Tutorial

How to Upload Images—
Portrait, Montage and Logos—
to Your Honoree's Legacy Story

The images you are using for your honoree's legacy story can be color or black and white and are saved full size on our Website server. Until you select "Publish My Story" or "Save My Story," your cropped image will still appear full size.

The photograph montage must be compiled off-line as a single image so it can be added to your story.

You can select up to **five logos** to enhance the online version of your honoree's legacy story. Only the **top two logos** you select will appear alongside the Americans All logo on the bottom of the shortened, printed version of your honoree's legacy story. If you want to replace an image, click on the "Remove" or "Edit" button next to that image and repeat the selection process.

These instructions are the same for Individual and Group Legacy Stories.

The first step is to create a folder on your desktop to house all the photographs and images you want to use for your honoree's legacy story, so they will be easy to find when you click on "Choose File." The photograph of your honoree must be a jpg, png, gif or jpeg, and it must not exceed 20 megabytes in size. If your photograph is a PDF, it must be first saved to one of the usable formats.

Americans All®   PROGRAM OVERVIEW

[   ] Search

My Welcome Back Page   Sign Out   FAQs   Contact

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TUTORIALS / STORY SEARCH / INDIVIDUALS / SCHOOLS / ETHNIC & CULTURAL GROUPS / LEGACY PARTNERS & ISSUES/TOPICS INDEX

Create Legacy Story for an Individual

An asterisk (*) indicates a required field.

Click here for step-by-step instructions on how to create a legacy story for an individual. You may want to print these instructions for future reference.

Use this template to create your honoree's legacy story in English. Once it is published in the Heritage Honor Roll, use the link under "Actions" on your "Welcome Back" page to "Create a legacy story in an additional language."

By capturing the text in all fields—except "Middle Name" and (Maiden Name)—on this template, our "Search Engine" will make it easier for members to locate your honoree's story. For the listing in Americans All, please add a hyphen if the first or last name has more than one word (e.g. Mary-Ann, Billy-Bob, Smith-Benson). This will enable our "Search Engine" to add the hyphenated words as a single name.

To ensure the legacy stories published on our Heritage Honor Roll do not contain inappropriate language, all text is filtered through a secure, third-party Profanity App. If a word or phrase used in your story is on its "block" list, you will receive an error message at the top of the template when you click on the "Publish My Story" button. If that occurs, replace the word or phrase by using its first and last letters and put an "x" for each letter in between, such as "sxxt" or "fxxk you."

We can override the App's list of blocked words. If you believe the "blocked" word is appropriate, contact us by e-mail. Put the word "Profanity" in the subject line. In the body of the e-mail, identify the "blocked word or phrase" and include the sentence in which it is used. If our editorial board agrees that the word or phrase is appropriate, we will remove the word or phrase from the App's block list and notify you so you can insert the desired word or phrase in your story.

Note: Each time you change your honoree's legacy story or a memorial announcement, you must click on "Publish My Story" or "Save My Work."

Language

[English ∨]

Honoree Information*

Dates*

Legacy Story Text and Summary Text*

Print Version Headlines

Photographs and Logos

Click here and the field will open

The images you are using for your honoree's legacy story can be color or black and white and are saved full size on our Web site server. Until you select "Publish My Story" or "Save My Story," your cropped image will still appear full size.

The montage (photo collection) appears only in the online version of your honoree's legacy story and must be compiled as a single image so it can be added to your story.

You can select up to **five logos** to enhance the online version of your honoree's legacy story. Only the **top two logos** you select will appear alongside the Americans All logo on the bottom of the printed version of your honoree's legacy story. If you want to replace an image, click on the "Remove" button next to that image and repeat the selection process.

Note: Your selected logos will not appear until you choose to publish your story online.

Click here for step-by-step instructions on how to insert images into a legacy story.
Click here to see examples of honoree montages.
Click here to get information on logos.

[Select a Photograph of My Honoree]   **(A)**

[Select a Montage]   **(B)**

[Select a Logo]   **(C)**

Sponsor Information

2

(A) **Select a Photograph of My Honoree**

The acceptable image format for a photograph is a square, and the size must be at least 400 pixels (4.2 inches) in each dimension (height and width) to be uploaded. The original size of the photograph cannot exceed 2048 pixels (21 inches) in either dimension.

Upload a new file *
Choose File | No file chosen | Upload
Files must be less than **20 MB**.
Allowed file types: **jpg png gif jpeg**.
Images must be between **400x400** and **2048x2048** pixels.

