Convention 2019 Communication Convenors Workshop

Kathy Gallagher

- Provincial Communications Website Convenor
- Windsor-Essex Branch
- Computer Specialist
- Recently took a coding course (always trying to learn more)
- Manage websites for various organizations
- Married with 2 children and 3 grandchildren
- Favourite vacation spot southern California

Please do the following:

- Please take a a stickie note from the rwto/oero pad and print your name, branch name and a question you have regarding sending information to be posted or anything else you need help with as a Communications Convenor.

- Place the stickie note in the yellow folder after the workshop

- Answer will be emailed as quickly as possible

Tabs / Headings

Tabs / Headings

HOME

Used for Introduction to the Branch

Scarborough
http://rwto.org/branch/scarborough/

- Welcome
- Information for membership & contact person's name, phone number, email
- List of Executive

Windsor-Essex
http://rwto.org/branch/windsor-essex/

- New Board photo
- Membership link
- Facebook link
- Instagram link

www.rwto.org   51

Tabs / Headings

ABOUT

- Executive List
- Convenors List
- Brochure of the Branch
- Contact Names

GALLERY

- Photos of Events Past and Present
- A title and description of a group of photos
- Events such as luncheons, trips, charity functions
- Photos enlarge when clicked
- Description of photo is displayed when the mouse is rolled over the photo

RWTO
Welcomes
New Members

Welcome
Retired Women
Teachers of Ontario
London-Middlesex Branch
1956 to Present

Caring & Sharing

Tabs / Headings

EVENTS

- List of Upcoming Events such as luncheons & trips with information about place, time and price
- List of Past Events

MEMBERSHIP

- Who to contact
- When payment is due
- How much is the membership for the branch
- Insurance information: name, and/or email address, phone number of contact

Tabs

NEWSLETTERS

- Most current Newsletter –send in pdf or word format
- Past Newsletters posted but under title" Past Newsletters"

AWARDS

- Cora Bailey Awards with photo, name and description
- Awards handed out at the Convention with photos
- Special awards just for the branch

Tabs / Headings

CHARITIES

- List of charities the branch helps
- Description of the charities
- Photos taken while helping the charity

IN MEMORIAM

- Photos of deceased members
- Obituary if possible
- Date of birth and death

Sending Updates Via Email

Email Address: rwtocyberlady@gmail.com

- In the subject area always put **name of the Branch**

- Be specific about what to **delete**

- Be specific about what to **insert**

- Instructions can be sent in a **word or pdf file** and attached to the email or just typed in the email

- Attach any photos to be posted but specify which tab (Home? Gallery? Events?)

- Label photos where possible eg. Luncheon 2018 or London Luncheon

- Photos can be resized. (the more pixels the clearer the photo on the web)

Sending Updates Via Email Photos/Images/Files

Don't forget to attach photos or files to your email with instructions.

- Images too small will not appear clear
- images that are too big (over 20MB) email provider might not deliver, nor will they upload on our website

