A2J Author®
New User Training

Adding Graphics & Video
to A2J Guided Interviews®

Chicago-Kent
College of Law

ILLINOIS INSTITUTE OF TECHNOLOGY

a2j

The Center for
Access to Justice & Technology
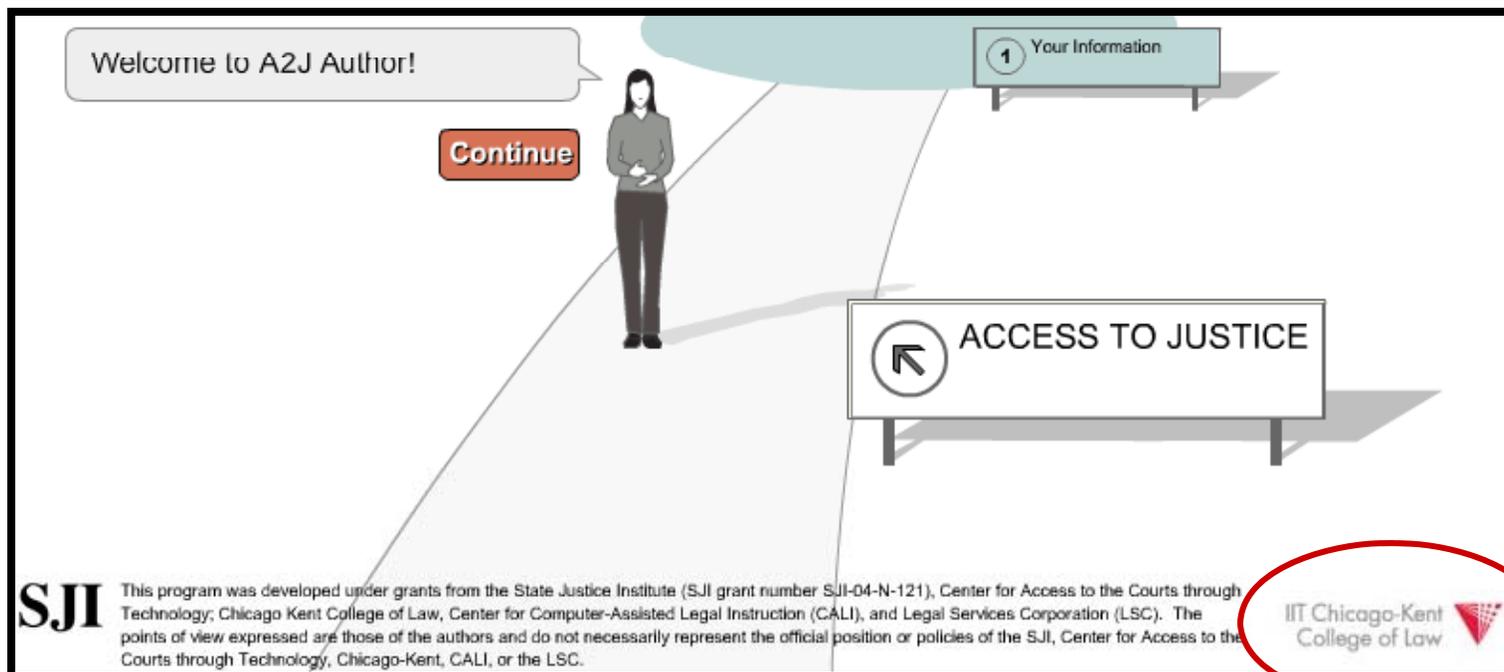AT CHICAGO-KENT COLLEGE OF LAW

