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# Unit 6: Working with Multimedia

## Unit Objectives

After completing this unit, you should be able to:

- Add images to your web pages.
- Touchup images using Contribute
- Add interactive Flash .SWF files to your web pages.
- Add video to your web pages.

## Unit Topics

- Inserting Images
- Touching up images
- Adding Flash
- Adding Video

## About inserting images



You can add images from several sources, including your computer, local network, website, e-mail, Microsoft Internet Explorer web browser, or another application, such as Microsoft Word or Excel.

Note: Images that you add to your page should be in one of the following web-ready formats: JPG, GIF, or PNG (16). If the image you want to add is in another format, you can use an image-editing tool, such as Adobe Fireworks, to convert the image to a web-ready format.

When you add an image to a page, it's a good idea to add descriptive text about the image so that the image is accessible to users with disabilities. Your Contribute administrator can enforce the image-accessibility option so that a dialog box prompts you for a description whenever you add an image.

## Adding an image to a page

There are three ways you can add an image to your web page:

1. Use the Insert menu or the Image button to add an image from your computer or website.
2. Drag an image from another source to your Contribute draft.
3. Copy and paste an image from another source on your Contribute draft.

If your Contribute administrator has restricted the types of images your user role can insert, you might be able to insert images only from shared assets.

## Using the Insert menu or Image button to add images to a page

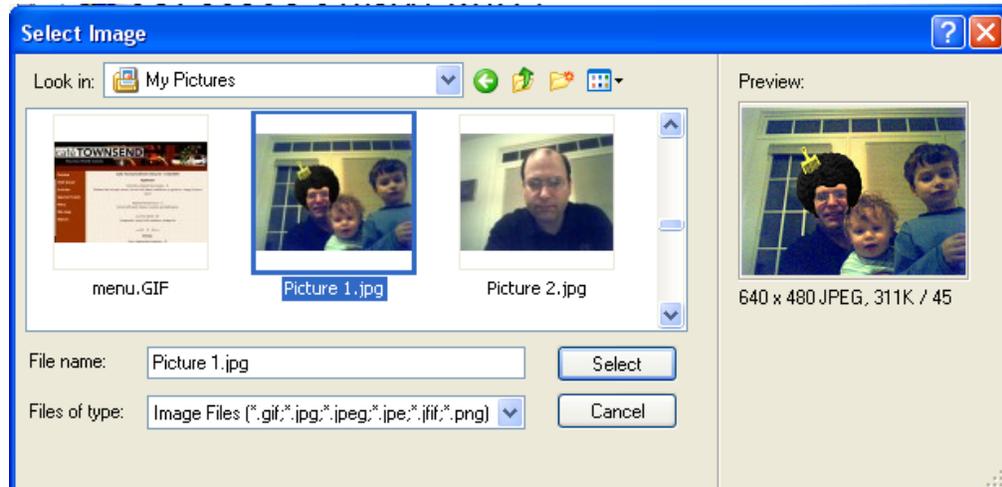
You can use the Insert menu or Image button in the toolbar to add an image from your computer or website to a page.



To add an image using the Insert menu or Image button:

1. Place the insertion point in your draft where you want the image to appear.
2. Do one of the following:
  - a. Click the Image button in the toolbar.
  - b. Select Insert > Image.
3. Select one of the following options from the pop-up menu:
  - a. From My Computer
  - b. From Website
  - c. From Shared Assets

The Select Image, Choose Image on Website, or Insert Shared Asset dialog box appears.



If you have already inserted an image in a page in a Contribute website, and you want to reuse the image, select From Website.

Browse to and select the image, and then click the Select or OK button.

If the Image Description dialog box appears, enter text to describe the image for users with disabilities or for users whose browsers are set to display text only, and then click OK.

The image appears in your draft. To make the image web-ready, Contribute reduces large images to the size pre-set by the Contribute administrator, if the administrator has enabled image processing for your role.

