



Clicklaw Contributor Guide

Version 1.0

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Getting Started

Setting up your Clicklaw contributor account & profile

A Clicklaw contributor account allows you to manage your organization’s profile and resources on Clicklaw. Your contributor account is based on your email address.

1. Check your email. You will have to receive an invitation email from the Clicklaw team or another contributor before you can set up a Clicklaw contributor account.
2. Follow the link provided in that invitation email. This will take you to the welcome page.
3. Fill in the fields, check the box beside the “terms of contributing to Clicklaw”, and click the **Verify Your Clicklaw Account** button.



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Welcome to Clicklaw!

Just a couple of things to set up to become a contributor to Clicklaw on behalf of **BC Courthouse Library Society**:

Name: First Last
 Phone: Phone
so the Clicklaw team can contact you
 Create password:
 Verify password:
Enter the text displayed: 
 As a Clicklaw contributor, I agree to abide by any posted guidelines for all my contributions to Clicklaw. I understand that all contributions I make to Clicklaw are my responsibility. I agree not to make contributions that are unlawful or harmful. I acknowledge that Clicklaw does not pre-screen or approve contributions I make, but I understand that my contributions may be changed or modified by the Clicklaw site editors, at their sole discretion.

Verify Your Clicklaw Account

Check the “terms of contributing” box and then click the **Verify Your Clicklaw Account** button.

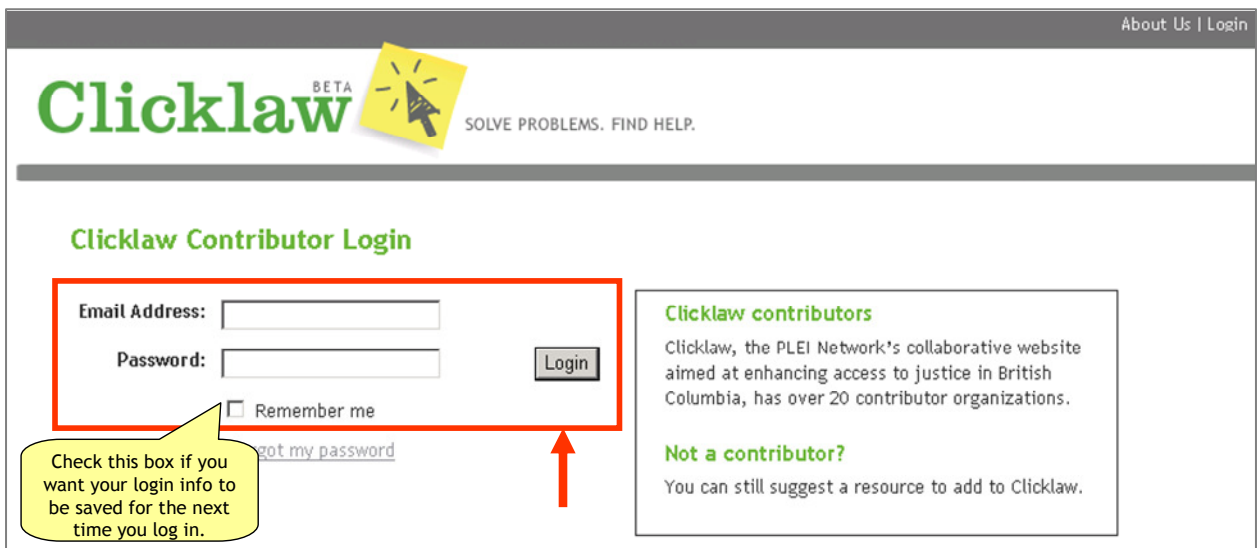
Logging in to the Clicklaw contributor site

The Clicklaw contributor site is where you manage your organization’s profile and resources on Clicklaw. You can only access the contributor site after you log in using your contributor account.

- Go to the login page for the contributor site. There are two ways to get there:
 - Go to Clicklaw homepage (<http://www.clicklaw.bc.ca>) and click “Contributors” in the top right of the site header.



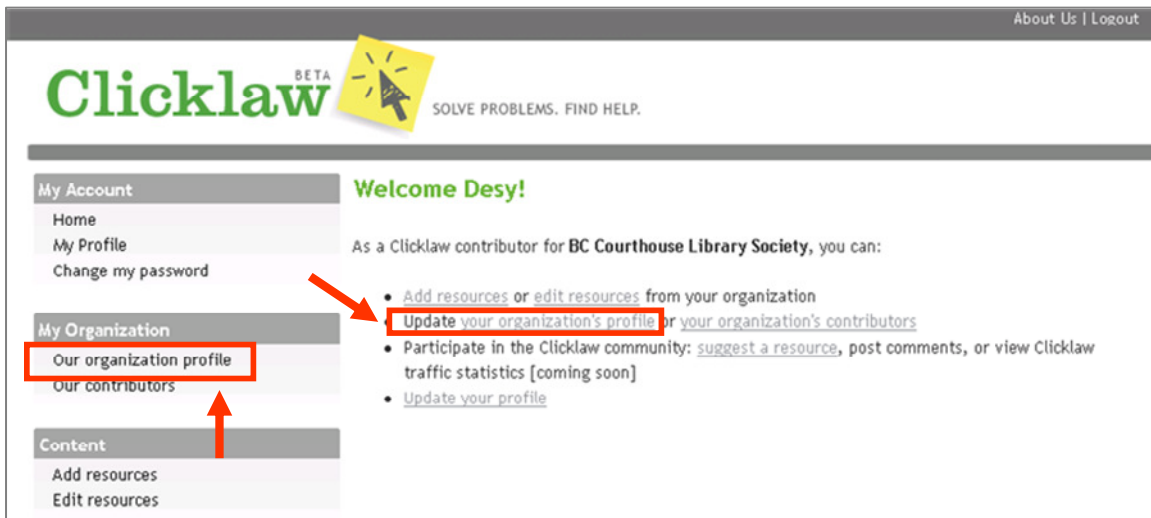
- Or go directly to <http://admin.clicklaw.bc.ca>.
- Enter your email address and password, and then click the Login button. This will take you to the homepage of the contributor site.



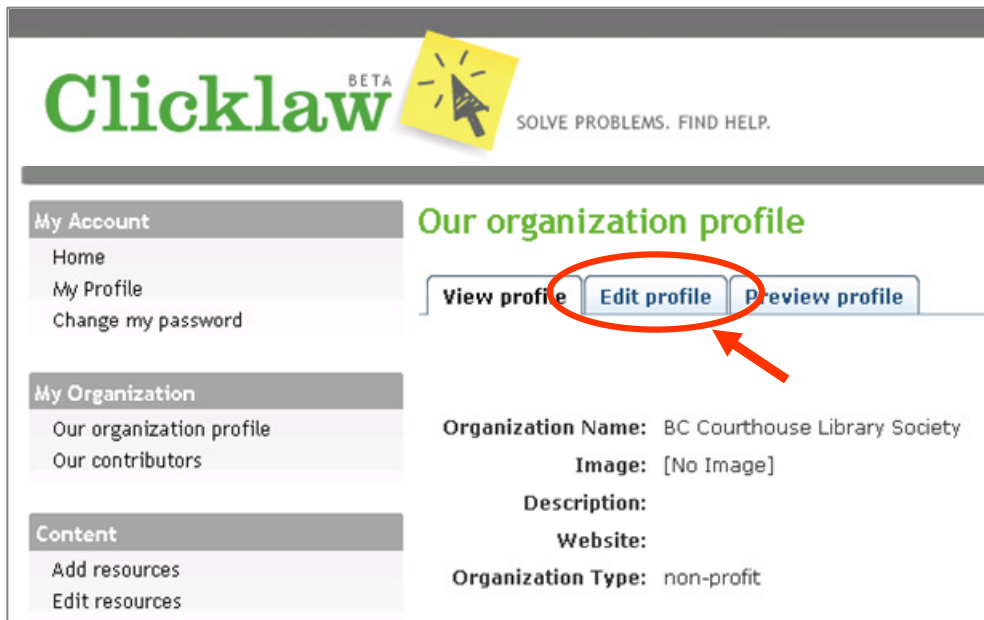
Editing your organization's profile

An *organization profile* contains information about your organization that Clicklaw visitors will see.

1. Log in as a Clicklaw contributor.
2. Click “your organization’s profile” if you’re on the contributor homepage or click “Our organization profile” in the left menu of the contributor site.



