

Storing, Copying and Adding Images to Tests, Alerts and Highlights

Provided by HealthStream Publishing Functionality Team

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SUMMARY

This document provides guidelines on the usage of graphic images (images) and when to use them, such as:

- Where to add the image files so that they can be seen when accessing the HLC from any computer regardless of firewall restrictions
- Reviews step by step instructions on how to copy and embed images

RATIONALE

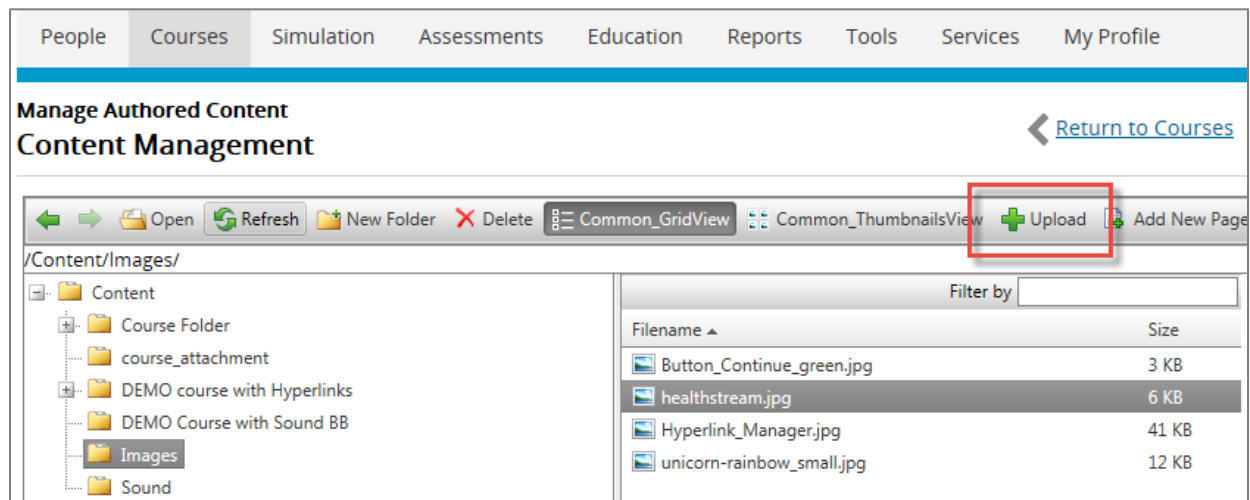
Adding images, such as a company logo, to communication allows organizations to brand their communications, enhance understanding, and improve employee engagement. Although images can be stored on any internet server, this can create security access issues for users depending on how the student accesses the HLC. If the images are added to the HLC Authoring FTP server, anyone can view the image content regardless of where or how they access the HLC.

Important: Review Copyright laws as they apply to image usage to ensure compliance with permission laws.

HOW TO

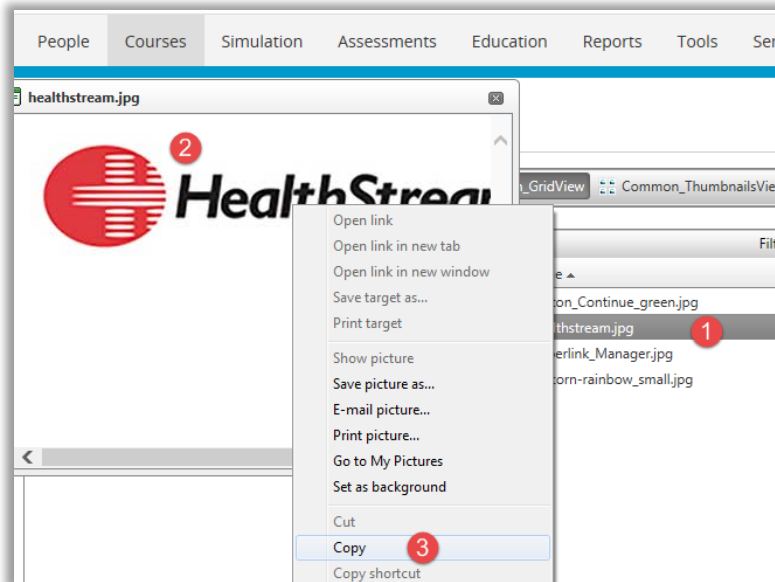
Authoring administrator rights are dictated by the organization. Not all administrators have permissions to access content manager.)