Note: If the image you are inserting is from your computer, you can edit the image inline (if your user role has permission to edit inline), but you can't edit the image in an external application until you publish the draft.

Tip: After you insert the image, double click the image to change image properties.

## Changing image properties

After you add an image to a page, you can change its viewable properties. Image properties include the following:

- location of image source
- display area size
- Padding
- Alignment
- Border
- Alternate text.

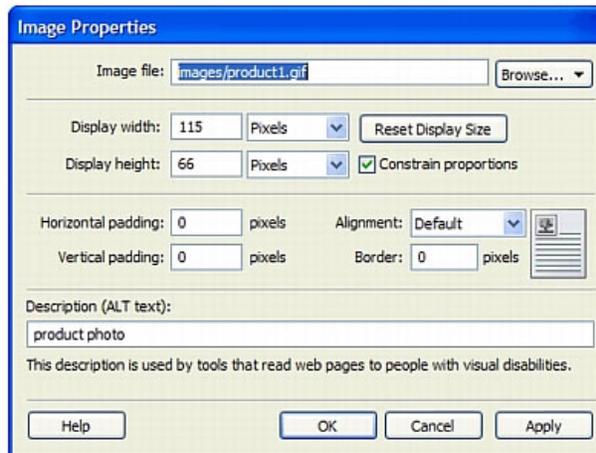
Modifying image properties only affects the way the image appears on the page.

To change image properties:

In your draft, do one of the following:

- Double-click the image.
- Select the image, and then click the Image Properties button in the image editing toolbar.
- Select the image, and then select Format > Image Properties.
- Right-click (Windows) or Control-click (Macintosh) the image, and then select Image Properties.

The Image Properties dialog box appears.



Click OK.

Contribute applies your changes to the image.

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## Walkthrough 6-1: Inserting an Image



In this walkthrough, you will add an images to the Darby home page and control its display by setting alignment and padding.

### Steps

1. Click on the **Home Pages** button and select **Darby Sociology Dept**
2. Click the **Edit Page** button
3. Position your cursor at the beginning of the **Body** section
4. Click on the **Image** button on the Contribute toolbar
5. Select **From Website...**
6. Click through to the [http://localhost/act3\\_darby/images](http://localhost/act3_darby/images) folder
7. Select the image **faculty.jpg**
8. Click **OK**.
9. Right-click on the image and select Align->Left
10. Right-click on the image and select Align->Right
11. Right-click on the image and select Image Properties
12. Set the Horizontal Padding to 5 pixels. Click **OK**.

## Editing images



Contribute contains technology inherited from Adobe Fireworks, allowing you to perform basic image manipulation without leaving the Contribute interface. These functions include the following:

- Crop
- Resize
- Rotate
- Sharpen
- Brighten
- Contrast

Note that using the Resize image tool actually changes the image data. When the page containing the modified image is published, Contribute will create a new copy of the file on your server with a unique file name. For example, if the original filename was `faculty.jpg`, the image once cropped would be saved out as `faculty_000.jpg`



*The Contribute Image Editing Toolbar*

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## Walkthrough 6-2: Modifying an Image



In this walkthrough, you will add a cropped image to a web page using the built-in cropping tool.

### Steps

1. Click **New** on the Contribute button bar
2. Select the template **website\_nested\_bio**
3. Enter a page title of **Dr. Nelson Sing Too**
4. Click **OK**.
5. Click on the Sample image
6. Press your **[Del]** key to remove it
7. Click on the **Image** button on the Contribute toolbar
8. Select **From Website...**
9. Click through to the [http://localhost/act3\\_darby/images](http://localhost/act3_darby/images) folder
10. Select the file **Nelson.jpg**
11. Click on the image of Prof. Nelson
12. Click on the image properties button 
13. Enter a text description of “Dr. Nelson Xing”
14. Click **OK**.
15. Use the crop tool  to trim the width of the image. Double-click on the image to exit the crop feature.
16. Click on the **Save for Later** button

## Adding Video



You can insert videos that are saved on your computer or videos on your website. You can also insert a video of certain file types from a still camera, video camera, or a video editor such as Movie Maker or iMovie into your web page. Some file types that you can use include QuickTime (MOV and QT), Flash video files (FLV), video files (MPG or MPEG), AVI, and Windows Media (WMV).

