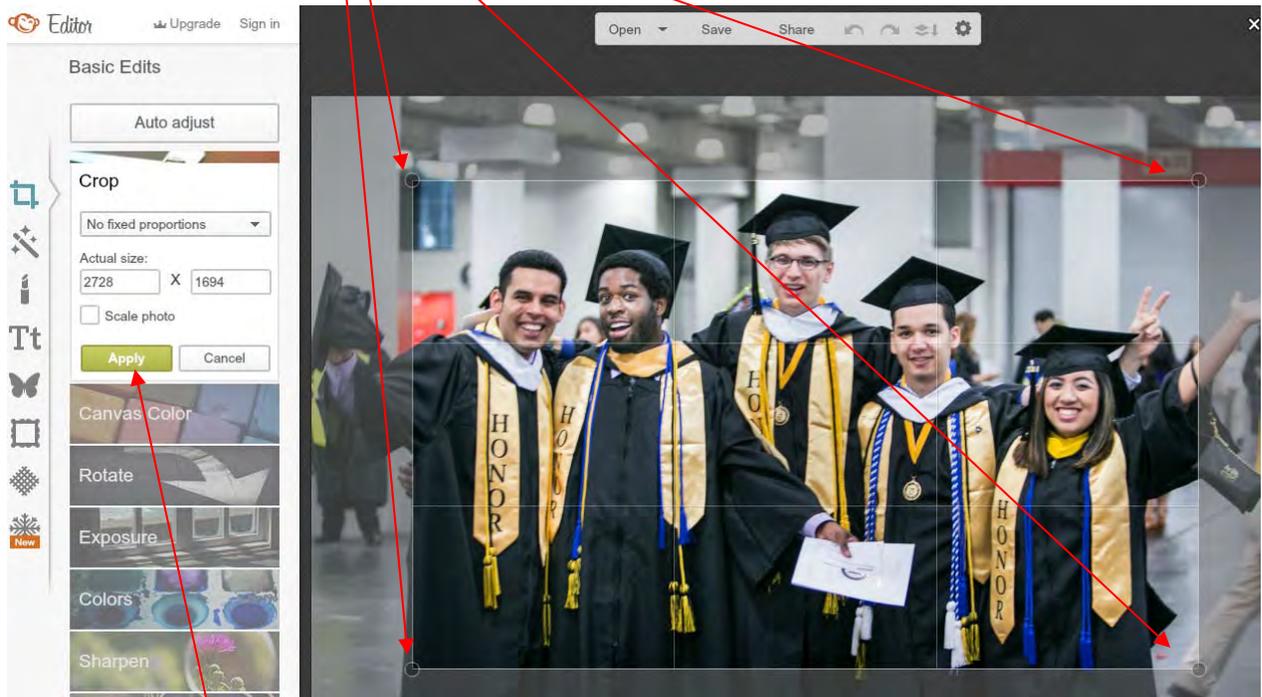


* Once you upload an image, if you are asked, choose an image setting that displays best online.

