

UPDATE THE FOLLOWING:
HOME
EVENTS CALENDAR
PRAYER REQUESTS
NEWS & ANNOUNCEMENTS
PHOTO & VIDEO GALLERIES
COUNCIL OFFICERS LIST
MEMBERS LIST
NEWSLETTERS
COUNCIL ROUNDTABLE
ABOUT US
COUNCIL RECOGNITION
LOCATION & DIRECTIONS
SQUIRES CIRCLE SITE
LINKS OF INTEREST
f t
E-MAIL CENTER
SEO (META TAGS)
UKNIGHT HELP CENTER
UKNIGHT TIPS LIBRARY

Friday, April 5, 2013
COUNCIL ADMIN CENTER
[UPDATE LOG-INS](#) | [ADMIN LOG-OUT](#)

[CLICK HERE](#) to review the UKnight Council Admin Benefits & Features Guide

[UPDATE THE ANNOUNCEMENT](#)

[CLICK HERE](#) to see how to set up on-line Council Dues Collection.

Council Webmaster is:
[UPDATE WEBMASTER](#)



Roger Muller State Deputy lighting Ramiro Rodriguez with the... Luis Abila in the foreground

[UPDATE SLIDE SHOW](#)

[CLICK HERE](#) to Crop & Resize your Photos
[VIDEO HELP](#) How to Crop & Resize your Slide Show Photos

UPCOMING EVENTS
MEETING SCHEDULES
Council Business Meeting Schedule

This is the Update Slide Show button in your Admin Center.

Three dots means that there are three photos, and this one is the third photo posted.

But we will start with no photos and show you how to build your slide show.

Click "Update Slide Show"

That will pop up your Slide Show management page.

Your UKnight Slide Show is programmed to automatically re-size your photos so that they will fit without distortion.

However, this does not necessarily mean they will look as good as you might like.

COUNCIL ADMIN CENTER

UPDATE THE COUNCIL'S HOME PAGE SLIDE SHOW

[CLICK HERE](#) to Crop & Resize your Photos

ADD NEW PHOTOS TO THE SLIDE SHOW (Three at a time)		
PHOTOS SHOULD BE SIZED TO ASPECT RATIO OF 570 pixels wide x 270 pixels high		
ADD A PHOTO (1)	ADD A PHOTO (2)	ADD A PHOTO (3)
POSITION IN THE LIST BELOW	POSITION IN THE LIST BELOW	POSITION IN THE LIST BELOW
<input type="text"/>	<input type="text"/>	<input type="text"/>
UPLOAD PHOTO (1)	UPLOAD PHOTO (2)	UPLOAD PHOTO (3)
Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
CAPTION (1)	CAPTION (2)	CAPTION (3)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO	Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO	Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO
ADD THESE PHOTOS TO THE SLIDE SHOW		

PHOTOS IN THE COUNCIL'S HOME PAGE SLIDE SHOW

Click the **C** to CHANGE a Photo's POSITION in the Slide Show
 Click the **D** to DELETE a Photo from the Slide Show
 In the SHOW IT column, Click "Yes" to Switch it to "No", or
 Click "No" to Switch it to "Yes"

CHG	DEL	POSITION	PHOTO	SHOW IT
There are no Photos in the Slide Show				

[CLOSE THIS WINDOW](#)

So perhaps the first step to take is to make sure your slide show photos are properly sized.

The photo editing program that comes with your UKnight Admin Center will help you check your photos and resize them quickly and easily.

So **CLICK HERE** to Crop & Resize your photos.

COUNCIL ADMIN CENTER

UPDATE [HERE](#) COUNCIL'S HOME PAGE SLIDE SHOW

[CLICK HERE](#) to Crop & Resize your Photos

ADD NEW PHOTOS TO THE SLIDE SHOW (Three at a time)

PHOTOS SHOULD BE SIZED TO ASPECT RATIO OF 570 pixels wide x 270 pixels high

ADD A PHOTO (1)	ADD A PHOTO (2)	ADD A PHOTO (3)
POSITION IN THE LIST BELOW <input type="text"/>	POSITION IN THE LIST BELOW <input type="text"/>	POSITION IN THE LIST BELOW <input type="text"/>
UPLOAD PHOTO (1)	UPLOAD PHOTO (2)	UPLOAD PHOTO (3)
Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
CAPTION (1)	CAPTION (2)	CAPTION (3)
Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO	Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO	Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO

[ADD THESE PHOTOS TO THE SLIDE SHOW](#)

PHOTOS IN THE COUNCIL'S HOME PAGE SLIDE SHOW

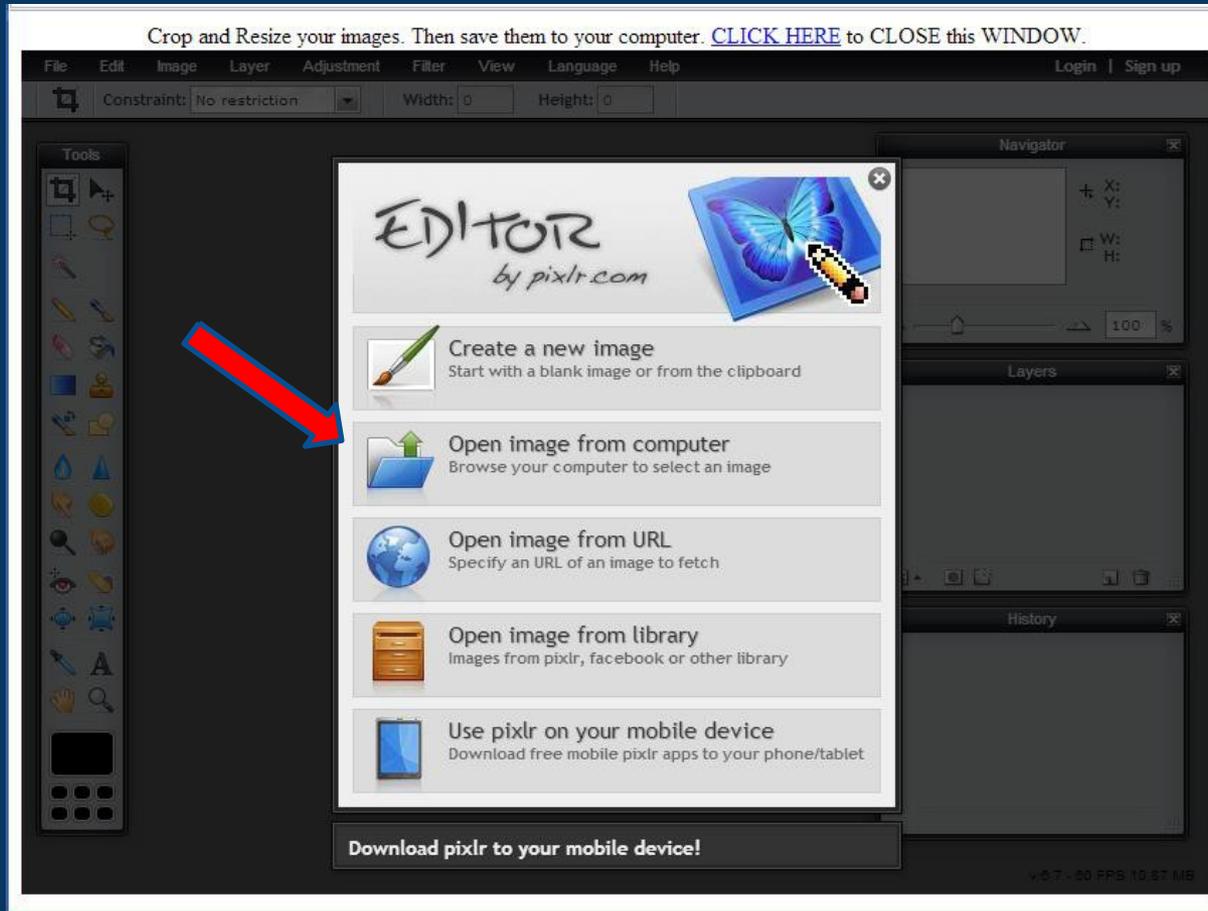
Click the **C** to CHANGE a Photo's POSITION in the Slide Show
 Click the **D** to DELETE a Photo from the Slide Show
 In the SHOW IT column, Click "Yes" to Switch it to "No", or
 Click "No" to Switch it to "Yes"

