

OIT Web Services | CommonSpot Help Guide

Guide to Adding a New Image

<http://www.ohio.edu/web/help/docs/image/guide-new-image.cfm>

There comes a time when you need an image to demonstrate a point, show who is being talked about, or just to liven up a page. This document guides you through how to insert a **new** image in the rich text editor. You will need to navigate your browser to the **manage** subsite for this task (i.e., <http://author.oit.ohio.edu/yoursite/manage>).

1. Navigate your browser to http://author.oit.ohio.edu/subsite_name/manage
2. Click **Content** from the left oriented drop down menu (older sites may be labeled Page Content)
3. Click **[Edit]** for the page you want to link the document on (older sites may be labeled [E])
4. Place the cursor where you would like to insert the image.
5. Click the **Image Button**

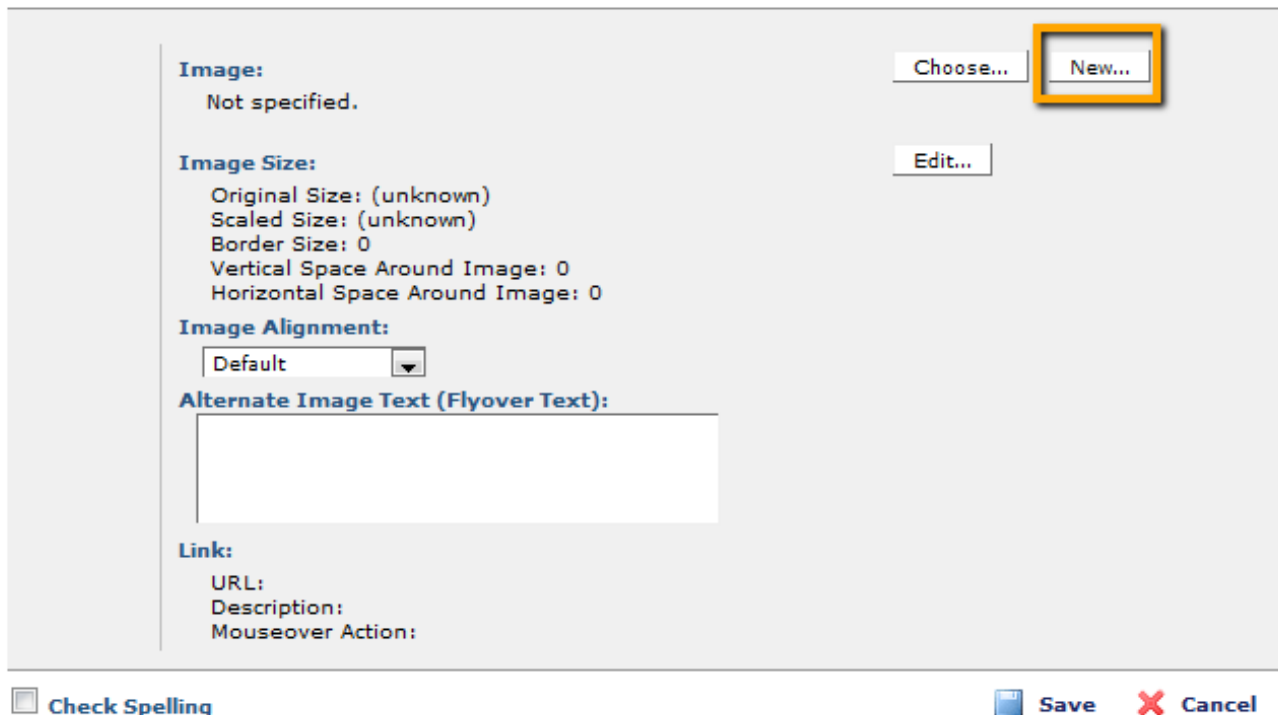


6. From the dialog window provided, click on the "Set New Image..." button,
7. The Image Properties window appears. Click on the New... button

Image Properties



Please specify the source of the image and its rendering properties below.



The screenshot shows the 'Image Properties' dialog box. It has several sections: 'Image:' with a 'Choose...' button and a 'New...' button (highlighted with a yellow box); 'Image Size:' with an 'Edit...' button; 'Image Alignment:' with a dropdown menu set to 'Default'; 'Alternate Image Text (Flyover Text):' with a text area; and 'Link:' with fields for 'URL:', 'Description:', and 'Mouseover Action:'. At the bottom, there is a 'Check Spelling' checkbox, a 'Save' button, and a 'Cancel' button.



8. Click the 'Browse...' button.

NOTE: The sub site is automatically selected. You may select the parent subsite, but uploading an image to the manage sub site is perfectly okay.

Upload New Image




Please specify the full local path of the new file which you wish to upload, and enter the appropriate information regarding the new image. Note that only new images should be uploaded from this dialog. If you are updating an existing image, please do so through the Tools > Find Images dialog.

Target Subsite: /demo0/mac/manage/  

Upload New Image: Choose File No file chosen

Please specify the full path (directory and filename) of the image to add this site's image repository.

Description:

Category: General 

Keywords:

Enter a comma delimited list of keywords, or press 'Select Keywords...' to choose from a list of existing keywords.

Include in Public Image Gallery

Check Spelling

9. The next window that appears is a browser window to your local computer. Locate and select the image you want to use. Once selected, you can fill in the rest of the information in the window and click **Next**.
- The **Description** field, while optional, is recommended for providing additional details about the image.
 - Choose a **Category** to ease searching for the document at a later time.
 - Inputting comma separated **Keywords** will help in locating the image later.

Upload New Image



Please specify the full local path of the new file which you wish to upload, and enter the appropriate information regarding the new image. Note that only new images should be uploaded from this dialog. If you are updating an existing image, please do so through the Tools > Find Images dialog.

Target Subsite: /recreation/manage/

Upload New Image: C:\Users\macem\Documents\sites\guides

Description: Image for training

Category: Information Technology

Keywords: Training, recreation, fun images

Enter a comma delimited list of keywords, or press 'Select Keywords...' to choose from a list of existing keywords.

Include in Public Image Gallery

Check Spelling

10. The next screen allows you to review and modify some information about the image. Click Save and observe the image is now on the page where you had the cursor placed.

Image Properties



Please specify the source of the image and its rendering properties below.

Image: /recreation/manage/images/insert-image-4_2.png

Image Size:

Original Size: (625 x 380)
Scaled Size: (625 x 380)
Border Size: 0
Vertical Space Around Image: 0
Horizontal Space Around Image: 0

Image Alignment: Default

Alternate Image Text (Flyover Text):
Image for training

Link:

URL:
Description:
Mouseover Action:

Check Spelling

11. Finally, you can adjust the size of the image, set your image alignment (left side, right side). When you are happy with your selection, click OK to have it added to the editor.