

**A visual tribute is the ideal way of adding a personal touch to a funeral service. Incorporating family photos and home movies, Wesley Media can produce a bespoke, tasteful tribute to your loved one.**

The following information outlines how to get media to us in the easiest and quickest way.

Timelines are in place to ensure each visual tribute receives the attention to detail it deserves. All files must be uploaded to the Wesley Media Cloud and full instructions submitted to [tributes@wesleymedia.co.uk](mailto:tributes@wesleymedia.co.uk) by the cut-off time outlined in the email containing your login details.

Due to the nature of the medium we recommend that all media and instructions are sent well in advance of the cut-off time; this will allow enough time for the data to transfer from your system to ours, taking into consideration large videos or scanned images. It will also allow time for files to be checked for issues, such as incompatible file types without risk to the service. Any material or requested amendments received after the cut-off time will not be accepted

If there is any doubt surrounding your Visual Tribute cut-off time please contact Wesley Media or your funeral arranger immediately for confirmation.

If at any time you would like further information or to talk to our Visual Tributes team please contact: [tributes@wesleymedia.co.uk](mailto:tributes@wesleymedia.co.uk)  
01536 314 891

## **Visual Tribute Examples**

### Hold Image:

A single photo that remains on screen throughout the entire service. Multiple hold images can be used to tie in with particular sections of your service.

### Visual Tribute with Music:

A slideshow of photos and/or video set to a piece of music. A hold image may be shown before and after a slideshow. Other than the length of the service there is no limit to the number of slideshows you may have.

### Photo Loop:

A selection of photos shown throughout all or part of the service.

## Uploading Media

*The following guidelines will help ensure the process is as straight forward and trouble free as possible.*

Using the login details in the email, access your folder at: <http://cloud.wesleymedia.co.uk>

Use the 'Add Files' button to select the required files from your computer. Once you have selected the correct files and pressed the 'open' button, the files will begin uploading immediately. The status of each file will be shown in the form of a purple progress bar and a successful upload will be represented by a purple tick to the right hand side. Once all files are successfully finished uploading press 'Done'.

The screenshot shows a web interface for uploading files. At the top left is a purple button labeled "Add Files...". Below it is a table with 10 rows, each representing a file. Each row contains the filename, a purple progress bar, and a status icon. The status icons are either a purple checkmark (✓) for successful uploads or a purple 'x' (✗) for failed uploads. At the bottom of the interface is a purple button labeled "Done".

Filename	Progress	Status
001.png	100%	✓
002.png	100%	✓
003.png	~50%	✗
004.png	~40%	✗
005.png	~45%	✗
006.png	~30%	✗
007.png	100%	✓
008.png	100%	✓
009.png	100%	✓
010.png	~55%	✗

We can accept all standard video and image file types. We will contact you as soon as possible if an unusual file type is not compatible.

## Naming Files

Number each file in the order you wish them to appear during the tribute. Files can be named before uploading by right clicking each image and choosing 'rename' from the menu. It is not possible to upload multiple files with matching names. Already uploaded files can be renamed by select the cog icon  to the right of the file and pressing the 'rename' button.

Name Hold images - 'Hold1', 'Hold2', etc.

Please make sure that you leave the file extension intact. For example if you are renaming a file called **Holiday.jpeg** as a hold image, the new file name would be **Hold.jpeg**. The file extension **.jpeg** must be left on for the file to display correctly. Other file extensions may include **.PNG .JPG .BMP .TIFF** – a file extension will always start with a full stop.

## Multiple Slideshows

For multiple slideshows name the files so we can easily identify which one they are for. This can be done by either adding a prefix before the number or the relevant song title plus a number.

Example:

'VT1 001.jpeg'  
'VT1 002.jpeg'  
'VT2 001.jpeg'  
'VT2 002.jpeg'

OR

'Unforgettable 001.jpeg'  
'Unforgettable 002.jpeg'  
'My Way 001.jpeg'  
'My Way 002.jpeg'

## **Instructions for Wesley Media**

Once you have finished uploading and organised your files accordingly email us at [tributes@wesleymedia.co.uk](mailto:tributes@wesleymedia.co.uk) to state the files have been uploaded and are ready to process.

In this email please include a description of how you would like the pictures to be shown.

If music is required please give us as much detail as you know about the piece(s). Title and artist plus any album information would be ideal. We have a vast music library. If we don't already have a track our music team will look at sourcing it.

Please note: the music must be commercially available in order for us to supply it.

If you don't require the complete track please bring this to our attention and we can make sure it fades at the required time.

## **Tips**

- When scanning photographs the optimum size is between 500 pixels in height and 1000 pixels in height. This will ensure a high quality image whilst keeping upload times relatively short.
- We recommend a minimum of 6 seconds per image. Anything less doesn't really give sufficient time to take in each picture. Therefore, a tribute lasting 3 minutes would ideally have no more than 30 images.

If you wish to check the length of a track please visit <http://www.wesleymedia.co.uk/library/>

Please don't hesitate to contact us if you have any queries. We will be more than happy to help.

Visual Tributes Team  
Wesley Media

tributes@wesleymedia.co.uk  
01536 314891