



CREATING A NEWS

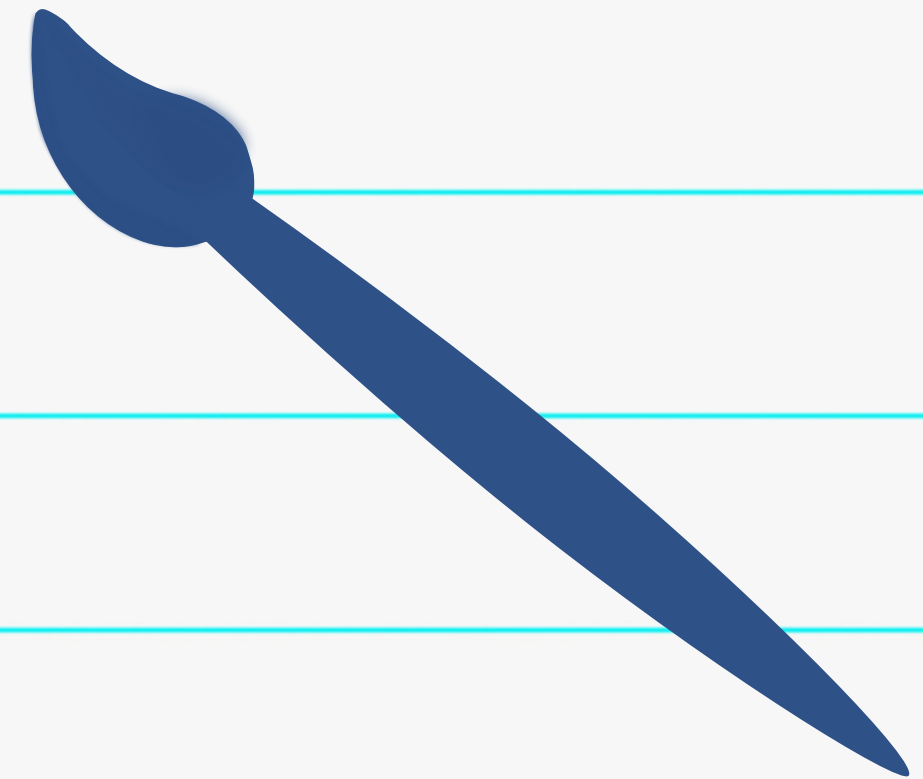
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ARTICLE THUMBNAIL

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- Elementary vs Secondary Site Thumbnails
- Creating News Article Thumbnails
  - In PowerPoint
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# DIFFERENCES IN THUMBNAILS

- **Elementary schools:**

- Size: 800x450 pixels (16x9 inches)
- Stack vertically on page, to the right of the article title
- Rectangle shape with pointed corners

- **Secondary schools:**

- Size: 600x400 pixels (12x8 inches)
- Lay out horizontally on page, above article title
- Rectangle shape with rounded corners