Next

After you click on "Choose File," a screen shot will appear. Select the new folder and it will open to show the images inside. When you click on the image, the name of the image will appear in the "File Name" field and click on "Open."

Once a photograph is selected, its name and format will appear in the field. Then click on "Upload."

Upload a new file *
Browse... | allan image.JPG | Upload
Files must be less than **100 MB**.
Allowed file types: **jpg png gif jpeg**.
Images must be between **400x400** and **2048x2048** pixels.

Next

After you click on "Upload," a blue bar will appear indicating that the upload is in process.

Upload a new file *
Browse... | allan image.JPG | Upload
Files must be less than **100 MB**.
Allowed file types: **jpg png gif jpeg**.
Images must be between **400x400** and **2048x2048** pixels.

Next

When the upload has been completed, the file name will appear in blue. Click on "Next."

Upload a new file *
📄 allan image.JPG | Remove
Files must be less than **100 MB**.
Allowed file types: **jpg png gif jpeg**.
Images must be between **400x400** and **2048x2048** pixels.

Next

The **Name*** field enables you to confirm that the photograph you selected is the correct one.

Click on the "Crop" button.

Name *
allan-image.jpg

Alt Text
Ignore this field
Alternative text is used by screen readers, search engines, and when the im

Title Text
Ignore this field
Title text is used in the tool tip when a user hovers their mouse over the im
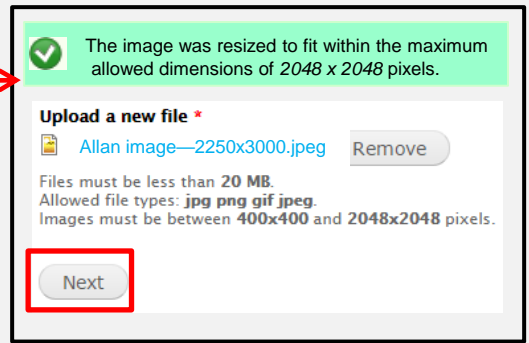
Crop

Previous | Save

3

If the selected photograph is too large, the upload program will resize it to fit the template.

If it is too small, this error message will appear.

The specified file could not upload. The image was too small; the minimum dimensions are 400 x 400 pixels.

Instructions on how to increase the size of a photograph to make it usable are provided at the end of this tutorial.

Click on "Next" to continue.

The image was resized to fit within the maximum allowed dimensions of *2048 x 2048* pixels.

Upload a new file *
Allan image—2250x3000.jpeg   Remove

Files must be less than **20 MB**.
Allowed file types: **jpg png gif jpeg**.
Images must be between **400x400** and **2048x2048** pixels.

Next

By clicking and dragging your cursor over one or more of the white boxes on the shadow area over your image, you can crop your photograph as you desire. The image in the upper left corner will reflect your cropping decisions.

If you click on "Maximize selection," the image will automatically be increased to its maximum size.

You can always readjust the size of your photograph by moving the corner vertically and horizontally. Until you select "Publish My Story" or "Save My Story," your cropped image will still appear full size.

After the cropping process has been completed, click on "Save."

Save   Remove selection   Maximize selection   Cancel
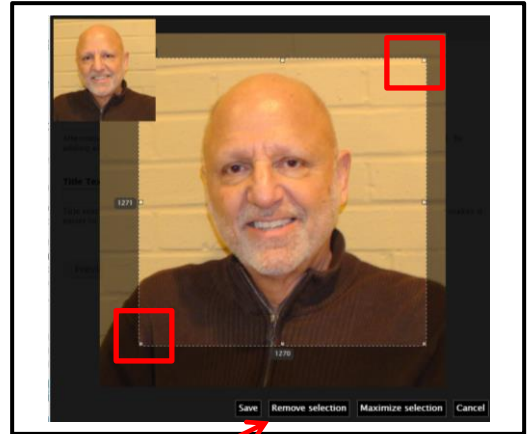
This screen will acknowledge [Crop (cropped)] that the cropping function has been successfully completed.

Click on "Save."

Name *
allan-image.jpg

Alt Text
Ignore this field
Alternative text is used by screen readers, search engines, and when the im

Title Text
Ignore this field
Title text is used in the tool tip when a user hovers their mouse over the im

Crop (cropped)

Previous   Save

You can always change the image or its size by clicking on "Edit."

Click here for step-by-step instructions on how to insert images into a legacy story.
Click here to see examples of honoree montages.
Click here to get information on logos.

