

# Image Editing and PDF Files in Cascade Server

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This handout only covers working with images and PDF files in Cascade Server. For full Cascade Server instructions, see *Introduction to Cascade Server*, at <http://www.snc.edu/techsupport/web/howto.html>.

## Images

Images must be prepared for use on the web and uploaded into Cascade before you can use them on a page.

### Guidelines for proper image use

- Always make images the size you need them to be *before* inserting them on a page. Never resize an image after it has been put on a page (by dragging the corners to make it larger or smaller).
- Only .gif and .jpg files should be used on web pages. Do not upload any other types of image files.
- Name all image files properly. Just like other web files & folders, they should contain only lower case letters and numbers, no spaces, and have the proper lower-case file extensions (.gif or .jpg).
- Take care not to distort or stretch images. When resizing, make sure to do so proportionally (usually by dragging only the corners or making sure the “Constrain proportions” option is selected).
- Do not hesitate to ask for assistance in making your images look their best. It can be a complicated process that can benefit from the experience of those who work with images regularly. The Office of Communications can assist you in editing your images for you if you wish.

### Pictures of staff & faculty for profile pages

Employee photos and profile pages are standardized in size and format, and are created and maintained by the Office of Communications. The photos reside in a centralized Cascade Server folder outside of your department folder. If you need staff photos taken, sized, or added to profile pages, contact the Office of Communications at x4011.

### Uploading images

Image files should be put in your department’s “images” folder. If you have more than a few images, we recommend creating subfolders inside of the “images” folder to better organize your files. Create the needed subfolders before uploading the images. (For instructions regarding folders, see the handout *Introduction to Cascade Server*, at <http://www.snc.edu/techsupport/web/howto.html>)

1. In the column on the left, select the folder in which you want to put the image. Click on your department folder, then on your images folder, then on the desired subfolder, if any.
2. In the blue menu bar at the top, go to New – File.
3. In the Data section, below the large box, click the Browse button next to “File Upload.”
4. Choose the file you want to upload and click Open.
5. Click the Submit button at the bottom of the page. When the upload is complete, you will see the image file name appear in the file list on the left and a preview of the image on the right.

### Uploading multiple images

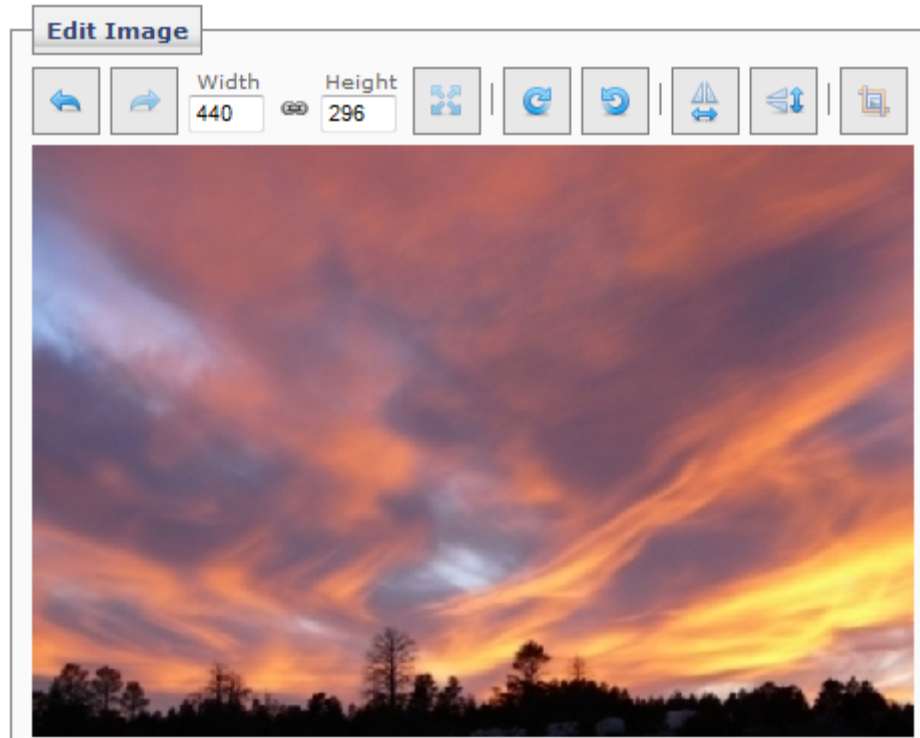
If you have a lot of images to upload, it’s possible to do so all at once by putting them into a Zip archive file. To create a Zip archive in Windows, highlight all of the desired files, then right-click on them and choose Send To – Compressed (zipped) Folder. Contact the Help Desk if you need assistance with this. To upload a Zip file into Cascade:








1. In the column on the left, highlight the folder in which you want to put the images (the images folder or a subfolder of it).
2. In the blue menu bar at the top, go to Tools – Zip Archive.
3. Click the Browse button.
4. Choose the Zip file and click Open.
5. Click the Submit button. The files will be unzipped into the selected folder.

