

# Online Design (Beginning OD) Mod 4

## Part 1, Step 2: Recommending Photos

Student's Name: \_\_\_\_\_

Once images are uploaded and sorted into photo albums, you can recommend them to be used on specific spreads or by specific staff members.

Although all uploaded images are available for use when editing pages, the extra step of recommending can be useful since it places images with the spreads they're best suited for and with the users who need them.

### To recommend an image for a spread:

1. Click **Photos** in the main navigation.
2. If photos have been uploaded, you will see them organized by photo album under **My Albums**. Scroll through the images and click to select an image you want to recommend.
3. The photo you selected will open in a new window, showing the image details screen in Slideshow view. Click **Recommend** in the menu below the photo.
4. In the drop-down menu, choose **Recommend for spread**.
5. In the new window, click in the ladder preview to select the spread(s) you would like to recommend this image for. You can choose a single spread or multiple spreads. When you are finished, click **Recommend**.

### To recommend an image for a staff member:

1. Click **Photos** in the main navigation.
2. If photos have been uploaded, you will see them organized by photo album under **My Albums**. Scroll through the images and click to select an image you want to recommend.
3. The photo you selected will open in a new window, showing the image details screen in Slideshow view. Click **Recommend** in the menu below the photo.
4. In the drop-down menu, choose **Recommend to someone**.
5. In the new window, use the drop-down menu to select the staff member you would like to recommend the image for. When you are finished, click **Recommend**.

Online Design **Photos** Artwork Plan Book Portraits and Index

My Photos **Photo Albums** Search Photos Coverage

10 albums | 80 photos + New album Upload

Search topics

Photo topics

Search by album name

AD Fort Aaron 100108413 5

Everyday Life 0

Prom/Graduation 0

Zoom Fashion 1

Zoom Fashion Rename Delete album

Slideshow Thumbnail 1 of 1 Modify filters

Biloxi 009

Zoom Fashion move

1536 × 2048 px 1.71 MB

5.1 × 6.8 in

Uploaded by Main Account on 9/02/20

Not used on any pages.

Add a topic (Football, etc.)

Photo topics

★ favorite Recommend Make portrait Print Download Delete Edit photo

★ favorite **Recommend** Make portrait Print Download Delete Edit photo

Recommend to someone

Recommend for spread

**Part 1, Step 1 Assignment: (PREVIOUS ASSIGNMENT)**

**In Part 1, Step 1 Assignment, you were asked to do the following:**

1. Take 10 to 15 photos of your fashion style or someone at home during this zoom time. Try to take photos using at least four of the following photography techniques. Also, please remember some of the suggestions when using a smartphone.
2. Upload the photos to a Photo Album and name the Album "Zoom Fashion." Please review the video on OD Photos Basic if you have any questions or use the instructions and screen shots above.

**Part 1, Step 2 Assignment: (NEW ASSIGNMENT)**

Go to Photo Albums to review the pictures and RECOMMEND five to seven of the photos to a specific spread. It is easier to view them in SLIDESHOW than in little itty-bitty thumbnails on the page. If you are working in the Sandbox (Template Section), then it will be easier for you to recommend the photos to YOU.

- Go to Photos/Photo Albums
- Select Album, go to SLIDESHOW view
- Look for quality—blurry? Blurry is not good.
- Select five to seven photos