Remove

Crop (cropped)
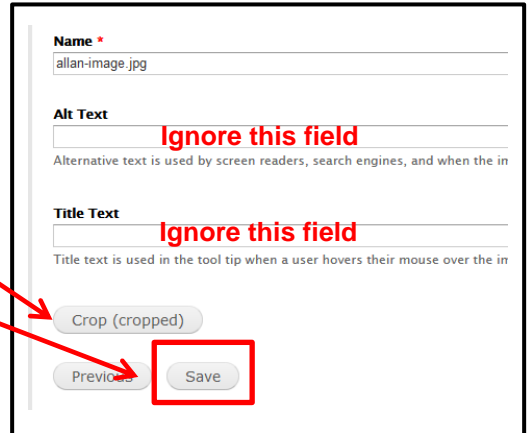
Edit

Select a Montage

Select a Logo

The following pages provide information on uploading your Montage and Logos. These images can be uploaded in any order and at any time.
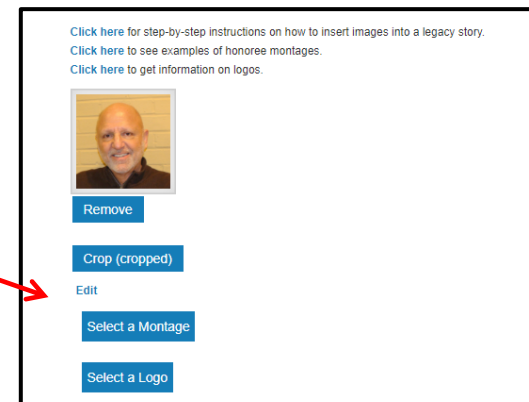
(B) Select a Montage

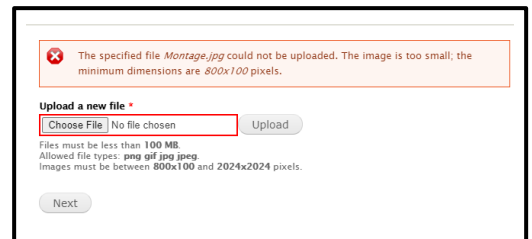To add a montage of photographs to your honoree's legacy story, click on "Select a Montage."
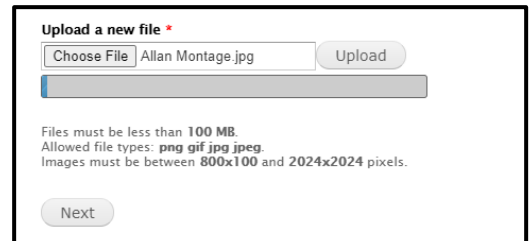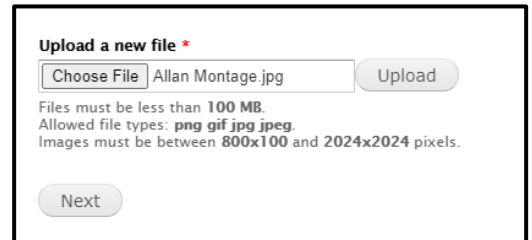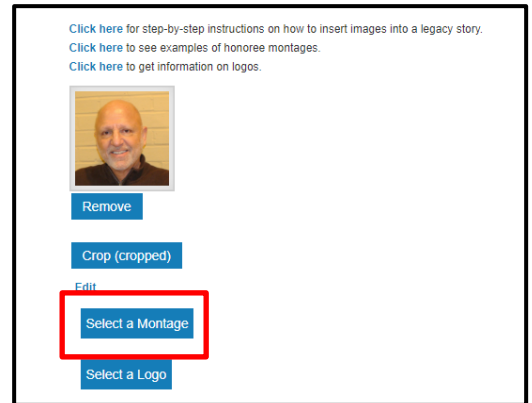
The montage can only be uploaded as a single image.

The steps to upload a montage are the same as the ones used to upload a photograph or a logo.

The individual images that make up the montage must be assembled off-line so the final product can be uploaded as a single image. The image format for a montage is a rectangle that must be at least 800 pixels (10.75 inches) wide. The original size of the montage cannot exceed 2048 pixels (21 inches) deep.

See pages 8-11 if you are using PowerPoint or a similar type of program to create your montage.

If the width of your honoree's montage exceeds 800 pixels, it will automatically be resized to fit the template. If the width of the image is too small, you will get an error message.