CHG	DEL	POSITION	PHOTO	SHOW IT
There are no Photos in the Slide Show				

[CLOSE THIS WINDOW](#)

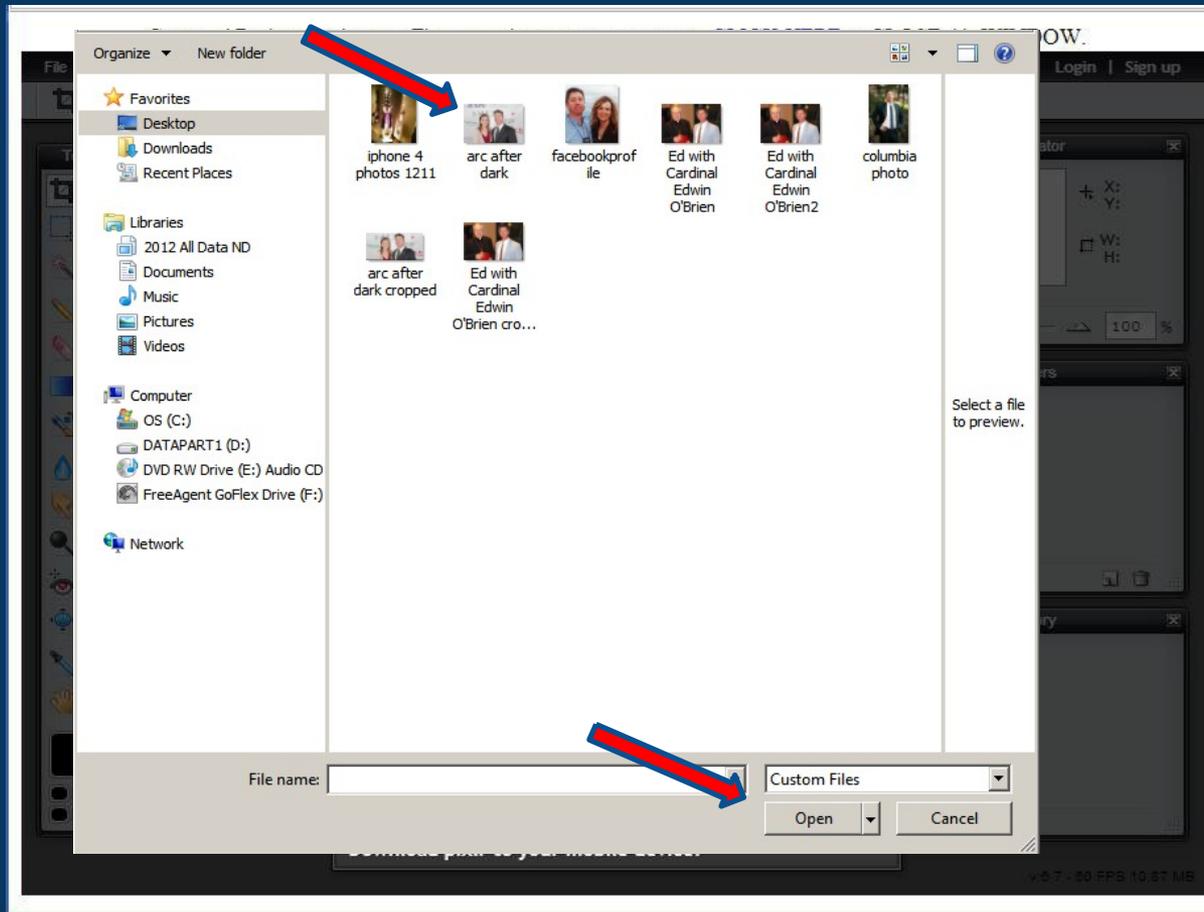
That will open your photo editor. If you have a photo editing program you prefer, of course that will work as well.

Now click to open an image from your computer.



This is the same process you followed to post your Bio. The same box opens from your computer so you can find and open the folder with your photos.

Here is the folder with the photo we are looking for, so we either double click on the photo, or click it once and click OPEN.



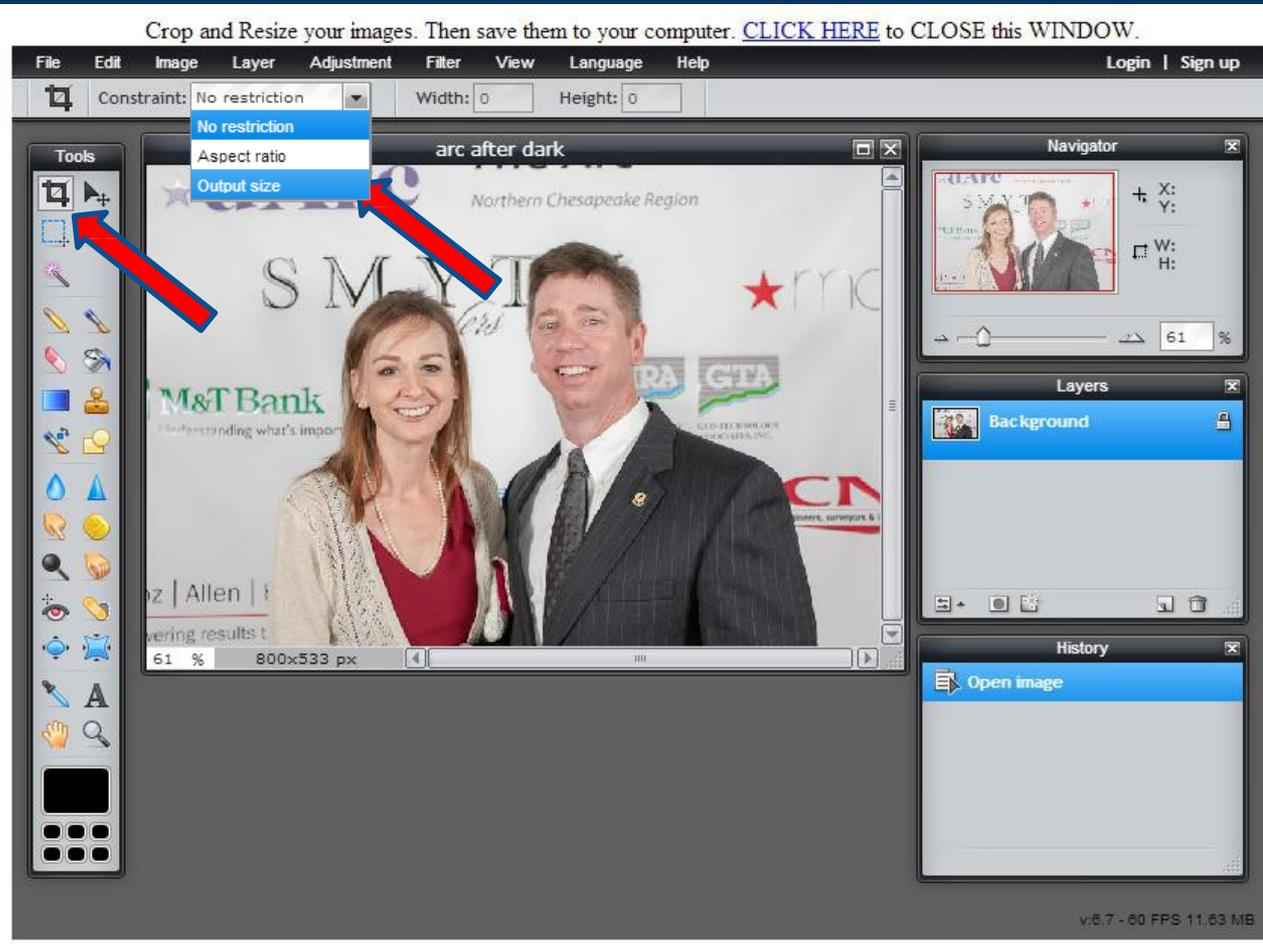
This loads your photo into the editing program.