Adding Graphics & Video to A2J Guided Interviews®

- ❑ Branding Logos
- ❑ End Graphics
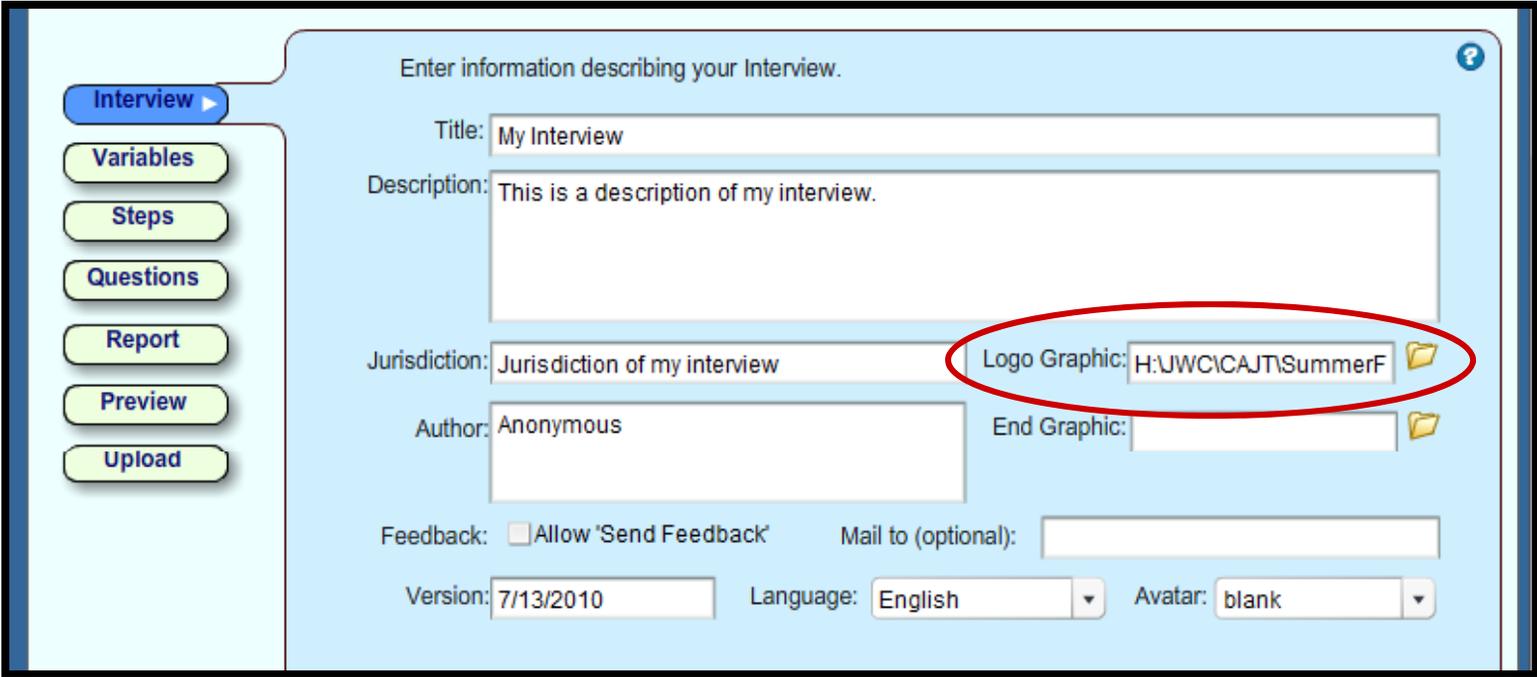- ❑ Learn More Graphics
- ❑ Learn More Videos

Branding Logos

The optional branding logo allows organizations to add their program's logo to the bottom right corner of A2J Guided Interviews®.

Branding Logos

To add a branding logo, click on the yellow folder icon to the right of the "Logo Graphic" field on the "Interview" tab.

Branding Logos

Branding logos must fall within these parameters:

