

IMAGE LINKS - DOCUMENT

INTRODUCTION

The purpose of this document is to provide guidance for client website administrators who create and maintain content on how to create image links to content.

RELATED IMAGE NOTES

- Only use JPG and PNG files
- Image files must be copyright and royalty free
- Website owners are responsible for content and liable if there are infringements of copyright
- Recommended image sizes are 400px (width) X 250px (height)*
- Recommended alignment – Align Left*

* to ensure consistency of styling throughout the website



Optimum Image Sizes

PREAMBLE

Just as text is used for links (also referred to as hyperlinks) an image can have link properties and when Clicked or Tapped (on a touch screen) the action is:

1. to be taken to another web page on the current website - internal link
2. to be taken to external website - external link
3. to open a document
4. to open an email editor

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TUTORIAL OBJECTIVE

This tutorial will provide step by step guidance of how to use the CMS to create a **Document image link** to a page.

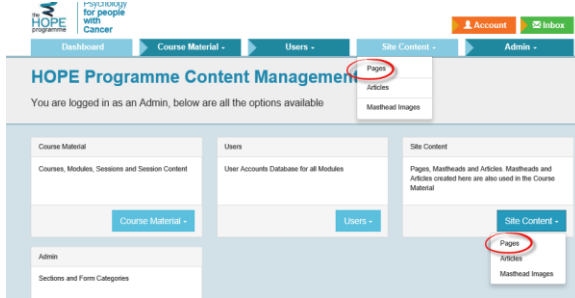


Example Disclaimer Page with Image link

GUIDANCE

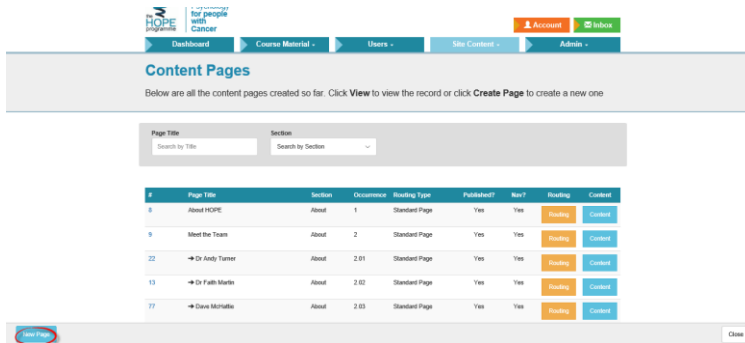
Follow the following steps to locate the Disclaimer page:

- A. Log in to CMS (Administrators Only)
- B. Select Pages option from the Navigation Bar or Site Content panel as shown below:



CMS Landing Page – Select Pages Option from Site Content

- C. This action will produce a list of **Content Pages** - refer to diagram below:



List of Content Pages

D. Filter by Section – Legal to locate and select Disclaimer Page

Content Pages

Below are all the content pages created so far. Click **View** to view the record or click **Create Page** to create a new one

Page Title Section Legal ▼

#	Page Title	Section	Occurrence	Routing Type	Published?	Nav?	Routing	Content
5	Privacy	Legal	1	Standard Page	Yes	Yes	Routing	Content
6	Copyright	Legal	2	Standard Page	Yes	Yes	Routing	Content
7	Disclaimer	Legal	3	Standard Page	Yes	Yes	Routing	Content

1 to 3 of 3 Pages 1

Using Section Search Filter to Find Page

E. Click on Content Button to Open Disclaimer Page

Privacy

Copyright

Disclaimer

Disclaimer

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Disclaimer Page

F. Click Edit Page > Content

ADDING AN IMAGE FILE

G. Place the Mouse Cursor in position on **Page** where you want to add the image.

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[Text Link to Privacy Page](#)

[Text for External Link to Internet Disclaimer Site](#)

[Browse or Download Document](#)