The goal is to output the photo with a specific size, width and height.

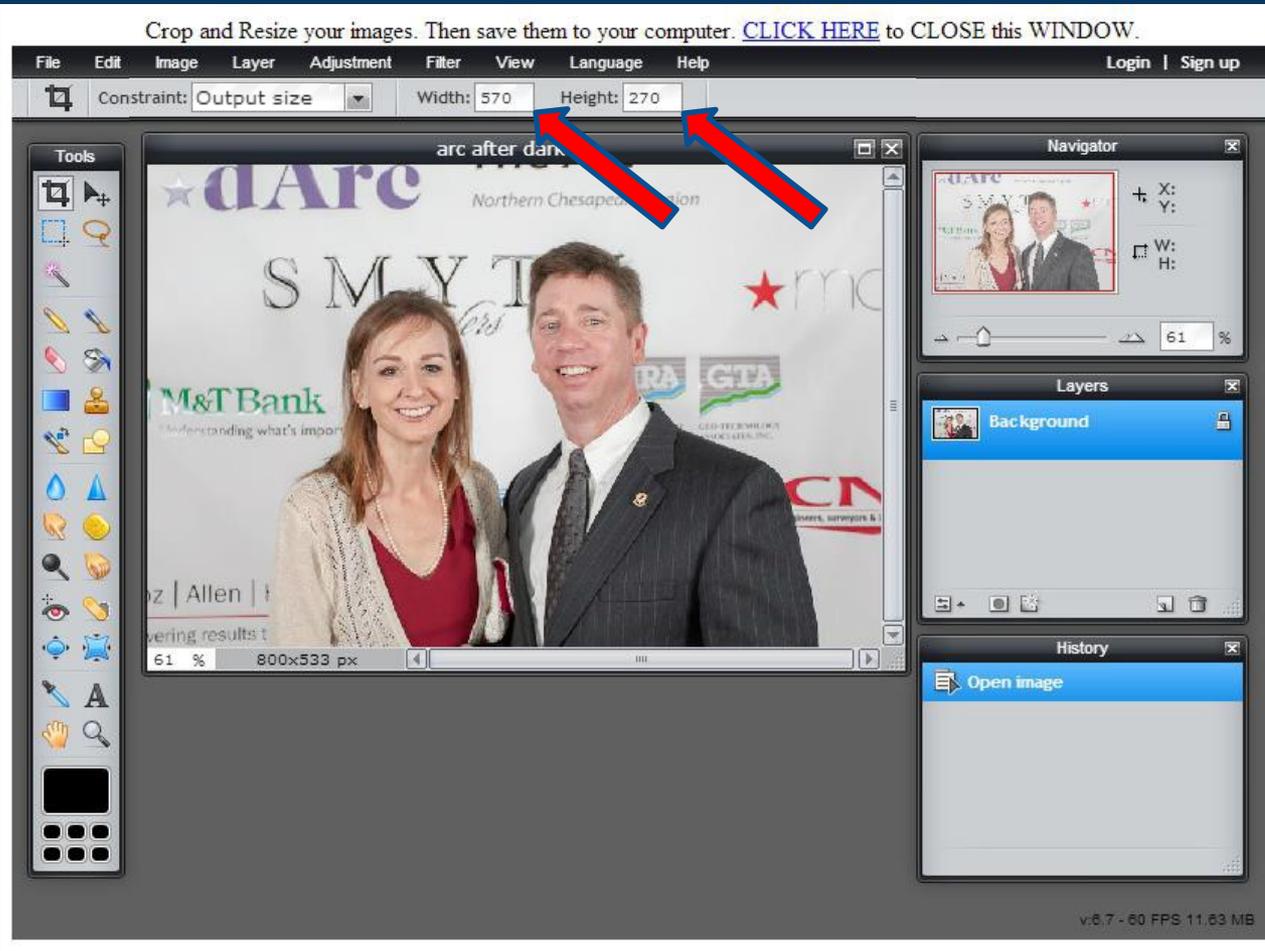
For this slide show the ideal dimensions are 570 pixels wide by 270 pixels high.

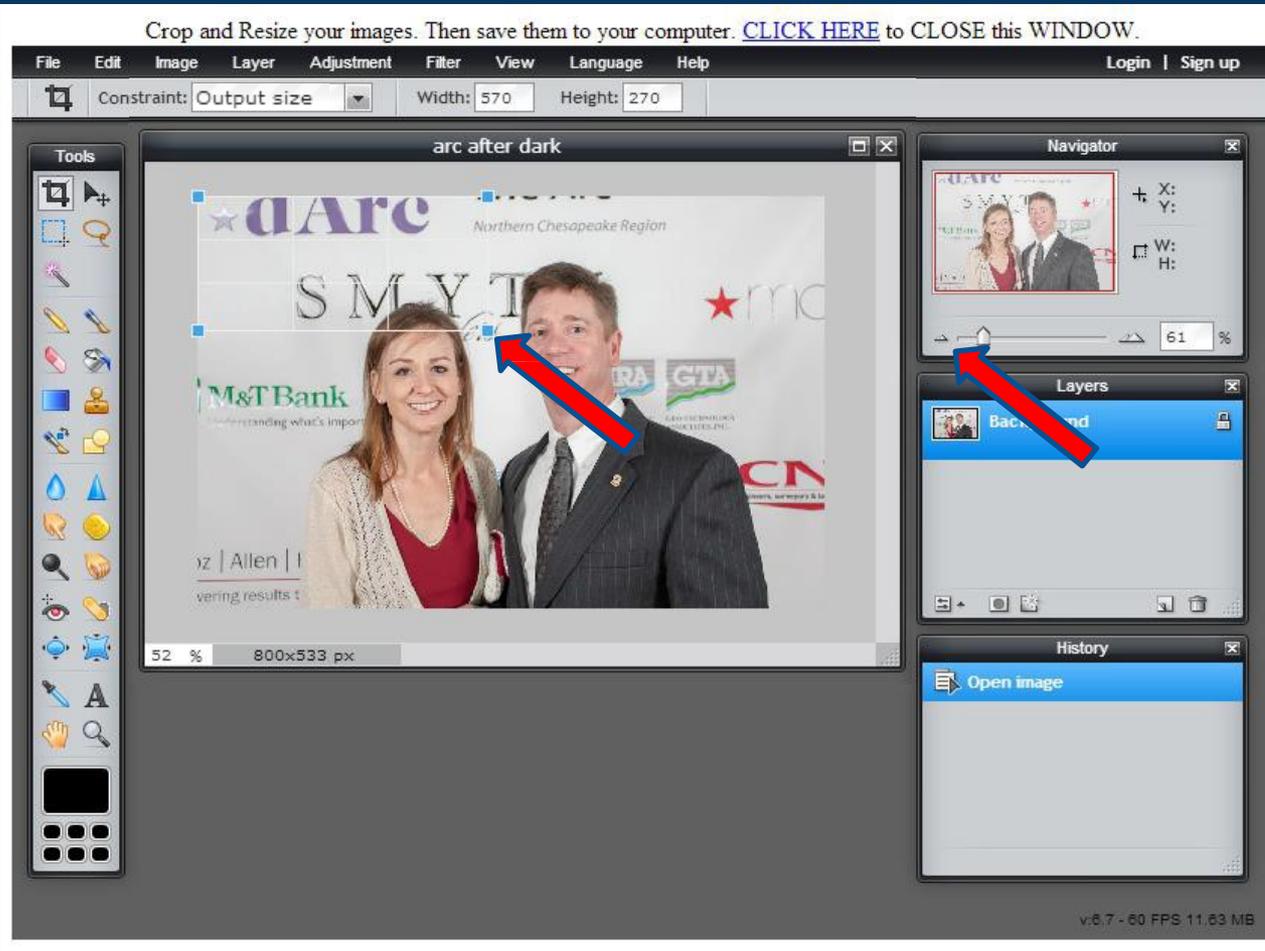
So first we click to activate the Cropping Tool.