- **Image Size: 120w x 120h pixels**
    - If an image is not this size it will be scaled to fit, causing distortion to the image.
    - If your image is smaller or not square, add white space.
    - For better image quality, scale down a larger image.
- **File Types: .jpg, .png, .gif, or .swf**
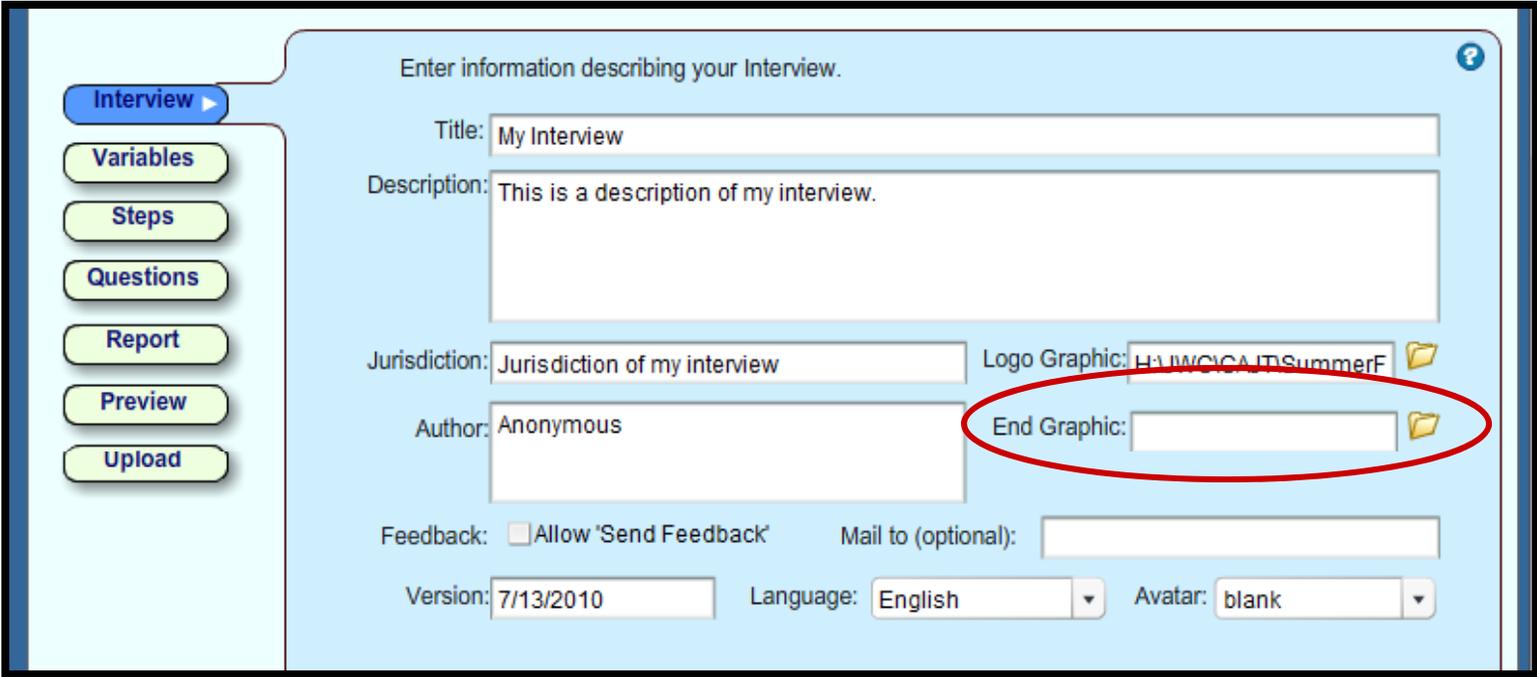   - To see all file types in a folder when selecting the image, type "*.*"

