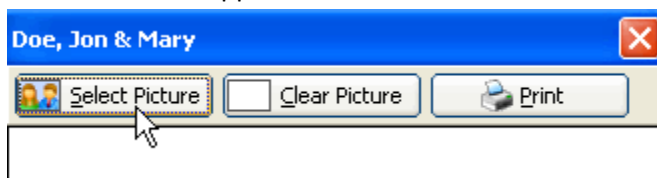


Adding Pictures to Servant Keeper

1. Create a folder under your Servant Keeper 6 folder called Church Photos(if on a network, complete these steps on your server)
 - a. Right click on your Start button and choose Explore
 - b. Find your Servant Keeper 6 folder (default location is C:\Program Files\Servant Keeper 6 for non Vista machines, in Vista the location is C:\Servant Keeper 6)
 - c. Left click once on Servant Keeper 6
 - d. Go to the File menu option in top left corner of window
 - e. Choose New | Folder
 - f. Give the folder the name Church Photos
 - g. Put the photos of your families and/or individuals into the Church Photos folder
 - h. You want to make sure that the size of each picture file is no larger than 100k
 - i. The easiest way to reduce a picture's file size is to resize the image using an image editing program like Adobe Photoshop. Graphics programs like this will allow you to take for example an image the is 1600 X 1200 pixels and shrink it down to a much more printer friendly size like 800 x 600 or 640 x 480. **When resizing pictures be sure to maintain the aspect ratio. If you do not maintain the aspect ratio your picture will skew and look unusual.**
 - j. Close the windows explorer window
2. Open your Membership Manager
3. If they are family pictures follow these steps:
 - a. On the Main List, left click on the family you want to assign a picture to
 - b. Click the **[View Picture]** button

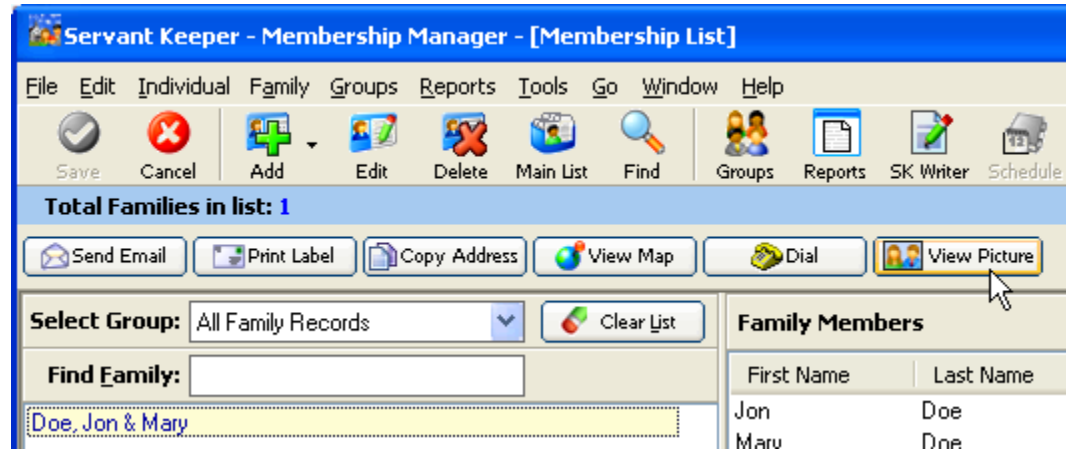


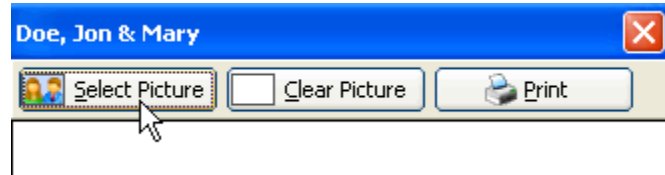
- c. This window will appear:



- d. Left click on the **[Select Picture]** button

- e. A windows explorer box will appear. Browse to your Church Photos folder and find this families picture.
 - f. Double click the file name and the picture will be displayed in the photo box. The path to that picture is now stored in Servant Keeper
4. If they are individual pictures follow these steps:
- a. On the Main List, left click on the individual you want to assign a picture to
 - b. Click the **[View Picture]** button