And then click Constraint and choose Output Size.



Then enter 570 into Width and 270 into Height

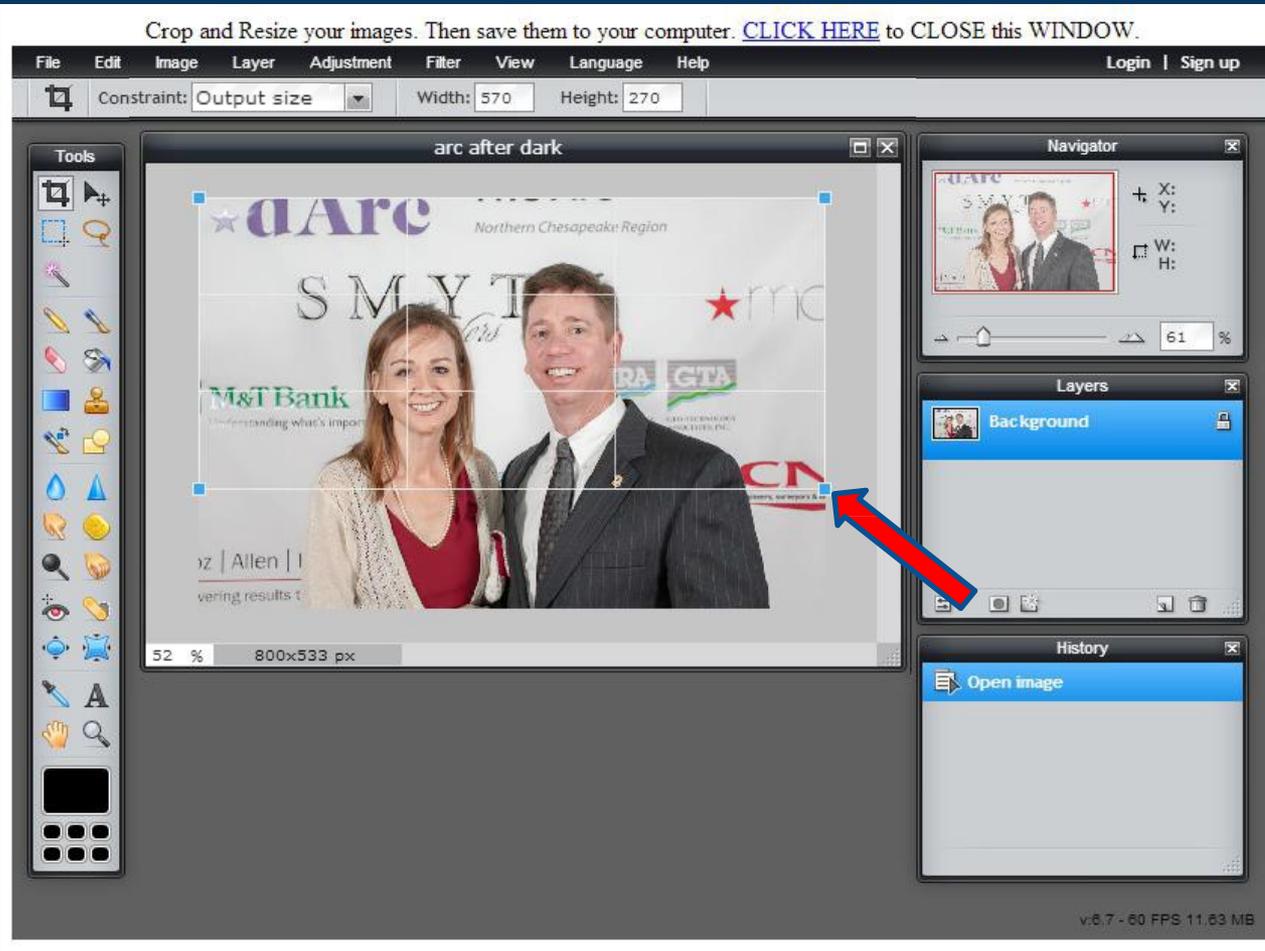




You can make the image a little smaller to see the edges by clicking the left side of the Navigator Bar.

Now simply click and drag your mouse as if you were drawing a box. Here you see the box automatically drawn to the exact proportions.

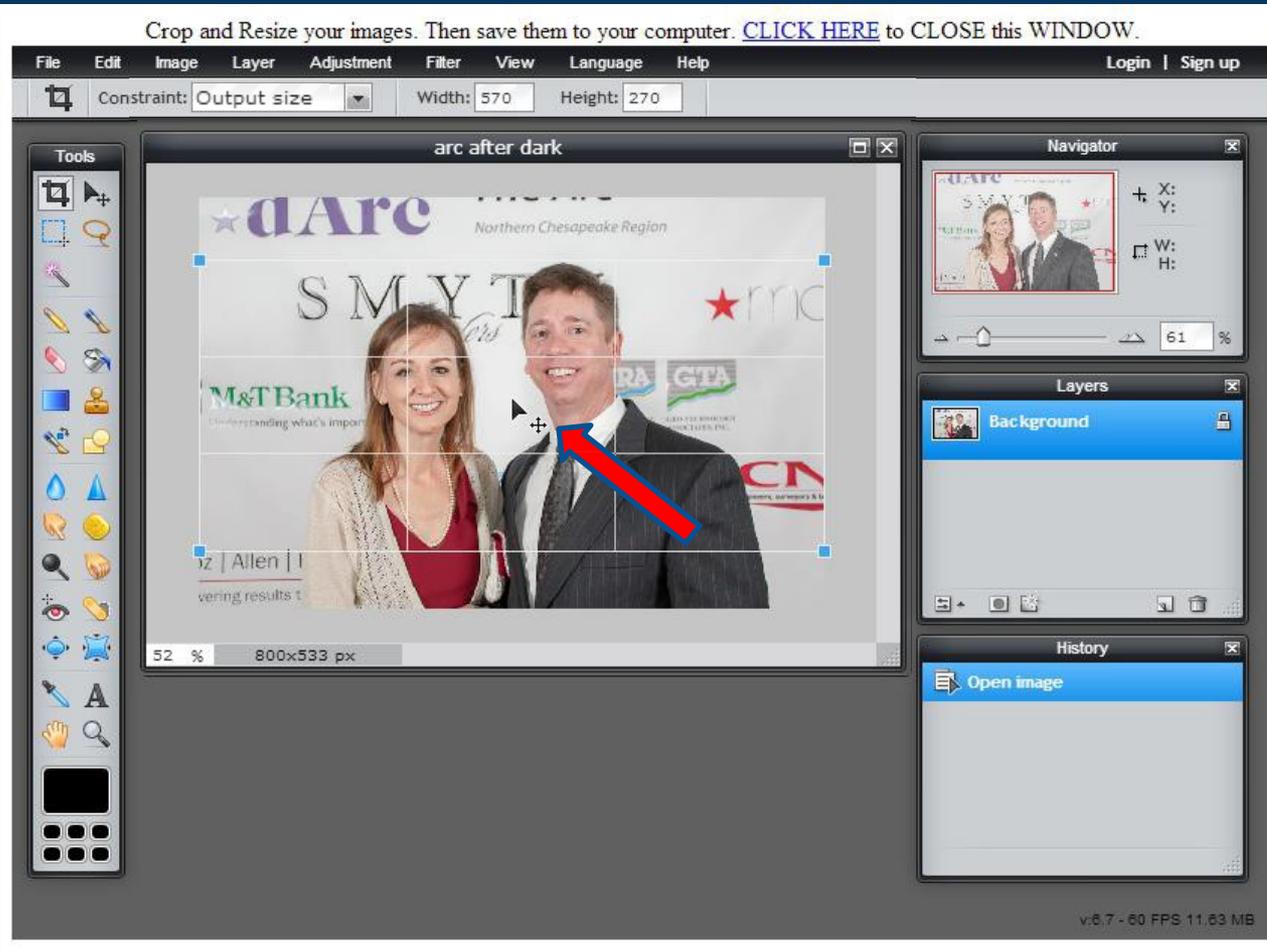
There are all kinds of tools here, such as red eye removal, so have fun with it if you like.