3. Click the **Edit profile** tab.



4. Enter all the required information and click the **Publish** button when you're done.



The screenshot shows the 'Our organization profile' page in Clicklaw. The page has a sidebar on the left with sections: 'My Account' (Home, My Profile, Change my password), 'My Organization' (Our organization profile, Our contributors), and 'Content' (Add resources, Edit resources). The main content area is titled 'Our organization profile' and has three tabs: 'View profile', 'Edit profile', and 'Preview profile'. The 'Edit profile' tab is active. The form contains the following fields:

- Organization Name:** BC Courthouse Library Society
- Image:** [No Image]
- New Image:** A text input field with a 'Browse...' button next to it. A callout bubble points to this button with the text: 'Click Browse to select an image file from your computer.'
- Description:** A text area with the placeholder text 'Add description' and a 'Test URL' button below it. A callout bubble points to this button with the text: 'Click Test URL to test if you've entered the correct URL (website address).'
- Website:** A text input field with a 'Test URL' button next to it. A callout bubble points to this button with the text: 'Click Test URL to test if you've entered the correct URL (website address).'
- Organization Type:** A dropdown menu set to 'non-profit'
- Buttons:** 'Publish' and 'Cancel' buttons at the bottom. A callout bubble points to the 'Publish' button with the text: 'Click Publish when you're ready to publish your organization's profile.'
- A callout bubble points to the 'Cancel' button with the text: 'Click Cancel if you want to start all over again.'

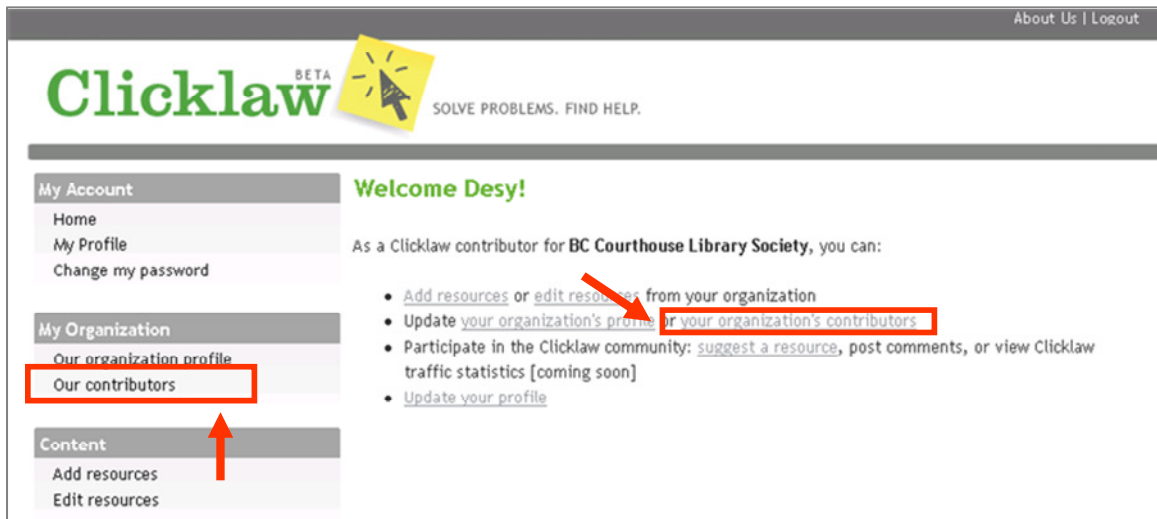
Tips

- For the image on your organization profile page, you can use your organization's logo. Click the **Browse** button and select an image file on your computer to upload that image to Clicklaw. The image will be automatically resized on uploading to the right dimensions for Clicklaw. See Appendix D, Creating Thumbnail Images for Clicklaw, for tips on creating and adding images.
- The Organization Type will not be visible for Clicklaw visitors on your organization's profile. This information is used by Clicklaw visitors to refine search results by "Source".
- Click the **Preview profile** tab at any point to see how what you have entered so far will be displayed on Clicklaw.
- Click the **Publish** button to save and publish to the Clicklaw site the information you've entered.

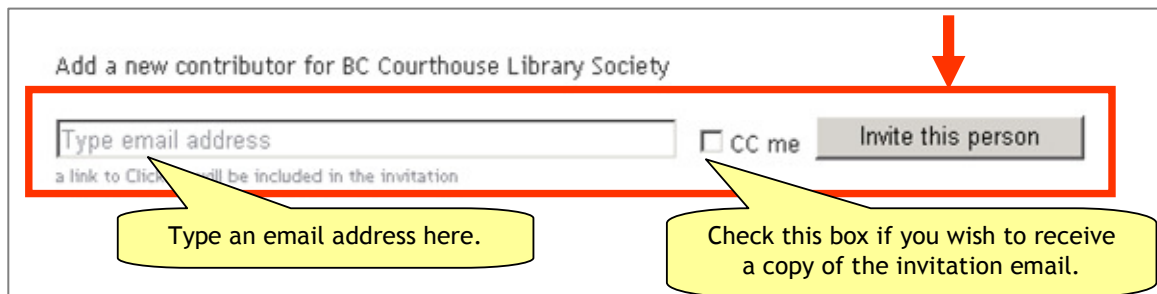
Inviting another contributor

You can invite anyone from your organization to be another contributor for your organization. All of your organization’s contributors have the same ability to add and edit resources for your organization.

1. Log in as a Clicklaw contributor.
2. Click “your organization’s contributors” if you’re on the contributor homepage or click “Our contributors” in the left menu of the contributor site.



3. Type the email address of the person you want to invite and click the **Invite this person** button.

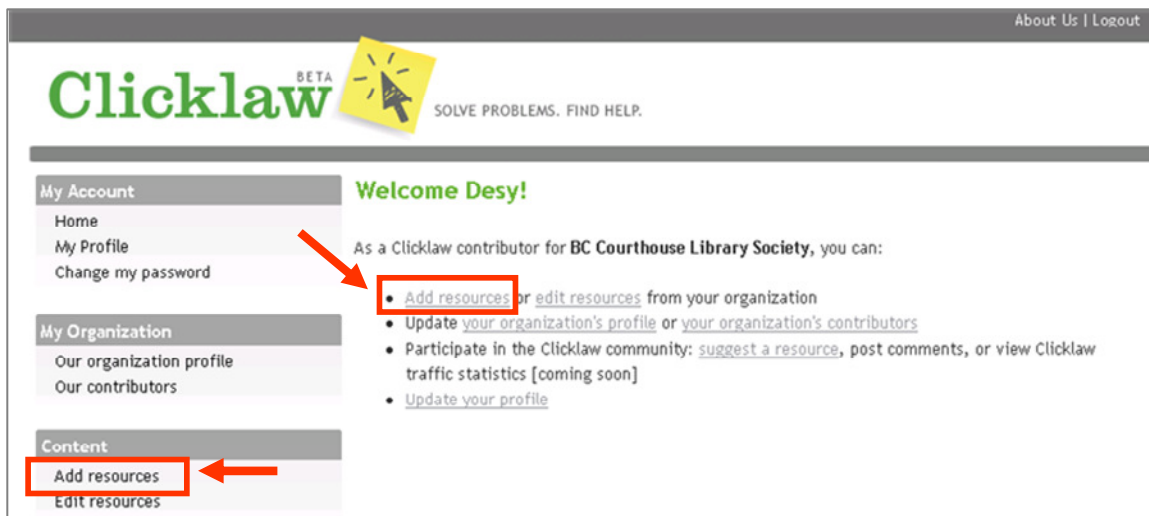


Managing Your Organization’s Resources

Adding a new resource

Through the Clicklaw contributor site, you can add a resource that is from your organization.

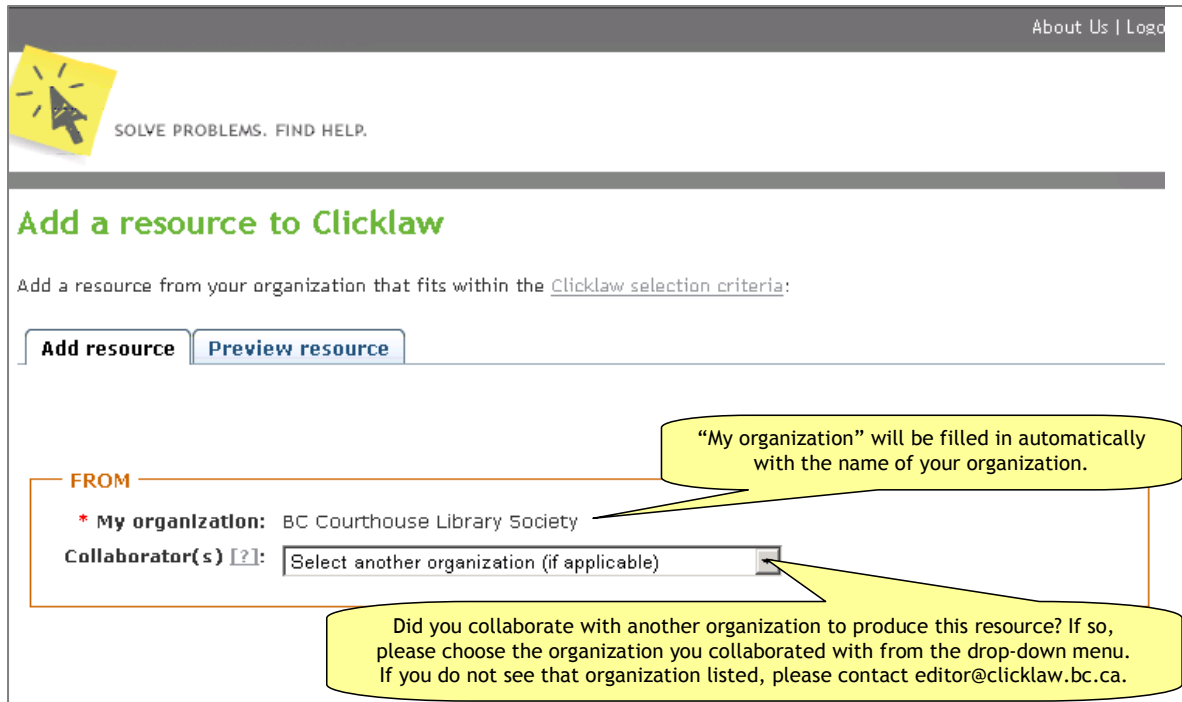
1. Log in as a Clicklaw contributor.
2. Click “Add resources” on the contributor homepage or in the left menu bar of the contributor site. This brings up the “Add a resource” form.



