Help:How to Insert, Caption and Classify an Image

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Detailed image formatting may be found at http://www.mediawiki.org/wiki/Help:Images.

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Contents

IP/Copyright Statements

It is critical that all figures and tables used for the SEBoK are properly marked with regard to their copyright/IP status. There are 4 tags which should be included with the figure caption, depending on which is appropriate:

1. **Figure Developed for BKCASE.** This tag applies to the figure/table that is original work produced by a BKCASE author.
2. **Used with Permission.** This tag applies if a copyright release for the figure/table is returned

permitting use by the owner.

3. **Permission Pending.** This tag applies if a copyright release for the figure/table was mailed and permission is pending from the owner. *This tag should be used sparingly for SEBoK 0.5.*

4. **Agency Name,Year/Released.** This tag applies to all material in the public domain or available for fair use. These are considered public property that can be used freely. US government employee works (created under official duties) are considered public domain, but foreign government employee works may not fall under the same US "public domain" guidelines. Authors using non-US government material as a "public domain or fair use" image should check the guidelines to be sure permission is not required.

Please see the BKCASE Intellectual Property and Copyright Guidanceand the required IP Form for general information and guidance for reusing v.25 images. An IP form is required for reused v.25 but does not require completion. Whenever you insert a figure or table, please send Stephanie Enck (smenck@nps.edu) the following:

- Completed Author IP Formwith a copy of the image you want inserted into the wiki.

For each figure and table, provide the following in the "summary" field upon inserting the image.

- Proper credit must be given to original author(s). Provide a complete citation using Chicago Style (Required format for references).
- Please type out the tag name identifying the figure or table.

Send completed IP Forms and copy of the image to Steph by **July 31, 2011** for SEBoK v.5. She will use the information provided in the form to generate copyright release letters for applicable figures and tables. It is important for the forms to be complete. She will double-check figures in the wiki to ensure tags are accurate. Please do not delete the image tags once they are inserted in the article. For tracking purposes, **please notify Stephanie if you decide to remove or make changes to an image** and the information provided for that image. This includes replacing or updating an image, making changes to the image caption or summary field. Notification of changes is particularly important for

copyright owned images which will require updates to the permission letter.

Steps for Inserting Images

Step 1: Submit the the Image File/Copyright Information

Note: Within the wiki, .png files tend to scale better. If possible, please save your images as .png files.

First complete the Author IP Form. This is a short form that identifies (a) how the image should be captioned; (b) where the image is to be inserted in the wiki; and (c) what the source of the information is. For more specific information on this, please see the BKCASE Intellectual Property and Copyright Guidance. **Note:** If your image was used in 0.25, you will only need to complete the first portion of the form; directions are provided in the form itself.

To submit your image, send the image itself and the completed IP form via email to bkcase@stevens.edu

When your image is received, the IP information will be recorded. Steph Enck will use this to create permission letters for all new figures. The source information will also be submitted with the image for storage in the wiki environment. The image will then be uploaded to the wiki and inserted into the designated article.

Step 2: Move Image to Desired Location

When your image is uploaded, it will be inserted into and captioned in the article you specify in your IP form. All images will be inserted at the top of articles. The tag for an image will look like:

```
[[File:Example.jpg|caption]]
```

The author will then drag the image tag, as shown above, to the desired position in the article. This will insert the image wherever it is desired.

If your tag is deleted accidentally, you may recreate it using the following steps:

The radio button 🖼 can be used to insert pictures. Simply click on the button in the editor. This will insert the following tag:

```
[[File:Example.jpg]]
```

Simply replace "Example.jpg" with the name of the file you submitted. For example, to display the picture button in this article, the following tag was used:

```
[[File:button_image.png]]
```

You may also enter the tagging manually if you prefer, by typing "File:" followed immediately by the image name, and enclosing the entire prompt in double brackets ([[ ]]). If you have problems with this, please work with Steph Enck (mailto:smenck@nps.edu smenck@nps.edu) to resolve.

Note: The wiki currently displays captions as rollover text; this means that if you hold your cursor over the image, the caption will appear. The wiki team is working on getting the captions to appear underneath the figures, as is seen in SEBoK 0.25.

Image Editing

The help file found at http://www.mediawiki.org/wiki/Help:Images explains in detail how to edit images. For the purposes of the SEBoK, a few of the basic edits are explained here.

- **Note:** File editing is done primarily using the "pipe", which is: | . On most keyboards, this is generally the key directly above the "enter" or "return" key. On a Mac keyboard, this will generally appear as a solid vertical line; on a PC, this will often appear as a vertical line with a small gap in the middle. Often this is the same key as the forward slash and can be inserted using "SHIFT + \".

Editing Captions

"Piping" is used to produce a figure caption. Your captions will be included when your figures are inserted. An example of captioning can be found below:

```
[[File:filename.extension|caption]]
```

You can replace the text after the pipe ("|"), in this case "caption", with the caption you desire for your figure.

Resizing Images

Just as piping is used to insert captions, it is also used to resize images. Resizing is done by inserting the desired **width** of the picture in **pixels (px)** into the image tag. For example, to resize an image to 200 pixels in width, the tag would be:

```
[[File:filename.extension|200px|caption]]
```

Media wiki automatically locks the aspect ratio for scaling.

Image Positions

Just as piping is used to apply other formats to images, it is also used to identify the positioning of an image. When an image is inserted, it is automatically inserted as "in line with text". In order to change this formatting, you may want to change the justification or position of the image. For example, to center an image on the page, you would use:

```
[[File:filename.extension|center|caption]]
```

This same format can be used for other orientations by replacing the word "center" with the word "left" or "right".