Step 2. Crop the Image by clicking on Crop

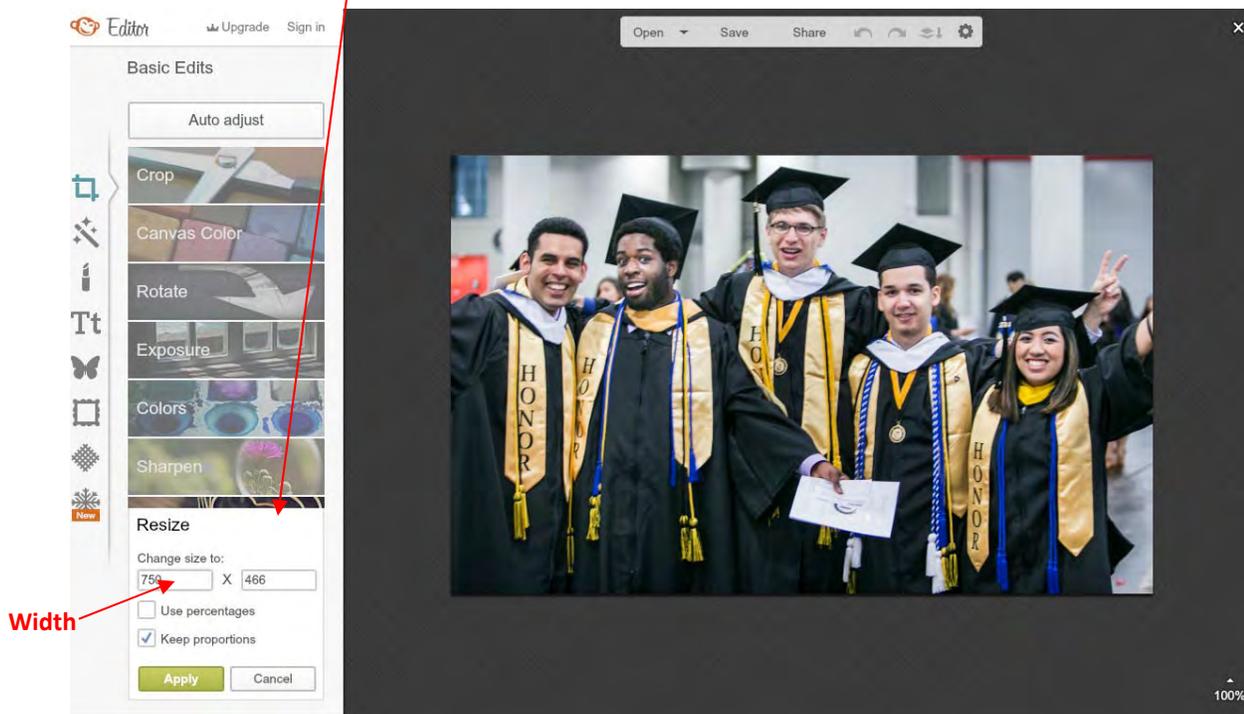


Step 3. Select the handles and drag to select the part of the image you want to keep.



Step 4. Click **Apply**

Step 5. Click on Resize.



Step 6. Before you resize the image, keep in mind the following:

* (For Faculty)

Faculty Profile Images should not be more than 185 pixels in width.

* (For Content Approvers, etc.)

- Images used in modules should not be more than 200 pixels in width.

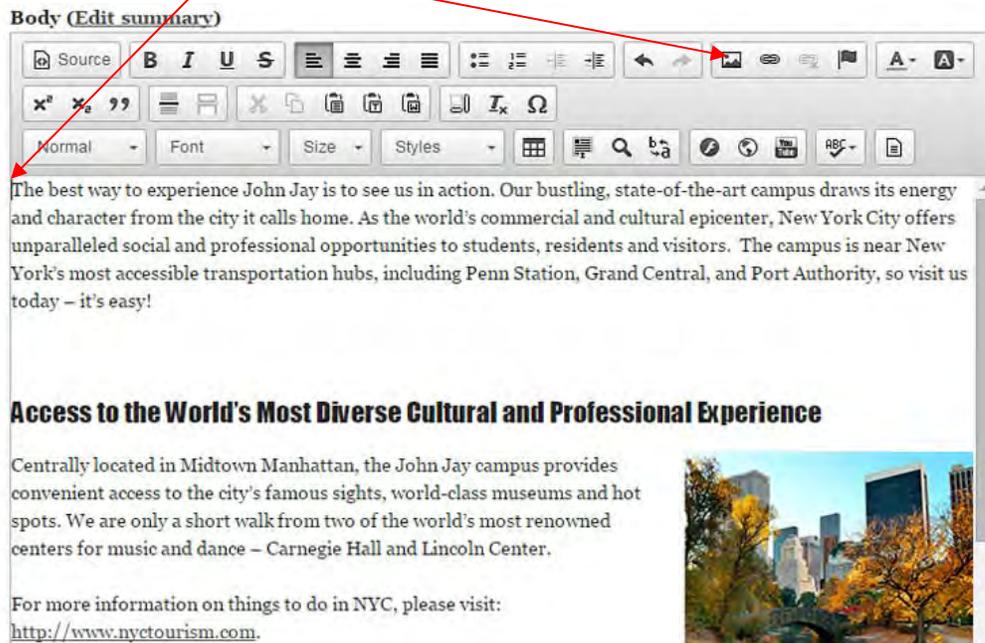
- Images used in the body of a T3 Template should not be more than 700 pixels in width.