End Graphic

The traditional courthouse graphic in A2J Guided Interviews®
can be changed to a more suitable image if, for example,
the interview is for online intake or simply informational.
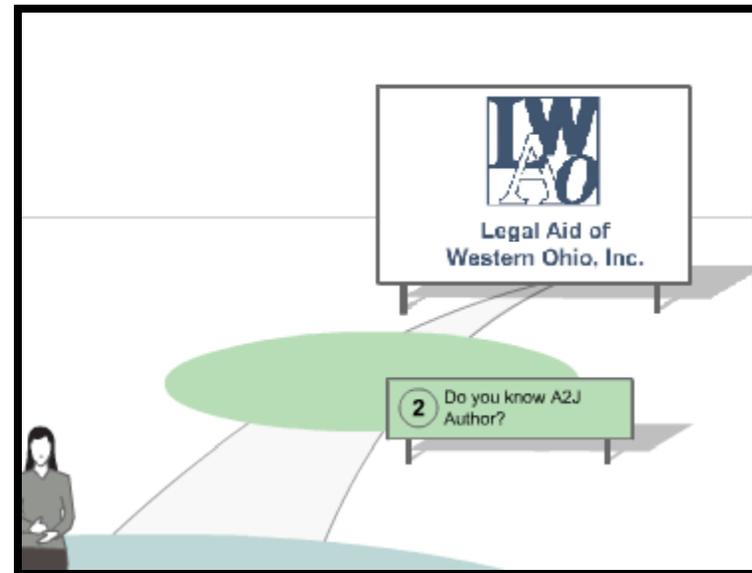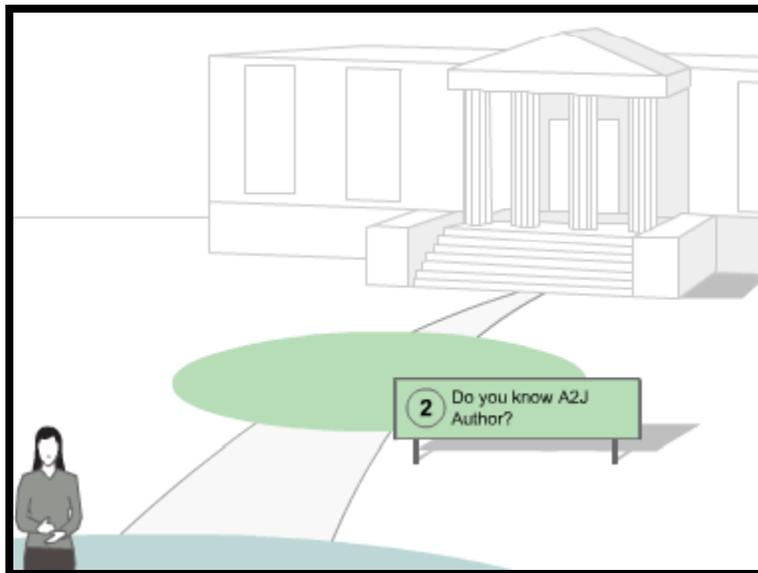
End Graphic

To change the end graphic, click on the yellow folder icon to the right of the "End Graphic" field on the "Interview" tab.

End Graphic

End graphics must fall within these parameters:

- **Image Size: 900w x 250h pixels**
  - If an image is not this size it will be scaled to fit, causing distortion to the image.
  - If your image is smaller, add white space.
  - For better image quality, scale down a larger image.
- **File Types: .png, or .swf**
  - To see all file types in a folder when selecting the image, type "*.*"
- **Alpha Transparency**
 - So that the background of the graphic does not cover up the horizon or the roadway

End Graphic

To help you get started with your own end graphic, the A2J Author® Starter Kit includes two sample end graphics.

- Download A2J Author® Starter Kit from www.a2jauthor.org.

- One.swf sample and one .png sample.

- Template graphics includes a sign with logo and text to be modified.

- To edit the, open the file in a graphic editing program such as Flash® or Photoshop®.

- Template graphic is 900 x 250 pixels, do not adjust size.

- Save the graphic "for the web" as a PNG-24 or PNG-32 type file, and make a selection for transparency.

- Not required to begin with graphic template provided.