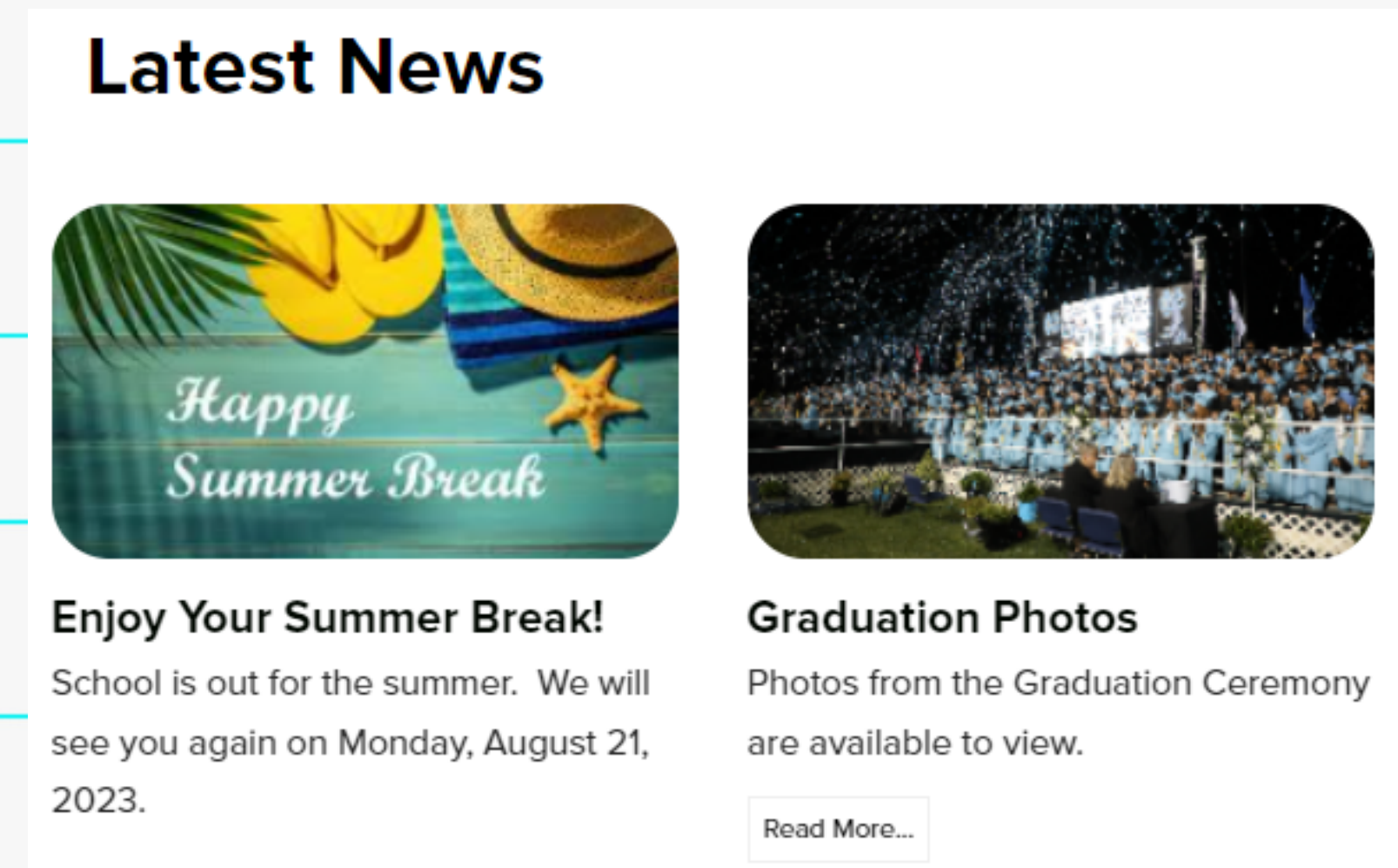


The screenshot shows two news items under a 'SCHOOL NEWS' header. The first item is 'Annual Information Update' with a blue callout bubble that says 'time to UPDATE'. The second item is 'Suggested Supplies for the 2021-2022 Scho...' with an image of school supplies.

**SCHOOL NEWS**

**Annual Information Update**  
The Annual Information Update starts July 19th!  
[Read More...](#)

**Suggested Supplies for the 2021-2022 Scho...**  
Get more info here about suggested supplies for your student for next year!



The screenshot shows two news items under a 'Latest News' header. The first item is 'Enjoy Your Summer Break!' with a beach-themed image and text 'Happy Summer Break'. The second item is 'Graduation Photos' with an image of a graduation ceremony.