- Images used in the body of a T2 Template should not be more than 450 pixels in width.

Step 7. Enter the desired width in the left text box. Make sure that the [✓] **Keep Proportions** check box is checked. Then click **Apply**.

Step 8. Save the image. You are done! You can now proceed to the CMS and insert your image onto the website accordingly.

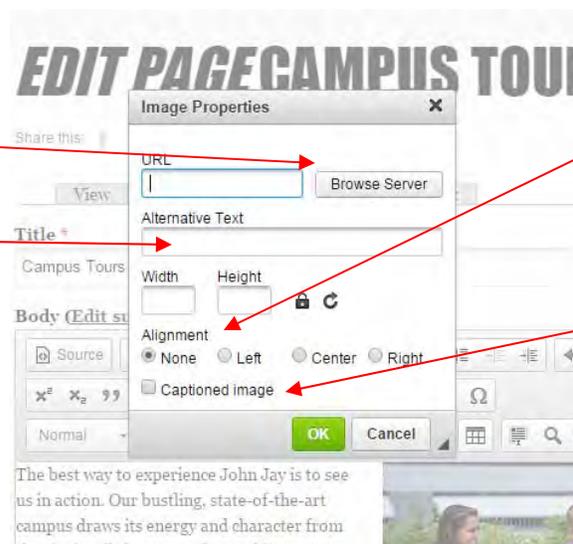
Step 9. Click on the beginning of the line where you would like the image to appear (you will decide later if it is to be placed on the left or right). Then click on the image icon.



Step 10. Click on the beginning of the line where you would like the image to appear (you will decide if it appears on the left or right later). Then click on the image icon and the popup below appears.

Used to locate the image on your desktop and upload the image.

Add text to describe the image for search purposes.



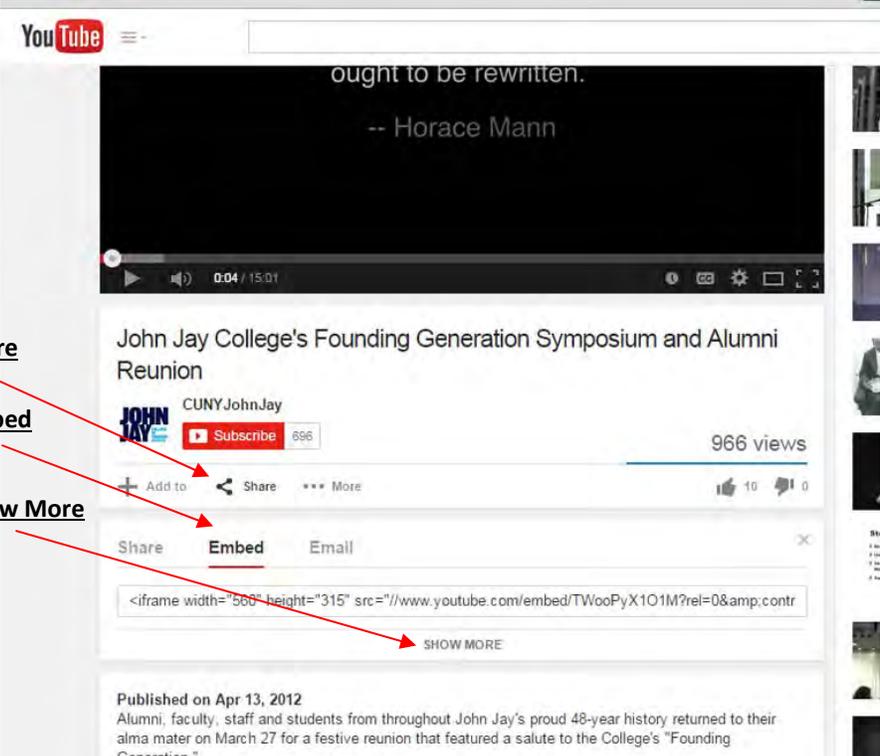
* Use Alignment to indicate what position the image should appear. Note: if you choose None, text will not wrap around the image.

