

Putting Stories on MEMO in 2 Parts

(Captions must be written and images must be batch renamed in Bridge)

Part 1: Resizing the images for the web

- *If the MEMO action is not installed, first do this:*
 - -open Photoshop
 - -go to **WINDOW>ACTIONS**
 - -on action palette, click on top right icon, then go down to **LOAD ACTION**
 - -browse to **Y DRIVE>MEMO fall 2011>FOR MEMO ACTION**
- Open Photoshop
- Go to **FILE>SCRIPTS>IMAGE PROCESSOR**
 - 1) SELECT IMAGES TO PROCESS, click the **SELECT FOLDER** and browse to **Y DRIVE>MEMO fall 2011>STORY>BEST**
 - 2) SELECT LOCATION TO SAVE PROCESSED IMAGES, click **SAVE IN SAME LOCATION**
 - 3) FILE TYPE, click **JPEG**, and put quality at **12**
 - 4) PREFERENCES, click run action and browse to **Y DRIVE>MEMO fall 2011> FOR MEMO & USE FOR MEMO**
- And you are done with Step 1

Part 1: Putting the story on the MEMO website

- Open the word document with the captions
- Log into MEMO (link at bottom of site)
- Go to "**ADD NEW POST**"
- Copy and paste in the headline
- Copy and paste in the short paragraph
- Go to **UPLOAD/INSERT** and choose the first boxy logo (images)
- Kinda like Facebook, click on **SELECT FILES** in the FROM COMPUTER tab and browse to **Y DRIVE>MEMO fall 2011>STORY>BEST>JPEG**
- Click on the **LAST** photo, then hold down Ctrl and click the **FIRST** image, then upload & save
- Once they upload and are taken to the next screen, click **DESCENDING** and then **SAVE ALL CHANGES**
- Click on **ALL TABS:SHOW**
- Cut and paste in the captions to the caption field for each photo
- Pick an image for the front of MEMO that has most of the important stuff in the center of the image because the top and bottom get cut off. Click **USE AS FEATURED IMAGE**
- Click **SAVE ALL CHANGES**
- Skip down to the bottom and chose **ORDER IMAGES BY MENU ORDER**
- Click **INSERT GALLERY**
- Then choose the appropriate categories. Always choose **HIGHLIGHT** and the **SCHOOL**
- In the tags section, start typing the photographers name. Click **ADD** for the right name
- Finally click **PUBLISH!**