Tips

- ➡ Before you begin to add a new resource, take a few moments to collect some information about it - this will save you time!
- ➡ See Appendix A, Clicklaw Content Criteria & Guidelines, to determine if a resource is suitable for adding to Clicklaw.

3. Complete the **From** section to indicate who produced your resource. If applicable, select a collaborator(s) from the drop-down list.



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Add a resource to Clicklaw

Add a resource from your organization that fits within the [Clicklaw selection criteria](#):

FROM

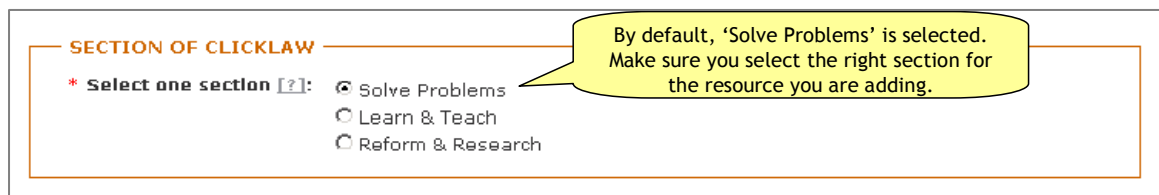
* **My organization:** BC Courthouse Library Society

Collaborator(s) [?]:

“My organization” will be filled in automatically with the name of your organization.

Did you collaborate with another organization to produce this resource? If so, please choose the organization you collaborated with from the drop-down menu. If you do not see that organization listed, please contact editor@clicklaw.bc.ca.

4. Select **one** section of Clicklaw that your resource best fits in. Since resources can only appear in a single section of Clicklaw, it is important to identify the primary purpose of your resource.



SECTION OF CLICKLAW

* **Select one section [?]:**

Solve Problems
 Learn & Teach
 Reform & Research

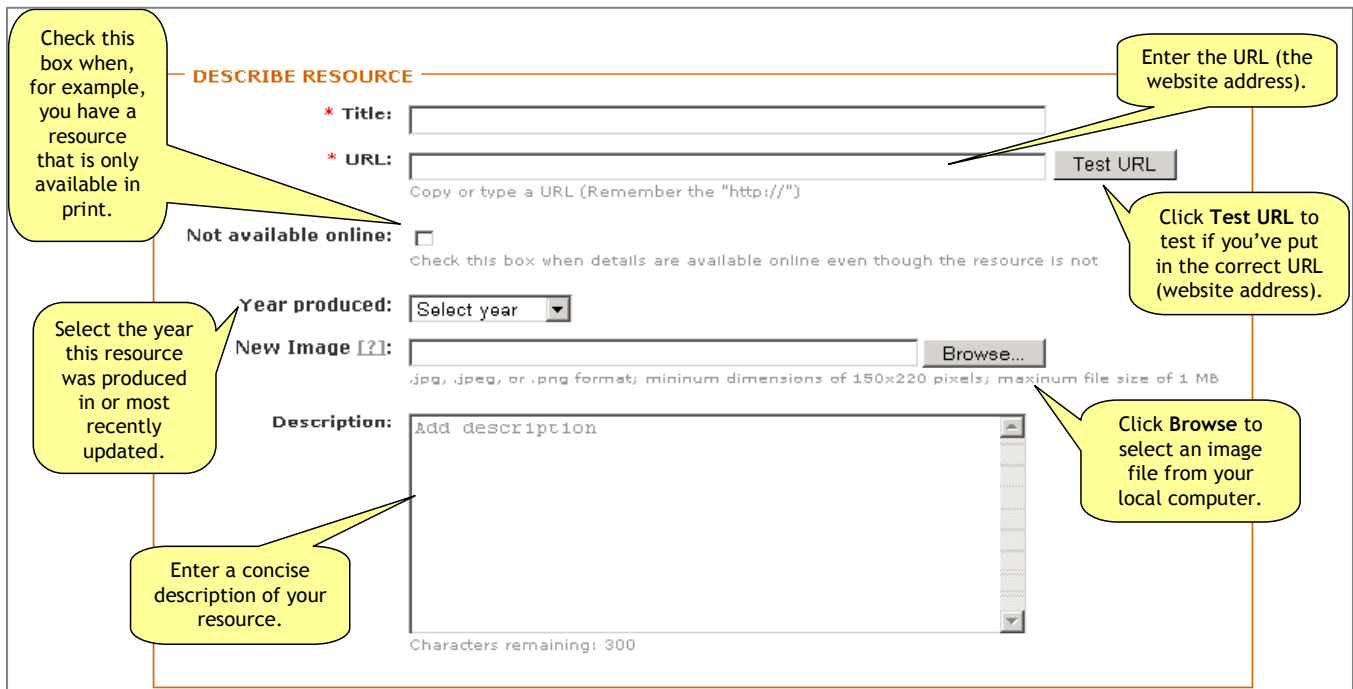
By default, ‘Solve Problems’ is selected. Make sure you select the right section for the resource you are adding.

- | | |
|------------------------------|---|
| Solve Problems | A resource that provides practical information to assist people to understand their legal rights and responsibilities and/or avoid or resolve specific legal problems. |
| Learn & Teach | A resource that is primarily aimed at enhancing public awareness of and confidence in laws and how the legal system works. |
| Reform & Research | A resource that primarily promotes analysis or reform of laws and legal policy, or analysis of legal needs and innovative solutions. |
| Find Help | A service your organization offers that provides law-related assistance, information or education to individuals with a legal problem. <i>[coming soon to Clicklaw]</i> |

Tips

- Form fields that have a red star (*) beside them **MUST** be filled in!
- Move your mouse cursor over the question marks [?] throughout the form and you will see contextual help.

5. Describe your resource by entering the title, URL (the website address), and some other details.



DESCRIBE RESOURCE

* Title:

* URL:

Copy or type a URL (Remember the "http://")

Not available online:
Check this box when details are available online even though the resource is not

Year produced:

New Image [?]:
.jpg, .jpeg, or .png format; minimum dimensions of 150x220 pixels; maximum file size of 1 MB

Description:
Characters remaining: 300

Callout boxes:

- Check this box when, for example, you have a resource that is only available in print.
- Enter the URL (the website address).
- Click Test URL to test if you've put in the correct URL (website address).
- Select the year this resource was produced in or most recently updated.
- Click Browse to select an image file from your local computer.
- Enter a concise description of your resource.

Tips

- In the “Year produced” for a resource such as a program that is ongoing, select “Not applicable”.
- See Appendix D, Creating Thumbnail Images for Clicklaw, for details about creating an image for your resource.
- When you save your resource entry, any image you have selected from your computer (by clicking on the **Browse** button) will also be saved. Your image will be automatically resized to the right dimensions for thumbnail images on Clicklaw.

6. Categorize your resource based on categories from the Clicklaw taxonomy, and tags that you type in.

CATEGORIZE IT

Topics [?]: select maximum of 4 topics

Your money

- Debt
- Pensions, benefits & welfare
- Taxes & finances

Your family

- Children & teens
- Family law
- Health
- Wills, estates & life planning

Your daily life

- Accidents & injuries
- Business & non-profits
- Consumer
- Employment
- Environment
- Housing, tenancy & neighbours
- Media & internet
- Privacy & access to information
- Rights & citizenship

Your safety

- Abuse & family violence
- Victims & crime

Your communities

- Aboriginal
- Disabilities
- Gays, lesbians, trans & bisexuals
- Immigrants
- Seniors
- Women

Your legal system

- Legal help & lawyers
- Courts & tribunals
- Alternatives to court

Tags [?]: Tags remaining (separated by commas): 15

*** Resource type [?]:**

- basics
- gateways
- manuals & books
- programs & courses
- reports & documents
- self-help & forms
- teaching materials

*** Media format [?]:**

- audio/podcast
- multimedia
- PDF
- print only
- video
- web
- not applicable

Choose up to a maximum of 4 topics that describe what your resource is about or a community to whom the resource is of interest. Choose topics by clicking the checkboxes.

