

# iBroadcast 2 - images

- Image file formats and sizes..... 2
- Upload images ..... 3
- Images – basic details..... 5

**iBroadcast** lets you upload images.

These can then be placed on a programme page (e.g. in a gallery, a supporting content item, or a promotion), or accessed by the iSite 2 asset picker, and inserted in to a page on your web site.

## **Image file formats and sizes**

Image file format should be **.jpg** or **.jpeg**

There is a 4 MB file size limit for uploading images to iBroadcast 2.

Images should usually be **16:9 aspect ratio**. The recommended image size is **1920 x 1080** pixels.

- Some TV programmes use square images in Supporting Content items.

Any editing of images (resizing, cropping etc) must be done before they're uploaded to iBroadcast.

### **Free online picture editors:**

**Croppola** - <http://croppola.com>

**Pixlr** - <https://www.pixlr.com>

<https://confluence.dev.bbc.co.uk/display/iBroadcast/File+formats>

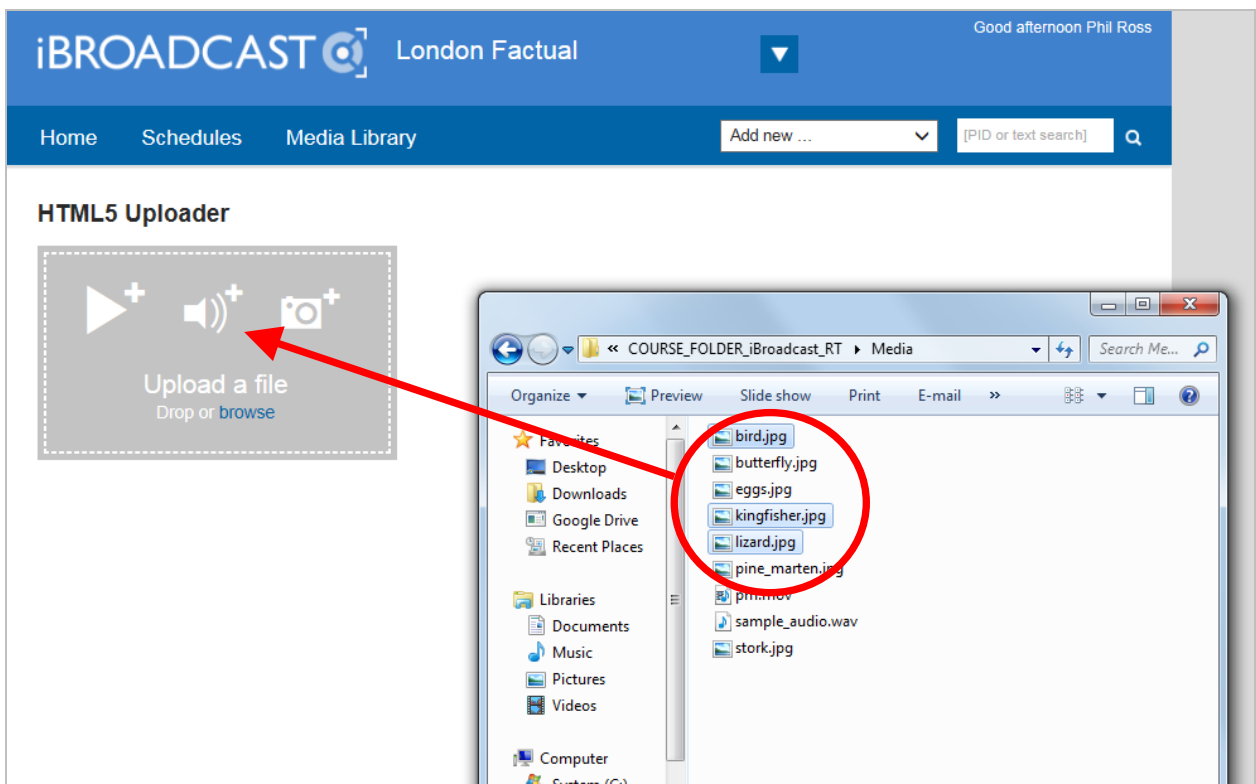
## Upload images

**N.B. Any resizing or cropping of images needs to be done before they are uploaded in to iBroadcast.**

On the iBroadcast home page, click on the blue uploader box:



Locate the files on your computer, click and drag them in to the grey **Upload a file** box.



You can drag more than one file at a time, by holding down the Ctrl key and clicking on multiple files to select them.

In the example above, three image (.jpg) files are being dragged together in to the **Upload a file** box.

You will see the upload progress.

The screenshot shows the iBROADCAST London Factual interface. At the top, there is a navigation bar with 'Home', 'Schedules', 'Media Library', and 'Support'. A search bar is also present. The main content area is titled 'HTML5 Uploader'. It features a large grey box with a blue circular progress indicator and the text 'Uploading...'. Below this is a table with the following data:

File Name	Upload	
kingfisher.jpg	Uploading	<input type="text"/>
lizard.jpg	Pending	<input type="text"/> <input type="button" value="x"/>
bird.jpg	Pending	<input type="text"/> <input type="button" value="x"/>

Wait until all the files show as **Complete**.

