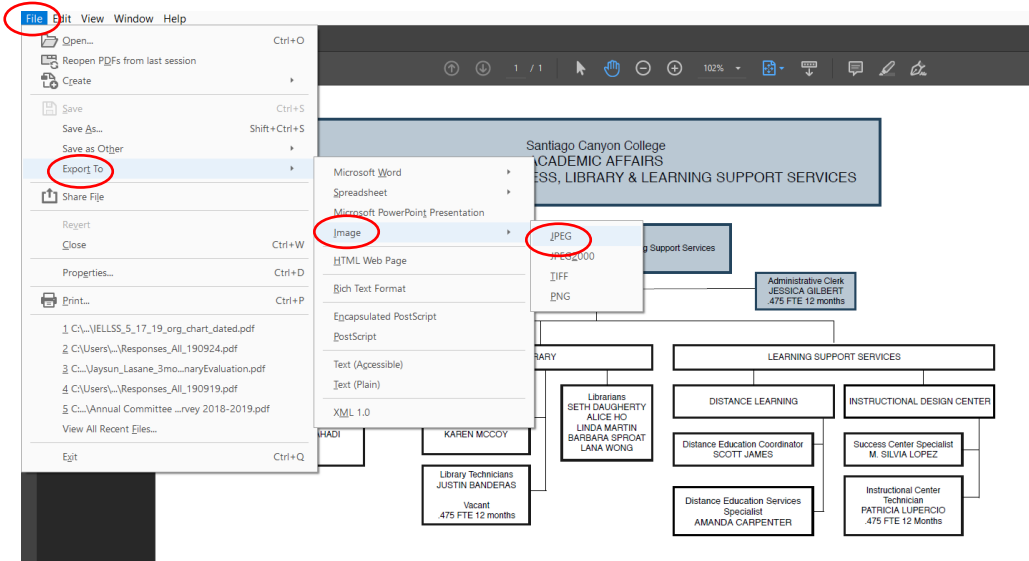


Uploading Images to eLumen Planning Templates

Starting with an open PDF and follow the toolbar navigation pathway below to save your document as a JPEG file:

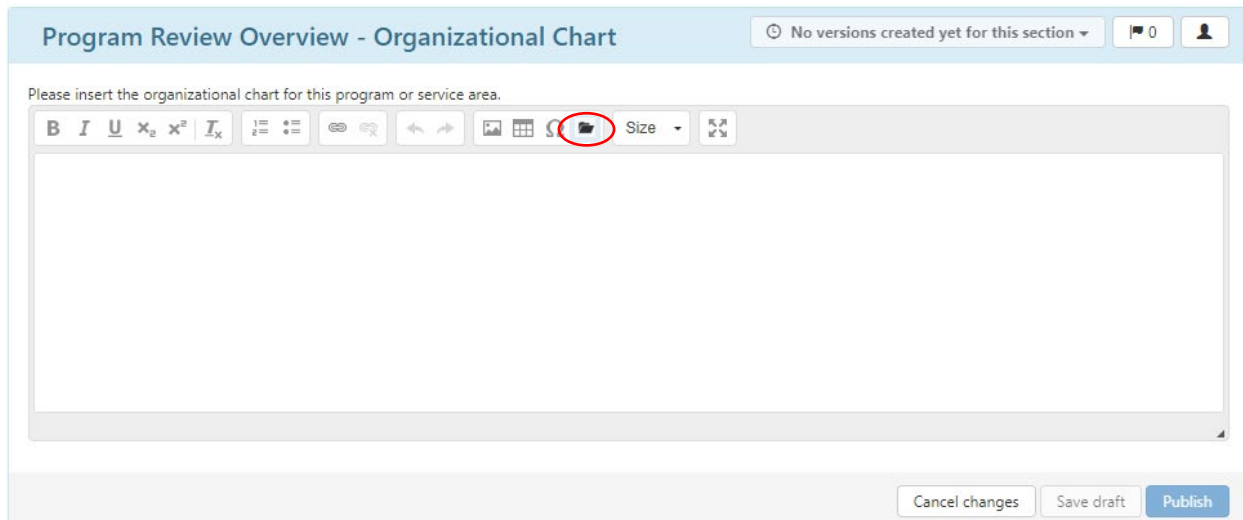
File → Export To → Image → JPEG



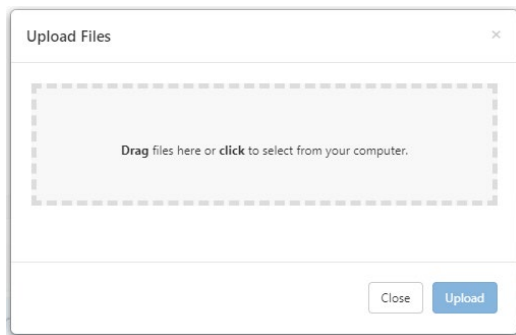
Save the image to a convenient location on your computer.