By clicking a radio button, choose one resource type that best describes the nature of your resource.

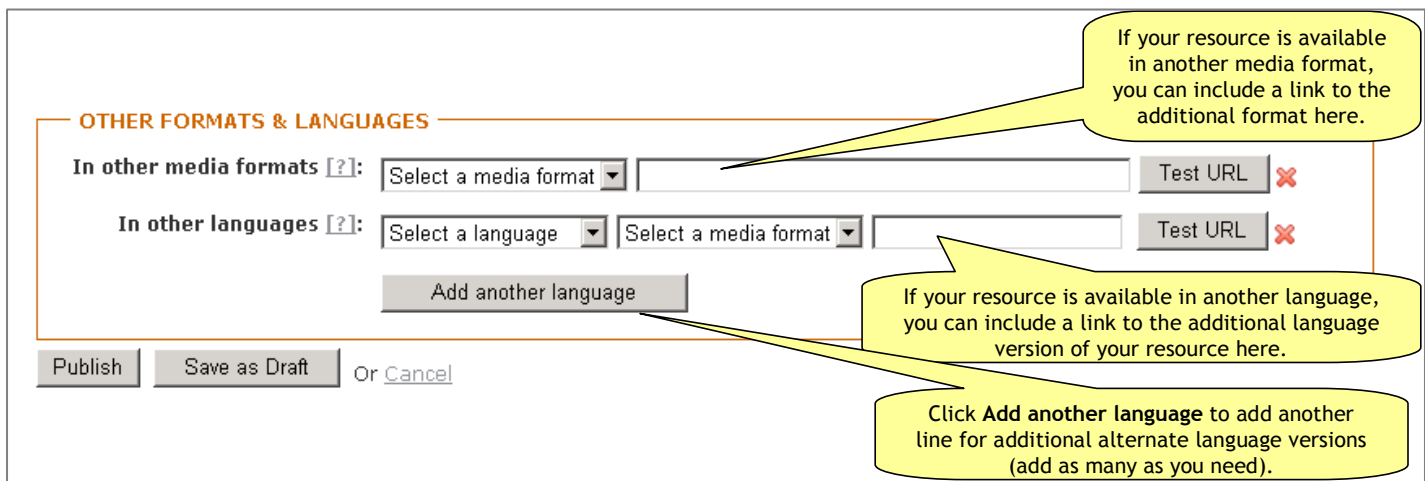
Choose the primary media format that your resource is available in.

Add up to a maximum of 15 tags, with each tag separated by a comma. Tags are the chance to use your own words to guide Clicklaw visitors to your resource.


Tips


- See Appendix B, the Clicklaw Taxonomy, for the categories for Topics, Resource type, and Media format.
- In adding tags, consider what terms would be helpful for users to click on or search with to find your resource. You can use as a starting point the suggested tags in Appendix C, the Tags Cheat Sheet.

7. **Select any additional media formats.** If your resource is available in another media format, you can include a link to the additional format. For example, your organization may have produced a video that is based on a PDF guide that covers the same content.
8. **Select any additional language.** If your resource is available in a language other than English, you can include a link to the additional language version(s) of your resource.



OTHER FORMATS & LANGUAGES

In other media formats [?]: Test URL 

In other languages [?]: Test URL 

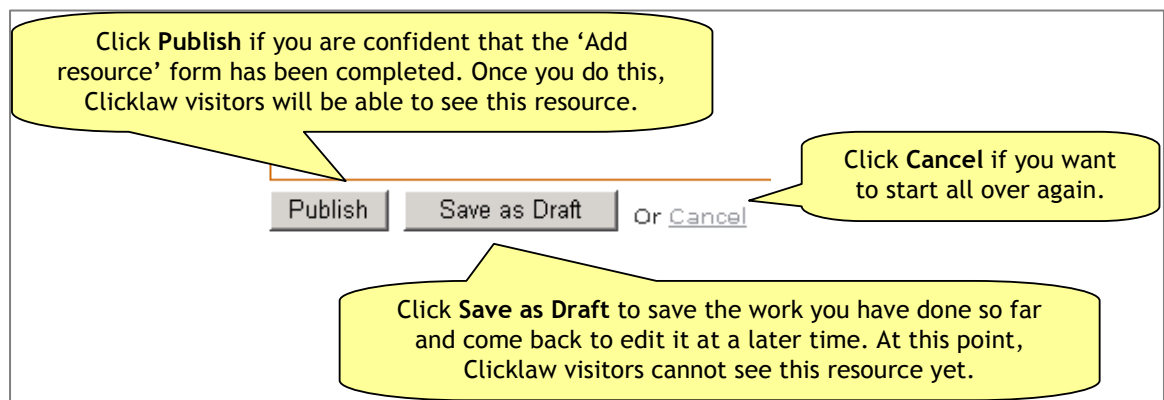
Or [Cancel](#)

Callout 1: If your resource is available in another media format, you can include a link to the additional format here.

Callout 2: If your resource is available in another language, you can include a link to the additional language version of your resource here.

Callout 3: Click **Add another language** to add another line for additional alternate language versions (add as many as you need).

9. Once you have completed the form, you can **Publish** your resource or **Save as Draft**.



Or [Cancel](#)

Callout 1: Click **Publish** if you are confident that the 'Add resource' form has been completed. Once you do this, Clicklaw visitors will be able to see this resource.

Callout 2: Click **Cancel** if you want to start all over again.

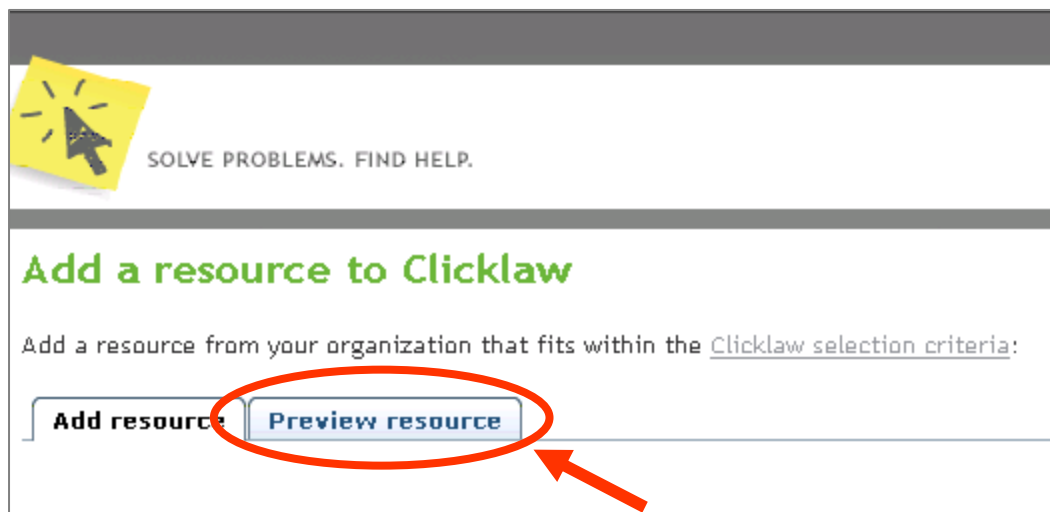
Callout 3: Click **Save as Draft** to save the work you have done so far and come back to edit it at a later time. At this point, Clicklaw visitors cannot see this resource yet.

Tips

- **Save as Draft** is useful if you realize there are some details you'd like to include about the resource that you don't have on hand, or if you have an internal workflow at your organization and your entry is going to be reviewed before being made public.
- See the next section, 'Editing a resource', to learn how you can return to your draft.

