

This document covers the following subjects:

1. Taking photographs of memorial stones
2. The optimisation of the photograph and its identity
3. The upload of the photograph.

1. Taking photographs of memorial stones

There is just one photograph for each memorial so try ensure that as many aspects of the memorial are captured. It is preferred that all photo's ae taken in portrait and to ensure suitable for efficient website load times that the lowest possible number of pixels used.

Take the photograph at the best time to take into account lighting and clarity of inscriptions etc.

2. The optimisation of the photograph and its identity

Transfer the photo to your computer and open it in a suitable image editing software e.g. Photoshop; GIMP (Free package <https://www.gimp.org/downloads/>)

Reduce the image size maintaining ratios to 200 pixels wide.

Export the image to your local folder as a jpg giving the name exactly the same as the Memorial Reference Number e.g. SW234 (ensure if letters are used they are the same upper or lower case.)

3. The upload of the photograph.

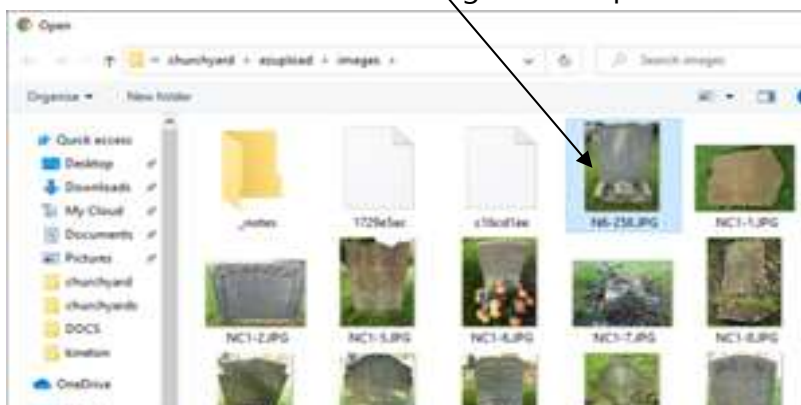
The photograph images are uploaded into a folder using a package called EZUPLOAD. Go to URL: <https://churchyards.uk/xxxxxxx/churchyard/ezupload/upload.asp> where xxxxxx is the name of your churchyard e.g. kinton and enter in the Username and Password which will be emailed you separately.

Once you have logged in you will be at the upload page which lists all the current images previously uploaded. Process is as follows:

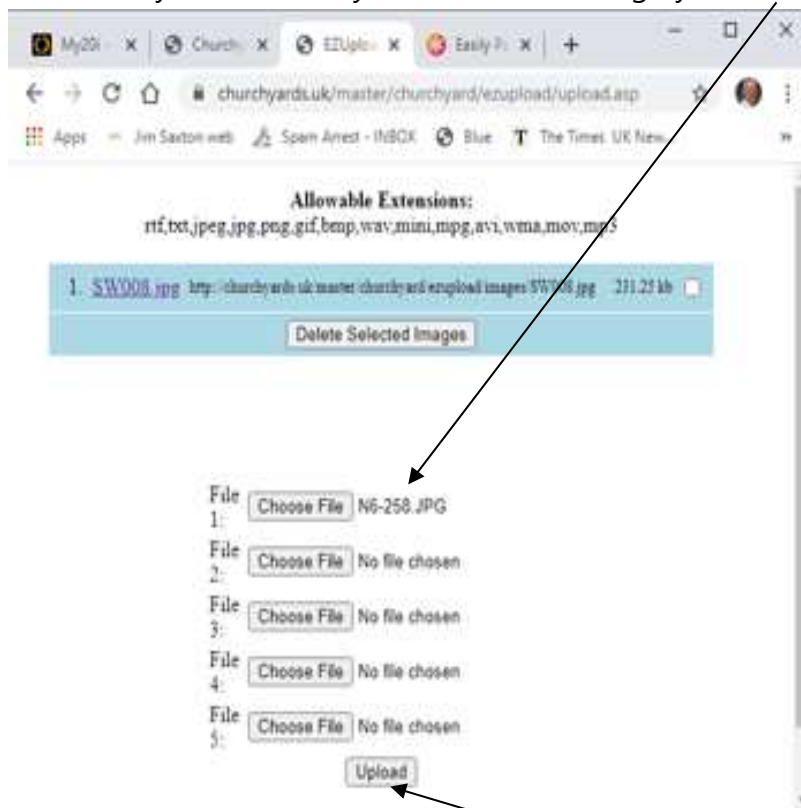
- a. This is the page, you can delete the sample by ticking the box and then "Delete Selected Images".



- b. To upload images first click in turn "Choose File" and this brings up separate window of Explore, navigate to the local folder you have stored the images in section 3 above. Then select image click "Open".



- c. This takes you back and you will see the image you selected.



- d. Repeat this process and then click Upload to load to website.