The screenshot shows the iBROADCAST HTML5 Uploader interface after the upload process is finished. A red arrow points from the text above to the 'Complete' status in the table. The interface now shows a large grey box with a dashed border containing icons for video, audio, and image, and the text 'Upload a file Drop or browse'. Below this is a table with the following data:

File Name	Upload	
kingfisher.jpg	✔ Complete	<input type="button" value="x"/>
lizard.jpg	✔ Complete	<input type="button" value="x"/>
bird.jpg	✔ Complete	<input type="button" value="x"/>

## Images – basic details

Before you can use an image in a gallery or a supporting content item, or use it in iSite, you must add some extra information to it, which consists of a title and a description, known as “Basic details”.

When a file has finished uploading, click on its file name:

File Name	Upload
<a href="#">kingfisher.jpg</a>	✔ Complete
<a href="#">lizard.jpg</a>	✔ Complete
<a href="#">bird.jpg</a>	✔ Complete

On the next screen hover your mouse over **Select a task**, and choose the very first option, **Add basic details**.

The screenshot shows the 'Publish image' interface for 'kingfisher.jpg'. The interface includes a navigation bar with 'Home', 'Schedules', and 'Media Library', along with an 'Add new ...' dropdown and a search box. Below the navigation bar, there is a yellow banner with the text 'Publish image 'kingfisher.jpg'' and a note: 'You must first add programme data to this image or assign it as an image for a programme, clip or URL promotion to use it.' The main content area features a large image of a kingfisher in flight over tall grass. To the right of the image is a dropdown menu labeled 'Select a task...'. A red circle highlights this dropdown menu. A red arrow points from the dropdown menu to a zoomed-in view of the dropdown options. In this zoomed view, the first option, 'Add basic details', is highlighted with a mouse cursor. Other options include 'Create URL promotion', 'Use as Media Library clip image', 'Use as clip image by PID', 'Use as Media Library gallery cover image', 'Use as gallery cover image by PID', 'Use as programme image by PID', 'Use as Media Library set cover image', and 'Use as set cover image by PID'.

**Alternatively...** you can also add Basic details in the Media Library.

Use the tab at the top of the page to get to the Media Library.

The dropdown boxes at the top of the Media Library screen control what you can see: all uploads or just one type of file; who uploaded them; and when.

Now you can see all the images you just uploaded.

The screenshot shows the iBROADCAST Training Media Library interface. At the top, the 'Media Library' tab is circled in red. Below the navigation bar, there are filter controls: 'All uploads', 'updated by me', and 'within 1 week', all enclosed in a red box. A 'View' button is also present. Below the filters, it says 'Showing 1-25 of 25'. A table lists files with columns for 'File', 'Last updated on', 'Last updated by', and 'Uploaded'. The first row shows 'kingfisher.jpg (Unpublished)' updated 'Today, 5:12pm' by 'Me'. A red box highlights a context menu for this file, with 'Add basic details' selected by a red arrow. Other files listed include 'bird.jpg (Unpublished)' and 'lizard.jpg (Unpublished)'. The bottom of the table shows another 'kingfisher.jpg (Unpublished)' file updated 'Today, 4:43pm' by 'Me'.

The **Select a task** link is available here too. Select **Add basic details** in the same way.

