

# OIT Web Services | CommonSpot Help Guide

## Guide to Editing Promo Images

<http://www.ohio.edu>

1. Enter CommonSpot and go to **Manage : Promo Images** as shown below.

2. Click the **Edit** link next to the picture to be edited (circled above).

· The **Datasheet Action** window will appear, as shown below.

3. Click the **Select Image** button near the top of the window to browse for an image.

· The **Image Properties** window will appear, as shown below.

4. Either:

· Click **Choose** to browse for an image that has previously been uploaded to CommonSpot, or

· Click **New** to browse for an image on your computer.

Instructions for each of these options are in the following sections.

### Using an Image Previously Uploaded to CommonSpot

1. Click the **Choose** button in the **Image Properties** window.

2. The **Choose Image** window will appear (shown below).

3. Use either **Quick Find**, **Advanced Search**, or **Saved Searches** to find your image, as described in instructions that follow.

**Quick Find** (First of three options for choosing an image in CommonSpot.)

**(Follow the 4 steps at the top of the document as well as 3 steps in the "Using an Image Previously Uploaded to CommonSpot" topic before proceeding.)**

1. Click the **Quick Find** link in the **Choose Image** window, as shown next. (If Quick Find is not an underlined link, Quick Find is already active.)

2. Enter criteria on the **Search Criteria** line.

3. Choose a **Subsite**.

4. Click to enter a check mark in the **Include Child Subsites** check box.

5. Click desired search options on the **Search Using** line.

6. Click the **Search** button at lower right.

·The **Choose Image – Search Results** window will open (shown below).

7. **Select** the image you wish to use.

·If you click directly on the image, an **Image Preview** window will open to display the image in its actual size. Click the **Close** button at the bottom right of the Image Preview window after viewing.

·If you click the text under the image, the image will be "selected", but you will not see an **Image Preview** window.

8. Click the **Use Highlighted Image** link near the bottom right of the window.

·The Image Properties window will appear (below)

9. Enter text in the **Alternate Image Text (Flyover Text)** field. This information will be displayed when a user places his or her cursor over the image. This information is also important because it is used by tools used by those with disabilities, in accordance with the Americans with Disabilities Act (ADA).

10. Click **Save**.

·The **Datasheet Action** window will appear (below).

11. Complete the fields for **Promo URL**, **Promo Title**, and **Caption**:

- **Promo URL** – specifies the site that will open when the image is clicked.
- **Promo Title** – name for the image
- **Caption** - Optional. If site design does not use this field, it will not be displayed. You should refer to instructions on your manage: Promo Image page for clarification.

12. Enter a number between 1 and 99 for the **Order** field.

13. Select a **Position**.

- In most cases, directions for editing the page will appear at the top of the page in the **How to Edit Promo Images** section. Some of the directions will be page-specific, such as those for the **Position** field in the instructions shown below.

14. Click **Submit** to return to the **Manage : Promo Images** page.

**Advanced Search**(Second of three options for choosing an image in CommonSpot.)

**(Follow the 4 steps at the top of the document as well as 3 steps in the "Using an Image Previously Uploaded to CommonSpot" topic before proceeding.)**

1. Click the **Advanced Search** link near the top of the **Choose Image** window.

- The **Choose Image – Advanced Search** window will appear (shown next).

2. Use the **Search Criteria** questions such as, "Who owns the images you are looking for?" (selected in the image below) to help find your image.

3. Click the **View Results** button at the lower right of the page after you have entered search criteria.

·The **Choose Image – Search Results** window will open to display images that meet your search criteria, as shown below.

4. **Select** the image you wish to use.

· If you click directly on the image, an **Image Preview** window will open to display the image in its actual size. Click the **Close** button at the bottom right of the Image Preview window after viewing.

· If you click the text under the image, the image will be "selected", but you will not see an **Image Preview** window.

5. Click the **Use Highlighted Image** link at the bottom right of the window (circled above).

· The **Image Properties** window will open.

6. Enter text in the **Alternate Image Text (Flyover Text)** field. This information will be displayed when a user places his or her cursor over the image. This information is also important because it is used by tools used by those with disabilities, in accordance with the Americans with Disabilities Act (ADA).

