iBroadcast 2 - images

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

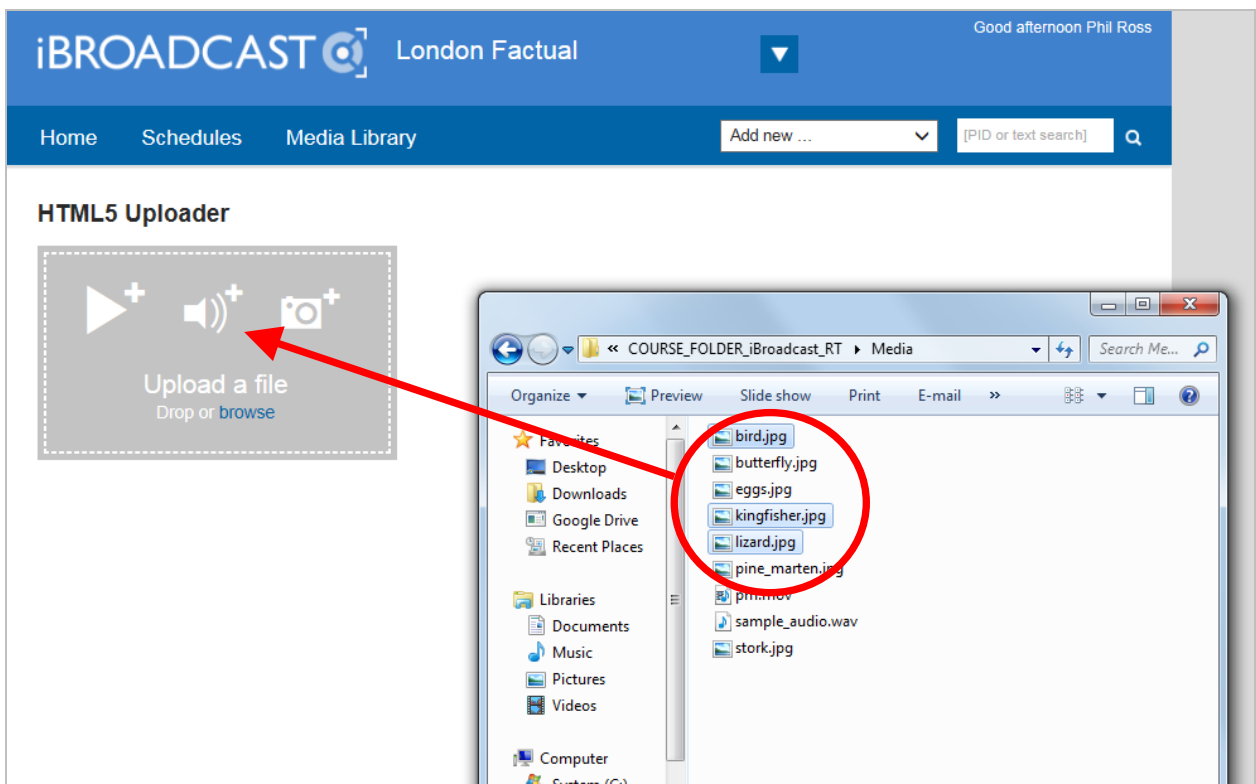https://confluence.dev.bbc.co.uk/display/iBroadcast/File+formats

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.

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

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
kingfisher.jpg	✓ Complete
lizard.jpg	✓ Complete
bird.jpg	✓ Complete