This **Name*** field enables you to confirm that the photograph you selected is the right one.
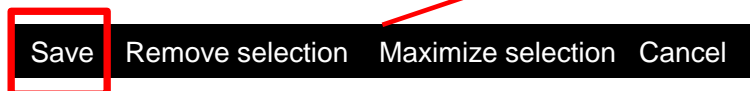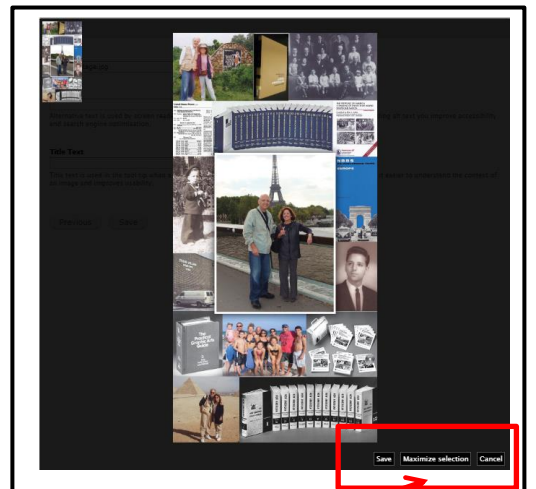
Click on the "Crop" button.

By clicking and dragging your cursor over one or more of the white boxes on the shadow area over your image, you can crop your photograph as you desire. The image in the upper left corner will reflect your cropping decisions.

If you click on "Maximize selection," the image will automatically be increased to its maximum size.

You can always readjust the size of your photograph by moving the corner vertically and horizontally. Until you select "Publish My Story" or "Save My Story," your cropped image will still appear full size.

After the cropping process has been completed, click on "Save."

Save   Remove selection   Maximize selection   Cancel

This screen will acknowledge that the cropping function has been successfully completed.

Click on "Save."

Name *
allan-image.jpg

Alt Text
Ignore this field
Alternative text is used by screen readers, search engines, and when the image can adding alt text you improve accessibility and search engine optimization.

Title Text
Ignore this field
Title text is used in the tool tip when a user hovers their mouse over the image. Add easier to understand the context of an image and improves usability.

Crop (cropped)

Previous   Save

You can always change the image or its size by clicking on "Edit."

Click here for step-by-step instru
Click here to see examples of h
Click here to get information on

Remove

Crop (cropped)

Edit

Remove

Crop (cropped)

Edit

Select a Logo

7

How to Increase the Size of a Large Image

If you are creating your montage with sophisticated software tools such as Adobe InDesign, Adobe Illustrator, Inkscape, Microsoft Publisher or Scribus, it will be easy to save a vertical (portrait) page to meet the 800-pixel width required for uploading a montage. The depth is not an issue.

if you are working with a less sophisticated software, like PowerPoint (which is quite adequate to design the page), there are changes you need to make on the format of the page before you create the montage. In the landscape (horizontal) format, the number of images you can include is less than if you use the portrait (vertical) format, but the page will be wide enough to upload to your story. Therefore, to maximize the number of images you can use, you need to change the PowerPoint page from horizontal to vertical format. Instructions on how to make that easy change are on page 9.

One final note: In PowerPoint, the largest vertical image that can be saved is 720 pixels—less than the 800 needed to upload the montage to your story. This may also be an issue with other less powerful software programs.

Fortunately, there is an easy—and free—solution that is available on the Web to increase the size of an image. The free app is—https://resizing.app. You can use the app directly on the Web page or download it and add it as a "Chrome Extension" to your device for future use. See page 10 for instructions.

# How to Change a PowerPoint Format From Landscape (Horizontal) to Portrait (Vertical)

1. Select the **View** tab on the toolbar ribbon, and then click **Normal** on far left (which may automatically be activated—gray screen).