- I. Save Images to the Authoring FTP Server via the Content Manager.
 - a. From the Courses tab, click “Manage Authored Content”.
 - b. Add a folder to the content manager and name it “Images” or “Alerts_Highlights”. Your organization may have a standard naming convention to follow; if so, use that.
 - i. If you plan to change images frequently or if you have several images, you may want to create separate folders for each image type and location (e.g., Alerts, Highlights).
 - ii. Images used in tests should also be added to the FTP folder for the course. If the course does not include other content located on the HealthStream FTP server, create a new folder that includes the course name. Follow your organization’s standard naming convention or follow the recommended practice provided in this document.
 - c. With the image folder selected, click the green + sign to upload image. Be sure the image name contains no spaces or special characters.



2. Adding Images to Alerts, Highlights or Tests

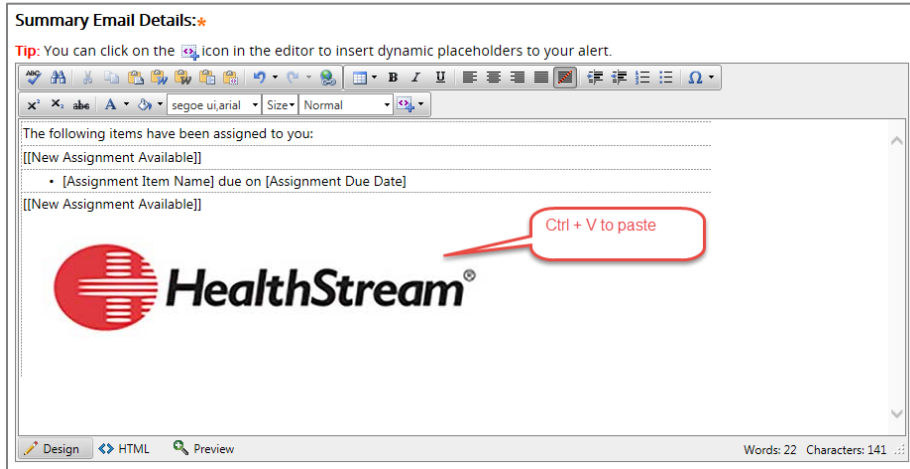
- a. Open two browser windows in different browsers, e.g. Internet Explorer (IE) and Chrome, or other browser combination. For this purpose, IE is best browser to use when tests, alerts or highlights are being created.
- b. Once the two browser windows are open, identify one as web browser A and other as web browser B.
In web browser A, locate the saved image. (Content manager > image folder) Double click [1] on the image file to display the image preview window [2].
- c. Right + click > Copy [3].



- d. In web browser B, click in the text box and CTRL+V to paste the image into the alert, highlight or test editor window.
Do not use right click > paste as this can prevent the image from loading properly.

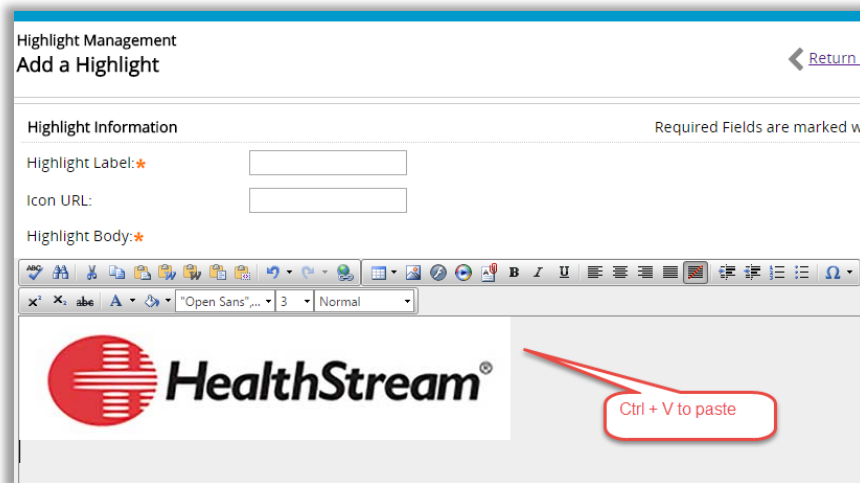
3. Adding Images to Alerts

- a. All HealthStream alert templates include a HealthStream image. This image can be replaced with the organization's branded image.
- b. When creating a new alert template, the format must be HTML to use images.