Show Me Graphics & Videos

To assist end users with questions, graphics and video may be added in the "Learn More" window of a question.
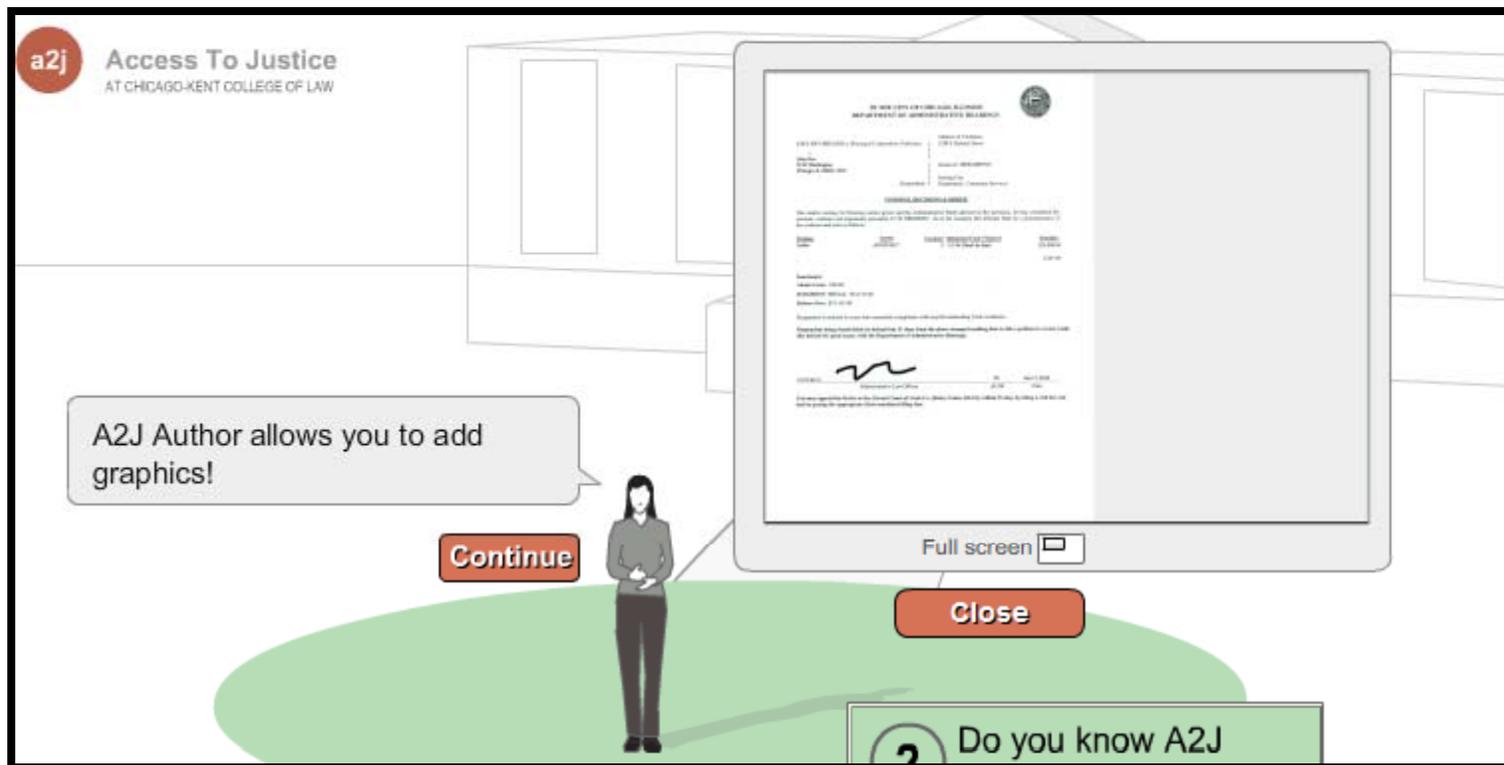
Show Me Graphics & Videos