**Latest News**

**Enjoy Your Summer Break!**  
School is out for the summer. We will see you again on Monday, August 21, 2023.

**Graduation Photos**  
Photos from the Graduation Ceremony are available to view.  
[Read More...](#)

# CREATING A THUMBNAIL



# CREATING YOUR THUMBNAIL

Two recommended ways to create a thumbnail:

PowerPoint



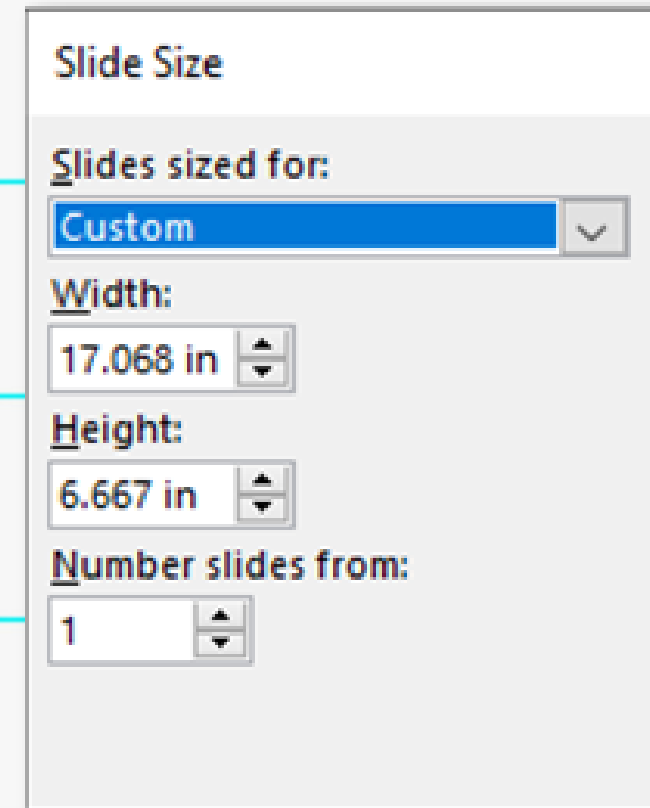
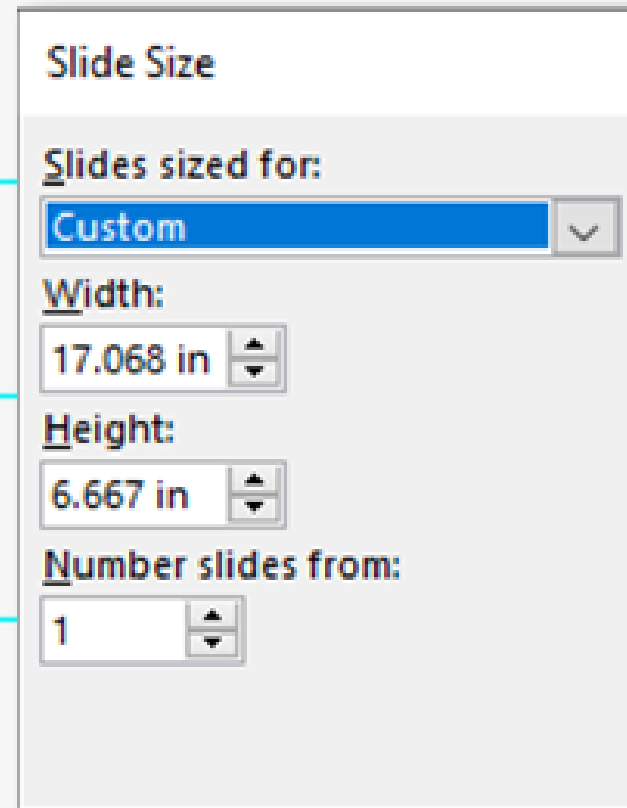
Canva



# POWERPOINT THUMBNAIL CREATION

- Use the template we created in the appropriate aspect ratio.
  - [Click here to download the Elementary Template.](#)
  - [Click here to download the Secondary Template.](#)
- Change your own PowerPoint ratio:
  - Click Design → Slide Size → Custom Slide Size
  - Match the settings to the right:
  - Click Okay
  - Click "Ensure Fit"