Update Page Content

Disclaimer Page with Cursor Position

H. Click on the Image Icon as shown in diagram below:



Select Image Icon

I. The result of the action of Clicking the Image Icon will be the Image Properties Window will appear as below:

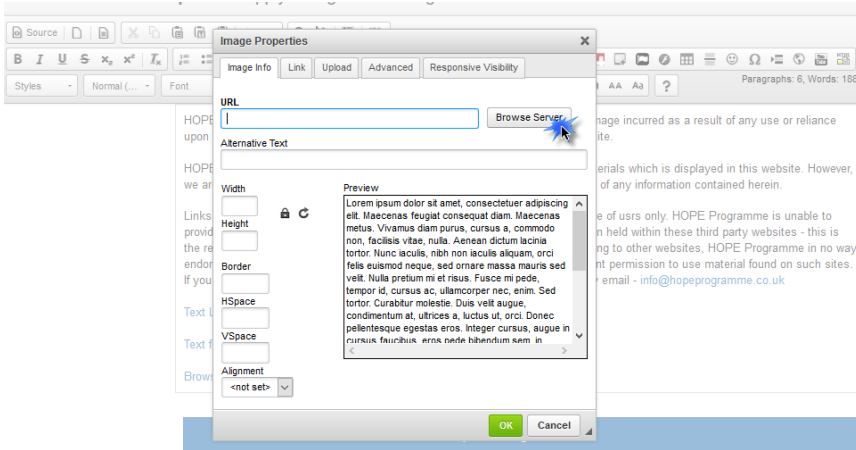
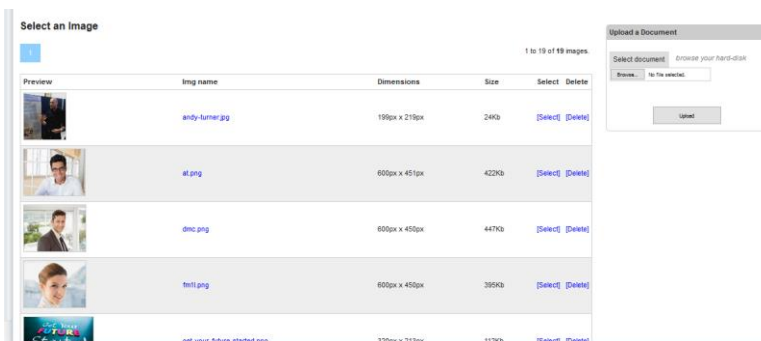


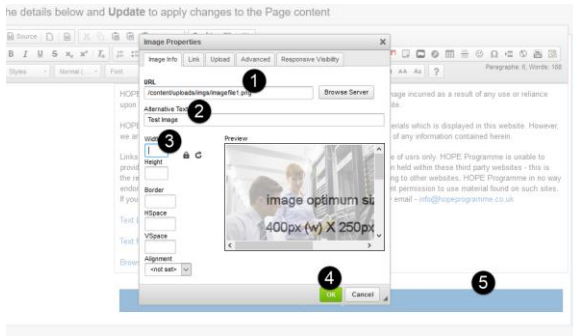
Image Properties Window

Click on Browse Server (see diagram above) to Select from a list of Images Uploaded or to Upload a new image. If uploading an image – refer to RELATED IMAGE NOTES (see above). When you Upload an image you must Select it from the listing.



Select an Image Window

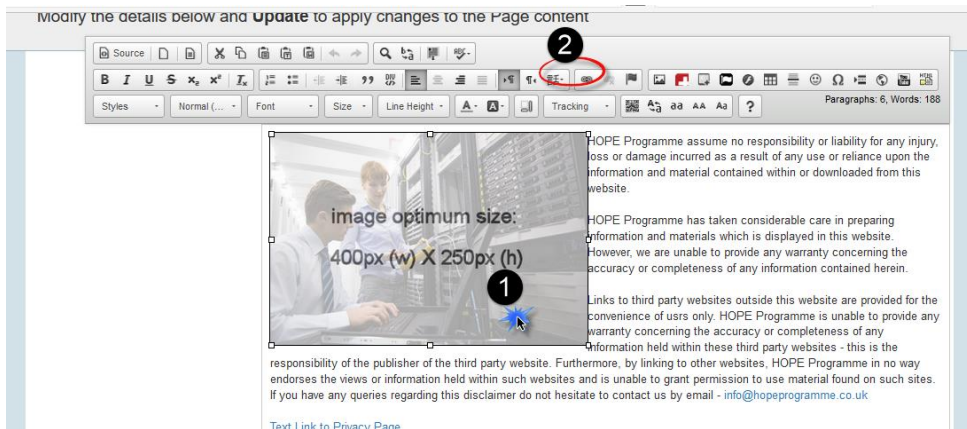
J. The action will take you back to the form at I. (above) where the image URL will be populated (1). Enter Alternative Text (2) – this is text that appears on hover, **ensure Width and Height Fields are BLANK*** (3), Click OK (4).