7. Click **Save**.

·The **Datasheet Action** window will appear (shown below).

8. Complete the fields for **Promo URL**, **Promo Title**, and **Caption**:

·**Promo URL** – specifies the site that will open when the image is clicked.

·**Promo Title** – name for the image

·**Caption** - Optional. If site design does not use this field, it will not be displayed. You should refer to instructions on your Manage: Promo Image page for clarification.

9. In the **Order** field, enter a number between 1 and 99.

10. Select a **Position**.

·In most cases, directions for editing the page will appear at the top of the page in the **How to Edit Promo Images** section. Some of the directions will be page-specific, such as those for the **Position** field in the instructions shown below.

11. Click **Submit** to return to the **Manage : Promo Images** page.

### **Saved Searches (Third of three options for choosing an image in CommonSpot.)**

**(Follow the 4 steps at the top of the document as well as 3 steps in the "Using an Image Previously Uploaded to CommonSpot" topic before proceeding.)**

1. Click the **Saved Searches** link near the top of the **Choose Image** window.

·The **Choose Image – Saved Searches** window will open, as shown next.

2. Click the link for the search you wish to run (such a link is circled above).

·The **Choose image – Search Results** window will open (see below).

3. **Select** the image you wish to use.

- If you click directly on the image, an **Image Preview** window will open to display the image in its actual size. Click the **Close** button at the bottom right of the Image Preview window after viewing.

- If you click the text under the image, the image will be “selected”, but you will not see an **Image Preview** window.

4. Click the **Use Highlighted Image** link at the bottom right of the window (circled above)

- The **Image Properties** window will open.

5. Enter text in the **Alternate Image Text (Flyover Text)** field. This information will be displayed when a user places his or her cursor over the image. This information is also important because it is used by tools used by those with disabilities, in accordance with the Americans with Disabilities Act (ADA).

6. Click **Save**.

- The **DataSheet Action** window will open (shown below).

7. Complete the fields for **Promo URL**, **Promo Title**, and **Caption**:

- **Promo URL** – specifies the site that will open when the image is clicked.

- **Promo Title** – name for the image

- **Caption** - Optional. If site design does not use this field, it will not be displayed. You should refer to instructions on your **Manage: Promo Image** page for clarification.

8. In the **Order** field, enter a number between 1 and 99.

9. Select a **Position**.

- In most cases, directions for editing the page will appear at the top of the page in the **How to Edit Promo Images** section. Some of the directions will be page-specific, such as those for the **Position** field in the instructions shown below.

10. Click **Submit** to return to **Manage : Promo Images** page.

### **Using an Image from Your Computer (Follow the first 3 steps at the top of this document before proceeding.)**

1. Click the **New** button in the **Image Properties** window, shown below.

·The **Upload New Image** window will appear, as shown next.

2. Click the **Browse** button adjacent to the **Upload New Image** field.

3. Browse your computer for the desired image, then select it.

- The file name will appear in the **Upload New Image** field.

4. Click **Save** in the **Upload New Image** window.

- The **Image Properties** window will appear with a preview of the image, as shown below.

5. Enter text in the **Alternate Image Text (Flyover Text)** field. This information will be displayed when a user places his or her cursor over the image. This information is also important because it is used by tools used by those with disabilities, in accordance with the Americans with Disabilities Act (ADA).

6. Click **Save** after verifying that you have selected the correct image.

·The **Datasheet Action** window will appear with the image displayed at upper left, as shown next.

7. Complete the fields for **Promo URL**, **Promo Title**, and **Caption**:

- **Promo URL** – specifies the site that will open when the image is clicked.

- **Promo Title** – name for the image

- **Caption** - Optional. If site design does not use this field, it will not be displayed. You should refer to instructions on your **Manage: Promo Image** page for clarification.

8. In the **Order** field, enter a number between 1 and 99.

9. Select a **Position**.

· In most cases, directions for editing the page will appear at the top of the page in the **How to Edit Promo Images** section. Some of the directions will be page-specific, such as those for the **Position** field in the instructions shown below.

10. Click **Submit** to return to the **Manage : Promo Images** page.