Tips

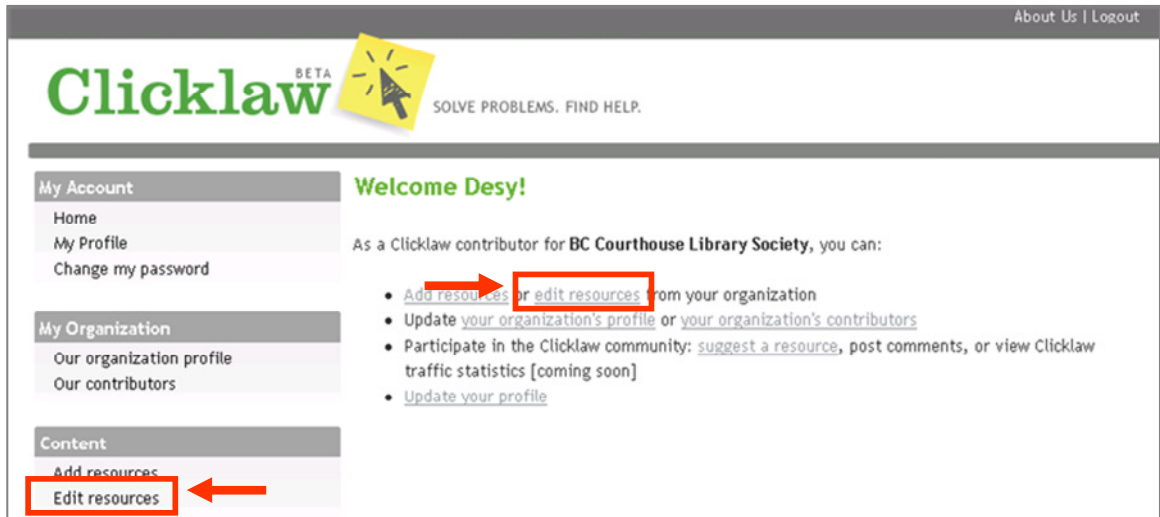
- At any point as you are adding a resource, you can click the **Preview resource** tab to see how your entry will display on the public site. (Note that the preview is still in the context of the contributor site, so isn't exactly the same as the public site.)
- If you do preview your resource, be aware that your work may not have been saved yet. To save your work, go back to the **Add resource** tab and click the **Save as Draft** or **Publish** button before you're done.




Editing a resource

You may want to edit a resource that you have saved as a draft or a resource that has just recently been updated on your organization's website.

1. Log in as a Clicklaw contributor.
2. Click "edit resources" on the contributor homepage or in the left menu of the contributor site.



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About Us | Logout

My Account

- Home
- My Profile
- Change my password

My Organization

- Our organization profile
- Our contributors

Content

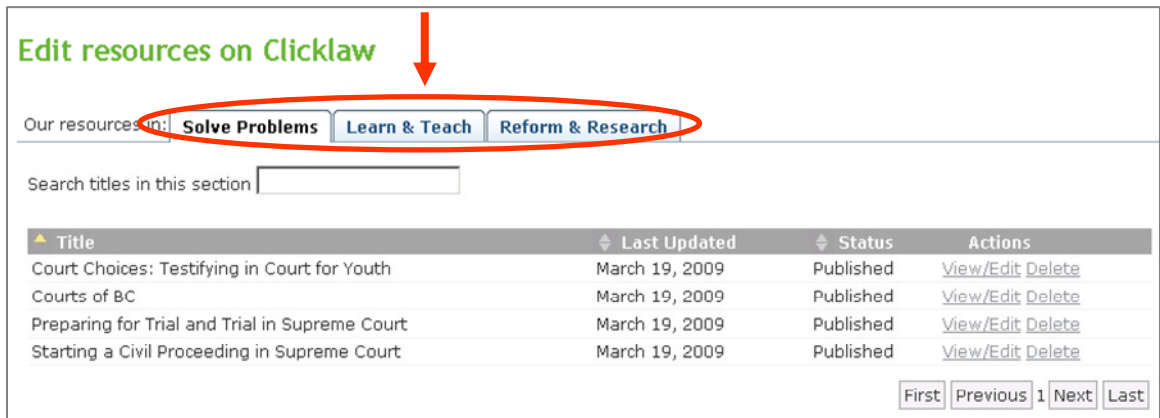
- Add resources
- Edit resources**

Welcome Desy!

As a Clicklaw contributor for **BC Courthouse Library Society**, you can:

- [Add resources](#) or [edit resources](#) from your organization
- [Update your organization's profile](#) or [your organization's contributors](#)
- Participate in the Clicklaw community: [suggest a resource](#), post comments, or view Clicklaw traffic statistics [coming soon]
- [Update your profile](#)

3. Click the tab for the section of Clicklaw where the resource you wish to edit was originally published or saved as a draft.



Edit resources on Clicklaw

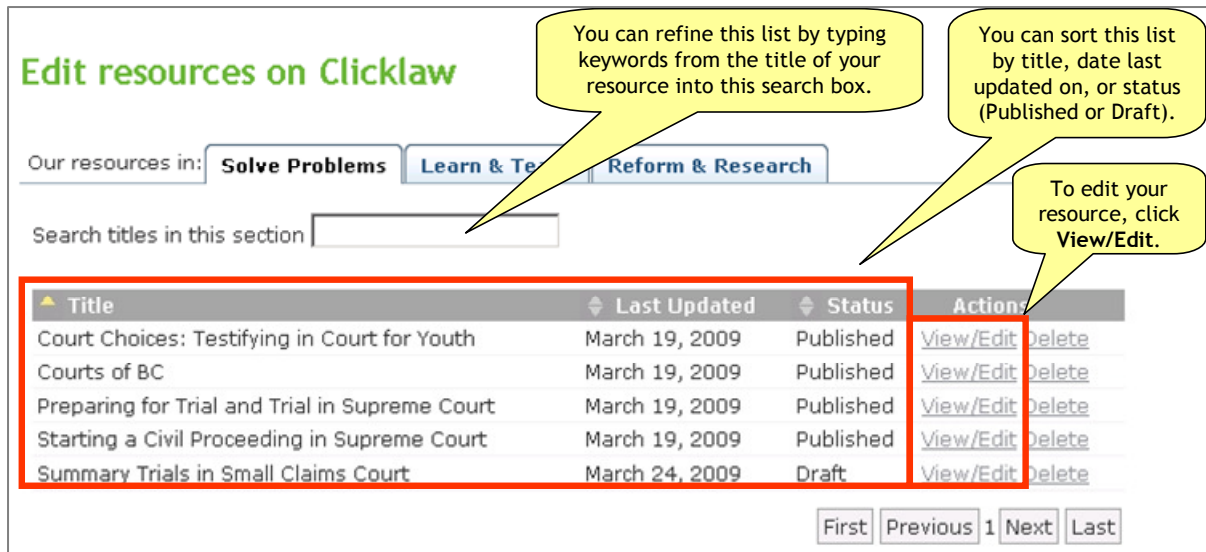
Our resources in: **Solve Problems** | [Learn & Teach](#) | [Reform & Research](#)

Search titles in this section

Title	Last Updated	Status	Actions
Court Choices: Testifying in Court for Youth	March 19, 2009	Published	View/Edit Delete
Courts of BC	March 19, 2009	Published	View/Edit Delete
Preparing for Trial and Trial in Supreme Court	March 19, 2009	Published	View/Edit Delete
Starting a Civil Proceeding in Supreme Court	March 19, 2009	Published	View/Edit Delete

First Previous 1 Next Last

- You will see a list of all your organization’s resources in that section. To edit your resource, click **View/Edit**.



Edit resources on Clicklaw

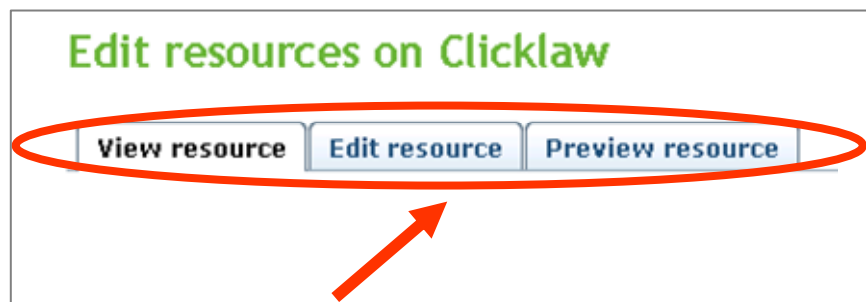
Our resources in: **Solve Problems** **Learn & Teach** **Reform & Research**

Search titles in this section

Title	Last Updated	Status	Actions
Court Choices: Testifying in Court for Youth	March 19, 2009	Published	View/Edit Delete
Courts of BC	March 19, 2009	Published	View/Edit Delete
Preparing for Trial and Trial in Supreme Court	March 19, 2009	Published	View/Edit Delete
Starting a Civil Proceeding in Supreme Court	March 19, 2009	Published	View/Edit Delete
Summary Trials in Small Claims Court	March 24, 2009	Draft	View/Edit Delete

First Previous 1 Next Last

- Click the **Edit resource** tab to make changes to the resource entry. For details on how to work through the form, see the ‘Adding a new resource’ section of this guide.



Edit resources on Clicklaw

[View resource](#) [Edit resource](#) [Preview resource](#)

- Once you have made your desired changes, click **Publish** to make the changes visible on the public Clicklaw site, or click **Cancel** to start over.