Elementary	Secondary
 <p>Slide Size</p> <p>Slides sized for: Custom</p> <p>Width: 17.068 in</p> <p>Height: 6.667 in</p> <p>Number slides from: 1</p>	 <p>Slide Size</p> <p>Slides sized for: Custom</p> <p>Width: 17.068 in</p> <p>Height: 6.667 in</p> <p>Number slides from: 1</p>



# CANVA THUMBNAIL CREATION

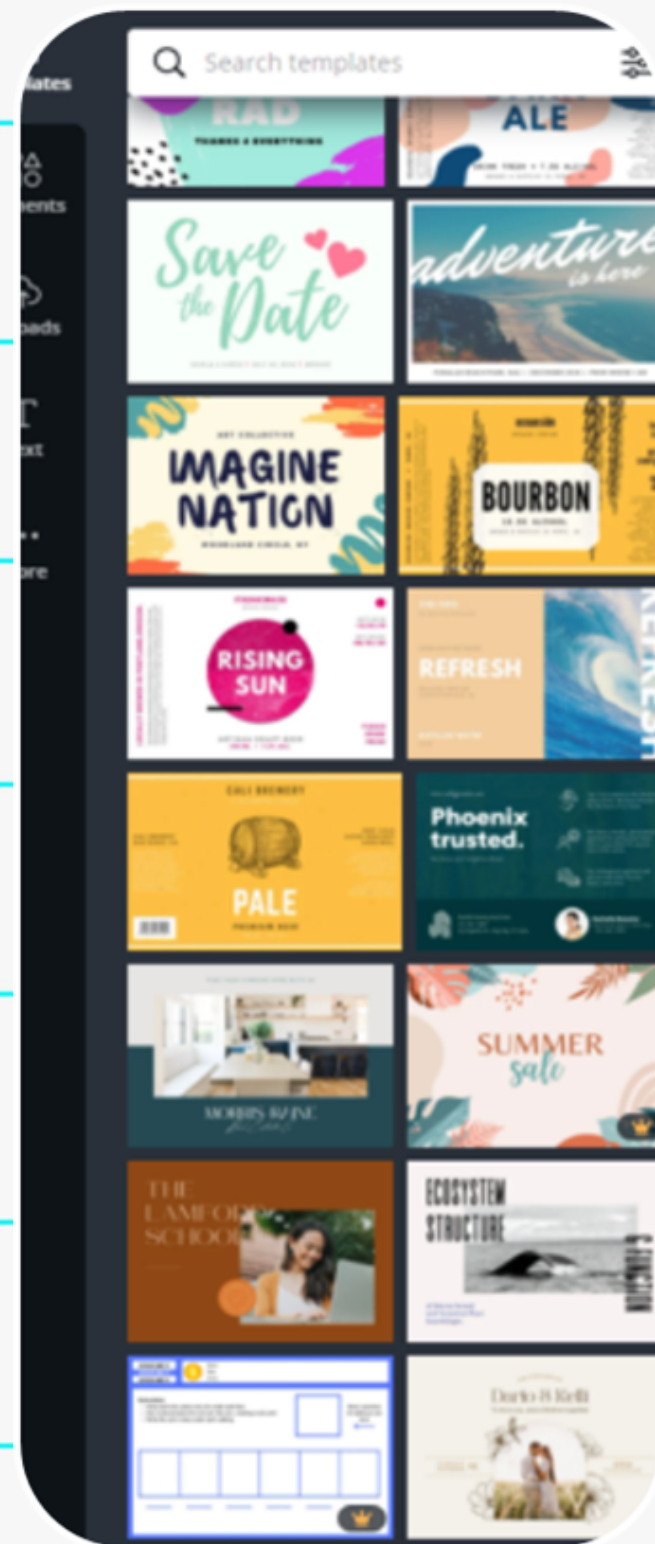
- Use the templates created by Sarah Burress, Clovis East High Activities Director.
  - [Click here to access the Elementary template.](#)
  - [Click here to access the Secondary template.](#)
    - After clicking on the link, click "Use Template"
    - You will be taken to the design template in the correct dimensions.
    - Design your thumbnail!