- Resolution is important (eg.1024×768 pixels)
- Larger pixels means clearer photos (I can always resize them)
- Under which tab are the photos to be inserted (Gallery? Events? Membership? Awards?)
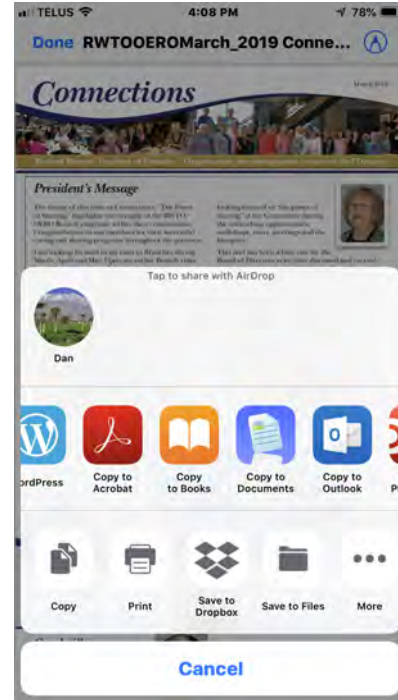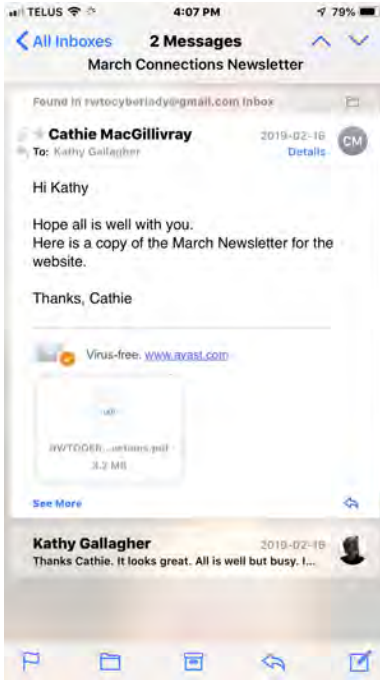- Attached instructions for images can be in Word or PDF

Saving In iBooks
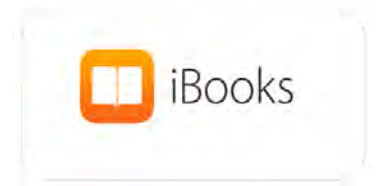
🔳 save images and files in iBooks if you have an Apple device such as an iPhone, iPad, MacBook Pro, MacBook Air or iMac

🔳 save the connections Newsletter

How to Save In iBooks

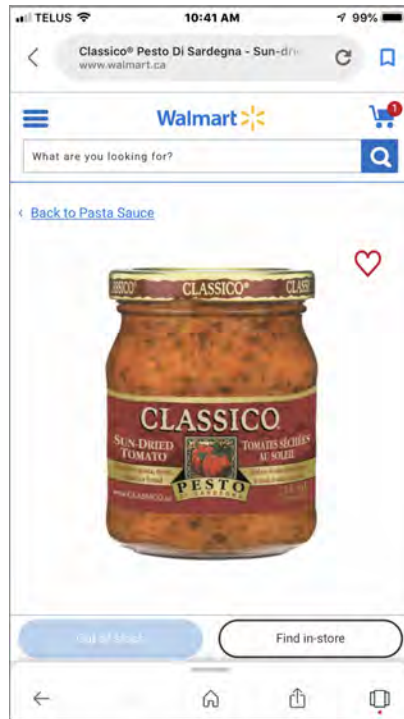# Saving Connections on your Apple Device
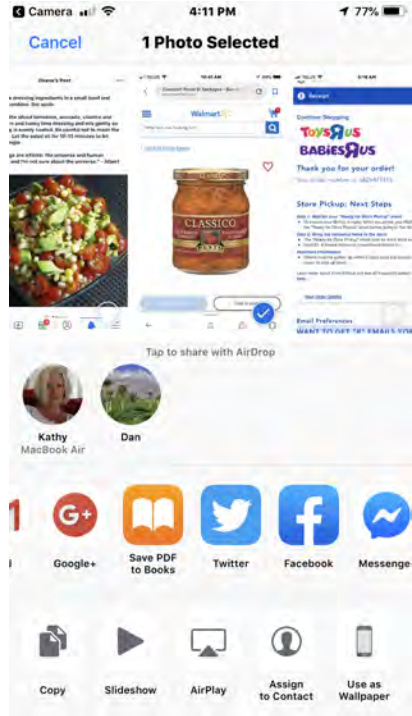
Apple Devices:
- ➢ iPhone
- ➢ iPad
- ➢ MacBook Pro
- ➢ MacBook Air
- ➢ iMac