Now click on the corner of the box to make it bigger or smaller depending upon what you want the picture to look like.

Whatever is in the box will be in the final picture.

Here I stretched the box to make it as large as possible remaining within the exact proportions.



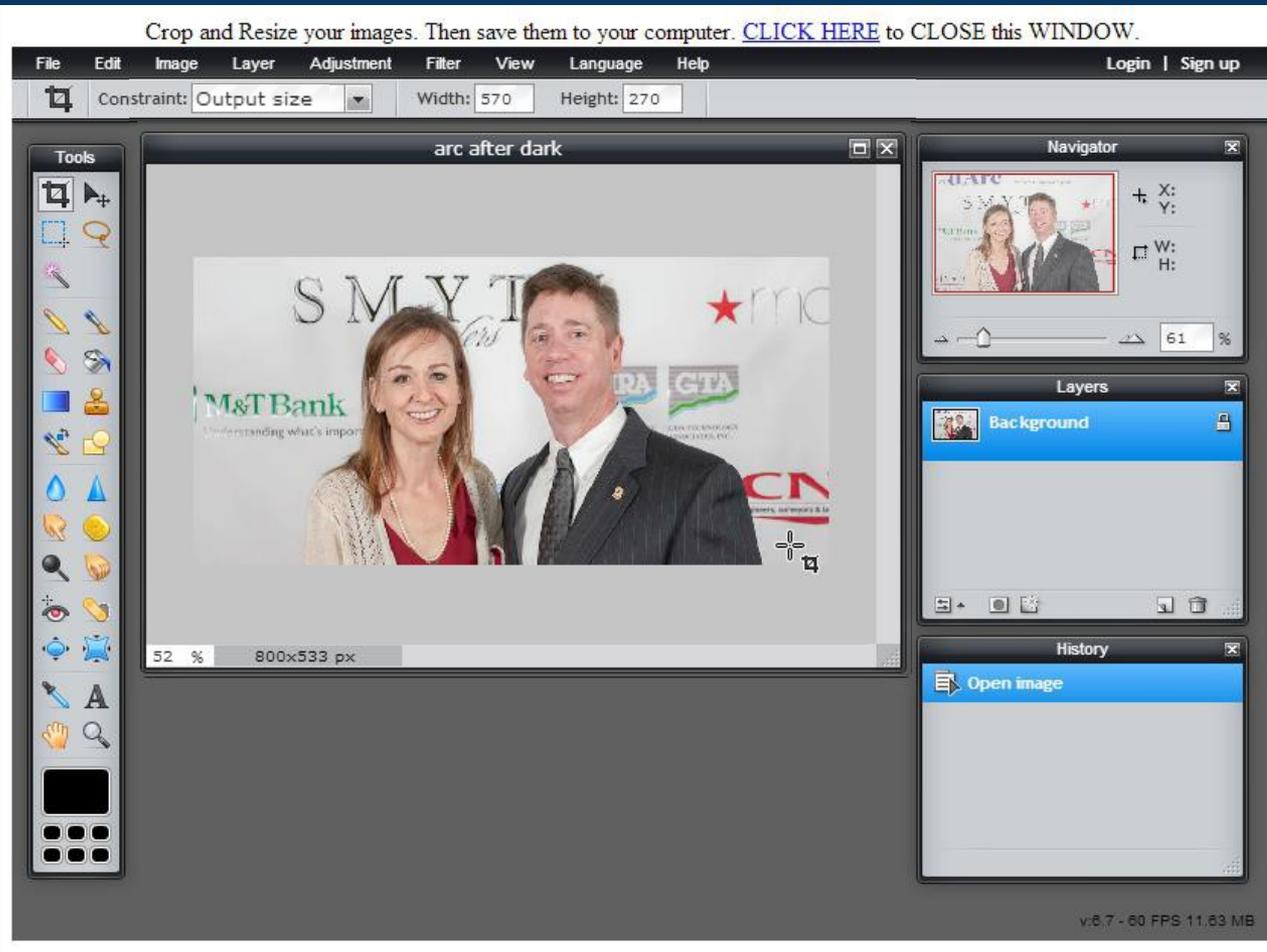
Now click in the middle of the box and hold the button down to move the box where you want it.

If you would like to make slight, detailed movements, you can use the arrow keys on your keyboard also.

