



Picture the Universe Blog

How to upload your own processed images.

Creating a new Directory

- 1) Click the Login button on the blog to reach the entry management site.
- 2) Under the Media sidebar, choose “Manage Directories.”
- 3) Scroll to the bottom of the page and click “Create New Directory.”
- 4) Name your new directory, and make sure that “base directory” is selected as the parent directory.

Adding images to the directory

- 1) Choose “Add Media” under the media sidebar.
- 2) Click the button that says “Choose File” (near the middle of the page).
- 3) Find the images you want to upload from your computer. You should upload a total of 5-8 images (one at a time). These will include the jpeg/png file you want to put on the blog, 3-5 raw fits images, and the “dark” fits image. You will have to click the button that says “add new images” for each additional file you are trying to upload.
- 4) Make sure to select the directory you created as the directory to store the images in!
- 5) Click “Go!” once you have selected all the images you wish to add.

Making sure your images uploaded correctly

Two ways to do this:

- 1) Open a new tab and enter <https://stars.uchicago.edu/blog/uploads/> into the URL.
 - 2) Find the directory you just made and open it.
 - 3) Make sure all the files you uploaded are in the folder.
- 1) Go to “Media Library” under Media.
 - 2) In the Filters section, choose the directory you just made under the directory selector (should be the first box on the page).
 - 3) Click the blue “Go!” button (you may have to scroll to the right if there are large pictures in the library).
 - 4) Make sure all the files you uploaded are in the directory.

How to post an image to the blog

- 1) Choose “New Entry” under the Entries menu.
- 2) Give your entry a title (should be the name of the object) and choose a category to label it under (category selector is on the right side of the screen).
- 3) Under the entry body, first enter in a single period, then hit Shift+Enter to make a line break (smaller space than just hitting Enter). Doing this will allow you to use the extended body feature (text is required in the regular body, and the period is pretty inconspicuous).
- 4) Click the Manage Images button in the entry body toolbar. It should be this one:



Posting an image (continued)

- 5) In the window that pops up, open the directory you created. You can do this by either finding your directory in the navigation sidebar, or by choosing your directory in the filter section and clicking “Go!”
- 6) Before you post your image, you will likely need to resize it so that the blog runs more easily. To do this, click on the button next to the image you will eventually post that looks kind of like this: 
- 7) Now you can make your image a smaller size. A pretty good size to use is 512 x 512, but you may go back and change it if you still can't see the entire image on the blog.
- 8) Now that the image is a little (or a lot) smaller, you can select it to open the image options menu...

Posting an image (still)

- 9) Choose the option of using the larger image in your entry, and choose the first image alignment option as well.
- 10) For the image insertion option, make sure you choose to display it as a URL. Keep the URL provided, but delete the name until the last “/”. So if it originally said ...M27Neil/M27.png, you would delete the last part so it just says ...M27Neil/ (make sure to keep the “/” at the end).
- 11) Scroll down in the window and click “Done”
- 12) You should now see your image in the entry body window. Now, the rest of your entry info will go into the extended body window.

Posting an image (final)

13) You should follow the following template for your entry's info:

Above Image: <Name of object>

Author: <your name here>

Date Processed: <date that you processed the image from fits image>

Image Processor: <the image processor you used>

Observer: <observer's name>

Date Observed: <date that the observer observed the image>

Telescope: <stoneedge 20, yerkes 24, or yerkes 41>

Exposure Time: <Exposure time observer used>

Filters: <(U/G/R/I/Z or others)>

Comments: <Say anything you want to add about your image here.>

14) Finally, you can click "Preview" under the main entry body window to see what your post will look like (extended body text is shown in preview). When you like how it looks, click "Save" to post your entry to the blog!