Saving Connections on your Apple Device Using iBooks

Saving a photo on your Apple Device Using iBooks

Photoshop Software

Gimp vs Adobe Photoshop

GIMP-2.10
Application - 461.2 MB

- **Gimp** is free (closest to Adobe Photoshop)
- **Adobe Photoshop & Adobe Premiere** – you can buy it as a package ($149.00 US) or a monthly subscription

Gimp

Download for Mac or PC

https://www.gimp.org/downloads

GIMP-2.10
Application - 461.2 MB

Gimp

Download for Mac or PC - **https://www.gimp.org/downloads/**

GIMP-2.10
Application - 461.2 MB

Mac extension.dmg

PC extension.exe

gimp-2.10.10-....dmg
54.4/158 MB, 21 secs left

gimp-2.10.10-s....exe
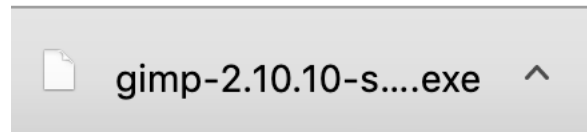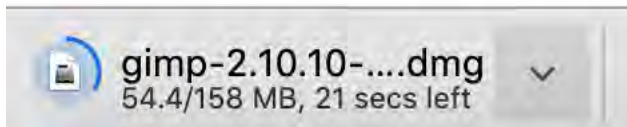
Gimp –Install Steps

1.
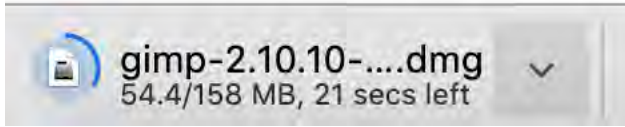
2.

3.

4.
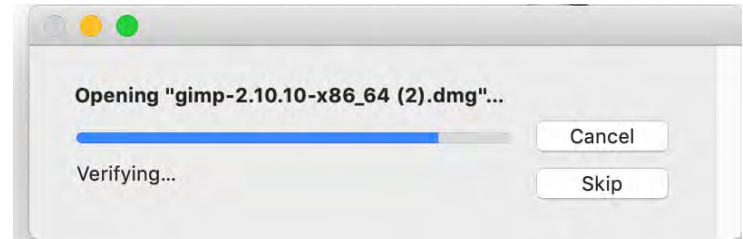
5.
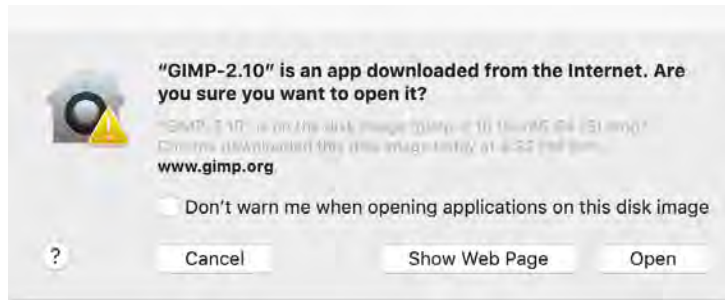
Gimp – Interface

