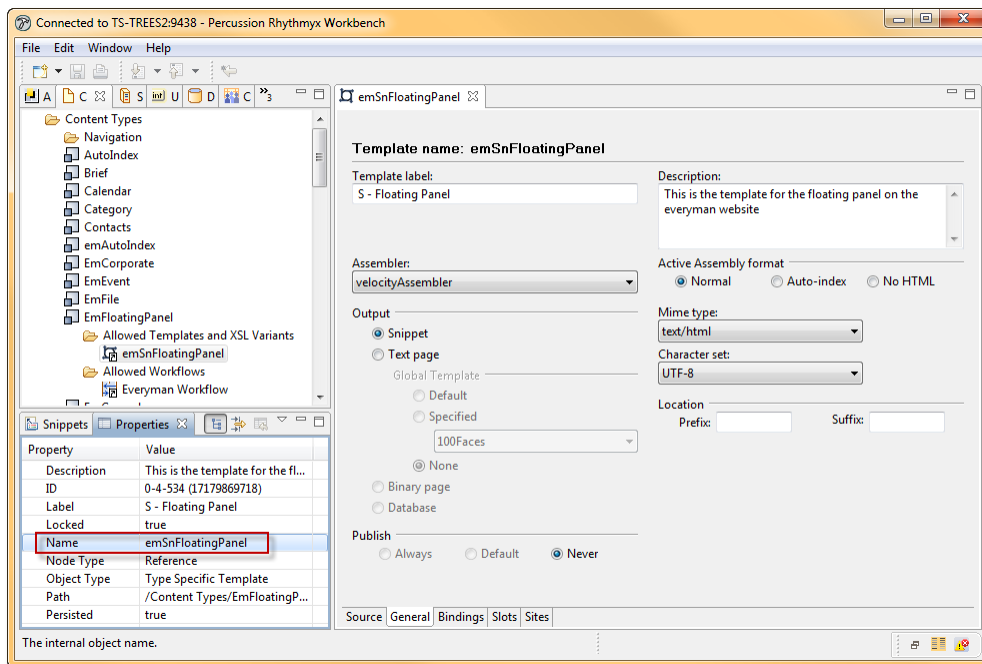


# How to Create Template Screenshot Images for Percussion CMSystem 6.7

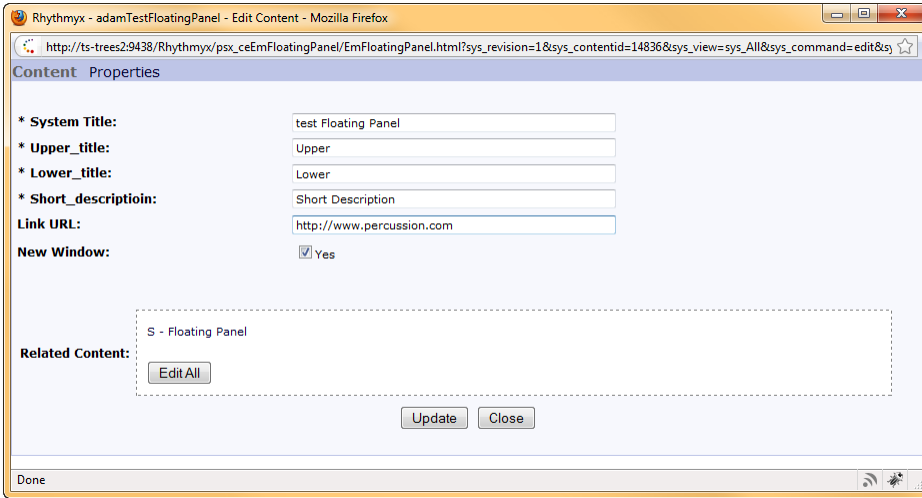
*This document is meant to guide you through creating screenshot images for your templates, to be used when creating new content using the new Active Assembly in CMSystem 6.7.*

1. Determine the template you wish to make screenshot images for.

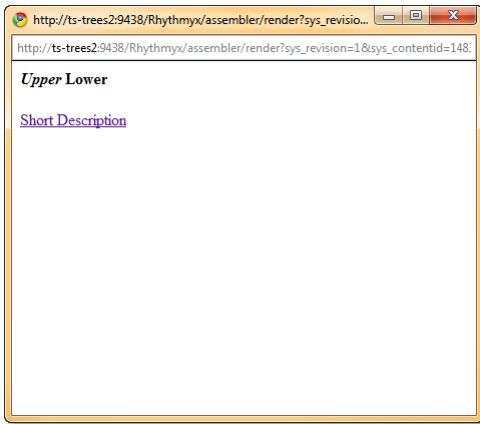
**NOTE:** In my example I'm using a snippet template named "emSnFloatingPanel" with a template label of "S – Floating Panel". This template is associated with a content type called "EmFloatingPanel".



**NOTE:** I created a new test EmFloatingPanel item specifically for the purpose of this document. I recommend you do the same so as to fill in all the fields with explanatory content, such as the field names or an explanation of the field.