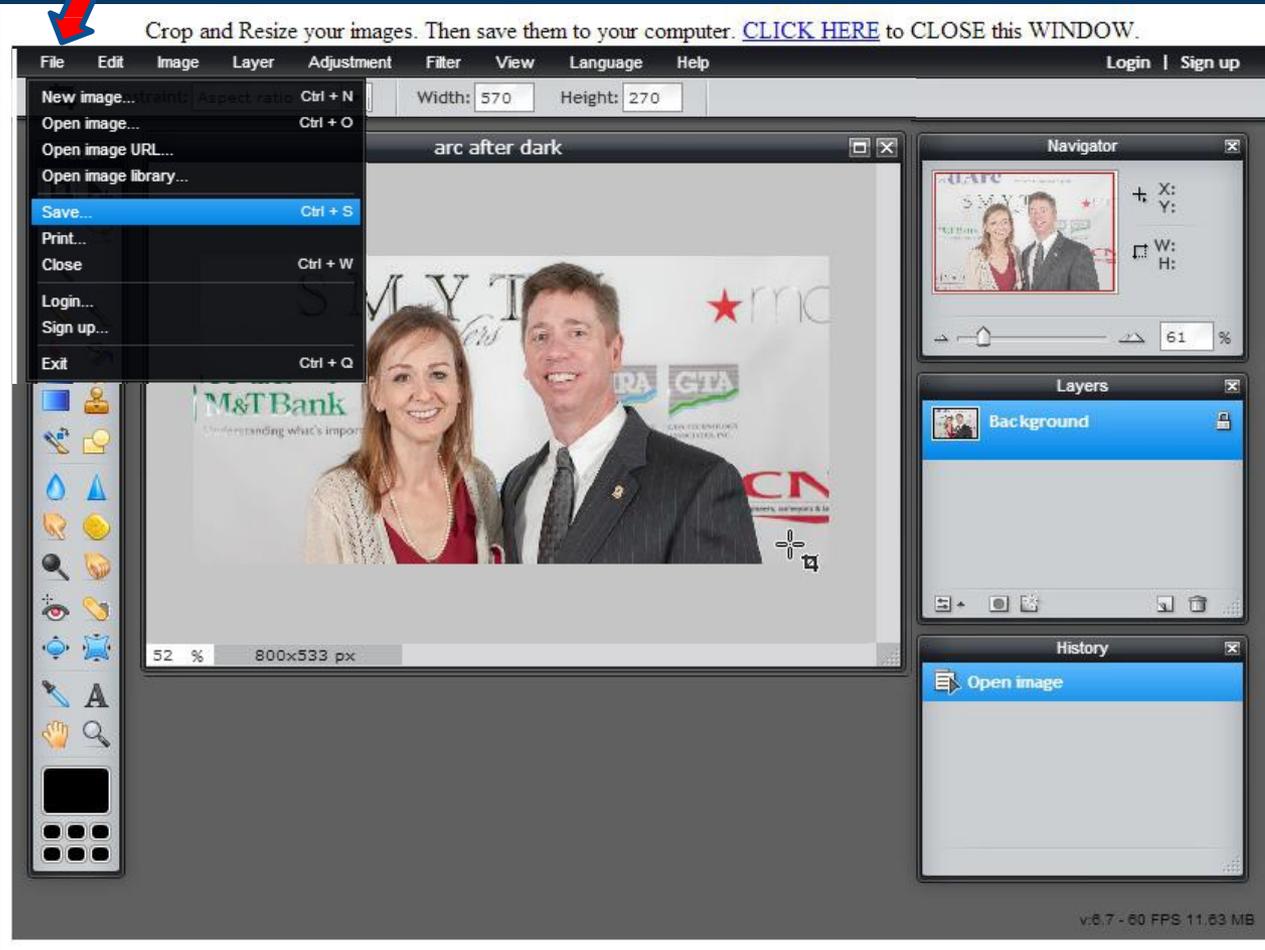
Here, it just happens to fit Ed and his wife perfectly.

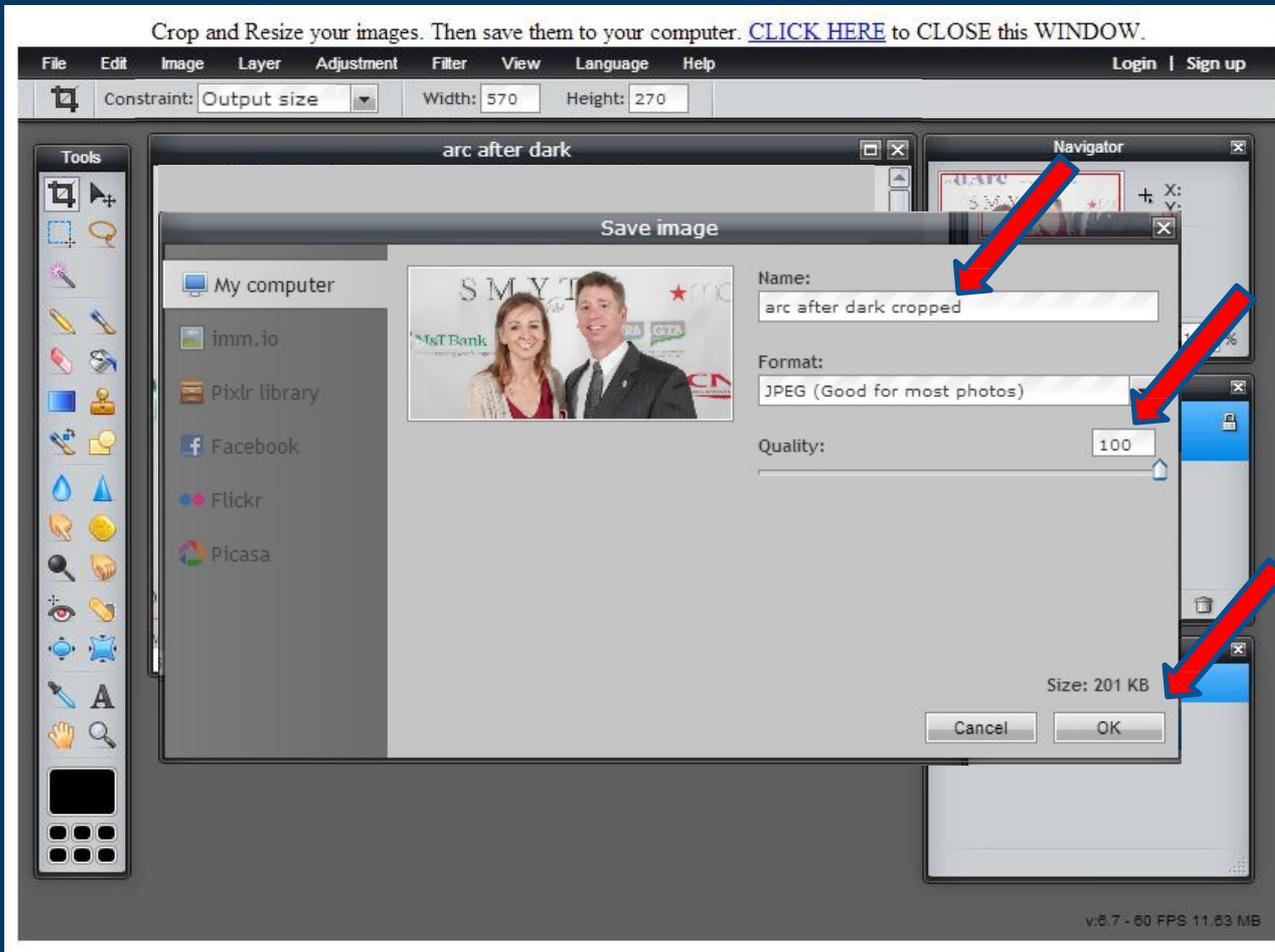
Now Click Return or Enter on your keyboard to complete the edit.

There you have your photo cropped to the exact dimensions.



Now you have to save this new, edited file. So click File, then Save.





You need to change the file name so that it does not overwrite the original file. I suggest to simply add the word “cropped” at the end so the original file remains intact, and you can identify it as the proper file when you want to post it.