2. Select the **Design** tab.
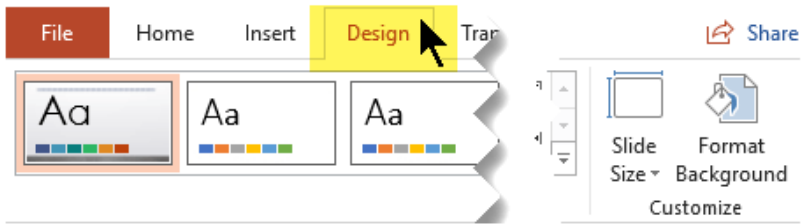
3. Near the right end, select **Slide Size** in the Customized group, and then click **Custom Slide Size**.
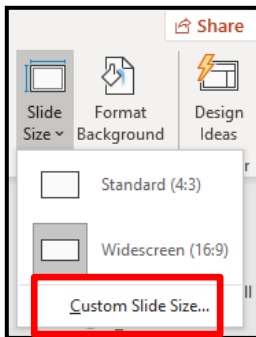
4. In the **Slide Size** dialog box, click on **Portrait.**
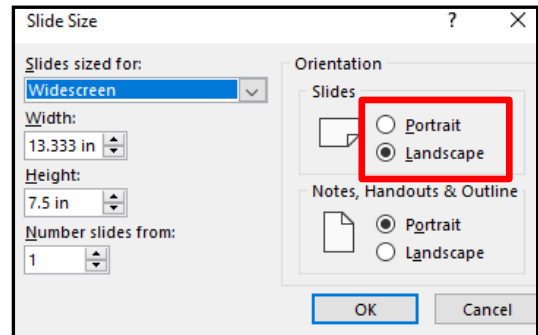
5. In the next dialog box, you can select **Maximize** to take full advantage of the space available, or you an select **Ensure Fit** to make sure that your image fits on the vertical page (recommended).

https://resizing.app
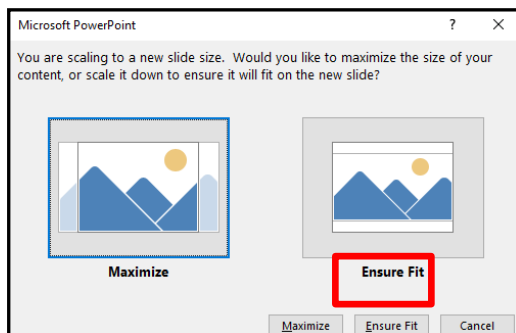
Resize Your Images Online

Don't play the waiting game anymore! Convert, optimize, crop, and resize images online in only one easy click. Free and unlimited.
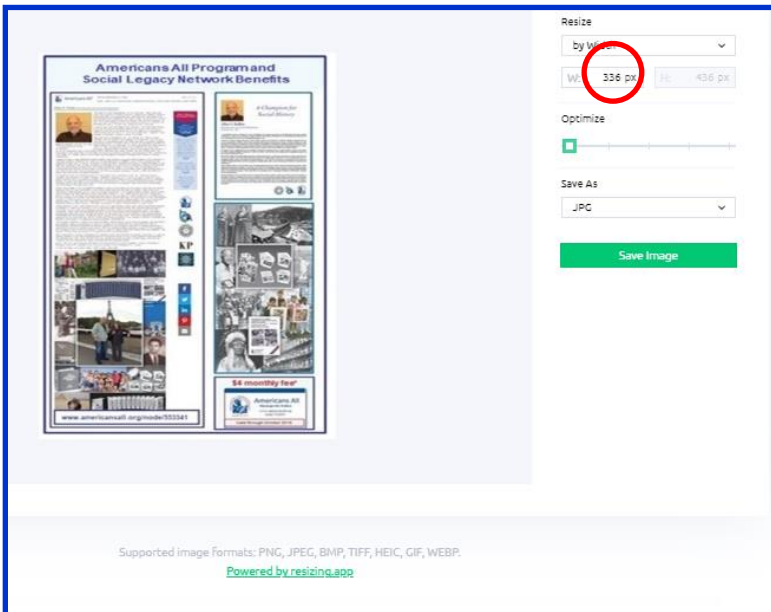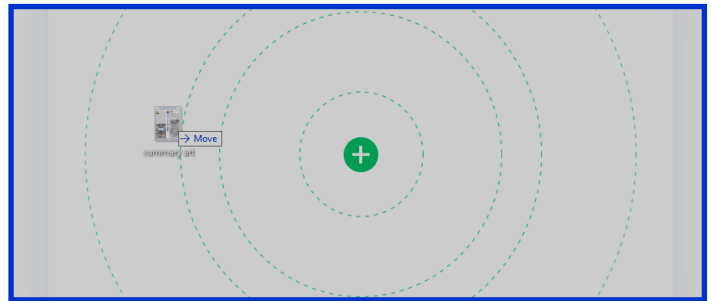
Add to Chrome for FREE

★ ★ ★ ★ ★   It doesn't get easier than that!

＋ Click here to upload your image

"Drag and drop" your image toward the ＋ and then release it.

When the "resize" box appears, put your cursor over the "width" number (in red circle) and change it to 810. Then click on "Save Image."

(C) Select a Logo

To add logos to your honoree's legacy story, click on "Select a Logo."