- c. This window will appear:
 
 - d. Left click on the **[Select Picture]** button
 - e. A windows explorer box will appear. Browse to your Church Photos folder and find this individual's picture.
 - f. Double click the file name and the picture will be displayed in the photo box. The path to that picture is now stored in Servant Keeper
5. If you have to move your pictures for any reason to a different directory, you can globally change the directory path in the Administration Manager. Follow these steps:
- a. Open Administration Manager
 - b. Click on Tools | Picture Manager
 - c. Tag all of the pictures that are to be moved to a different directory
 - d. Click the **[Change directory for tagged Records...]** button
 - e. Browse to the new location of the tagged pictures and click the **[OK]** button
 - f. The new path will be displayed in the Select Pictures Folder box
 - g. Click the **[OK]** button
 - h. You will get a window telling you the system will change the tagged pictures to the new directory. Click the **[Yes]** button
 - i. You will then see a box telling you how many records were changed
 - j. Click the **[Close]** button and you're done!

Servant Keeper Help – Resizing and Using Pictures on Church Directories

Follow these tips on how to resize your photo to work best on your church directory.

Most of today's digital cameras do a great job of taking high quality photos. This is wonderful for when you are printing a picture or 2 to photo paper because you want the highest quality picture you can get when printing. The problem is when you use these high-quality large file size pictures in Servant Keeper for your picture directory. The actual file size of these pictures can range anywhere from around 700KB for a picture from a 2 Mega Pixel camera and up to a few megabytes for pictures coming from a 3, 4, or 5 Mega Pixel camera. Here is why this is a problem. Take a 1 MB picture for each family of the 200+ you have on the church directory. As you can see the 1 MB picture x 200+ families just made our picture directory well over a 200MB print job. This is a huge print job that only the fastest workstations with adequate system RAM and a printer would print quickly. Your average entry level desktop pc and inkjet printer would take a considerable amount of time to print such a large print job. Servant PC recommends using JPEG .jpg picture files because the quality of a .jpg even at a high compression ratio is usually fairly good. The compression makes the file smaller in size too and easier on your print job. Also try to keep the maximum file size to less than 100KB. Remember that if your pictures are 1,024KB or 1MB and you have 200+ families in the directory then your print job will be huge and could take a very long time to generate and print.

The easiest way to reduce a picture's file size is to resize the image using an image editing program like Adobe Photoshop. Graphics programs like this will allow you to take for example an image that is 1600 x 1200 pixels and shrink it down to a much more printer friendly size like 800 x 600 or 640 x 480. When resizing pictures be sure to maintain the aspect ratio. If you do not maintain the aspect ratio your picture will skew and look unusual. See below.

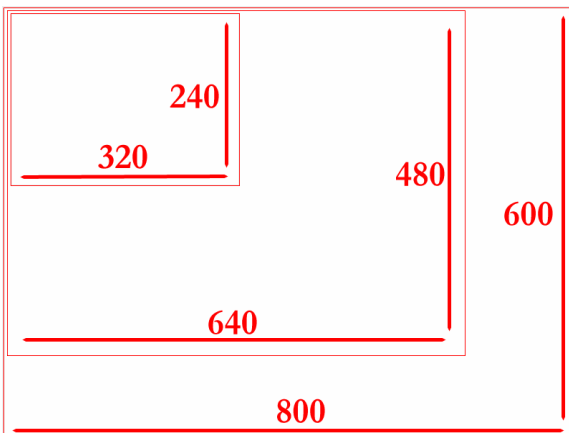
Image with aspect ratio maintained:



Image with aspect ratio distorted:



This picture with the distorted look was changed to a size of (W) 576 x (H) 768. This size change makes the picture "skewed" since it is a different aspect ratio than the original picture.



Below is a graphical example of how aspect ratios are maintained when resizing pictures. If your picture starts out as 1600 x 1200 pixels then changing the width of it to 1280 pixels with the ratio maintained will change the height to 1024 pixels.

These are some common picture resolutions that all share the same aspect ratio. 1600 x 1200, 1280 x 960, 1024 x 768, 800 x 600, 640 x 480, 320 x 240, 240 x 180.

The exact aspect ratio is:
1:1.33 or
(Width = 1.33 X Height).

↑ This image is not actual pixel size.