2. Preview your new item using that template and take a screenshot of the pop-up window.



3. Save the screenshot to a file and open that file in image editing software.

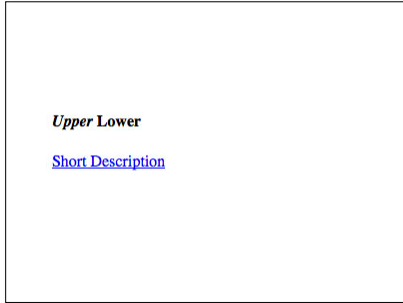
**NOTE:** In my case I used Photoshop CS4, but you can use any image editing software of your choice.

4. Crop out the browser window and resize the canvas to be 400px X 300px
5. Save the file in the native format for the image editing software that you're using.

**NOTE:** In my case I saved the file as a native Photoshop PSD file. If you're using other image editing software save the file in the native format for that software. This is because you'll need to export that image multiple times.

6. Export the image as a 400px X 300px JPEG into the following directory with the following naming convention:

<RhythmyxRoot>\rx\_resources\images\TemplateImages\[SiteName]\[TemplateName]\_Full.jpg



**NOTE:** In my case I saved the file with a name of emSnFloatingPanel\_Full.jpg



7. Scale the image down to 100px X 75px for the thumbnail version.



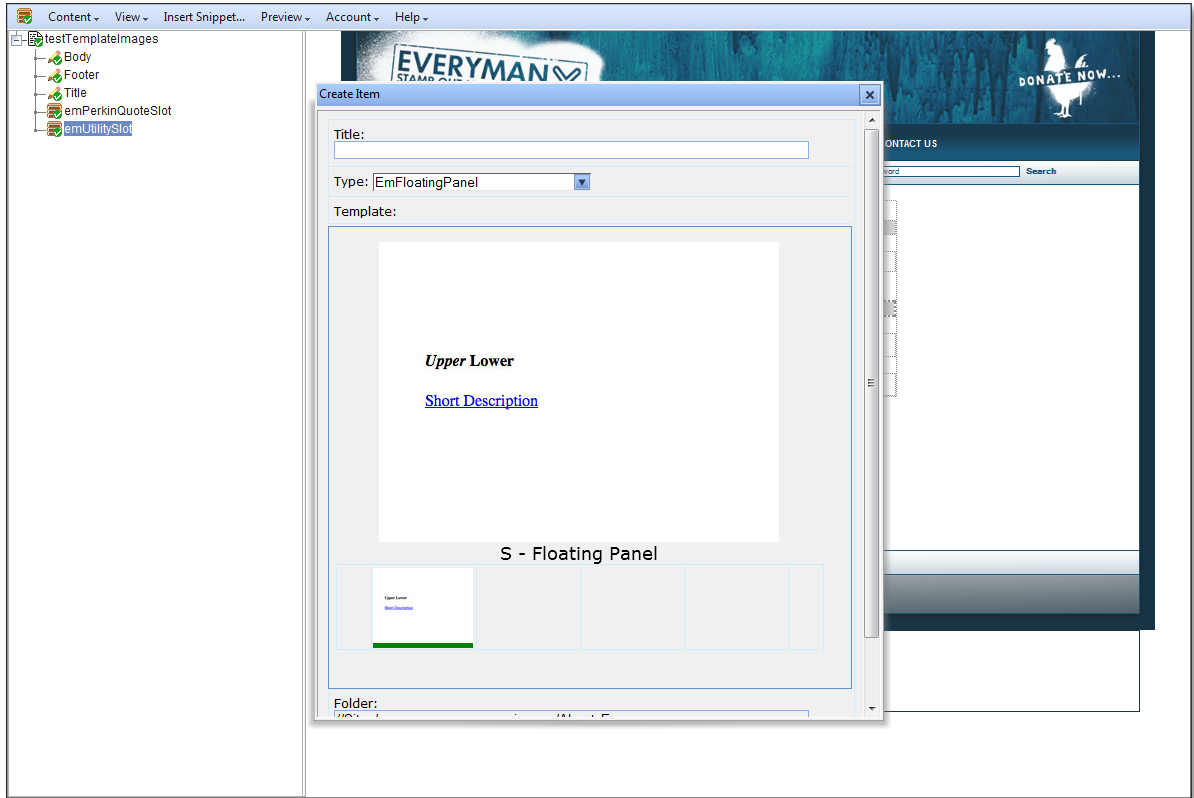
8. Export the image again as a 100px X 75px JPEG into the same directory as up above, except this time use the following naming convention: [TemplateName]\_Thumb.jpg

**NOTE:** I ended up with two JPEG images in the

<RhythmyxRoot>\rx\_resources\images\TemplateImages\www.everyman-campaign.org\

Name	Date modified	Type	Size
 emSnFloatingPanel_Full.jpg	4/26/2010 6:28 PM	JPEG image	6 KB
 emSnFloatingPanel_Thumb.jpg	4/26/2010 6:29 PM	JPEG image	1 KB

9. Now your Template should be have a nice screenshot when used in AA while creating a new item using that template.



**NOTE:** CMSSystem 6.7 tries to find the images for the specified site first. For instance, the site in the example above is **www.everyman-campaign.org**, which is why I made a directory called `<RhythmyxRoot>\rx_resources\images\TemplateImages\www.everyman-campaign.org\`



If images are not found under a site specific directory then it looks under the `<RhythmyxRoot>\rx_resources\images\TemplateImages\AnySite\` directory. That is the catchall directory. If images are still not found, then it uses the system default images from `<RhythmyxRoot>\sys_resources\images\templateImages\`