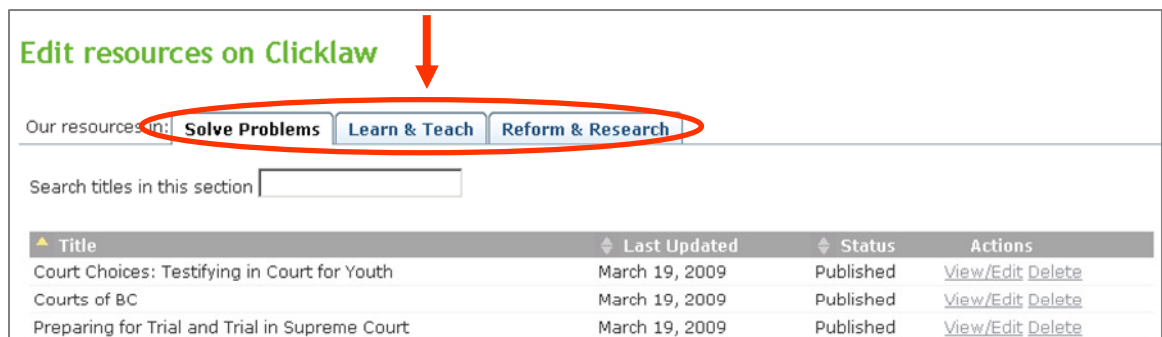
Tips

- You can preview your changes at any time before saving or publishing them by clicking the **Preview resource** tab.

Deleting a resource

You may want to delete a resource from Clicklaw, if for example you have taken the resource off your own website.

1. Log in as a Clicklaw contributor.
2. Click “edit resources” on the contributor homepage or in the left menu of the contributor site.
3. Click the tab for the section of Clicklaw where the resource you wish to delete was originally published or saved as a draft.



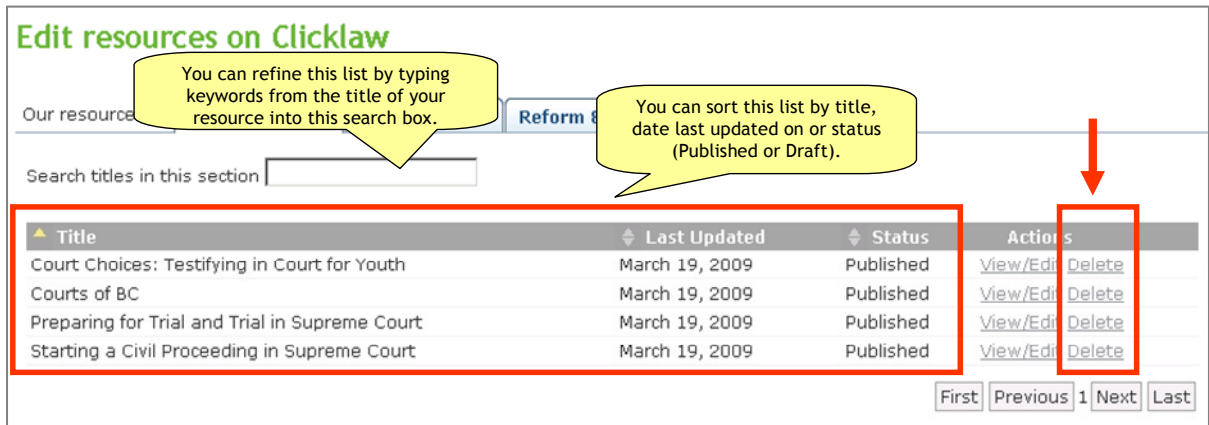
Edit resources on Clicklaw

Our resources in: **Solve Problems** Learn & Teach Reform & Research

Search titles in this section

▲ Title	↕ Last Updated	↕ Status	Actions
Court Choices: Testifying in Court for Youth	March 19, 2009	Published	View/Edit Delete
Courts of BC	March 19, 2009	Published	View/Edit Delete
Preparing for Trial and Trial in Supreme Court	March 19, 2009	Published	View/Edit Delete

4. You will see a list of all your organization’s resources in that section. To delete your resource, click **Delete** under Actions.
 - Alternatively, you can click **View/Edit** to view the resource, and click on the **Delete this resource** button at the bottom.



Edit resources on Clicklaw

Our resources in: **Reform & Research**

Search titles in this section

▲ Title	↕ Last Updated	↕ Status	Actions
Court Choices: Testifying in Court for Youth	March 19, 2009	Published	View/Edit Delete
Courts of BC	March 19, 2009	Published	View/Edit Delete
Preparing for Trial and Trial in Supreme Court	March 19, 2009	Published	View/Edit Delete
Starting a Civil Proceeding in Supreme Court	March 19, 2009	Published	View/Edit Delete

First Previous 1 Next Last

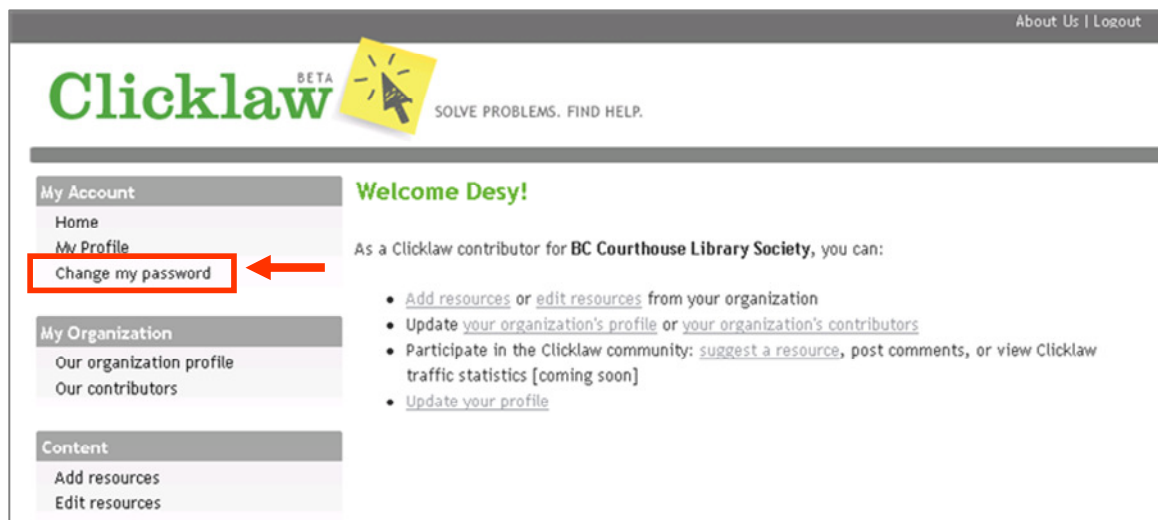
Tips

➡ Please note that if you delete a resource, the entry for that resource will be completely removed from Clicklaw.

Managing Your Contributor Account

Changing your password

1. Log in as a Clicklaw contributor.
2. Click “Change my password” in the left menu of the contributor site.



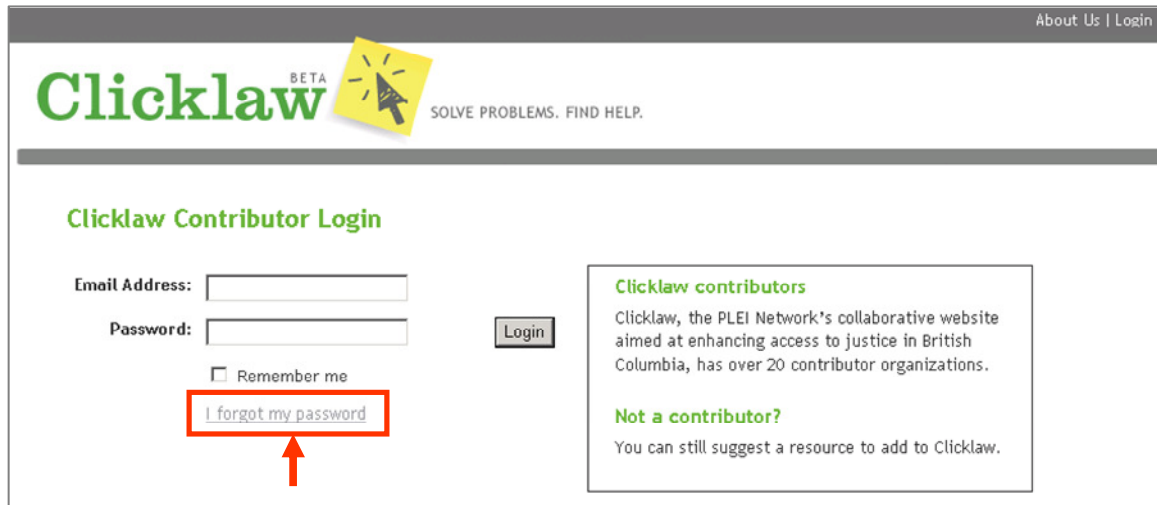
3. Enter your current password and your new one, and then click the **Change** button.




Resetting your password

We all have moments where we forget a password. Not to worry, you can reset your password from the login page.