Gimp – Interface

GIMP-2.10
Application - 461.2 MB
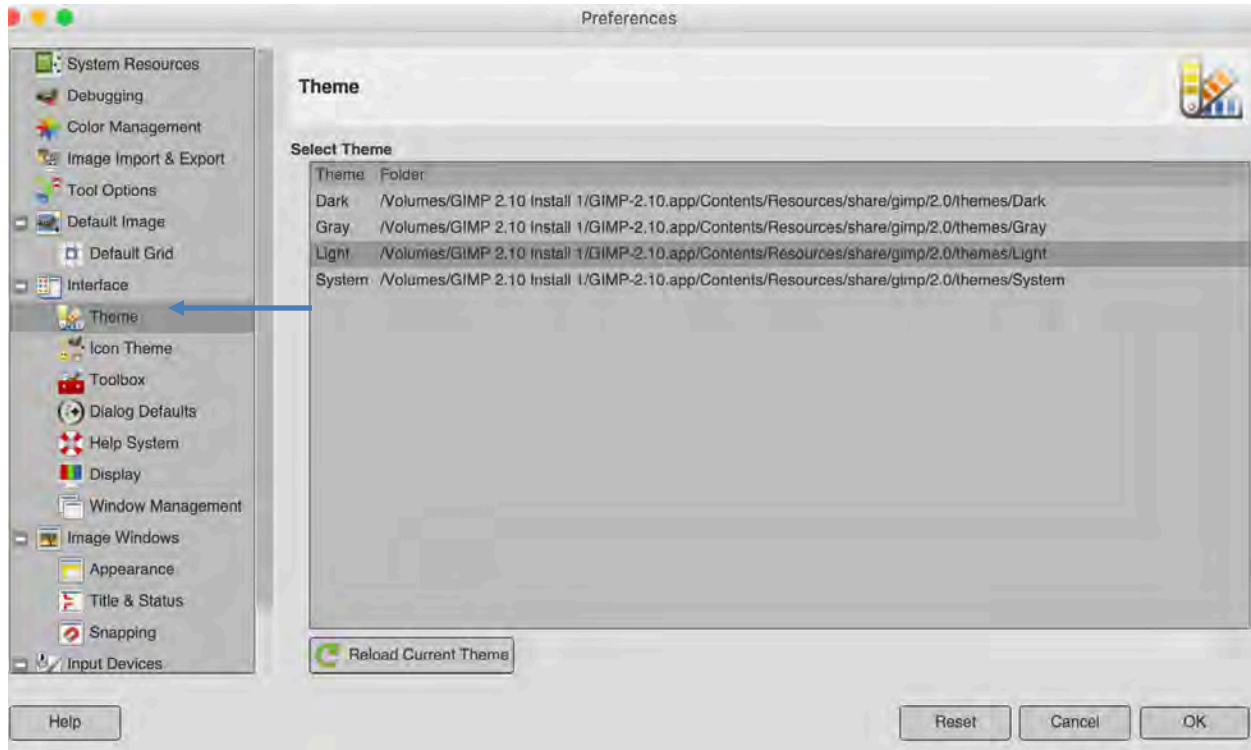
Choose an interface under theme.
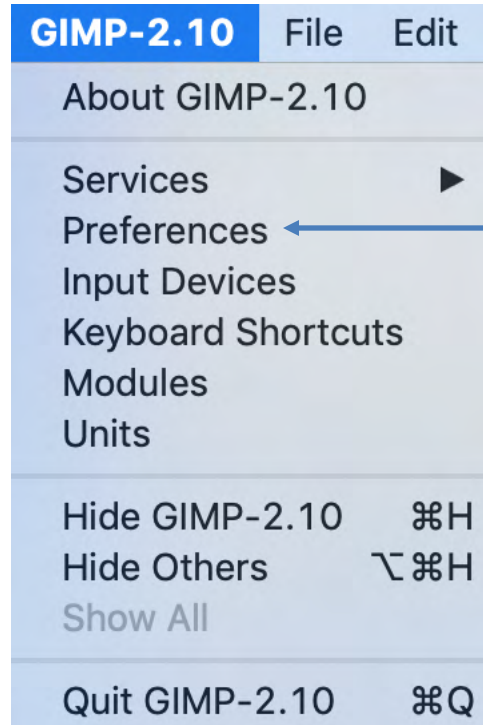
Gimp -Toolbar
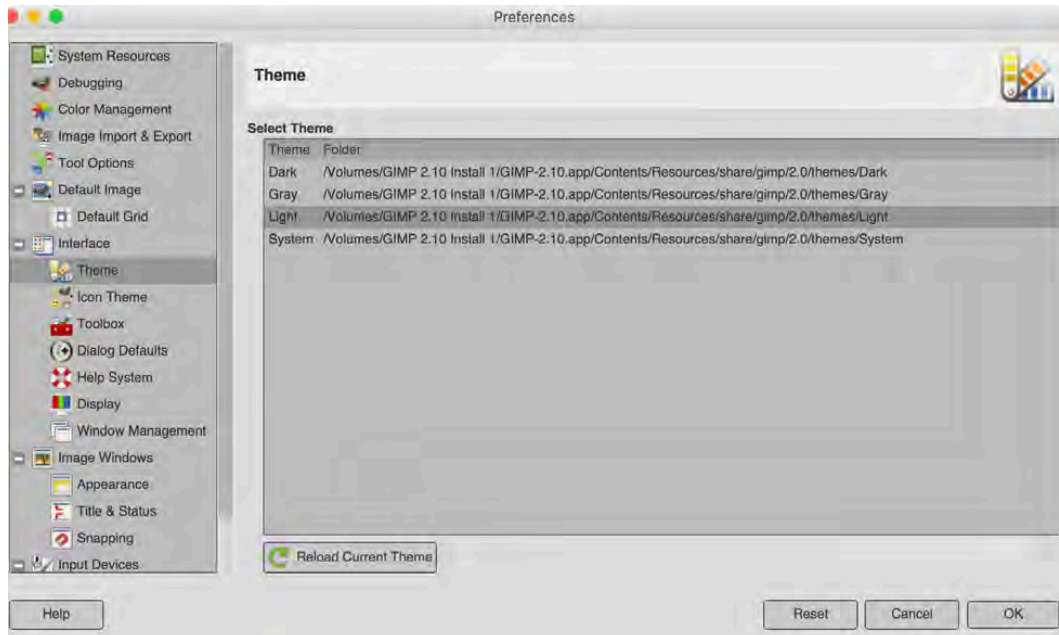
Gimp - Workspace