## Editing images with the Cascade image editor

Cascade Server's image editor allows you to make minor modifications – resizing, cropping, rotating, and flipping – to .gif and .jpg\* images that have been uploaded. Be aware that if you edit and save an image, the edited version will replace the original version in Cascade without giving you the opportunity to save it with a different file name. This will not affect the original image on your hard drive or J drive. Java must be enabled in your web browser in order for the image editor to work.

1. In the column on the left, click on the image you want to edit.
2. Click on the Edit tab.
3. Edit the image as desired using the tools just above the picture\*:





-  To resize the image, type the desired size (in pixels) in either the Width or Height box, then click the Resize button. Do not click on the Maintain Aspect Ratio link icon (🔗) between the two boxes or the image will become distorted.
-  To crop the image, drag your mouse over the image to select the part you want to keep, then click the Crop Selection button.
-   To rotate the image, click on the Rotate Clockwise or Rotate Counterclockwise button.
-   To flip the image, click on the Flip Horizontal or Flip Vertical button.
-  If you make any edits that you don't like, click the Undo button.

4. When finished editing, click the Submit button at the bottom.

\*Note: If you require image-editing capabilities beyond what is offered by Cascade's image editor, contact the Office of Communications (x4011) or the Tech Support Help Desk (xHELP/4357) for assistance.

## Inserting images on web pages

1. Be sure that you've already uploaded the image you wish to insert (instructions on pg. 1).
2. Click on the page, then click the Edit tab. Click on the page where you want the image.
3. Click the Insert/edit Image  button. In the window that pops up, click the  button. Another window will pop up for you to select the image.
4. In the column on the left, locate the image you want and click once on it. Click the Confirm button.
5. Back in the first pop up window, you must fill in the "Alternate Text" box. Alternate text should describe the image very briefly, e.g., Main Hall.
6. Leave the Width/Height boxes blank. (Again, images should always be properly sized **before** inserting them on web pages. Never resize an image after it has been put on a page.)
7. To alter the alignment of the image (to get text to wrap around it) or add spacing around it, click on Advanced in the blue bar at the top.
8. Click the Insert button.

# PDF files

The PDF format allows anyone with the free Adobe Reader program to view, print, and save copies of documents that look exactly like the originals, without needing the program that created the original document. To create PDF files, you need Adobe Acrobat (a paid program separate from the Reader) or another program with that capability. We use a free PDF-creation program called PrimoPDF.