1. Go to the Clicklaw contributor login page (<http://admin.clicklaw.bc.ca>).
2. Click “I forgot my password”.



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About Us | Login

Clicklaw Contributor Login

Email Address:

Password:

Remember me

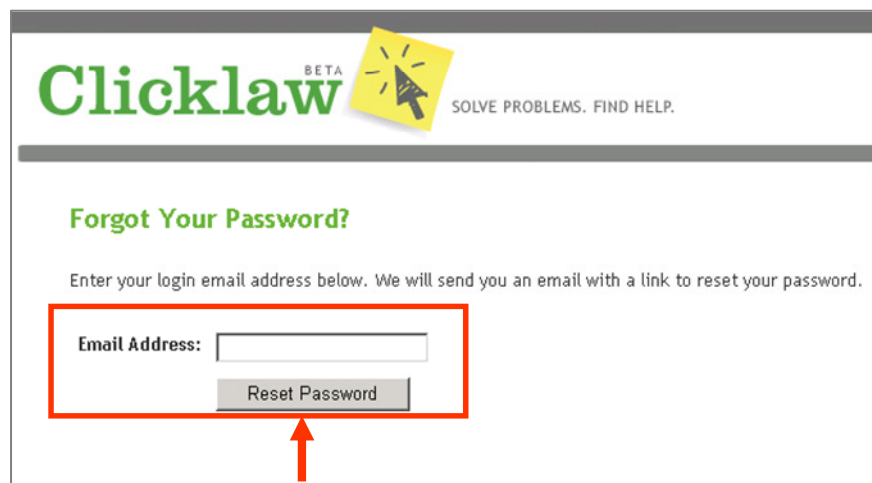
[I forgot my password](#)


Login

Clicklaw contributors
Clicklaw, the PLEI Network's collaborative website aimed at enhancing access to justice in British Columbia, has over 20 contributor organizations.

Not a contributor?
You can still suggest a resource to add to Clicklaw.

3. Enter your email address and click the **Reset Password** button. This will send an email to you.



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Forgot Your Password?

Enter your login email address below. We will send you an email with a link to reset your password.

Email Address:

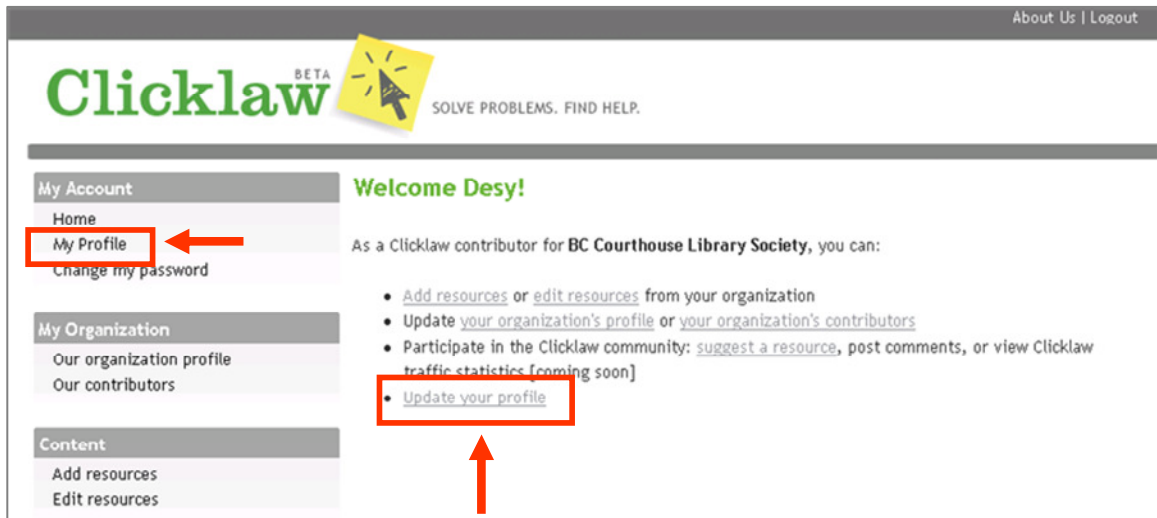
Reset Password

4. Check your email and follow the link provided in that email.
5. On the page that comes up, enter a new password as prompted and click the **Change Password** button.
6. Log in to your contributor account with your new password.

Editing your profile

Your profile contains information about how you can be contacted. This information is only visible to you and the Clicklaw editor, so that we can contact you when necessary.

1. Log in as a Clicklaw contributor.
2. Click “Update your profile” if you’re on the homepage or click “My profile” in the left menu of the contributor site.

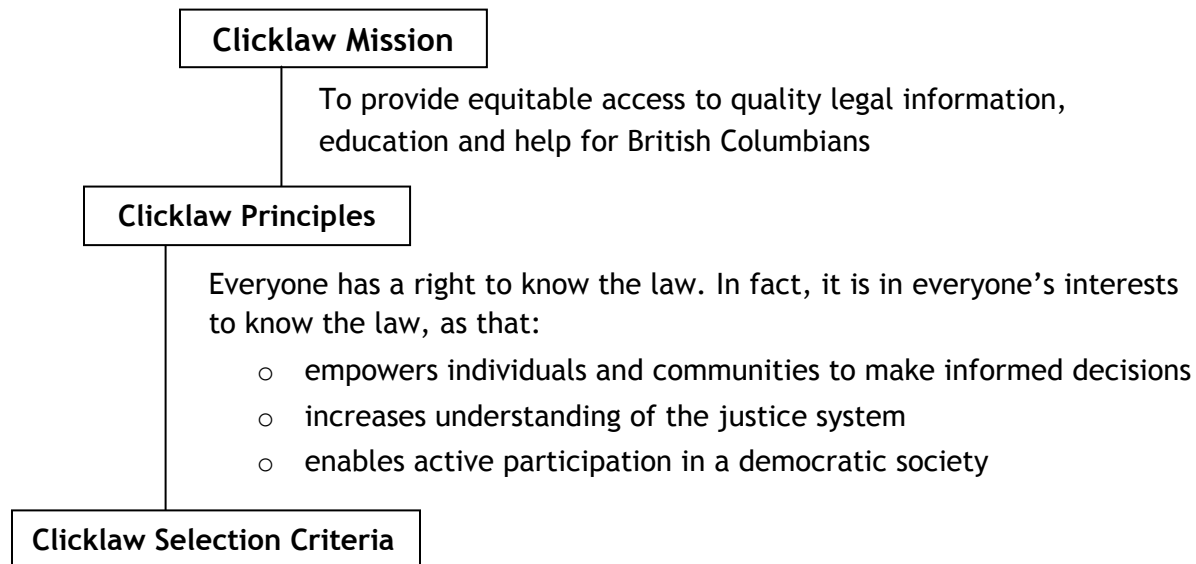


3. Click on the **Edit profile** tab.
4. Edit your information and click the **Save** button.



Appendix A: Clicklaw Content Criteria & Guidelines

Updated on March 18, 2009



Clicklaw includes:

Content that helps British Columbians resolve their legal problems

We give priority to practical resources designed to assist people to

- understand their legal rights and responsibilities
- obtain or enforce their rights or benefits
- avoid or resolve specific legal problems
- be effective consumers of legal services when needed

Content that enhances public understanding of the laws and the legal system

We also include resources designed to

- increase people's knowledge and understanding of laws and the legal system
- promote analysis and reform of laws and the legal system

Services that provide law-related assistance, information, and/or education

We also include services that provide law-related assistance, information, and/or education to British Columbians.

Content that has a British Columbia focus or is relevant to a British Columbia audience

We may include resources produced by organizations in other provinces if they have information about federal laws.

Content that is accessible to the general public or specific communities or target groups

We include resources that are

- inclusive or designed to meet the identified needs of the targeted audience
- concise, complete and presented in clear language

Content that is free or low/nominal cost

We give priority to resources and services that are free.

Content that is produced by non-profit organizations, government, and the legal profession

We may give priority to content produced by non-profit organizations.

