

How to include photos in a Clubrunner story

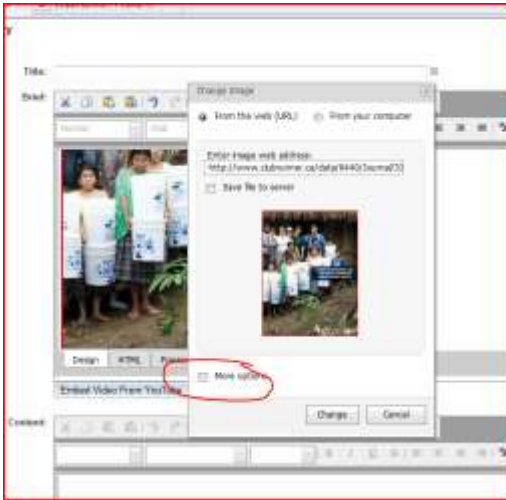
1. Use IE, not Firefox or Chrome.
2. Locate your photo on your hard drive.
3. Unfortunately, CR does not insert any “padding” around photos when inserted into stories. So, you either need to edit the HTML code, or use this work around.
4. Open PowerPoint 2010. Insert your photo into a slide. Under Picture format, select one of the options that puts a border around the picture. I usually use the soft edge option. This puts a soft edge on the photo and a border of white space.



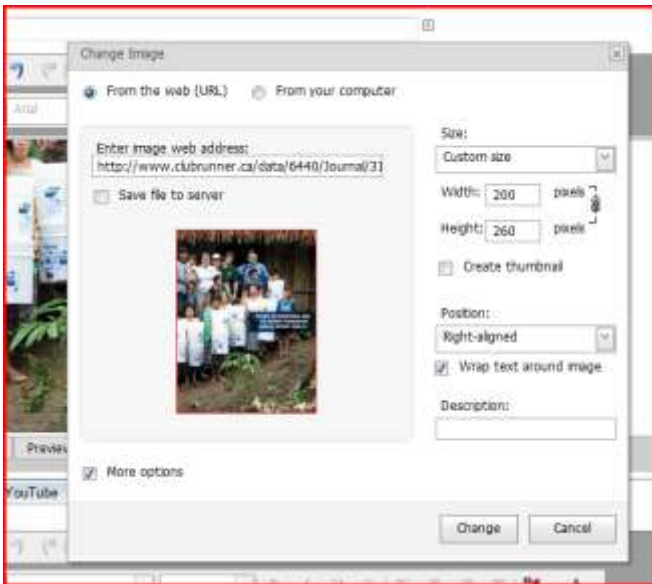
5. Right Click on the photo in your PP slide, and then save as, and name your file (or just overwrite the file name). Close PowerPoint without saving. You can do this same type of photo editing in many photo editing programs too.
6. Go to your Clubrunner site, and log on. From Admin page. Click on Photos Album Management (District site) or Edit Photo Albums (club page). If you create the album, do not select the option for “Show in home page”
7. Find or create an album for “photos for stories”, open album. Click on “Multiple File Upload” button at the bottom of page, and select photo(s) to upload. Click Open and your photo(s) will be uploaded. Click on the thumbnail of the photo to include in your story, right click on large photo and click on “Copy Image” or type “ctrl c”.
8. Go back to Admin page (or have it already open in another browser tab), click on Story Management (District site) or Edit Stories (club site), then click on “Add new story”



9. Click n the story box, then type “ctrl v” to past the photo in. Right click on the photo, click on Change Image, then check box “More options”



10. In size box, select custom size. Then specify your desired phot width. For center column, max width is 500 pixels. I generally choose 200 pixels. It is advisable to generally use the same width for all photos that display on your home page. The system will automatically adjust the height. Then choose the position you want (right, center or left), and make sure “wrap text” is chosen.



Click on change.

11. Now you can type your story. If you are going to copy and paste story copy, **it is best to first copy it into Notepad, than copy from there and past into the CR story box.** This way no nasty code will come with your copy, and you can eaily format with the design format buttons.
12. Contact Rich Lalley for help (rlalley@yahoo.com).