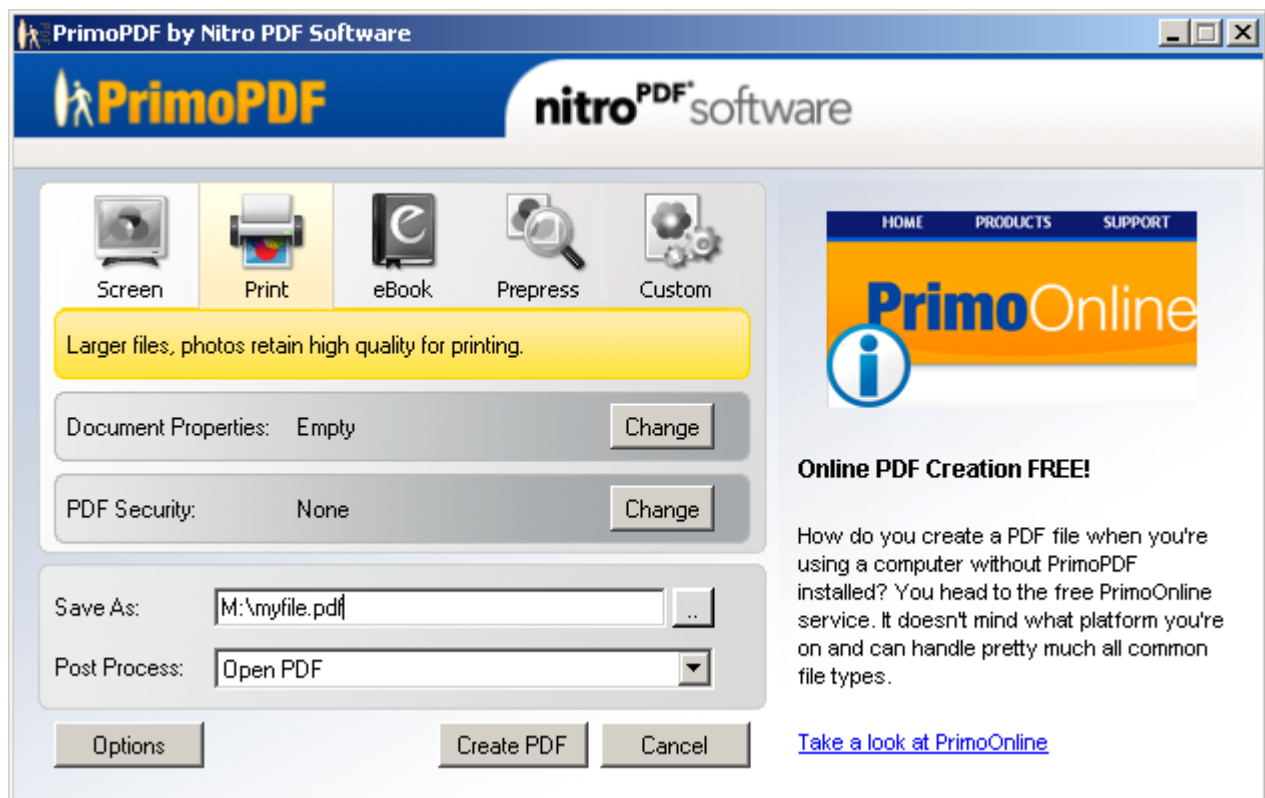
## Installing PrimoPDF


1. On campus, go to Start – Network Software and double-click on “Install PrimoPDF.”
2. Off campus, go to <http://www.primopdf.com> and download the latest free version.
3. Click through the installation screens. Before clicking Install, choose “Do not install Nitro PDF Reader.” Leave the Product Registration screen blank (you do not need to register the free version).

## Creating PDF files with PrimoPDF

Once you have PrimoPDF installed, creating PDF files is quick and easy.

1. Open the file you want to convert to PDF (it can be Word, Excel, or any other file type).
2. From the File menu, choose Print.
3. From the Printer drop-down box, choose PrimoPDF, then click OK.
4. When the PrimoPDF dialog box appears (it may take a minute), choose the appropriate setting:
  - “Screen” produces low-quality files and is not recommended
  - “Print” is best for things that you expect to be printed on a laser or inkjet printer
  - “EBook” is okay for documents that you’re putting on the web that will not be printed
  - “Prepress” is for things being printed at the Copy Center or other print shop
  - “Custom” is usually needed only if you need to convert landscape documents to PDF (for instructions, see *Creating PDF Files with PrimoPDF*, at <http://www.snc.edu/techsupport>.)



5. Next to the Save As box, click the  button to choose the location and file name for the PDF file. Remember: no spaces in the file name!
6. Click Create PDF. Once the file is created, it should open in Adobe Reader. If you don’t want it to open, change the “Post Process” box to Do Nothing.

## Uploading PDFs to Cascade

Just like images, PDF files have to be uploaded to Cascade Server before you can use them on your site.

1. In the column on the left, click on the folder in which you wish to put the PDF file.
2. In the blue menu bar at the top, go to **New – File**.
3. In the Data section, below the large box, click the **Browse** button next to “File Upload.”
4. Locate the PDF file, select it, and click **Open**.
5. Click the **Submit** button. When the upload is complete, you will see the name of the PDF file appear in the file list on the left, and Cascade will display the file on the right.

## Changing PDF files

It’s important to realize that PDF format is an *output* format, meaning that it’s not really intended to be edited beyond very minor fine-tuning. In order to change a PDF file, you need to edit the original file in the original program (e.g., Microsoft Word), then create a new PDF file and upload it again. If you want the new PDF to replace the old one on your web site, make sure you give it the exact same file name.



To replace a PDF file that’s already in Cascade with a new version, click on it on the left, click the **Edit** tab, and follow steps 3-5 above under **Uploading PDFs to Cascade**.

After uploading the new version of the PDF, you’ll need to publish it.

Note that when you look at the PDF on your web site, you may still see the old version of the PDF file, even after you refresh/reload the page. If this happens, you need to clear your web browser’s cache. Contact the Help Desk if you need assistance.

## Linking to PDFs from web pages

Links to PDF files are created just like links to other web pages in Cascade:

1. Be sure that you’ve already uploaded the PDF file to which you wish to link.
2. Click on the page on which you want the link, then click the **Edit** tab.
3. Select/highlight the text that you want to be the link to the PDF (the text people will click on) and click the **Insert/edit link** button .
4. In the window that pops up, click the **Browse**  button.
5. In the next window that pops up, select the PDF file you want to link to from the left side, then click the **Confirm** button on the right side.
6. Back in the first pop-up window, do **not** change the “Target,” “Title,” or “Class” boxes.
7. Click the **Insert** button.
8. Make any other necessary changes on the page, then click the **Submit** button at the bottom.

## Publishing

Uploading a PDF file or submitting an edited image saves it in Cascade Server but does not make it live on the web site. Images are published automatically when you publish a page that contains them, and PDF files are published automatically when you publish a page that contains a link to them. If an image is edited or a new version of a PDF is uploaded, then that file must be published separately. For more about publishing, see the handout *Introduction to Cascade Server*, at <http://www.snc.edu/techsupport>.

## Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or [helpdesk@snc.edu](mailto:helpdesk@snc.edu). The Help Desk is for St. Norbert College students and employees only.