GIMP-2.10
Application - 461.2 MB
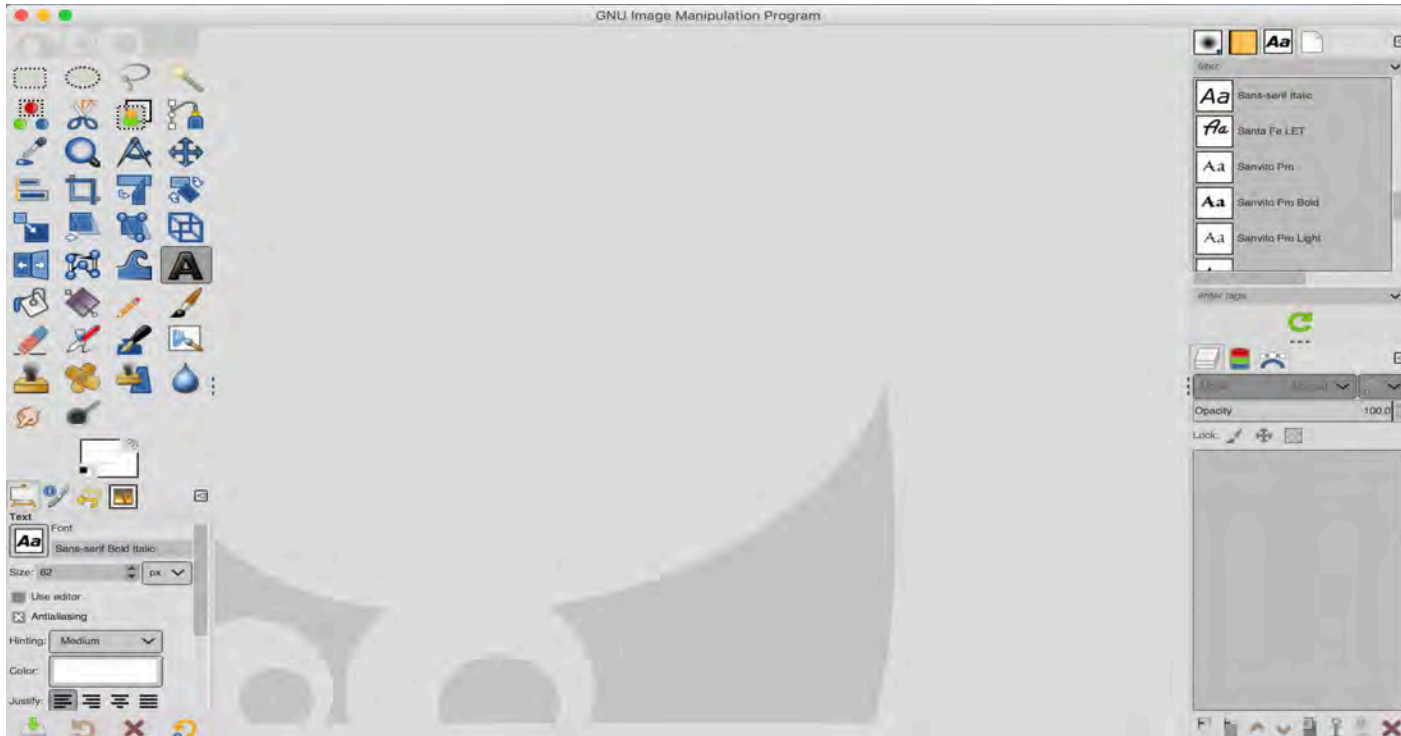
Let's Try Some Things With Gimp