Special Note: Before you upload your image to eLumen, please make sure you have your image exactly how you want it. Once an image is uploaded to the image folder it cannot be deleted. That doesn't mean you are forced to use any erroneously uploaded image, it just means your image folder will get filled up with images you may not want in the long run. We encourage you to be a selective as possible in your image choice.

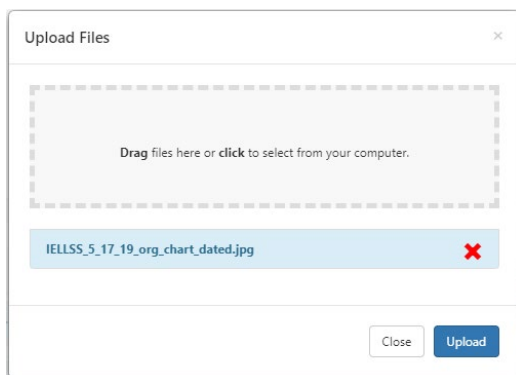
Within the program review template in eLumen, navigate to the Organizational Chart question and **click on the black folder icon** to upload your image to the eLumen image folder.



When you click on the folder icon this window will appear.



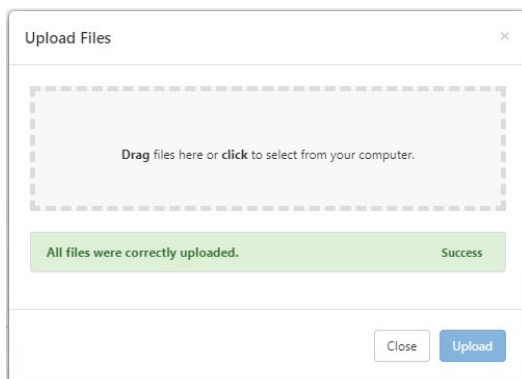
Drag your file from its saved location and drop it within the dotted-lined, gray region of the pup-up window.



Once completed, you should see the name of your file in a light blue shaded box.

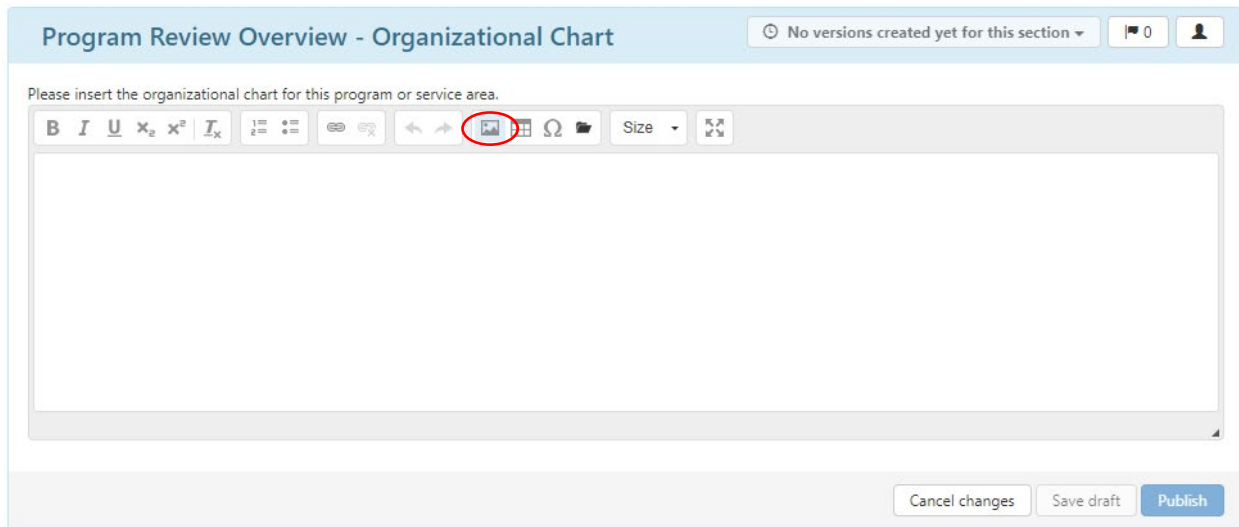
Click Upload

If you successfully uploaded your image to the image folder, you will see an "All files were correctly uploaded" message in a light green shaded box.