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

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 **Select a task** link is available here too. Select **Add basic details** in the same way.
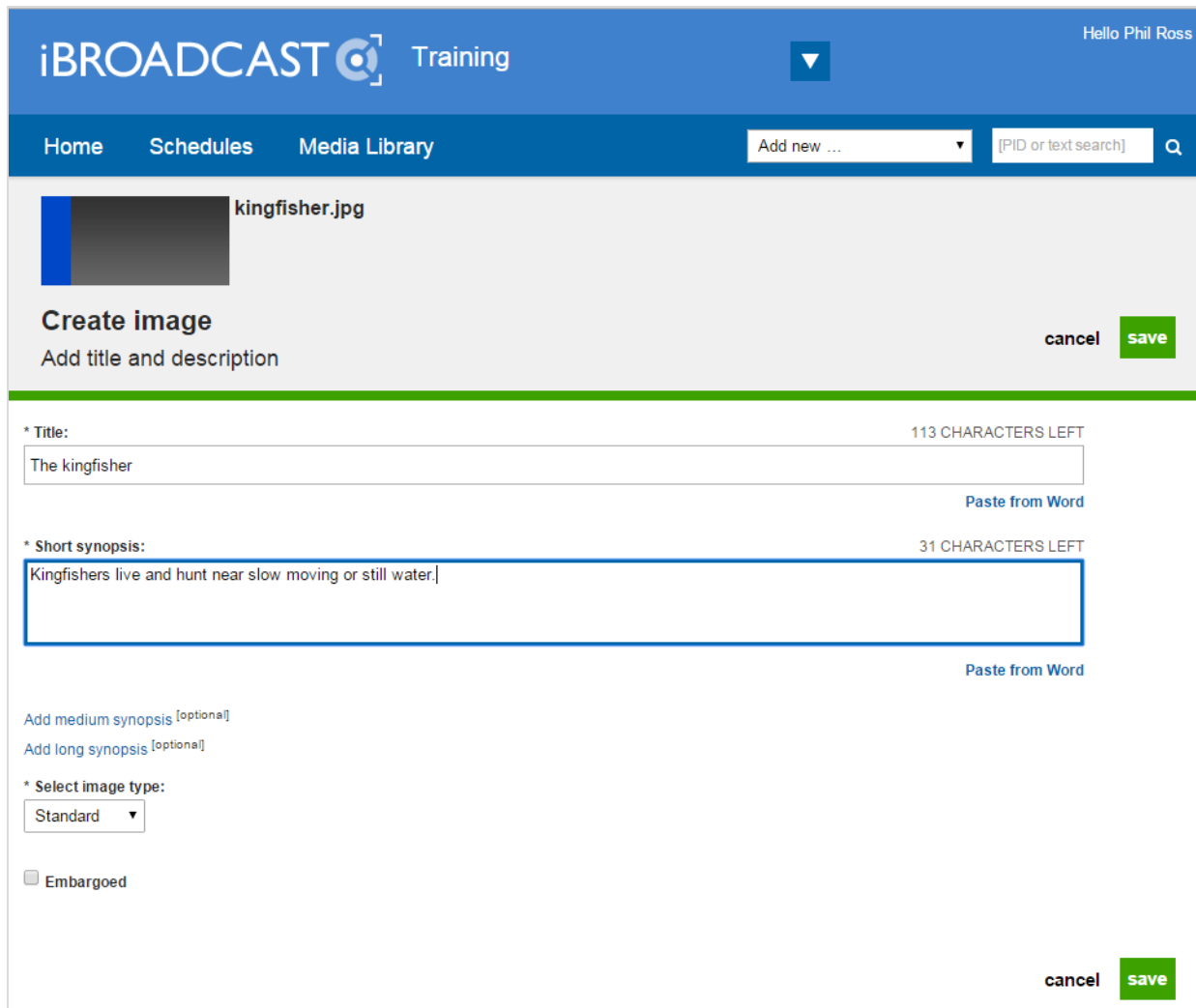
Whichever method you use to select Add basic details, a form appears.

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*).
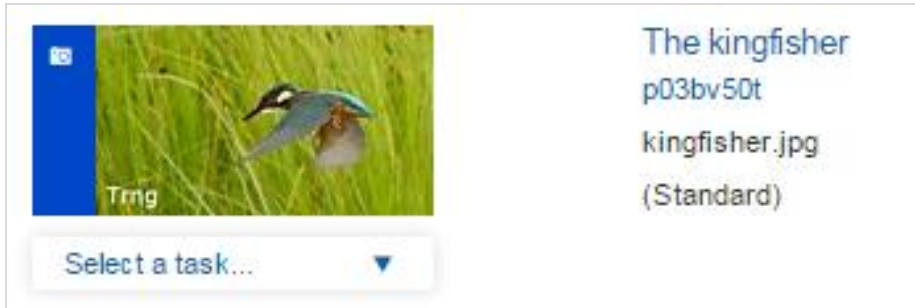

You can optionally add a medium and long synopsis.

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.