Updating Image Properties Form

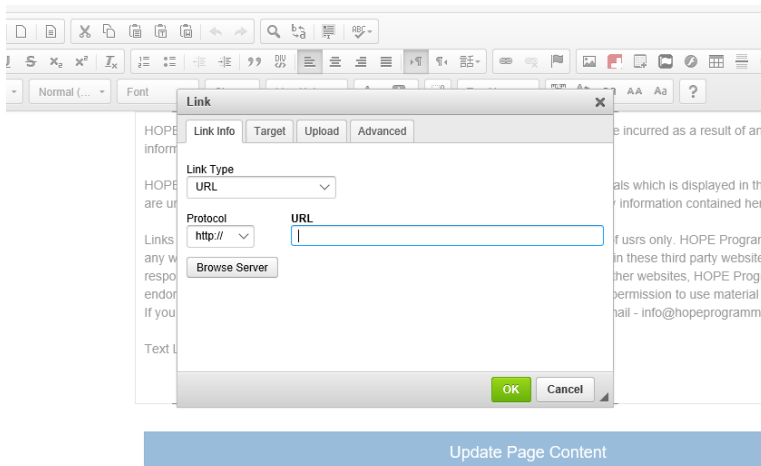
* If Fields (Width and Height) are blank image will adapt responsive properties!

- K. Click Update Content Page
- L. Click on Edit Page > Select Content Option
- M. Click on the Image to Select (1) and Click on Link Icon (2) on Editor – refer to diagram below:



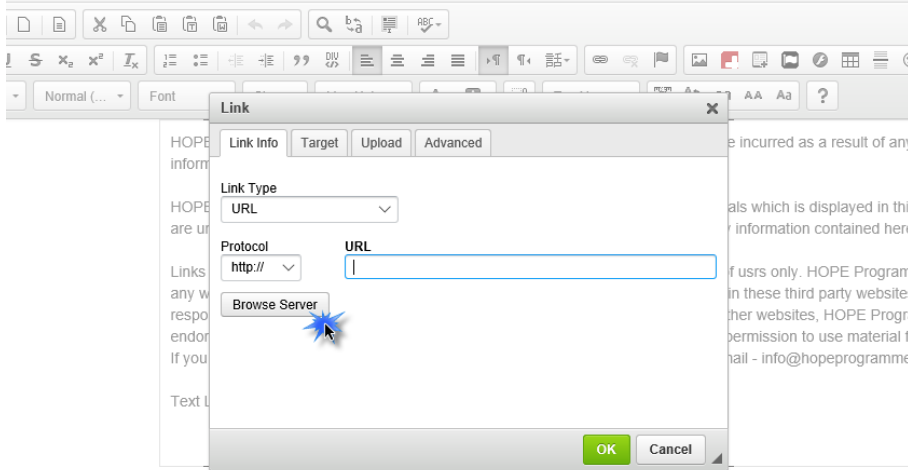
Select Image and Link

- N. The result of the action of Clicking the Link Icon will be the Link Window (with Tabs) will appear as below:



Link Window (NOTE Tabs)

O. Click on Browse Server (for files that have been uploaded or to upload a file).



Update Page Content

Link Window

P. The action will Open a **Select Document** Window for files that have been Uploaded or to Upload a file. Select the file from the listing (1) or Upload a file using the standard form (3) (Click Browse (4) followed by Upload (5)) and then Select (2) the Uploaded file that is added to the list (1) [when you Upload file you must Select it (2)].