Select Captioned image if you want a caption for the image. Note: Entering a caption is done after the image is placed in the body.

Final Step. Once you upload the image and fill in the Image Properties box above, the image should appear in the body. Note: Double clicking on the image will bring up the Image Properties box as well.

Working with YouTube Videos

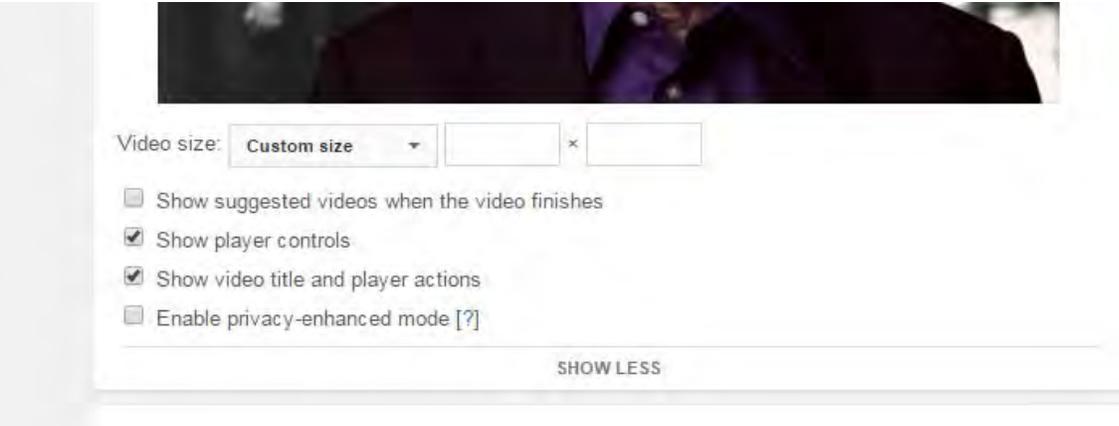
Step 1. Visit **www.youtube.com** and find the video you would like to insert onto the website.



The screenshot shows a YouTube video player for "John Jay College's Founding Generation Symposium and Alumni Reunion" by CUNY John Jay. The video is at 0:04 of 15:01. Below the player, there are options to "Add to", "Share", and "More". The "Share" menu is open, showing "Share", "Embed", and "Email". The "Embed" option is selected, and the embed code is visible: `<iframe width="560" height="315" src="//www.youtube.com/embed/TWooPyX1O1M?rel=0&contr" data-bbox="288 438 712 488". A "SHOW MORE" link is also visible. Red arrows point from the following text to these elements:`

- Step 2.** Click **Share** (points to the Share button)
- Step 3.** Click **Embed** (points to the Embed button)
- Step 4.** Click **Show More** (points to the SHOW MORE link)

Step 5. You will see the below. You can select any of the options listed. It is important that you set the custom size of the video here before you embed the video onto the CMS. Also note, the width of the video should be set to anything below 650 pixels in width.

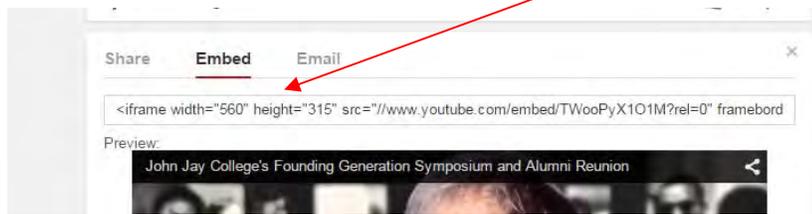


The screenshot shows the YouTube embed options dialog. At the top, there is a video player thumbnail. Below it, the "Video size" is set to "Custom size" with two input fields for width and height. There are four checkboxes for additional options:

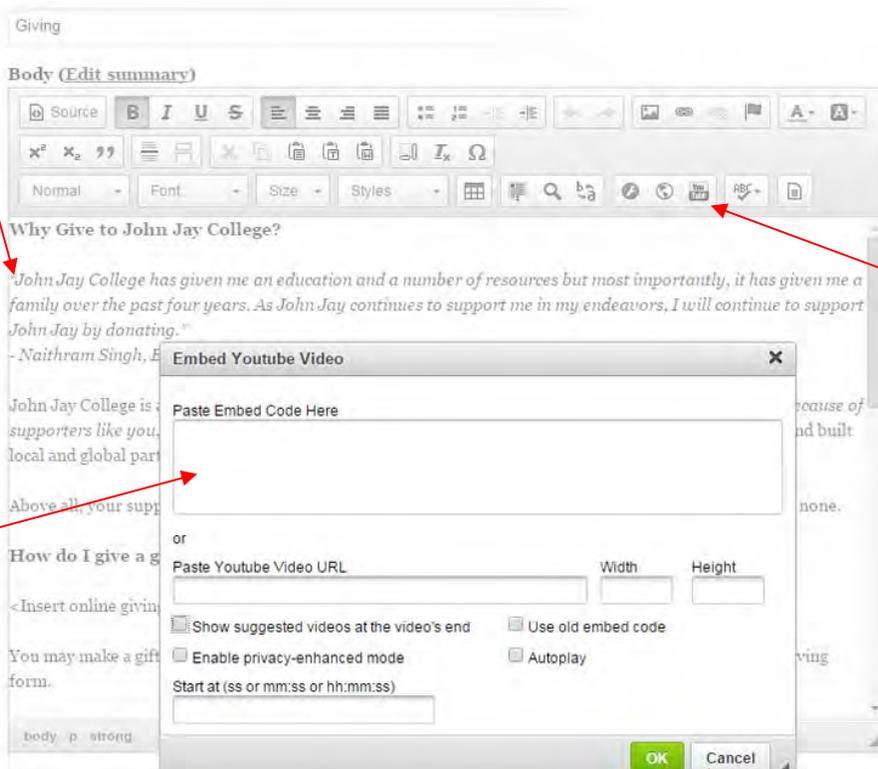
- Show suggested videos when the video finishes
- Show player controls
- Show video title and player actions
- Enable privacy-enhanced mode [?]

A "SHOW LESS" button is located at the bottom of the dialog.

Step 6. Highlight and copy the entire text from the embed box.



Step 7. If you are not logged in, log in and locate the body of text where you would like to place the YouTube video. Go to the beginning of the line and click the YouTube button.



Step 8. Click on the beginning of the line where you want the video to appear. (Right or left placement of the video is done later)

Step 9. Select the YouTube Video Icon

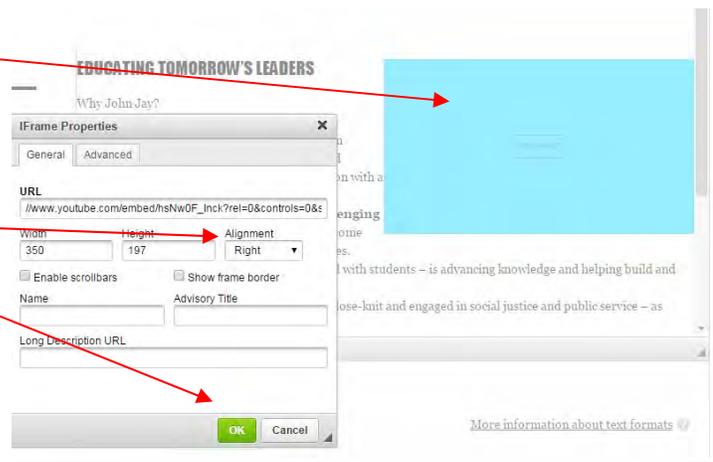
Step 10. Paste the embed code you copied here.

Step 11. Press Ok.

Step 12. Double Click the iFrame image

Step 13. Set the alignment and then press ok.

Step 14. The video is now embedded.





If you need assistance editing, updating, creating or just simply need HELP!!! ...

Please contact **Ms. Anh Phan** in the Marketing and Development Department at aphan@jjay.cuny.edu or 646.557.4577.



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