

Power Tools Upload Tutorial

How to prepare files for uploads in Power Tools

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Overview

Many of our self-updateable Power Tools allow you to upload images and PDF files. This tutorial offers assistance with preparing images and PDF files for uploading to Power Tools.

Preparing Image Files

Power Tools such as the News & Resources Page and Photo Gallery allow you to upload images. There are a few things to remember when preparing images for the web.

Image File Formats

Most Power Tools allow the upload of JPEG (.jpg) and GIF (.gif) files. JPEG files are preferred for photographs, which GIFs are more suitable for line drawings or logos. Some Power Tools only allow the upload of specific file types, so be sure to check your Power Tool's tutorial for these notes.

Image File Sizes

It is recommended that the image size be no more than 600 x 600 pixels (about 8.3 x 8.3 inches) at 72 dpi. While most Power Tools will compress your image to the size needed, excessively large images take a long time to upload and view, and when compressed, may become distorted.

You may need to edit your photos in an editing program like Photoshop. Files taken directly from a digital camera are often too large to upload without modifications.

Image File Names

When naming your image files, lowercase letters, numbers and underscores are recommended for the file name. Uppercase letters and characters such as commas, apostrophes and hyphens are not recommended. **NEVER** use spaces in your file names!

Most of our Power Tools will check if the file name is already in use when you upload a new image. This ensures that existing files are not deleted when a new image is uploaded. We recommend that you create a standard naming structure for your image files to make it easier to keep track of them.

Correct File Names

machinephoto.jpg
machine_one.gif
262820.gif

Incorrect File Names

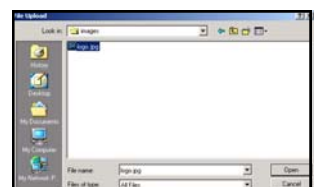
MACHINE1.JPG
Machine*1&2.gif
machine one and two.jpg
machine1,2,3.gif
MachineOne.JPG

Uploading Images

All Power Tools that allow the upload of images feature a Browse button. Clicking the button allow you to view your hard drive.



Browse your hard drive and locate the image you would like to upload, and click Open.



The image path will then be inserted into the text box to the right of the Browse button for upload.



Preparing PDF Files

Power Tools such as the News & Resources Page allow PDF files to be uploaded. PDF (Portable Document Format) allows a document to be saved in a standard format to be transferred over the Internet. Virtually any printed document can be made into a PDF, whether it be an Excel Spreadsheet, Word document or CAD file.

PDF files preserve the fonts, colors and layout of the document, allowing it to look the same for every user. The Adobe Acrobat Reader is available as a free download at www.adobe.com for anyone to use in reading PDFs.

PDF File Sizes

We recommend that your PDF files do not exceed a size of 500k. If you have a very large PDF file that needs to be uploaded, please call us. We can assist you in breaking down the file for upload.

PDF File Names

When naming your PDF files, lowercase letters, numbers and underscores are recommended for the file name. Uppercase letters and characters such as commas, apostrophes and hyphens are not recommended. **NEVER** use spaces in your file names!

Most of our Power Tools will check if the file name is already in use when you upload a new PDF. This ensures that existing files are not deleted when a new PDF is uploaded. We recommend that you create a standard naming structure for your PDF files to make it easier to keep track of them.

Correct File Names machinephoto.pdf machine_one.pdf 262820.pdf
Incorrect File Names MACHINE1.PDF Machine*1&2.pdf machine one and two.pdf machine1,2,3.pdf MachineOne.PDF

Uploading PDFs

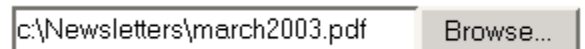
All Power Tools that allow the upload of PDFs feature a Browse button. Clicking the button will open your hard drive.



Browse your hard drive and locate the PDF you would like to upload, and click Open.



The PDF path will then be inserted into the text box to the right of the Browse button for upload.



Questions?

If you have any questions, comments or suggestions on uploading images and PDFs, please feel free to call us at 262-820-8201 (or 800-747-3399 outside greater Milwaukee). We are happy to help!