Excluded content

We **don't** include content if it:

- is primarily intended for the legal profession
- is primarily intended to advance the agenda of a political party
- is defamatory or discriminatory, or promoting illegal activities
- is intended to solicit business for a commercial law firm or legal service
- doesn't have legal content, e.g. annual reports, marketing materials, order forms, general newsletters about an organization's activities

Appendix B: Clicklaw Taxonomy

This set of categories for Clicklaw is also known as the PLEI Taxonomy, v 4.0

Topic - what the resource is <i>about</i> or a community to whom the resource is <i>of interest</i>		
Your safety	Your daily life	Your communities
Abuse & family violence	Accidents & injuries	Aboriginal
Victims & crime	Business & non-profits	Disabilities
	Consumer	Gays, lesbians, trans & bisexuals
Your money	Employment	Immigrants
Debt	Environment	Seniors
Pensions, benefits & welfare	Housing, tenancy & neighbours	Women
Taxes & finances	Media & internet	
	Privacy & access to information	Your legal system
Your family	Rights & citizenship	Legal help & lawyers
Children & teens		Courts & tribunals
Family law		Alternatives to court
Health		* Introduction to the legal system
Wills, estates & life planning		** Legal needs & innovative solutions

* In Learn & Teach only ** In Reform & Research only

Note that the labels “Your safety”, “Your money”, “Your family” and so on are grouping labels only, not categories

Resource type - the <i>nature</i> of the information	
basics	basic practical legal information
gateways	websites or areas of websites that are entry points into a range of information (<i>use sparingly!</i>)
manuals & books	detailed or middle ground information with a practical focus
programs & courses	programs, classes, animated or interactive websites & learning tools, either online or offline
reports & documents	detailed analysis, evaluation and policy
self-help & forms	tools to get things done - e.g., fillable forms, step-by-step how-to, sample wording
teaching materials	guides, lesson plans, case studies aimed at those teaching or facilitating

Media format - the <i>format</i> the resource is in	
audio/podcast	
multimedia	e.g., animated or interactive website
PDF	
print only	a resource that is available only in print
video	
web	
not applicable	use for in-person programs, workshops or classes

Language - the language of the resource		
Arabic	Hindi	Serbo-Croatian
* Cantonese	Japanese	Somali
* Chinese (simplified)	Korean	Spanish
* Chinese (traditional)	* Mandarin	Tagalog
English	Portuguese	Tamil
Farsi (Persian)	Punjabi	Vietnamese
French	Russian	

* Use Cantonese or Mandarin for spoken Chinese; Chinese (simplified) or Chinese (traditional) for written Chinese

Type of help - for HelpMap services only
advocacy, advice or representation
counselling or support
education or reform
government or courts
information or self-help

Type of organization - for contributor organizations' profiles only
non-profit
government
legal profession

Appendix C: Tags Cheat Sheet, v 1.0

These are suggested tags. Feel free to use as applicable. You are not limited to these. Tags are an opportunity to use your own words to guide Clicklaw visitors to your resources. Please use lower case unless a proper noun.

Topic from Taxonomy	Suggested Tags
Your safety	
Abuse & family violence	women facing abuse, relationship violence, spouse abuse, restraining orders, peace bonds, elder abuse, child abuse, abuse of people with disabilities, animal abuse
Victims & crime	victim's rights, crime prevention, being a witness, arrest, criminal record checks, pardons, impaired driving, traffic tickets, police, youth justice, prisoners
Your money	
Debt	bankruptcy, student loans, loans, guarantees, collection agents, foreclosure, garnishment, mortgages, liens
Pensions, benefits & welfare	welfare, applying for welfare, welfare appeals, income assistance, pensions, CPP, Canada Pension Plan, old age security, child tax benefits
Taxes & finances	income tax, bank accounts
Your family	
Children & teens	children's rights, kid's guide to divorce, schools, bullying, youth justice
Family law	divorce, separation, separation agreements, custody & access, support, family property, changing an order, parenting after separation, child protection, parent's rights, marriage, common-law, adoption, grandparents
Health	medical treatment, addictions, mental health, patient's rights, malpractice
Wills, estates & life planning	wills, estates, probate, executors, adult guardianship, power of attorney, representation agreements, living wills, estate planning, death, inheritances
Your daily life	
Accidents & injuries	car accidents, ICBC claims, personal injury, negligence, defamation, damages
Business & non-profits	small business owners, forming a company, non-profit societies, volunteers
Consumer	credit cards, contracts, consumer rights, consumer protection, scams, insurance, buying a car
Employment	discrimination, harassment, rights at work, employment insurance, workers compensation, employment standards, wrongful dismissal
Environment	polluting, climate change, safe water, air quality, clean energy, food
Housing, tenancy & neighbours	tenants, landlords, eviction, buying a home, selling a home, condos, homelessness, builders liens, neighbours
Media & internet	Internet, downloading music, online shopping, copyright, staying safe online
Privacy & access to information	privacy rights, requesting your personal records, requesting government records, identity theft
Rights & citizenship	discrimination, civil liberties, complaints against police, human rights, becoming a citizen, volunteers, voting

Topic from Taxonomy	Suggested Tags
Your communities	
Aboriginal	aboriginal rights, benefits, status, separation, divorce, parenting, residential schools
Disabilities	disability benefits, rights of the disabled, discrimination against the disabled
Gays, lesbians, trans & bisexuals	gay rights, same sex marriage
Immigrants	immigrating to British Columbia, refugees, sponsorship, visas
Seniors	senior's rights, senior's benefits, elder abuse
Women	equality rights, safety, women facing abuse
Your legal system	
Legal help & lawyers	free legal services, legal aid, choosing a lawyer, working with your lawyer, complaint about a lawyer, legal advice, legal representation, pro bono lawyers, community advocates
Courts & tribunals	representing yourself, going to court, testifying in court, court forms, Small Claims Court, Family Court, Supreme Court, choosing a court, jury trials, chambers hearings, affidavits, orders, appeals, administrative tribunals, judicial review
Alternatives to court	mediation, restorative justice, diversion
* Introduction to the legal system	learning about the law, mock trials, visiting the courthouse
** Legal needs & innovative solutions	legal needs assessments, innovative delivery models, project evaluations, self-represented litigants, crime prevention, restorative justice

* In Learn & Teach only ** In Reform & Research only

Note that the labels "Your safety", "Your money", "Your family" and so on are grouping labels only, not categories

Appendix D: Creating Thumbnail Images for Clicklaw

Thumbnail images provide a visual way for Clicklaw visitors to see what kinds of resources they are linking to. For example, a thumbnail image of the front cover of a booklet or a web page written in plain language offers a clue that this resource is designed for a member of the public.

Requirements for images for thumbnails

The following list suggests what kind of image to use for various resource types on Clicklaw:

Organization profile	Your organization's logo
Audio/podcast	The web page where the audio/podcast can be found
Multimedia	The greeting or main page of the multimedia offering
PDF	The cover page or the first page of the PDF
Print	The front cover or cover page
Video	A still from the video, typically from the opening shot
Web	The web page or a portion of the web page
In-person program or workshop	The logo for the program or the organization's logo
Service on the HelpMap	The logo for the service or the organization's logo

The requirements for images on Clicklaw are:

- The image must be saved in **PNG or JPEG format**.
- The file size of the image **must not exceed the maximum file size of 1 MB**.
- The dimensions of the image **must be no smaller than 300 pixels** on the larger dimension, to prevent low quality thumbnails.

Tips

- ➡ You only need one image for a resource, even a resource that is available in multiple languages or formats. Where a resource is available in multiple languages, we suggest taking an image of the English language version.
- ➡ As long as you follow the image requirements, you don't have to worry about making your image a certain size - in uploading an image, it is automatically resized to the right dimensions for the Clicklaw thumbnails.
- ➡ Because of the large file size limit, you are able to upload fairly large or high quality images to Clicklaw - resulting in higher quality thumbnail images.

Tools for creating images

There are many tools and methods to create images. If a resource is available in digital format, as are most resources on Clicklaw, then one of the easiest ways to create an image is to capture an image of what is on a computer screen - be it the front cover of a PDF booklet, a portion of a web page, or a still from a video - and save the screen capture to your computer.

The Clicklaw team suggests a couple of free tools that will allow you to do the following:

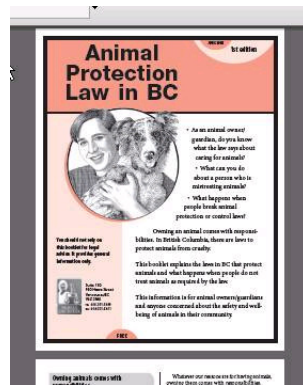
- take a capture of a screen on your computer;
- allow you to crop the image as you would like it to be viewed on Clicklaw; and
- save the image in JPEG or PNG format.

We recommend:

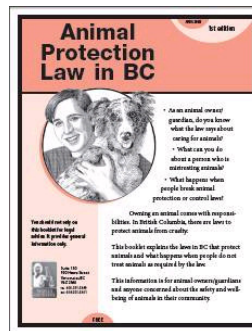
- FastStone Image Viewer (for Windows XP only): <http://www.faststone.org>
- IrfanView (for Windows XP/Vista): <http://www.irfanview.com>

These tools are free to use with no limitations and have been tested by the Clicklaw team. You can download these tools from CNET's Download.com (<http://www.download.com/windows>), which is a portal of tested and trusted software. You can read about how to use them by reading the documentation on their respective websites.

An example of cropping an image as you would like it to be viewed on Clicklaw:



not Clicklaw-ready



Clicklaw-ready

Tips

➡ As between .PNG and .JPEG formats, **.PNG is the better choice** for images that you upload to Clicklaw. When you upload your image, it is automatically resized and saved, and a .JPEG file will lose more information in that process than a .PNG file.

➡ Saving in .PNG format is the best choice for images that contain text or line art, such as most logos.

If you want to add a resource to Clicklaw that is not available in digital form, there are two ways to create an image for the Clicklaw thumbnail:

- scan the item (for example, the front cover of a book)
- take a digital photo of the item

You can then use an image editing tool such as one of the two listed above to open the image and prepare it to upload to Clicklaw.