To add a graphic or video, select "Show Me Graphic" or "Show Me Video" from the "Question Help" drop-down menu in the Question tab.
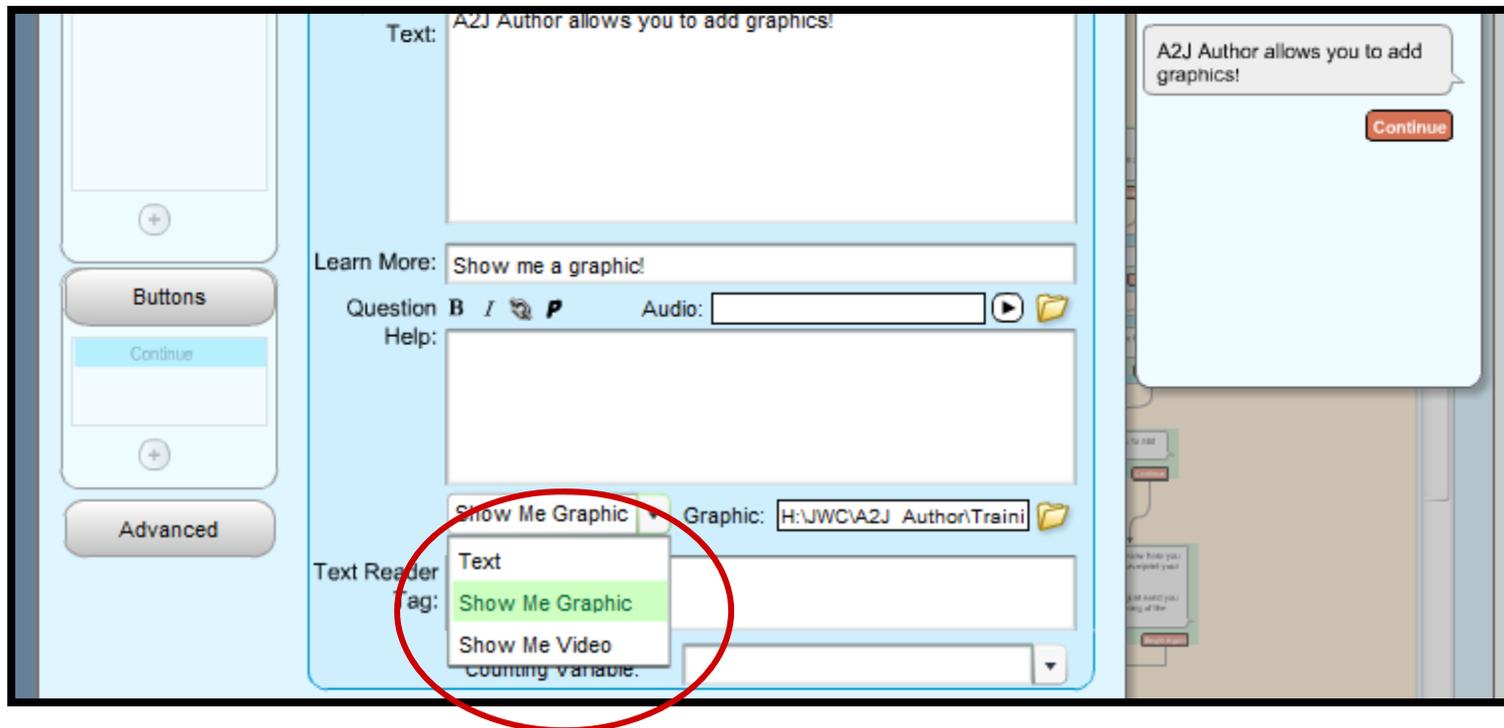
Show Me Graphics & Videos

After choosing "Show Me Graphic" or "Show Me Video," click on the yellow folder icon find the graphic or video you would like to add.
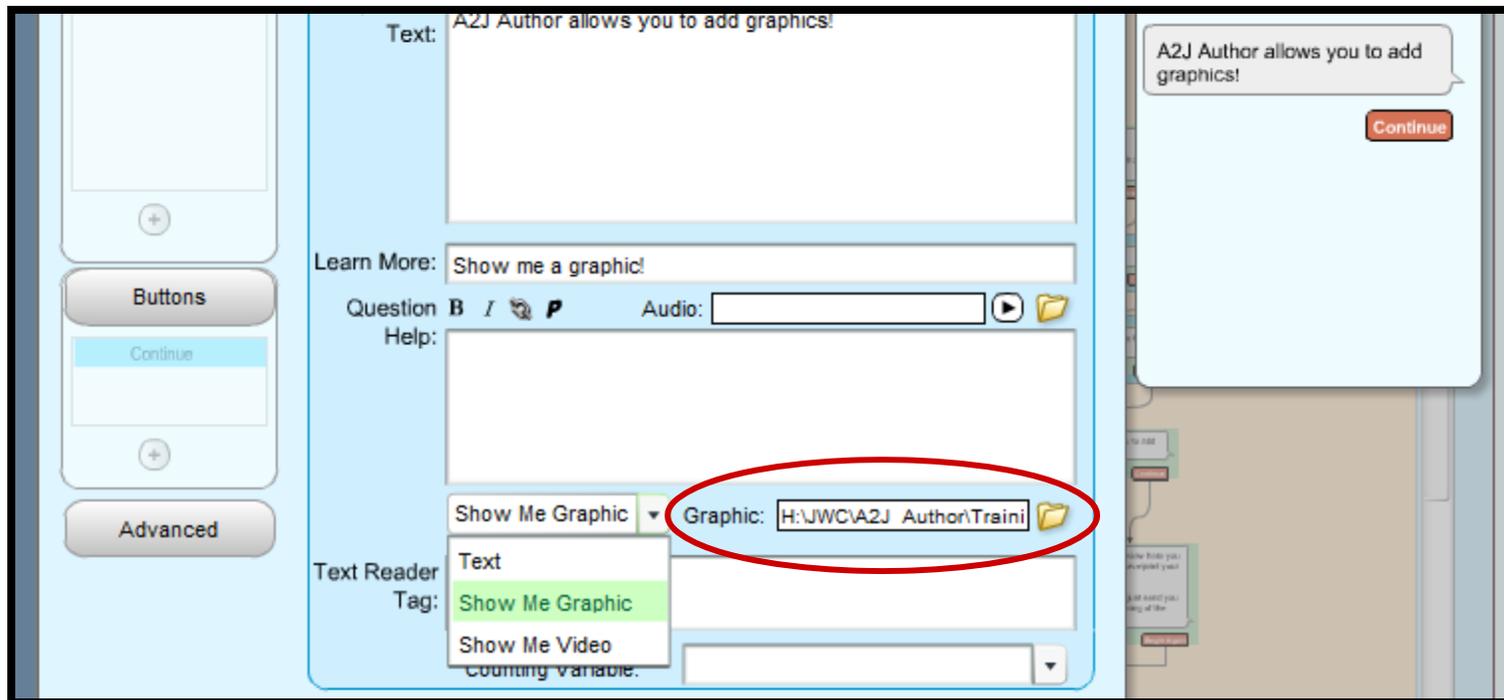
Show Me Graphics & Videos

