

How to post

Follow these steps to create and post a PDF version of your work to the J464 class website (at j464.net/f20).

CREATING IMAGE FILES

1. In Illustrator, pull down File > Save As Unlike InDesign, you must save AI files in the PDF format rather than exporting. Keep the name simple – for example, the chart project would be:

chart-yourname.pdf

2. Set the preset to “[Illustrator Default]” and have all the boxes checked similar to the way you see here:

NOTE: Your PDF file size MUST BE less than 20MB to be uploaded to our site! If it is larger, try saving again, UNchecking the box for “Preserve Illustrator Editing Capabilities” and clicking the Compression tab in the PDF window – and then downsampling the images.

3. Open Photoshop. Open your newly created PDF file from File > Open (or Command-O). In the dialog box, set the options this way:

Crop to the Media Box, and change the width measurement to “Pixels” – 300 pixels is a good size for your JPEG thumbnail.) RGB color.

4. Save in JPEG or PNG format with this naming convention:

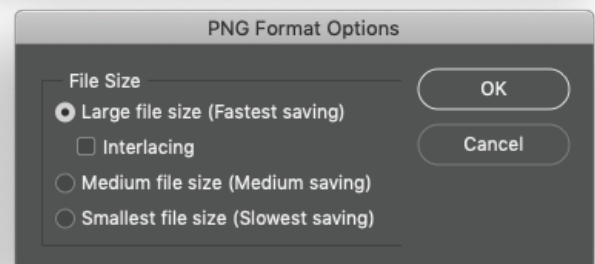
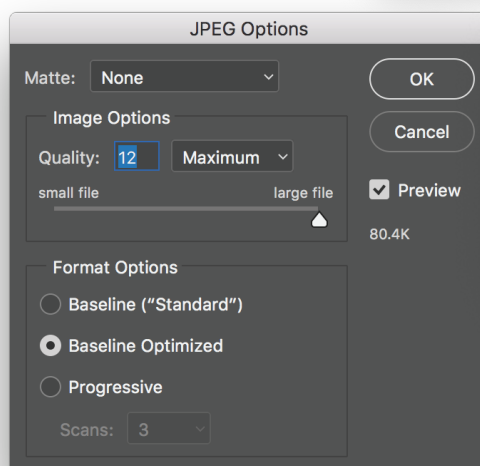
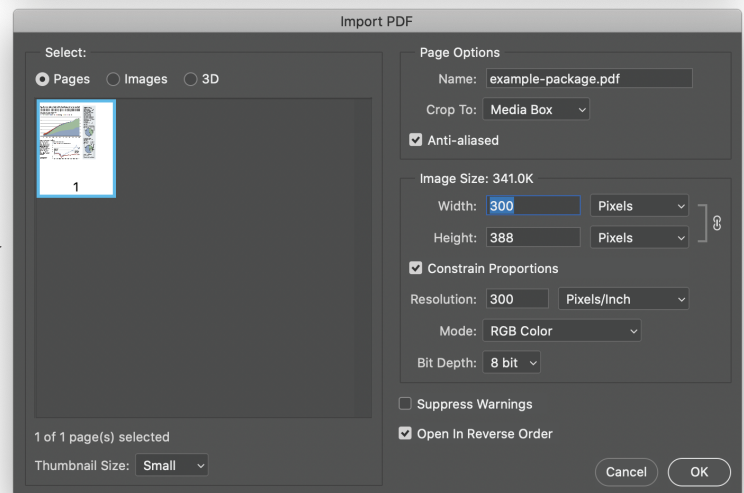
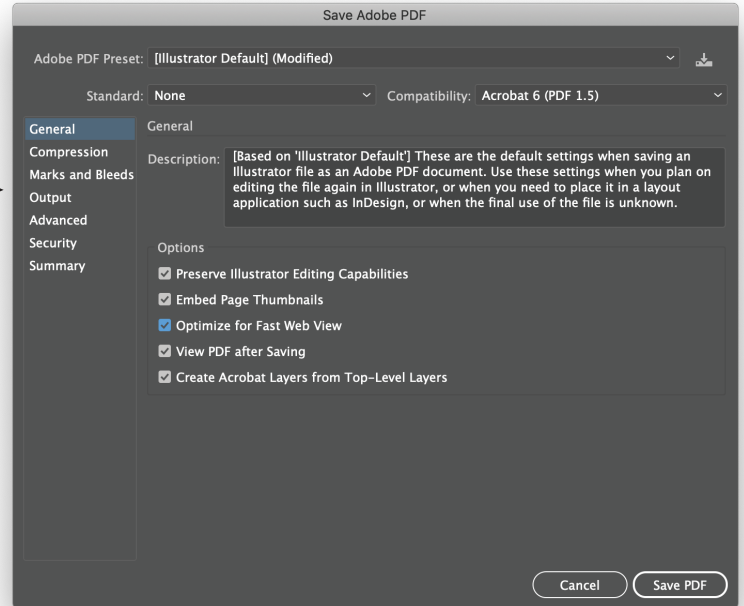
chart-yourname.jpg

chart-yourname.png

For JPEGs, keep the quality at “Maximum.” For PNGs, keep the setting on “Largest File Size.”

NOTE: PNG images will be transparent unless you first flatten the image (via the Layers panel).

5. Close Photoshop. You don't need to save the PDF version of the image – in fact, you won't want to, because we made it very small, and possibly cut off pages.



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ADDING IMAGES TO SITE

1. Open the Dashboard by going to www.j464.net/wp-admin ... and signing on with your username and password. Go to Your Profile and verify the information there is correct – and please, change your password.
2. Click the **Media** tab in the Dashboard and then Add New. Click Select files, and add your PDF (not the JPEG!) to the Media Library.
3. Tap the “Edit” link. Swipe over the text in the box next to “File URL” and copy it (Command-C). You will use this to link the thumbnail version of your page with the full-sized PDF.
4. Click the **Posts** tab and create a new post for your project. Start by writing the heading for your post. Add the text in the Paragraph block below – either type directly into the block or paste from another program.
5. Click the “Add Block” icon at the top left of the window, and choose the “Image” option. You can either add an image from the Media Library or, more likely, upload a new one – the JPEG/PNG thumbnail we created previously.
6. On the right side of the screen (Image Settings), change the Alt Text field to be descriptive of your image.
7. Click the “Link” button above the image, and paste your copied PDF URL (from Step 3) in the box. Make sure to also hit the “Apply” button to the right! Show the options (Down arrow button), and turn on the option to “Open in New Tab.”
8. Below the image, type a caption so that visitors to our site will know that clicking on the page will take them to a PDF of your design.

9. Click the “move up” button on the left of the image; it will now be above your text. (You may need to also choose the “Align Left” option again so that image will float properly.)

10. On the right side, click the “Document” option, and scroll down to “Categories.” Open that option (click on the triangle), and select both your name AND the appropriate project category.
11. Before publishing, click the “Preview” option, and make sure everything appears and works as expected. If so, click “Publish” – you can edit the post at any time!