Also, make sure that the “Quality” is set at 100%

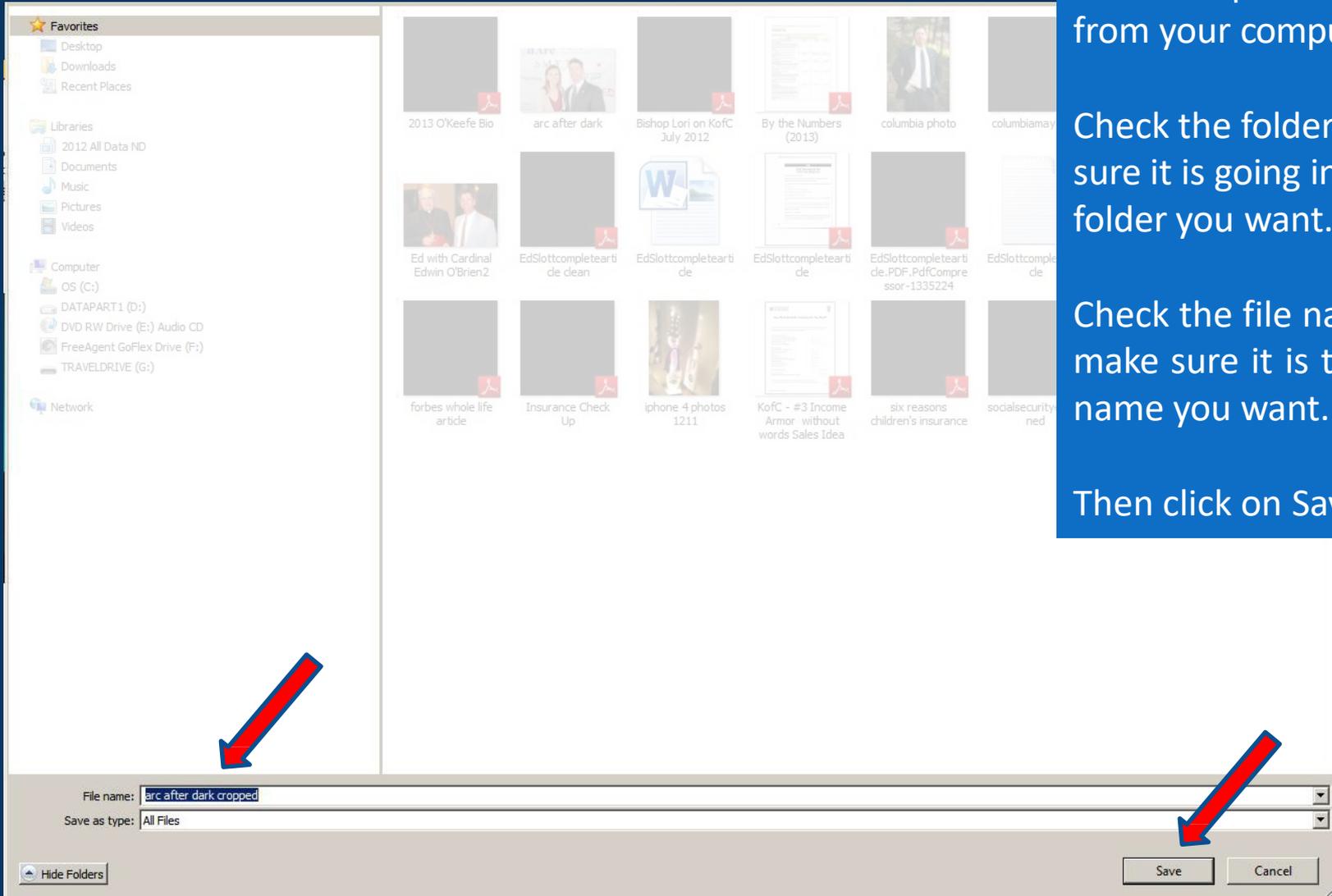
Then Click OK

This will open another box from your computer.

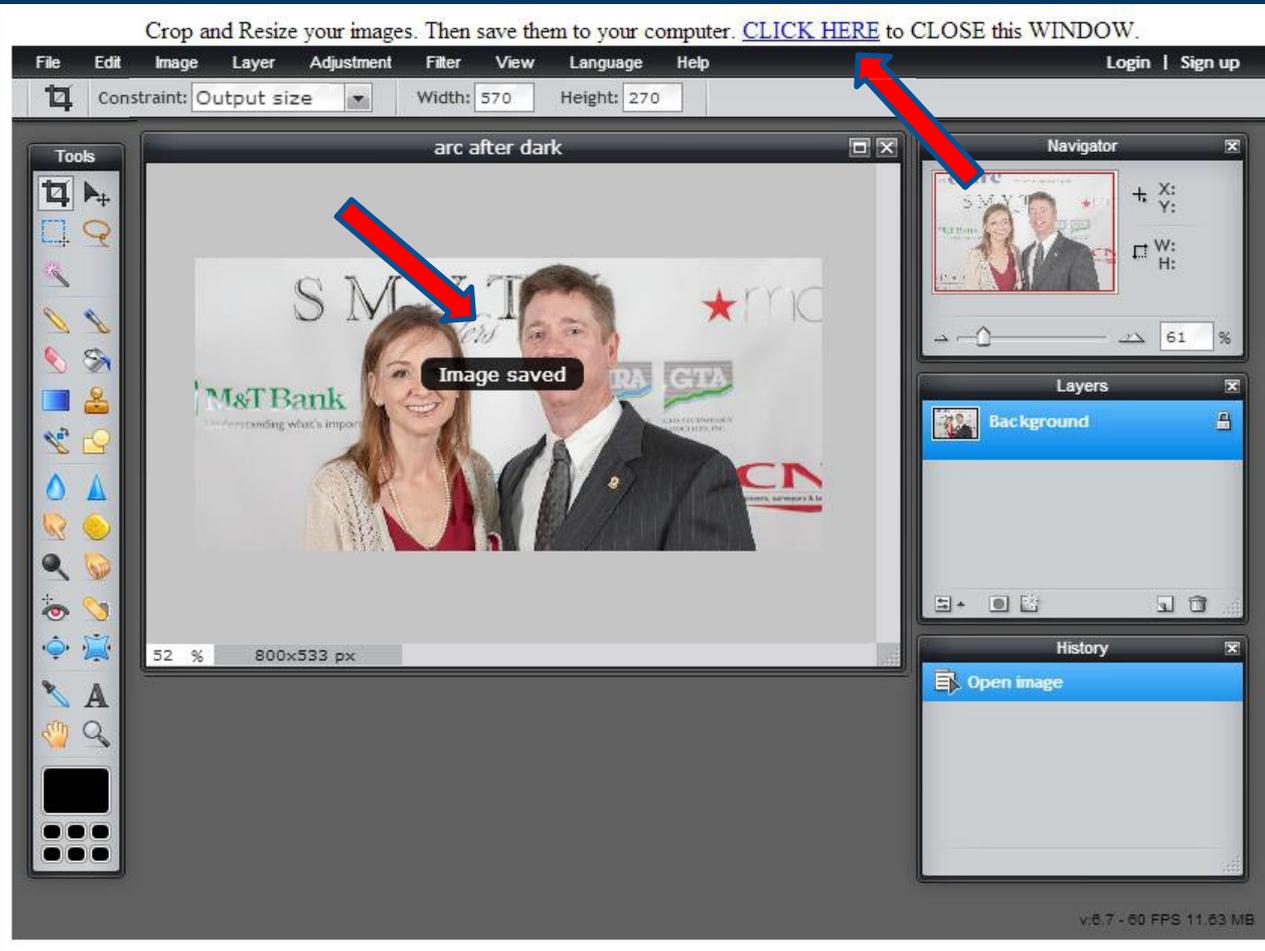
Check the folder to make sure it is going into the folder you want.

Check the file name to make sure it is the file name you want.

Then click on Save.



The “image saved” confirmation will flash on the screen (watch for it) to let you know your picture is ready to be posted. Then, just click at the top to close the program



COUNCIL ADMIN CENTER

UPDATE THE COUNCIL'S HOME PAGE SLIDE SHOW

[CLICK HERE](#) to Crop & Resize your Photos

ADD NEW PHOTOS TO THE SLIDE SHOW (Three at a time)

PHOTOS SHOULD BE SIZED TO ASPECT RATIO OF 570 pixels wide x 270 pixels high

ADD A PHOTO (1)	ADD A PHOTO (2)	ADD A PHOTO (3)
POSITION IN THE LIST BELOW <input type="text"/>	POSITION IN THE LIST BELOW <input type="text"/>	POSITION IN THE LIST BELOW <input type="text"/>
UPLOAD PHOTO (1)	UPLOAD PHOTO (2)	UPLOAD PHOTO (3)
Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
CAPTION (1)	CAPTION (2)	CAPTION (3)
Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO	Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO	Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO

[ADD THESE PHOTOS TO THE SLIDE SHOW](#)

PHOTOS IN THE COUNCIL'S HOME PAGE SLIDE SHOW

Click the **C** to CHANGE a Photo's POSITION in the Slide Show
 Click the **D** to DELETE a Photo from the Slide Show
 In the SHOW IT column, Click "Yes" to Switch it to "No", or
 Click "No" to Switch it to "Yes"

CHG	DEL	POSITION	PHOTO	SHOW IT
There are no Photos in the Slide Show				

[CLOSE THIS WINDOW](#)

Now position the photo on your list. You can always change their position later, but we suggest numbering them 10, 20, 30, 40 so that you can easily position a photo in-between 10 and 20 by numbering it 15.

