

Images

- **All images must be approved by the Graphic Standards Committee. Images that are too graphic in nature, have patients/children with no legal waiver, those that are considered too controversial, too large or lacking in the necessary resolution will not be approved.**
 - Currently only .jpg, .bmp, and .gif image formats are allowed to be published to the web. All other formats should be converted to gif, bmp, or jpg image formats.
 - Thumb nail images should be 80 x 80 pixels. Larger sizes can be places in the thumbnail section but could be distorted to fit the 80x80 box.
 - Body text images should be a max off 500 x 400 pixels, but this is very large and most people on dial-up will have a hard time pulling up your page.
 - We recommend images be in the range of 100x100, 125x125, 200x200, etc. Any larger and you are making it difficult for many of your users.
 - Resolution of images should be set to at least 72
 - You CAN NOT size your images in the CMA. Make sure you size them BEFORE you submit them.
- **#1 thing to remember when choosing images to have uploaded and approved for your pages is the target audience.**
 - 2/3rds of web users are still on dial-up. If your images are too large it will be very difficult for these people to pull up your pages.
 - 500x400 is the absolute largest size you can put on a page but it takes up the entire body text area with no room for additional content.
 - All images uploaded must not exceed 2 megabits (mb)
- **Uploading a New Image Form:**
 - Make Image Available to: Place image(s) into content area to be made available to this department only.
 - Display Name: This is the title of an image. It is a searchable field in the CMA and will help in locating this image for page creation.
 - Select Category: Images are assigned to the categories you select and are used to help locate images
 - Custom Keywords: Use words that will be tagged to content. These words can be used to find the image in the CMA search.
 - Image names: (ex. myimage.jpg) should not have spaces in the names.