

## Add Sponsor Logos to Event Home Page

To add sponsor logos to your event home page, you will first create an animated GIF. Once you've created the animated GIF, you upload it to the Event Management Center and enter the URL for the image.

### *Create image files of your sponsor logos*

You'll first need to create 100 pixel x 100 pixel GIF files of your sponsors' logos. You can simply copy and save image files from a sponsor's Website and re-size it, or ask the sponsor's marketing department to email you an image file.

For the rotating home page image, you'll likely need to reformat the image to the correct specifications – 100 x 100 pixels, 72 DPI. A recommended easy-to-use image manipulator is IrfanView, available as a free program from <http://www.irfanview.net/>. Click on the second menu item, "Download".

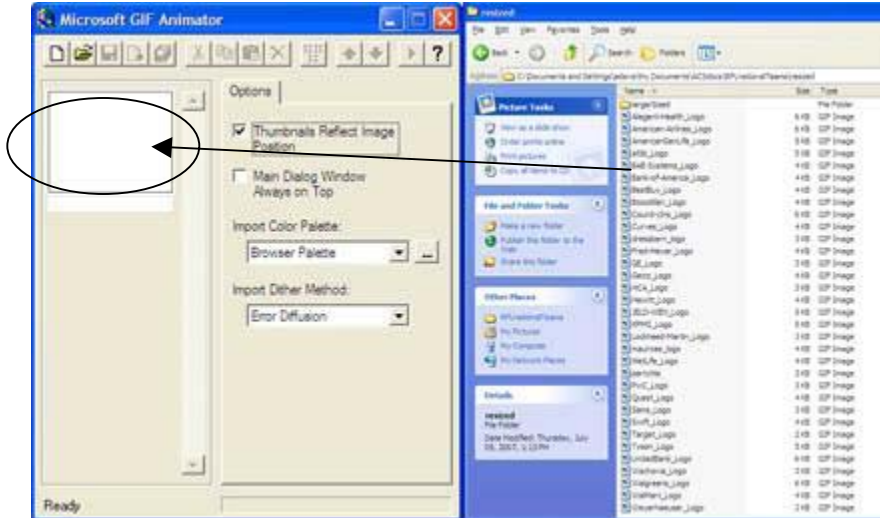
1. Using IrfanView, open the source logo image and click on **Image / Resize** so that the longest edge is 100 pixels. Also adjust the DPI down to 72. Click **OK**.
2. The lower left status line will display the image size; if it's not 100x100, use **Image / Canvas size** to add pixels to the shorter side or top/bottom edges. The border color should be white.
3. **Save** the resized logo image with a convenient name – **Logo-Acme-100x100** – and specify file type **GIF**.

Repeat the process for all of the Event's sponsors whose logos are to display on the home page. Be sure to store all of your graphic logos in the same location on your computer so that you don't have to search for them.

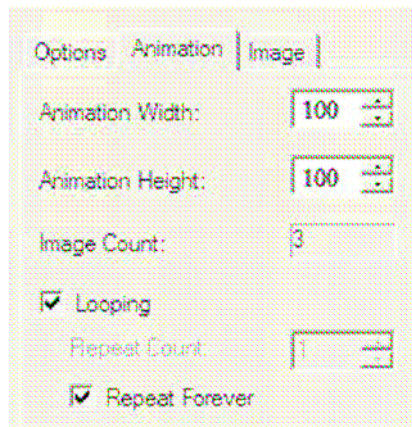
### *Create Animated Logos Using Microsoft Gif Animator*

The animated GIF will allow you to create one image that is a collection of many images. Each individual image displays for a brief period of time (2-3 seconds) before rotating to the next image.