GIMP-2.10
Application - 461.2 MB

Resize a photo (.xcf is the file format)

How do I convert XCF to JPG?
To convert:
Open the XCF file using GIMP.
Click on File.
Click on Export.
Enter a filename. It'll be saved as PNG by default. You can use any other format by simply adding the extension to your filename (like image.jpg , image.bmp) or selecting another file format in the bottom right of the export window.
Click on Export.

Scale Image

Scale Image
[Resize Practice] (imported)-3

Image Size
Width: 2448
Height: 1836   px
2448 × 1836 pixels

X resolution: 300.000
Y resolution: 300.000   pixels/in

Quality
Interpolation: Cubic

Help   Reset   Cancel   Scale

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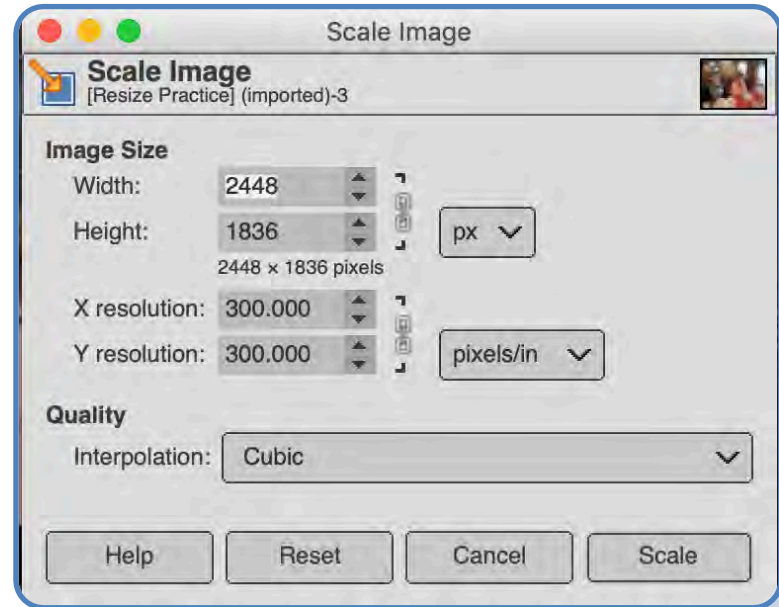
Let's Try Some Things With Gimp

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Crop a photo

Open **GIMP** and select File > Open to open the file you wish to **crop** and resize.