You can select up to **five logos** to enhance the online version of your honoree's legacy story. Only the **top two logos** you select will appear alongside the Americans All logo on the bottom of the printed version of your honoree's legacy story. If you want to replace an image, click on the "Remove" button next to that image and repeat the selection process.

Note: The steps to upload a logo are the same as the ones used to upload a photograph or montage to your honoree's legacy story. The preferred image format for a logo is a square, and the size must be at least 245 pixels (3.4 inches) in each dimension (height and width) to be uploaded. The original size of a logo cannot exceed 1024 pixels (13.75 inches) in either dimension.
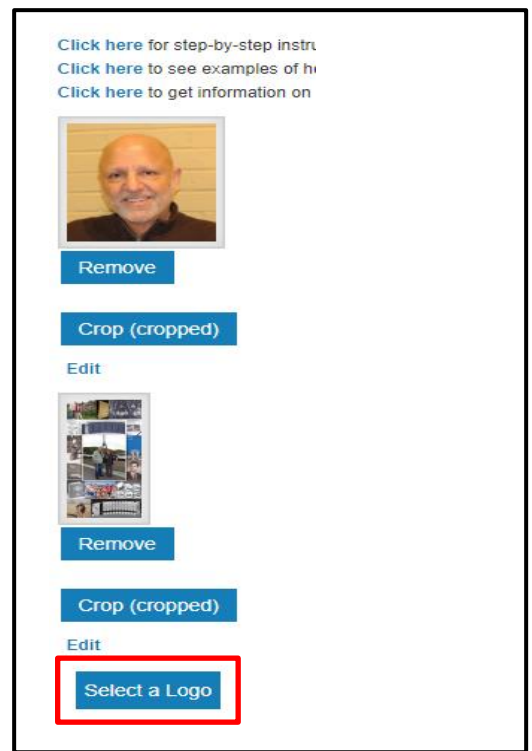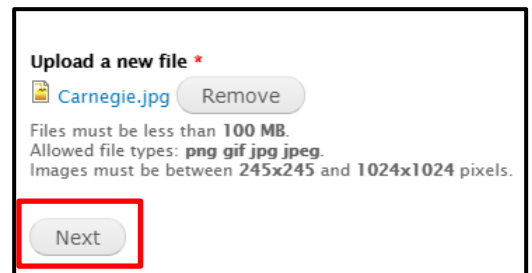
Once a photograph is selected, its name and format will appear in the field. Then click on "Upload."
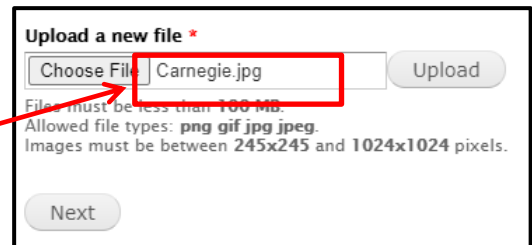
A bar with a blue line will appear indicating that the upload is in process of being uploaded to your story.
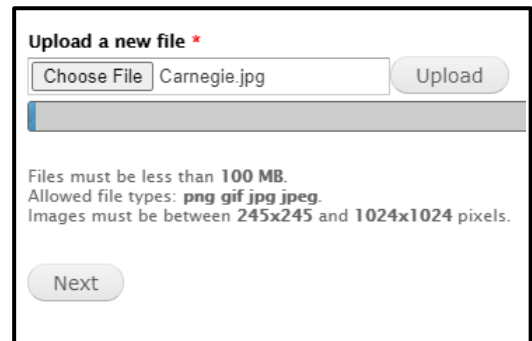
After the "Upload" has been completed, click on "Next."

Instructions on how to increase the size of a logo to make it usable are provided at the end of this tutorial.

Click here for step-by-step instru
Click here to see examples of h
Click here to get information on

Remove

Crop (cropped)

Edit

Remove

Crop (cropped)

Edit

Select a Logo

Upload a new file *
Choose File Carnegie.jpg Upload
Files must be less than 100 MB.
Allowed file types: **png gif jpg jpeg**.
Images must be between **245x245** and **1024x1024** pixels.

Next

Upload a new file *
Choose File Carnegie.jpg Upload

Files must be less than **100 MB**.
Allowed file types: **png gif jpg jpeg**.
Images must be between **245x245** and **1024x1024** pixels.

Next

Upload a new file *
Carnegie.jpg Remove
Files must be less than **100 MB**.
Allowed file types: **png gif jpg jpeg**.
Images must be between **245x245** and **1024x1024** pixels.