- Use the tabs on the left-hand side to explore different design components
- No crown = FREE to use

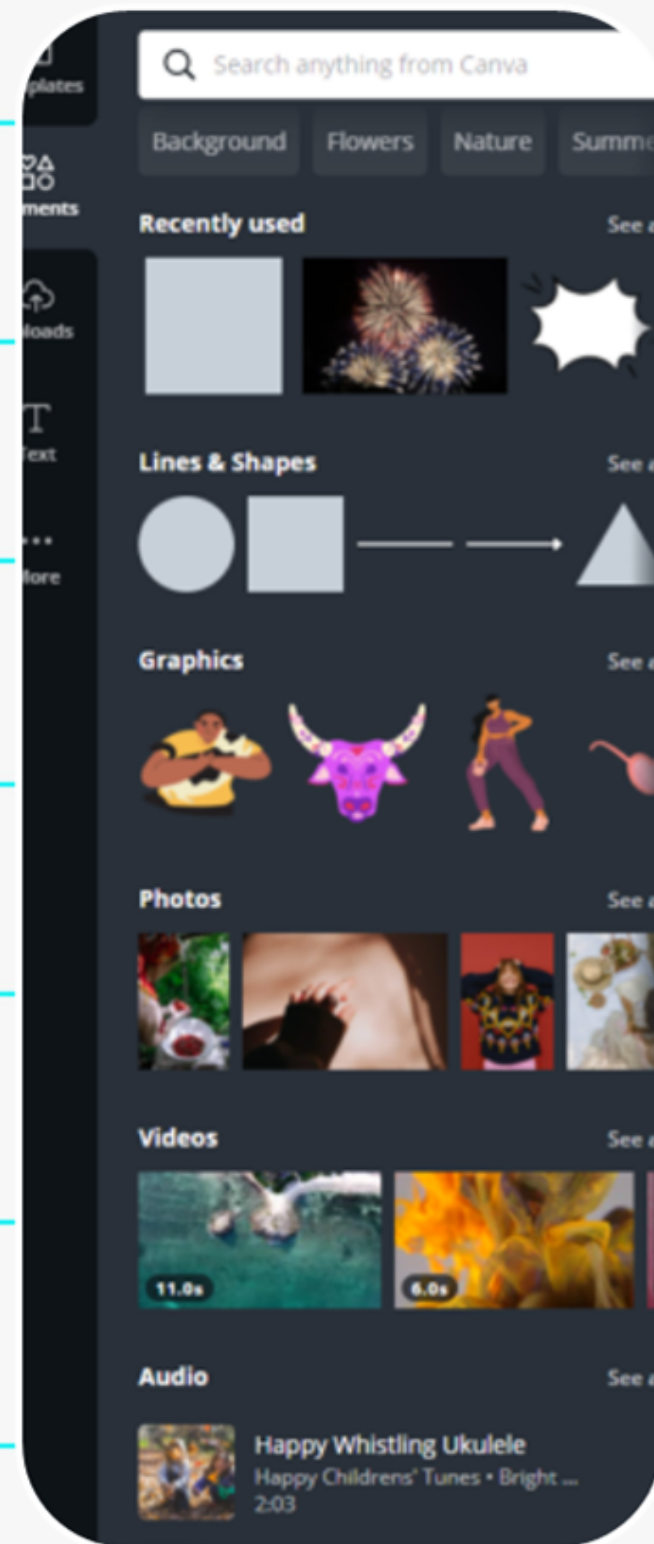


- Crown = Paid CanvaPro feature



### Templates

Find a layout/design you like



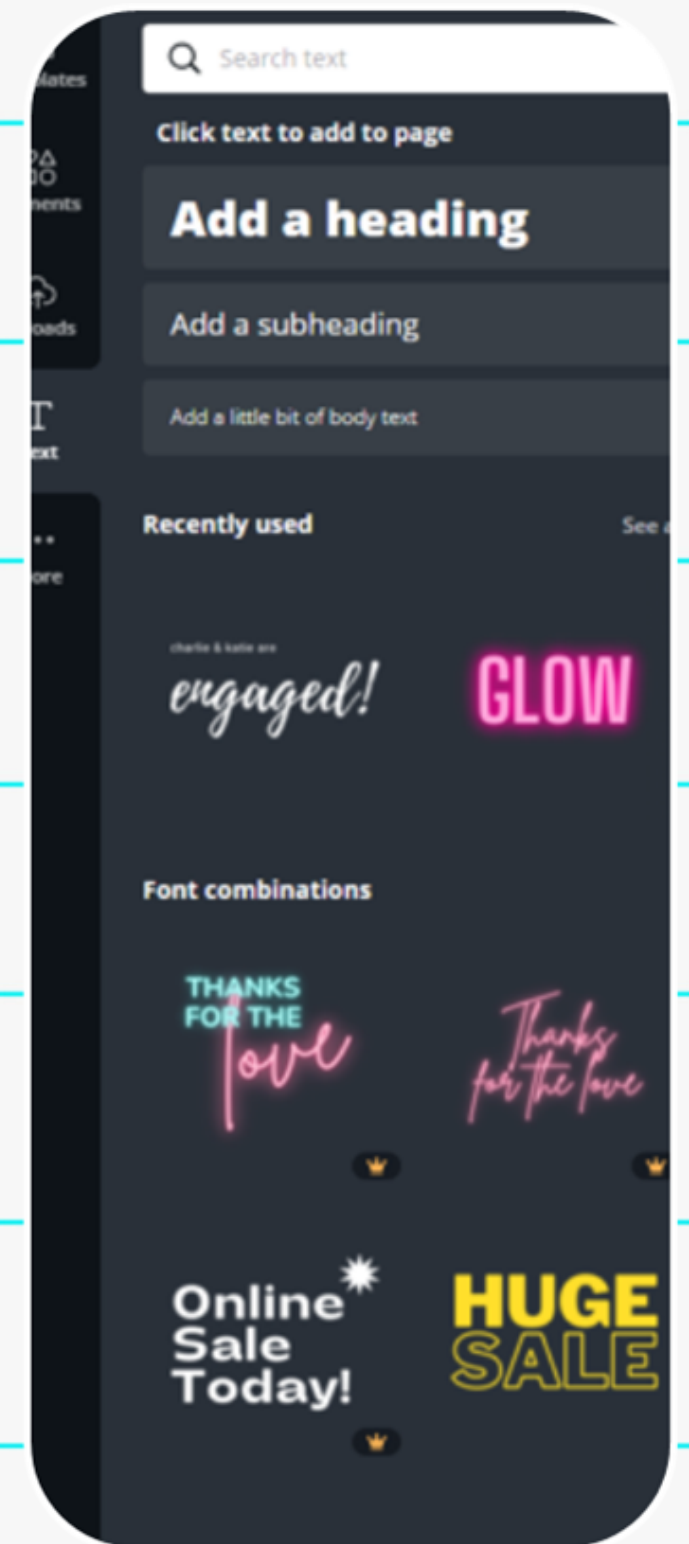
### Elements

Insert shapes and graphics