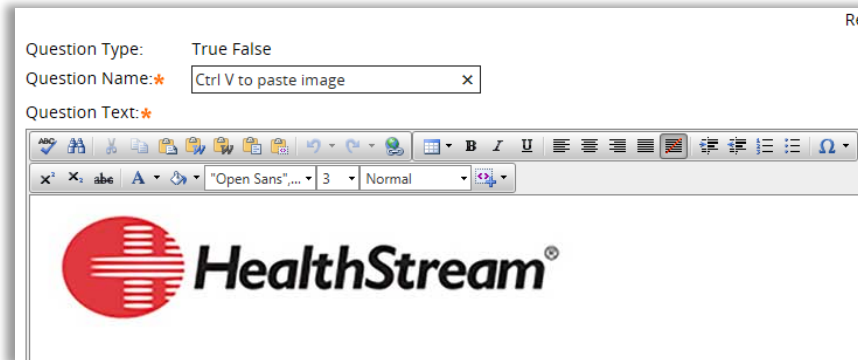
4. Adding Images to Highlights

- a. Images can be used to brand Highlight communications and can include active links to content found within the HLC or on a HealthStream community.



5. Adding Images to Tests

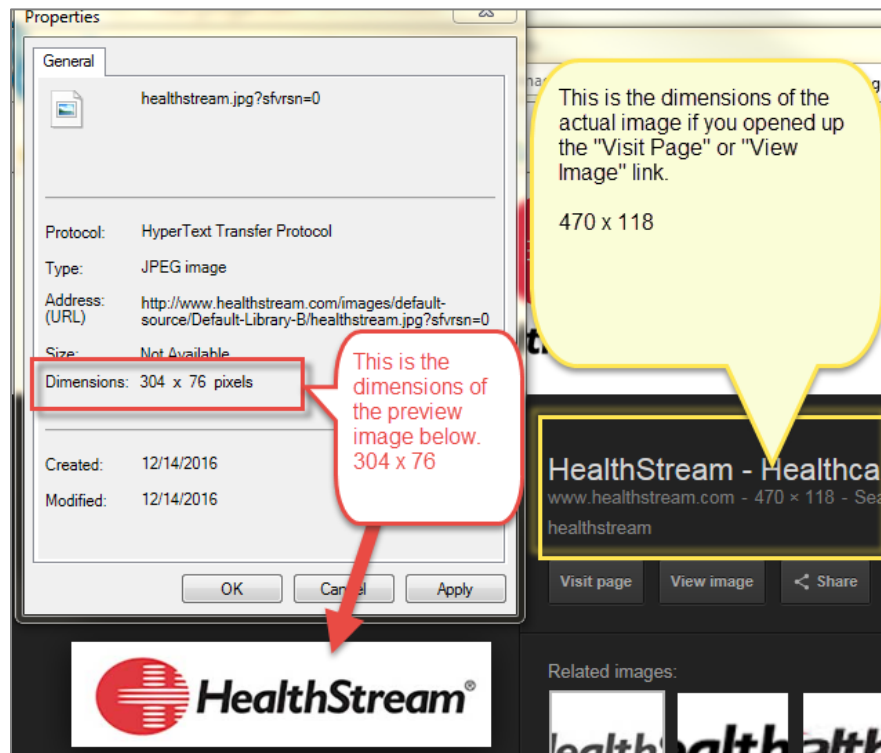
- a. Images can be used in test questions and answers.



PRO TIPS! UNDERSTANDING IMAGE SIZE

The bigger the image size (width and height of image), the bigger the file size (computer storage memory usage). Be responsible and resize images appropriately.

- Image width and height are measured in pixels. There are 72 pixels per inch. Understanding pixel sizing can assist you with accurately sizing the image. For example: If the image header is about 2 inches high by 6 inches long, multiply each dimension by 72.
 - 72 pixels x 6 inches (width) = 432 pixels
 - 72 pixels x 2 inches (height) = 144 pixels
 - I want to find or create an image as close to 432 x 144 as I can get it for the desired effect.
- When looking at image size dimensions online, the Width comes first, then the Height.
 - It's also important to know that the preview of the image in search results may be a different size than the actual image. Right click > Properties to see details.
 - Example: Here is an internet search for HealthStream images.



- What is resolution?
 - Resolution is the clarity of the image which you may see referenced in
 - PPI – pixels per inch, or
 - DPI – dots per inch
 - 72 ppi is ideal web screen viewing resolution.
 - Printing quality is typically 300 dpi or higher and the file sizes may be too large.
 - Resizing an image:
 - It is typically acceptable to make an image smaller than the original.
 - If you try to make the image bigger than the original, you will encounter clarity issues as you stretch the pixels beyond their original design.
- Using images from a Word or PowerPoint file.
 - Right click on the image in the document, then select “Save picture as...”.
 - Avoid spaces or special characters in the image file name.
 - The image should be saved as .jpg, .gif or .png then uploaded to Content Manager.

Figure 1 Right Click on Image (Continue button)



RESOURCES:

- Online Help > Show Me How Modules > HLC Show Me How Modules > Course Management > Adding a Test
- Online Help > Alerts
- Administrator Academy course – HLC Alerts* (some organizations may not have access to the additional training library)
- HLC Implementation Guide