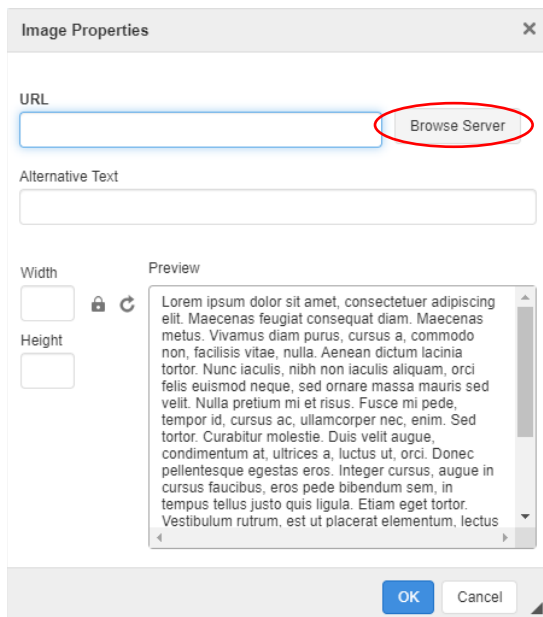
Close the pop-up window.

Now, select the “insert image” icon of the template question.

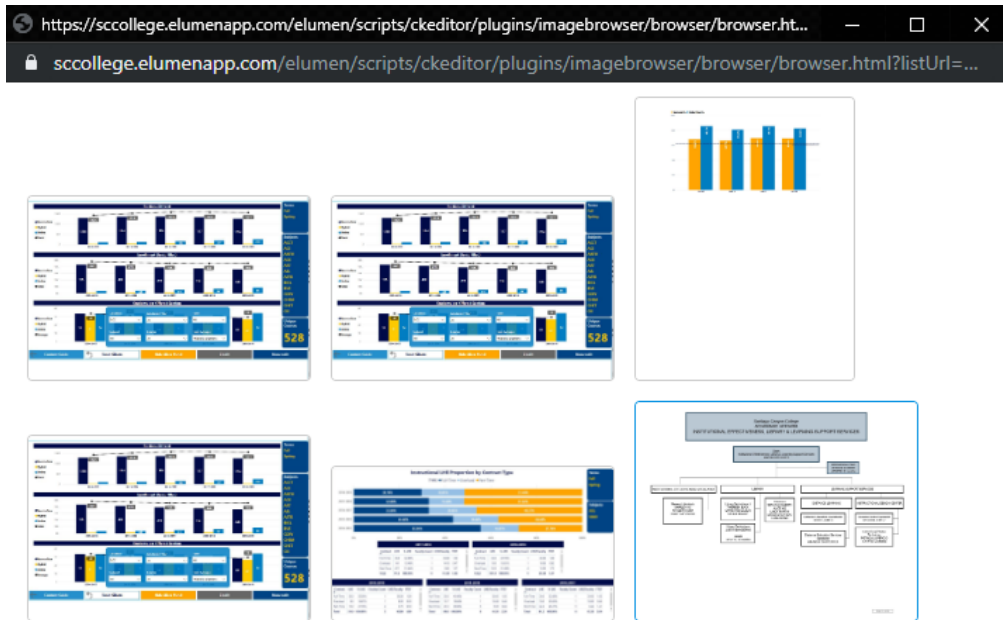


A new pop-up window will appear.

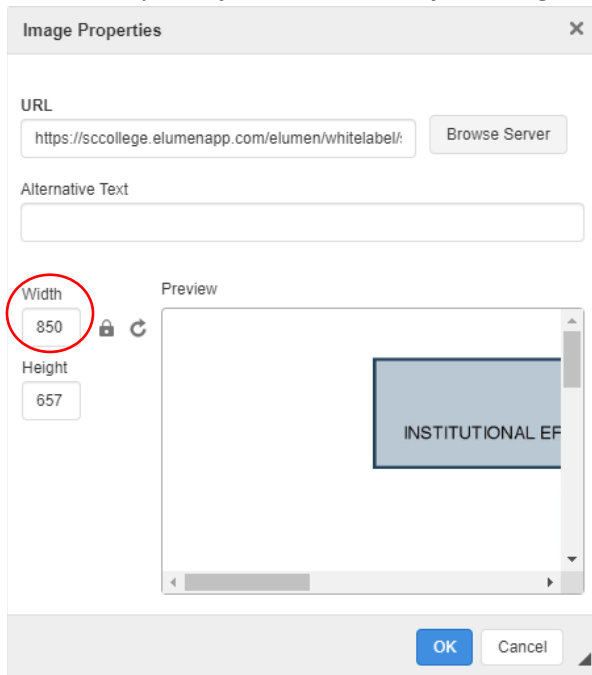
Click on the **Browse Server** button to be directed to your image folder.



Within your image folder, select the image you want to upload.



Make sure you adjust the width of your image to 850, then click OK.



To see what your image will look like in your published program review, **click on the blue Strategic Initiative Report link** toward the top of the template.

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Overview

Program Review - Collaborators : Version by Voelcker, Aaron on 09/19/2019 23:17

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