You may also add caption text to the graphic or video of a "Learn More" in the "Question Help" field in the Question tab.

Show Me Graphics & Video

Graphics and videos must fall within these parameters:
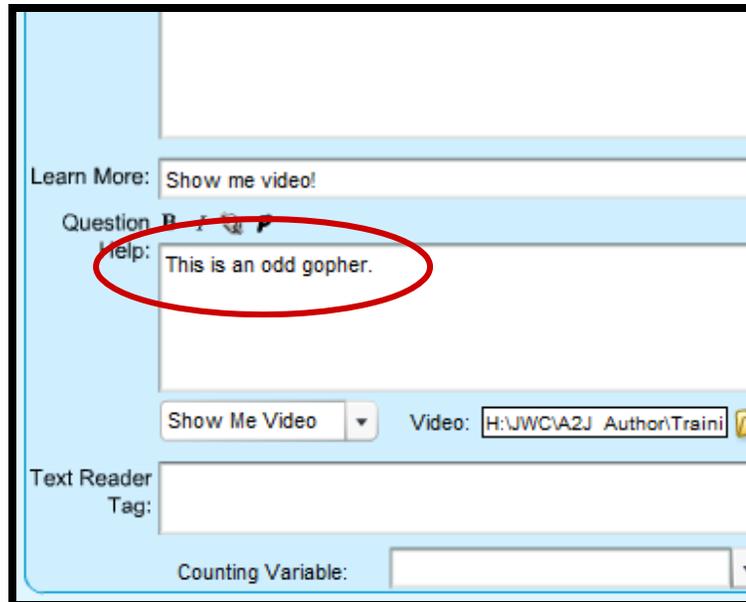
- **Graphic File Types:** .jpg, .png, or .gif

- **Video File Types:** .flv (Flash video)

- **Graphic & Video File Weight:** cannot be over 100MB
    - Note: LHI restricts all combined files for one GI to 16MB

- **Graphic & Video Size:** size is not restricted
    - Graphics and videos will be scaled to fit within the "Learn More" window.
    - End users may enlarge the graphic by selecting the "Full screen" icon

a2j The Center for Access to Justice & Technology AT CHICAGO-KENT COLLEGE OF LAW

Graphics & Video Editing

There are many free programs for editing, resizing and changing the file type of graphics and videos:

- **Pic Resize: crop & resize images**

  - Website: http://www.picresize.com/

- **Movica: edit video**

  - Website: http://sourceforge.net/projects/movica/

  - Training on NTAP website: http://lsntap.org/LM201

- **Format Factory: convert file types of graphics & videos**

  - Website: http://www.formatoz.com/

Questions? Feedback?

Center for Access to Justice & Technology, Chicago-Kent College of Law

cajt@kentlaw.edu

312-906-5331

Chicago-Kent
College of Law

ILLINOIS INSTITUTE OF TECHNOLOGY

a2j   The Center for
Access to Justice & Technology
AT CHICAGO-KENT COLLEGE OF LAW