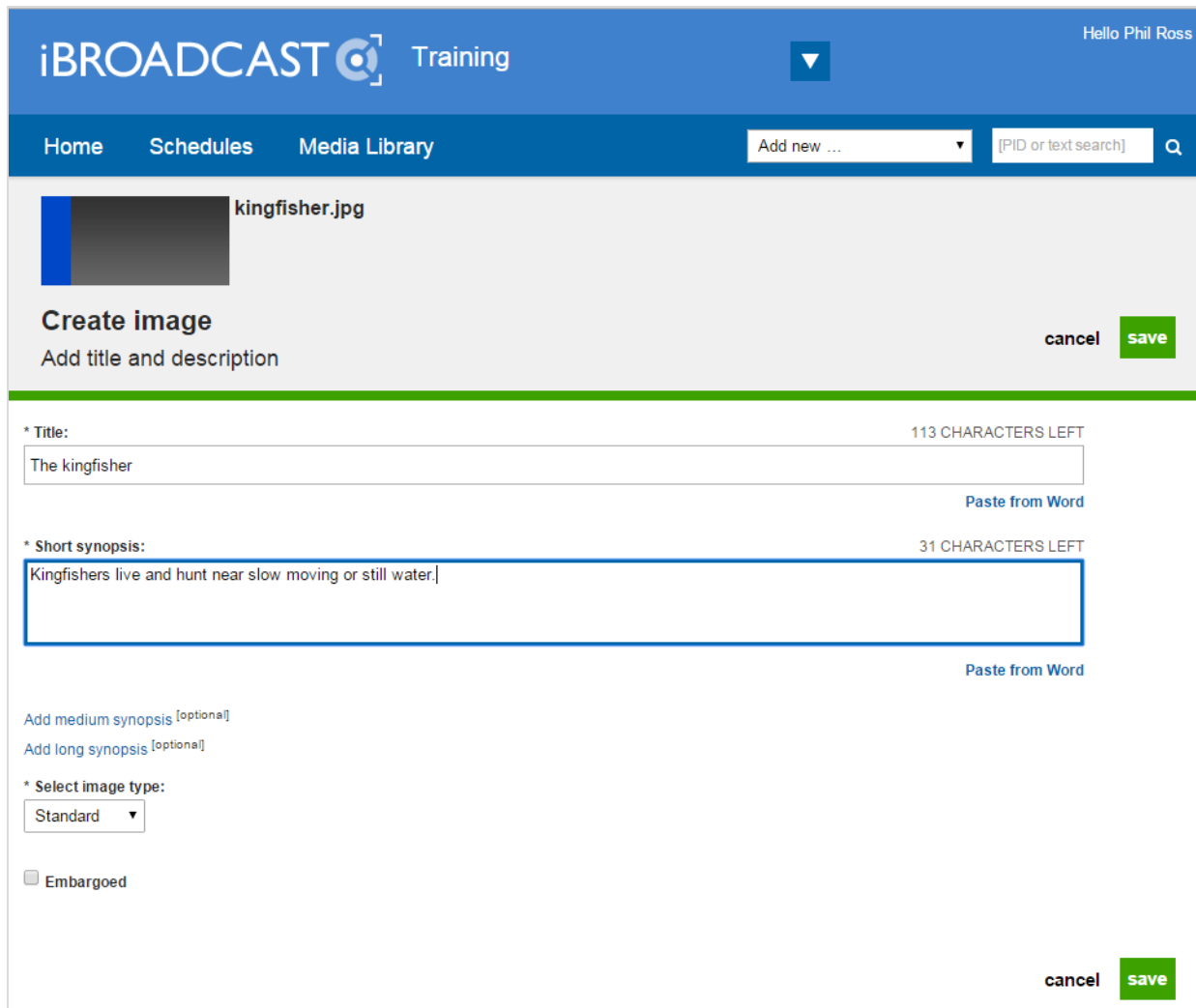
Whichever method you use to select Add basic details, a form appears.

Fill in the form.

You must enter a *Title* (maximum 128 characters) and a *Short synopsis* (maximum 90 characters). You will be warned if you go over the limit.

These details will sometimes appear on a web page, so make sure you add a meaningful title and synopsis, spelled and capitalised correctly.

Don't leave the default file name as the title (eg *kingfisher.jpg*).



The screenshot shows the iBROADCAST Training interface. At the top, there is a blue header with the iBROADCAST logo and 'Training' text. A user profile 'Hello Phil Ross' is visible in the top right. Below the header is a navigation bar with 'Home', 'Schedules', and 'Media Library' links. A search bar contains '[PID or text search]' and a magnifying glass icon. The main content area shows a file named 'kingfisher.jpg' with a placeholder image. Below the file name is a 'Create image' section with the instruction 'Add title and description'. There are 'cancel' and 'save' buttons. The form fields are as follows:

- \* Title:** 113 CHARACTERS LEFT. The input field contains 'The kingfisher'. A 'Paste from Word' button is to the right.
- \* Short synopsis:** 31 CHARACTERS LEFT. The input field contains 'Kingfishers live and hunt near slow moving or still water.'. A 'Paste from Word' button is to the right.
- Optional fields: 'Add medium synopsis [optional]' and 'Add long synopsis [optional]'.
- \* Select image type:** A dropdown menu is set to 'Standard'.
- Embargoed

At the bottom right of the form, there are 'cancel' and 'save' buttons.

You can optionally add a medium and long synopsis.

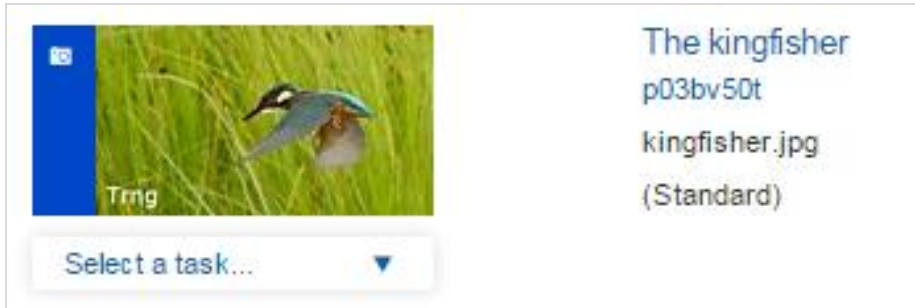
Leave the **Select image type** dropdown box as "Standard".

Press the green **Save** button to finish.

Once you have added Basic details, the file will look different in the Media Library.

It now has the title showing, and also shows a code, known as a PID (Programme Identifier). In the example below it's **p03bv50t**.

This shows the file can now be used on a programme page (for example in a gallery or supporting content item), or in iSite.



Here you can see the image, in the Media Library, showing the title “The kingfisher”, and the PID.

If you see an image file without a title and PID, it hasn't had the Basic details added yet.