Next

The **Name*** field enables you to confirm that the photograph you selected is the right one.

Click on the "Crop" button.

Name *
carnegie.jpg

Alt Text

Ignore this field

Alternative text is used by screen readers, search engines, and when the image canno adding alt text you improve accessibility and search engine optimization.

Title Text

Ignore this field

Title text is used in the tool tip when a user hovers their mouse over the image. Addir easier to understand the context of an image and improves usability.
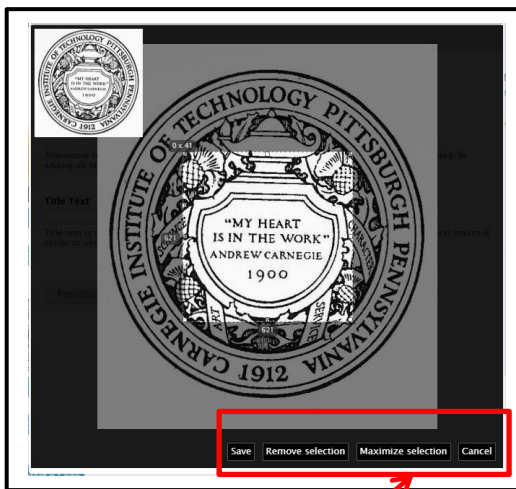
Crop

Previous   Save

By clicking and dragging your cursor over one or more of the white boxes on the shadow area over your image, you can crop your photograph as you desire. The image in the upper left corner will reflect your cropping decisions.
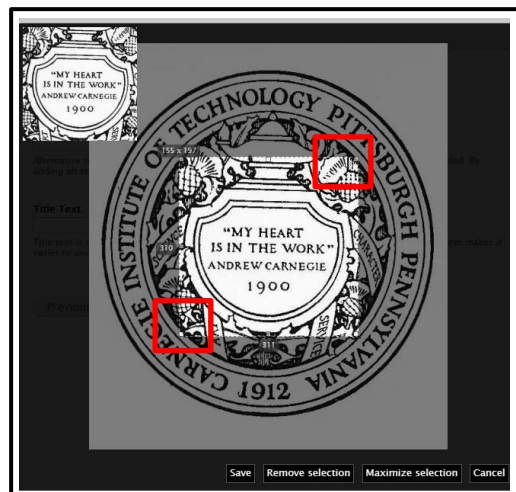
If you click on "Maximize selection," the image will automatically be increased to its maximum size. The shadow over the original image will not change, but the image in the upper left corner will show the desired cropping.

You can always readjust the size of your photograph by moving the corner vertically and horizontally. Until you select "Publish My Story" or "Save My Story," your cropped image will still appear full size.

Save   Remove selection   Maximize selection   Cancel

Once you are satisfied with the cropping of your logo, click on "Save."

Name *
carnegie.jpg

Alt Text
Ignore this field

Alternative text is used by screen readers, search engines, and when the image cann adding alt text you improve accessibility and search engine optimization.

Title Text
Ignore this field

Title text is used in the tool tip when a user hovers their mouse over the image. Add easier to understand the context of an image and improves usability.

Crop (cropped)

Previous   Save

Until you select "Publish My Story" or "Save My Story," your cropped image will still appear full size.

File information   **Operations**

Edit   Remove

Crop (cropped)

Select a Logo

You have now uploaded the first logo to your honoree's legacy story. If you want to add up to four more logos, repeat these steps by clicking on "Select a Logo" for each one you want to add.

Click here for step-by-step instructions on how to insert images into a legacy story.
Click here to see examples of honoree montages.
Click here to get information on logos.

Remove

Crop (cropped)

Edit

Select a Montage

File information   **Operations**

Edit   Remove

Crop (cropped)

Edit   Remove

Crop (cropped)

