



### Login information

Click on the Admin button near the bottom of the left column.

Username \_\_\_\_\_

Password \_\_\_\_\_

*Login is valid for 20 minutes. If no pages are clicked within 20 minutes you will have to login again.*

### PDF Conversions

Instructions for converting files to PDFs are provided on the Uploads page.

Click on the link "Create Adobe PDF online".

Login using the ID and password provided.

Click "Select a File" then click the "Browse" button to locate the file on your PC. Next click "Continue".

Accept the default settings for items 1 and 2.

Change Item 3 to "Wait for PDF conversion in my browser". Then click "Create PDF". The file will be converted for you. It will take a few minutes.

Once it's complete, click "View PDF" and click "save a copy" on the toolbar, and save the file to your PC.

Log out from Adobe's site.

The Adobe Online Conversion Application has been purchased by JEC for use with the JEC site only. Please respect this.

### Image Editing

#### Download image editing software

Go to [www.jasc.com/products/](http://www.jasc.com/products/)

Find Paint Shop Pro in software list and click on "FREE Trial" at right

Register

Download trial version—this will take just a couple of minutes

Open Paint Shop Pro, then open your image file

#### To resize the image

Click "Image" at the top, then click on "Resize" in drop down menu.

Under "Pixel Dimensions" select "Pixels" from the drop down menu at right, then enter your desired pixel dimensions.

Under "Print Size" set the resolution at 72 pixels per inch as that is the maximum resolution available for web display.

Save your file.

*Be aware that if you are starting with a very large image, you will lose considerable image detail when reducing.*

*You may want to consider cropping your image first, then resizing.*

#### To crop the image

Select the crop tool in the left tool bar, third down.

Click in upper left of image and drag diagonally to lower right across desired image area.

Adjust cropping dimensions using the handles in the corners or on the sides.

Click on check mark in top tool bar to complete the crop.

Save your file.

**Required image dimensions** (the site will automatically reduce files not previously edited)

Link Page and Sponsor Page images width 250 pixels

Announcement Page images width 90 pixels

Member Home Page header left side (intended for logo) width 170 pixels

Member Home Page header right side (intended for any graphic) width 570 pixels.

### Contact us if you need help

In the unlikely event that you experience difficulty in your work on the JEC web site, please do not hesitate to contact WebSpinOut. Functional issues will be addressed immediately. Other change requests will go on a list to be reviewed and prioritized by JEC.

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[Andrea@webspinout.com](mailto:Andrea@webspinout.com)

### Thank You

We at WebSpinOut appreciate your business, and hope you will find the new JEC web site a valuable, easy-to-use resource.