### Uploads

Add school logos and your own photos



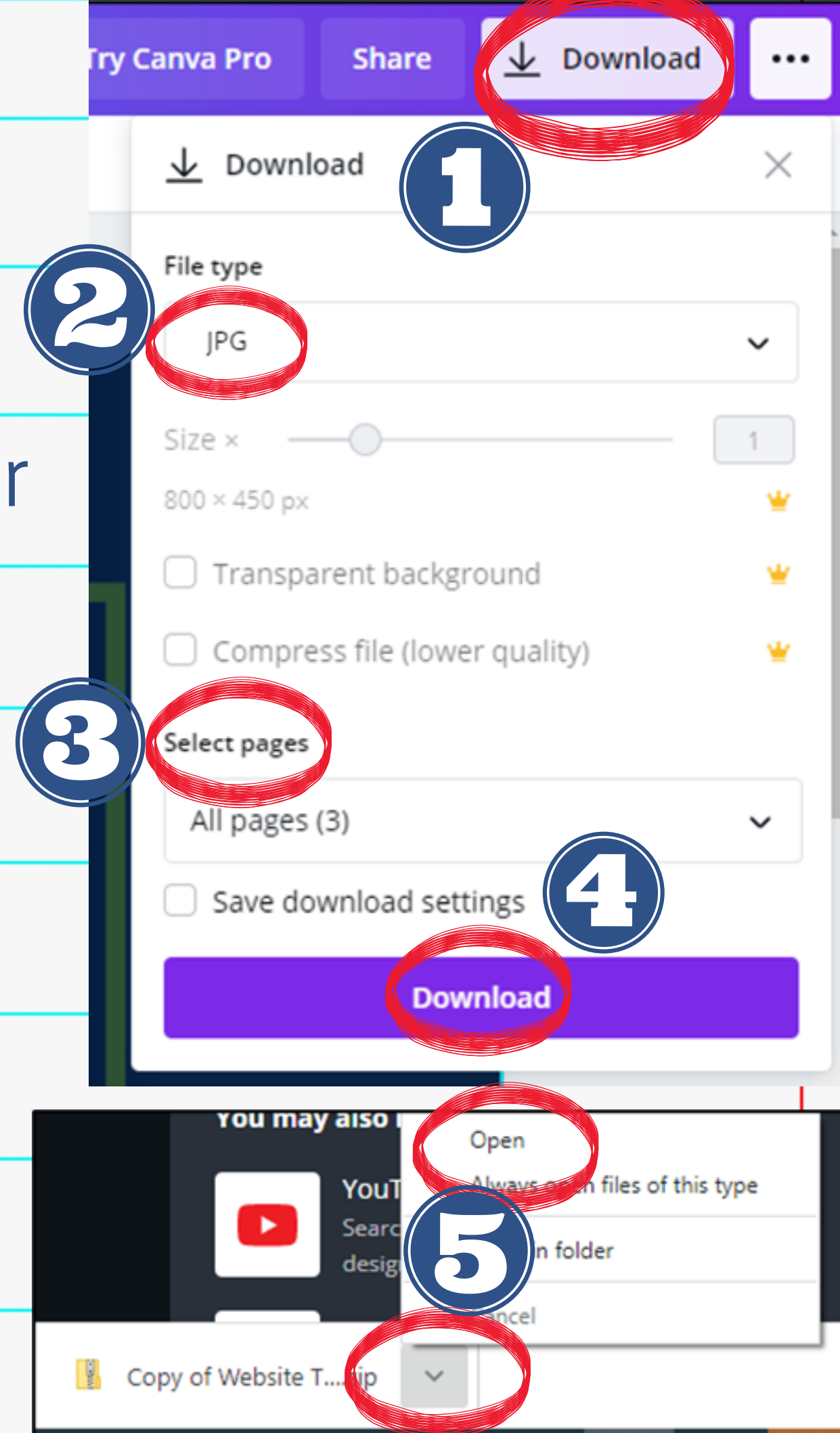
### Text

Find fonts and customize text



# SAVING YOUR THUMBNAIL

- Saving your thumbnail:
  - Click "Download" in the top right corner
  - Choose the JPEG file type
  - Choose the pages you want to save
  - Click "Download". Your file will appear in the bottom left.
  - Click the arrow next to the File, then click "Open".
  - Save the File where you'd like.



# UPLOADING YOUR THUMBNAIL

Follow the instructions in the News Article Tutorial for uploading thumbnail images.

HAVE QUESTIONS?  
LET ME KNOW!



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