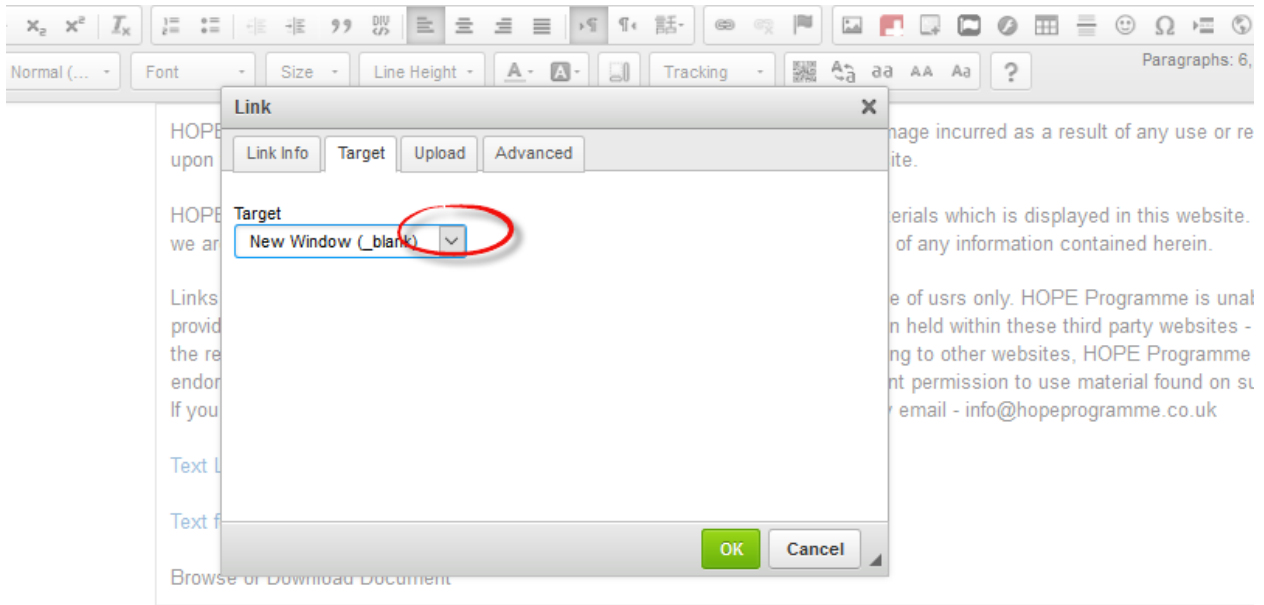
IMPORTANT NOTES ABOUT UPLOADING FILES

- Where possible only use PDF files
- Ensure Filenames do not have space and symbol characters
- Avoid excessively long filenames
- Avoid uploading very large files



Selecting Required File

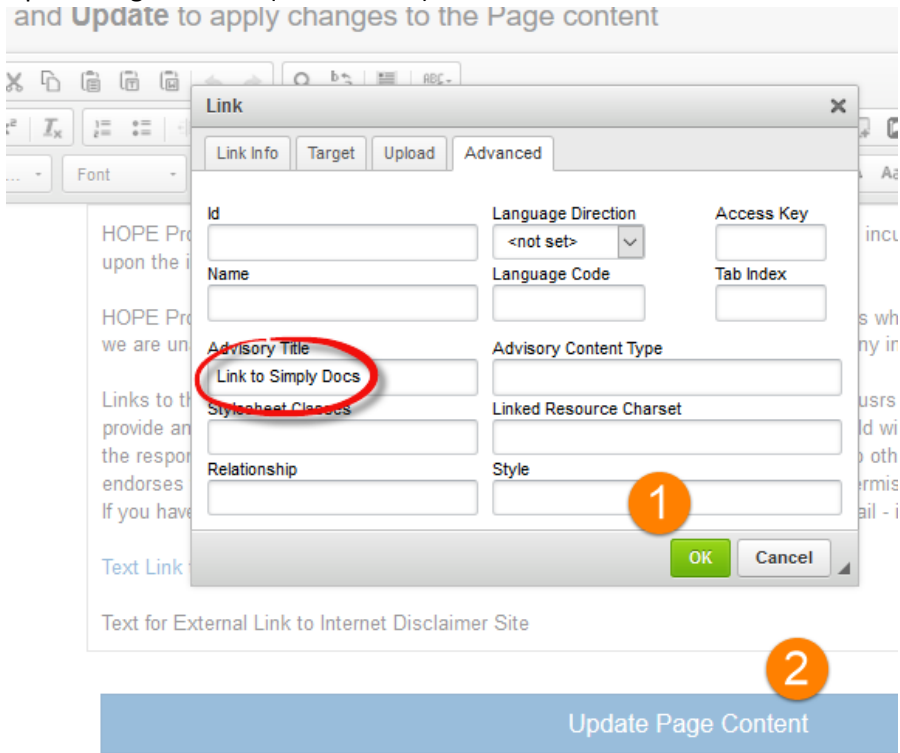
Q. Click on the Target Tab – and Select New Window from the list of Target Options. This will ensure that a New Browser Tab is used to display the page where the page will be loaded rather than replacing the origin page - meaning that the user will be able to return to the original page after viewing the external linked page – see below:



Update Page Content

Set the Target to New Window

- R. Click Advanced Tab – identified above marked 3 above. Type Document Link (this is a link description that appears when you hover the link on the page. Click OK (marked as 1) and Click Update Page Content (marked as 2) and **Update** to apply changes to the Page content



Update Page Content

Using the Advanced Tab

S. Test Link on the Public Page

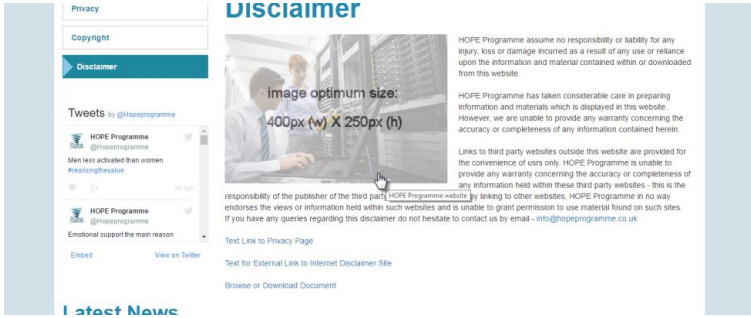


Image Document Link on Disclaimer Public Page

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ends.