When you edit and save videos for your website, save the videos for the web, so that they are compressed.

To insert a video:

1. Place the insertion point where you want the video to appear in your draft.
2. Select one of the following options:
  - **Insert > Video > From My Computer**
  - **Insert > Video > From Website**
3. The Select Video or Choose Video On Website dialog box appears.
4. Navigate to and select the video file to insert, and then click **Open**.
5. A video placeholder appears in your draft.

You can also drag the video from another application. To do this, reduce the size of the Contribute application window so that you can also see the application that contains the video you plan to drag. In the other application, select the video and drag the video to your Contribute draft where you want the video to appear.

If you insert **MOV** file types in Contribute, your website visitors must have the QuickTime player installed to view the video on a Windows computer. If you insert **WMV** file types, your website visitors must have the Windows Media player installed to view the video on a Macintosh.

You may not be able to insert a video that exceeds the size restrictions that your Contribute administrator specifies for your user role. For more information, talk to your Contribute administrator or see [Setting options for file placement](#) in the online help.

The video does not play in the draft; you must publish your draft to play the video.

The default video display in Contribute for all video files (except for an FLV file) is 320 x 240. For an FLV file, Contribute detects the display size of the FLV file and displays it in the same size as the FLV file. If Contribute cannot detect the size of your FLV file, the video display is 320 x 240.

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## Adding Flash



Many websites contain Flash assets such as navigation buttons or a banner. You can insert Flash content from your computer, from your website, or from your Shared Assets list.

When you publish a page that contains Flash content, Contribute automatically copies the file to your website.

To insert Flash content:

1. Place the insertion point in your draft where you want the Flash content to appear.
2. Select one of the following options:
  - **Insert > Flash > From My Computer**
  - **Insert > Flash > From Website**
  - **Insert > Flash > From Shared Assets**

The Open, Choose Image From Website, or Insert Shared Asset dialog box appears.

3. Navigate to and select the Flash SWF file you want to insert, and then click **Open** or **OK**.

The Flash movie object appears in your draft.

## Walkthrough 6-3: Adding Flash and Video



In this walkthrough, you will add an interest calculator and Flash video to help educate Darby students about their financing options.

### Steps

1. Click **New...** on the Contribute button bar
2. Select the template **website**
3. Enter a page title of **Financing Options**
4. Click **OK**.
5. In the Breadcrumbs area, replace the placeholder text with **Financing Options**
6. Enter **Financing Options, By Experience Bank** in the Heading area
7. Position your cursor in the **Body** area
8. Select Insert->Video->From my computer
9. Select **Kevin\_Lynch\_Mission.flv** from the /act3\_darby/courseassets/ folder.
10. Right-click on the placeholder video and select **Video Properties**.
11. Select a flash video skin
12. Click **OK**.
13. Position your cursor to the right of the flash video placeholder
14. Select Insert->Flash->From my Computer
15. Select EBCalculator.swf.
16. Click **OK**.
17. Click **Publish**
18. Click **Yes** at the prompt to save the file without linking to it.
19. Click **Publish**
20. Click **OK**. The video should start playing and the mortgage calculator will now function.

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## Unit Summary



- You can insert images into web pages.
- Use left and right alignment on an image to control how text will wrap around it.
- Contribute allows you to change some basic image properties like brightness/contrast and image size
- You can add Flash files to your contribute sites
- You can add Flash video to a Contribute site and stipulate what type of playback controls will be displayed.