Click "Choose File" or "Browse", just like we have done before, and the box will open so that you can choose your file.

Write a short caption.

Check the circle that says YES to show or NO to not.

Why check NO? If you want Holiday photos to show again next year, checking NO will keep them in your library, but not show them on your page. Next year, change the NO to YES and they will rejoin your slide show.

Then click to add the photos to your slide show. If you add more than one photo at a time, it may take a minute to add.

COUNCIL ADMIN CENTER

UPDATE THE COUNCIL'S HOME PAGE SLIDE SHOW

[CLICK HERE](#) to Crop & Resize your Photos

ADD NEW PHOTOS TO THE SLIDE SHOW (Three at a time)

PHOTOS SHOULD BE SIZED TO ASPECT RATIO OF 570 pixels wide x 270 pixels high

ADD A PHOTO (1)	ADD A PHOTO (2)	ADD A PHOTO (3)
POSITION IN THE LIST BELOW	POSITION IN THE LIST BELOW	POSITION IN THE LIST BELOW
10		
UPLOAD PHOTO (1)	UPLOAD PHOTO (2)	UPLOAD PHOTO (3)
Choose File arc after dark cropped.jpg	Choose File No file chosen	Choose File No file chosen
CAPTION (1)	CAPTION (2)	CAPTION (3)
My wife and I at the Arc Event		
Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO	Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO	Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO

[ADD THESE PHOTOS TO THE SLIDE SHOW](#)

PHOTOS IN THE FIELD AGENT'S HOME PAGE SLIDE SHOW

Click the **C** to CHANGE a Photo's POSITION in the Slide Show
 Click the **D** to DELETE a Photo from the Slide Show
 In the SHOW IT column, Click "Yes" to Switch it to "No", or
 Click "No" to Switch it to "Yes"

CHG	DEL	POSITION	PHOTO	SHOW IT
There are no Photos in the Slide Show				

[CLOSE THIS WINDOW](#)

If everything went according to plan your photo will show up underneath where you see the change and delete buttons, the position on your list, the position of the photo below that bar, and your choice to YES, show it.

Choose File	No file chosen	Choose File	No file chosen	Choose File	No file chosen
CAPTION (1)		CAPTION (2)		CAPTION (3)	
My Wife and I at the Arc Event					
Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO		Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO		Show It? <input checked="" type="radio"/> YES or <input type="radio"/> NO	
ADD THESE PHOTOS TO THE SLIDE SHOW					
PHOTOS IN THE COUNCIL'S HOME PAGE SLIDE SHOW					
<p>Click the C to CHANGE a Photo's POSITION in the Slide Show Click the D to DELETE a Photo from the Slide Show In the SHOW IT column, Click "Yes" to Switch it to "No", or Click "No" to Switch it to "Yes"</p>					
CHG	DEL	POSITION	PHOTO	SHOW IT	
C	D	10	Photo Below	Yes	
					
My Wife and I at the Arc Event					

Here you will see what a photo looks like when your photo is not cropped to the exact 570 by 270 ratio.





No Restrictions on Width or Height. We simply cropped, or took out, a little bit of the space on top above their heads.

And we successfully saved it as you see here.

PHOTOS IN THE COUNCIL'S HOME PAGE SLIDE SHOW

Click the **C** to CHANGE a Photo's POSITION in the Slide Show
 Click the **D** to DELETE a Photo from the Slide Show
 In the SHOW IT column, Click "Yes" to Switch it to "No", or
 Click "No" to Switch it to "Yes"

CHG	DEL	POSITION	PHOTO	SHOW IT
C	D	10	Photo Below	Yes
				
My Wife and I at the Arc Event				
C	D	15	Photo Below	Yes
				

Now the slide show shows up on your front page starting with the photo you put in the first position. Notice the size of this photo.

The screenshot shows the UKNIGHT INTERACTIVE website front page. At the top, there is a navigation bar with links: ABOUT, WHY JOIN?, DEGREE SCHEDULE, UKNIGHT JOB CENTER, and UKNIGHT MARKET CENTER. On the left side, there is a vertical menu with links: HOME, EVENT CALENDAR, PRAYER REQUESTS, NEWS & ANNOUNCEMENTS, PHOTO GALLERIES, VIDEO GALLERY, OFFICERS, MEMBERS LIST, SAFE ENVIRONMENT, NEWSLETTERS, ROUND TABLE, ABOUT OUR COUNCIL, RECOGNITION, DIRECTIONS, LINKS OF INTEREST, and EVENT MANAGEMENT. At the bottom left, there is a logo for COLUMBIA The Knights of Columbus Monthly Magazine. The main content area features a large photo of a man and a woman smiling, with the caption "My Wife and I at the Arc Event". Below the photo, there are two columns of content: "UPCOMING COUNCIL EVENTS" with two items: "Monthly Business Meeting" (Thursday, April 11, 2013 7:00 pm) and "Council Spring Bar B Que" (Sunday, April 21, 2013 3:00 pm); and "YOUR FIELD AGENT" featuring a photo of Mr. Mike Kisting and the text "I'm your Council's Field Agent. Please come visit my site. Click Here...". Below this, there is a "CURRENT NEWSLETTER" section with a document icon and the text "Council 5237 Jan 2013 Newsletter View Newsletter". At the bottom, there is a "COUNCIL MINUTES" section.



The screenshot shows the UKNIGHT INTERACTIVE website interface. At the top, there is a navigation bar with five tabs: ABOUT, WHY JOIN?, DEGREE SCHEDULE, UKNIGHT JOB CENTER, and UKNIGHT MARKET CENTER. On the left side, there is a vertical menu with the following items: HOME, EVENT CALENDAR, PRAYER REQUESTS, NEWS & ANNOUNCEMENTS, PHOTO GALLERIES, VIDEO GALLERY, OFFICERS, MEMBERS LIST, SAFE ENVIRONMENT, NEWSLETTERS, ROUND TABLE, ABOUT OUR COUNCIL, RECOGNITION, DIRECTIONS, LINKS OF INTEREST, and EVENT MANAGEMENT. The main content area features a photo gallery with two photos. The first photo shows a man in a suit and tie, and the second photo shows a man in a clerical outfit. Below the photos are two dots, indicating the current position in the gallery. Below the photo gallery, there are three sections: UPCOMING COUNCIL EVENTS, YOUR FIELD AGENT, and CURRENT NEWSLETTER. The UPCOMING COUNCIL EVENTS section lists two events: Monthly Business Meeting (Thursday, April 11, 2013, 7:00 pm) and Council Spring Bar B Que (Sunday, April 21, 2013, 3:00 pm). The YOUR FIELD AGENT section features a photo of Mr. Mike Kisting, who is the Council's Field Agent, with a link to visit his site. The CURRENT NEWSLETTER section features a link to view the Council 5237 Jan 2013 Newsletter. At the bottom left, there is a logo for COLUMBIA The Knights of Columbus Monthly Magazine.

Here you can see the difference that the Output Size makes in your photos.

The dots below the photo now show that this is the second photo out of three photos posted. As you add photos, the number of dots will increase accordingly.