Select a Logo

Tutorial

How to Make the Format or Size of an Image Usable

Many people have a valued photograph or a copy of a logo (e.g., a military insignia) that would enhance the appearance of an honoree's legacy story. If these images are in print (or cloth) formats, they must first be converted to a digital format to be uploaded to a legacy story. Also, regardless of their format, if they are too small to use, they need to be enlarged to a minimum size.
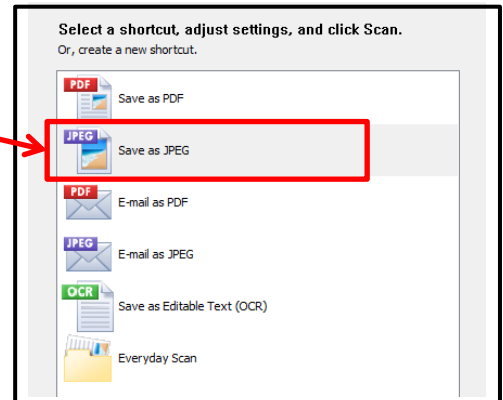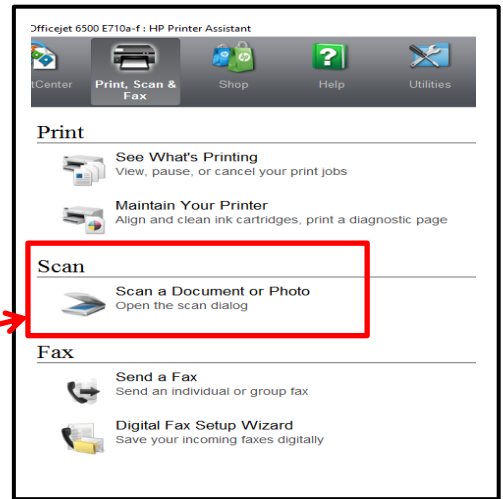
Creating a Digital Image

To convert an image to a digital format, you need access to an all-in-one printer: a device that prints, copies, scans and faxes documents. This example uses an HP Officejet 6500.

Place the image on the screen and then select "Scan a Document or Photo."

When the menu appears, save the image as a "JPEG."

Once the scan is completed, name the image and save it your desktop or the folder that has been set up for the project.

If you believe your newly created digital image may be too small to use, that problem can be easily resolved at this time. Place a sheet of light-colored paper on top of the image when you place it on the scanner. The scanning tool is programmed to only scan (or recognize) the image on the screen. Therefore, the scanner will include your paper as a part of the image, thus increasing its overall size without distorting the quality of your image. You can later crop the image to include only the background that is needed to meet the minimum size requirements.

Increasing the Size of a Digital Image

Many logos accessible through the Internet will be in digital format but may not meet the minimum size requirements. Trying to enlarge an image's size typically will cause a deterioration in its quality. The solution is to add a background to the image, so the overall size meets the minimum size requirements.

To determine whether an image is undersized, right click on the image (1) and when drop down menu appears, click on "Properties" (2). Then click on "Details" (3) at the top of the next menu to obtain its dimensions. The image size is 621 x 703 pixels. (This example is done with Windows.)
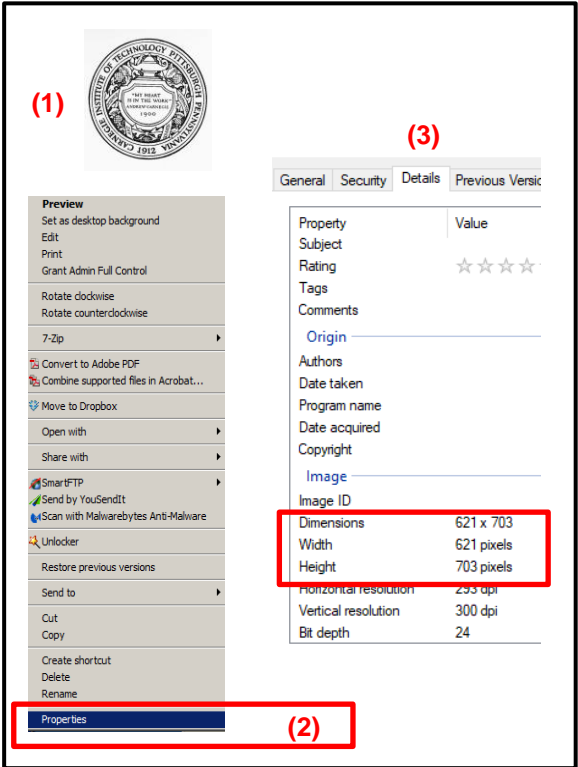
If the image is too small, you can create a background by using any off-the-shelf program, such as PowerPoint, Adobe Photoshop, Adobe, Picasa or Apple Photo.

First, create a blank window (4). It will have a default color in it. Next, using the color chart, select the appropriate color for your background (5). Then, using the provided tool, reformat the background with your chosen color (6).

Then, right click on your desired image (1) and drag and drop it into the background. If your logo image is light, you can use a dark color for the background. Then save it as a .jpeg file to your desktop or the folder you created for the project.

Your image will now be large enough to be successfully uploaded to your honoree's legacy story.