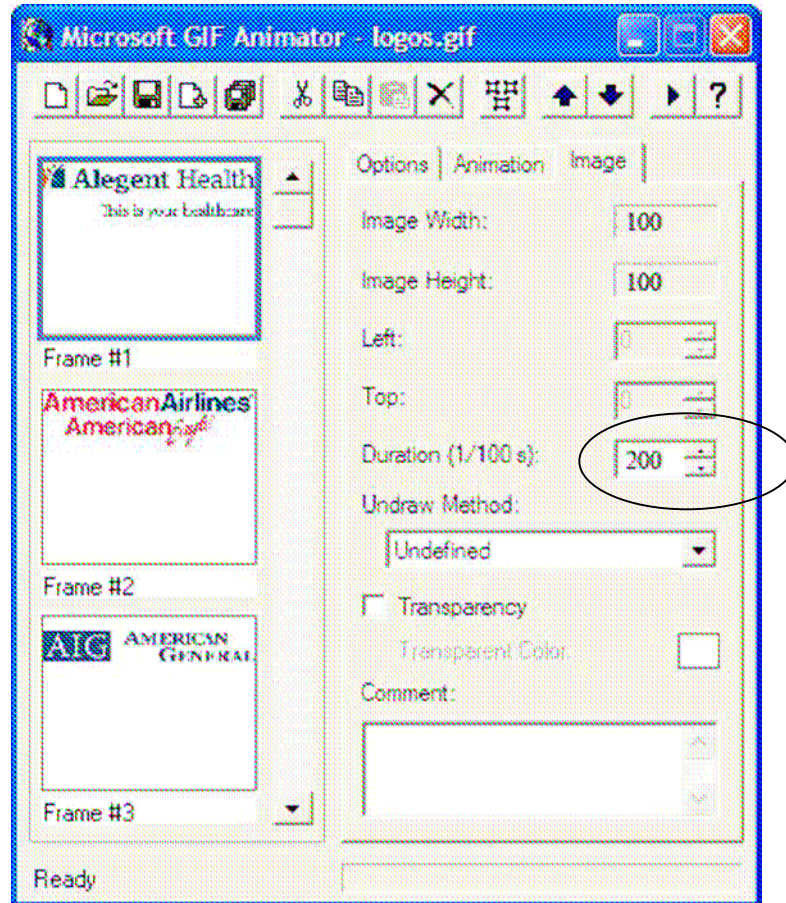
1. Go to <http://www.geocities.com/SiliconValley/Horizon/6013/graphics.html> and download and install the Gif Animator (second in the list).
2. It's best to have your folder of logos open on the desktop and over to one side. Start the Gif Animator program and move it over to the other side of your desktop. See next page:



3. Drag the 100x100 logos from your desktop folder onto the white frame at the upper left of the gif animator. The program automatically adds on a next frame so you can just keep adding logo files.
4. Once your images are all added, click on the **Animation** tab, double check that your animation is set to be 100x100. Check the options for “**looping**” and “**repeat forever**” in order for your animation to continue rotating through the images continuously.



5. Once you have your Animation settings set you'll need to go back and set the duration of each image. Select the image (starting with the first) by clicking on it, then click on your image tab and choose the duration you'd like for the image. The durations are done in 1/100 of a second, so a setting of 100 would be a duration of 1 second. A good setting is 200 – 250 (2 to 2.5 seconds). See next page.



6. You can preview your image to double check that you like the duration by clicking on the play button in the top right. If you don't like the duration just adjust the number and preview it again until you are happy with the results.
7. To save your image, click on the **Save** icon (the disk icon) and it will automatically save as a gif. Suggestion: Save your file with a version identifier, such as "Logos-mmddy" since you'll likely have to create a new one when additional sponsors are signed up. Your logo is ready to use!

### *Insert Animated Gif into Event Home Page*

You will not actually be inserting the animated GIF but rather, a URL which links to the image.

1. Log into the **Event Management Center (EMC) / Event Center / Manage Event Library**.
2. Click on the **Image List** tab and on the **Upload New Image** link at the top of the page.

3. Provide a title (suggestion: use “Logos-mmddy” to readily identify the version. **Browse** to locate the rotating GIF file created in the prior step and upload it.
4. You’ll now need to identify the URL of the uploaded image. The only way to do that is to go to **EMC / Event Website / Edit** a page. You won’t actually be editing a page, but simply accessing the insert image function to copy the logo file’s URL.
5. **DO NOT** use the Event Home page for this step. Rather, edit an unpublished or “test” page. Use the **Insert image** icon (the small tree) and using the **Image List** pull-down list, select the uploaded GIF file. (If you used the suggested file naming convention, finding the latest version should be straightforward.) Add the image to the test. Exit the WYSIWYG editor by clicking on **Save**.
6. After you exit the Webpage editor, your test page with the sponsor logos will display. Mouse over the rotating GIF image on the test page and right mouse click **Properties**. Copy the Address (URL) from the properties box.
7. Go to **EMC / Event Center / Edit Event Options / 2. Edit Event Options / Advanced Options** and paste the copied image URL from the prior step into item **11. Sponsor Image Relative Path**.
8. Click **Finish**.