The file opens in a new editing window. ...

Move your mouse to the **image** window and select the area you wish to **crop**.

Now select **Image** > **Crop Image** and the **image** will be cropped to the selection you made.

Let's Try Some Things With Gimp

GIMP-2.10
Application - 461.2 MB

Insert text on a photo

To add text in GIMP, open a new image (File > New) and then do the following:

Select the **Text Tool**. To select the **text tool**, click the **Text tool** icon from the main toolbox:

Initiate the **Text** Input. Click within the image, roughly where you would like the **text** to appear.
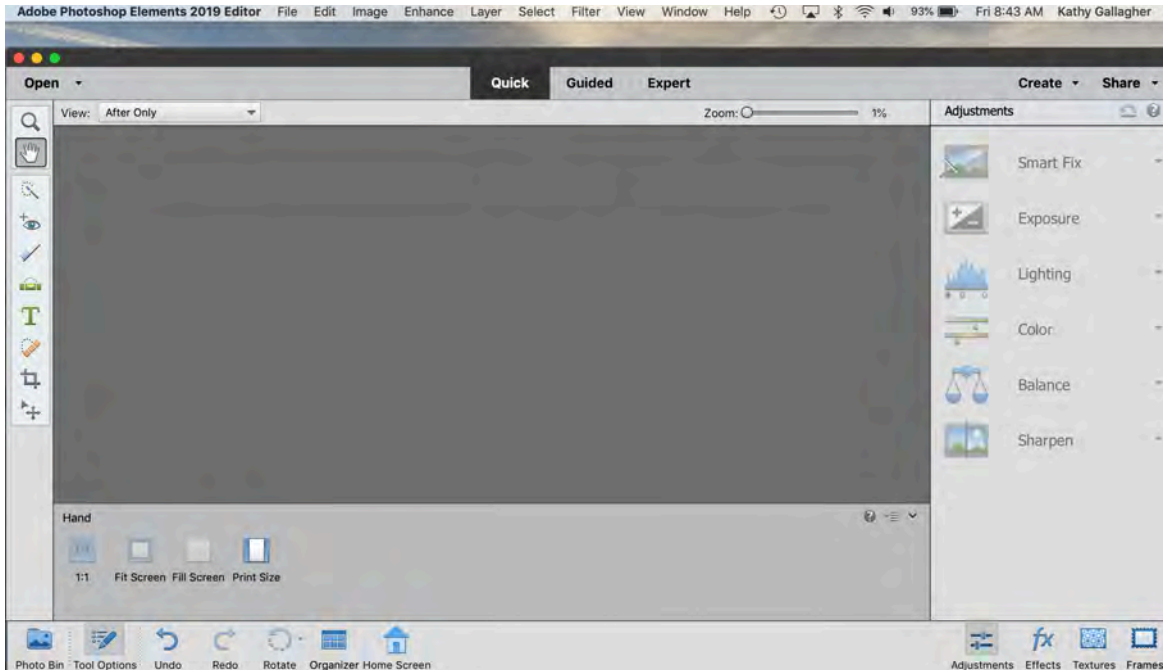
Enter the **Text**. ...

Close the Editor.

Photoshop Software - Adobe

Adobe Photoshop & Adobe Premiere – you can buy it as a package ($149.00 US) or a monthly subscription

Resize

Crop

Insert Text

Renaming A Photo (Mac or PC)

Renaming a photo on an iPhone ,iPad or Android

How to Rename a Photo on an Apple Device

Renaming a photo on a Mac desktop
How to Rename a Photo on a Mac Desktop

Renaming a photo on a PC desktop

How to Rename a Photo on a PC

FYI

Communications Convenors Page

It is important to update regularly in order to keep members informed of the most current information.

All the information from this workshop and last year's workshop
is on the **Communications Convenors Page**

Click or Copy the link below:

https://rwto.org/branches/communication-convenors/

What makes a cool teacher ?