

IMAGE LINKS - INTERNAL

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 owner 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

For text links refer to the [HOPE PROGRAMME Support Materials](#) content list for CREATING TEXT LINKS – INTERNAL LINK, CREATING TEXT LINKS – EXTERNAL LINK, CREATING TEXT LINKS – DOCUMENT LINK and CREATING TEXT LINKS – EMAIL LINK.

TUTORIAL OBJECTIVE

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

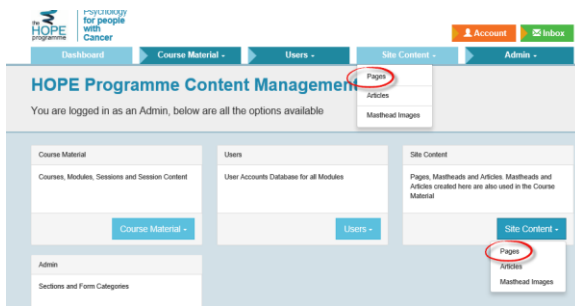


Example Disclaimer Page with Image link

GUIDANCE

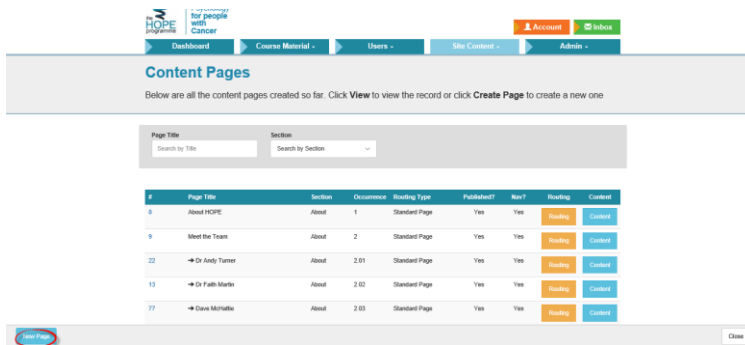
Follow the following steps to locate the Disclaimer page:

- 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

HOPE Programme assume no responsibility or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within or downloaded from this website.

HOPE Programme has taken considerable care in preparing information and materials which is displayed in this website. However, we are unable to provide any warranty concerning the accuracy or completeness of any information contained herein.

Links to third party websites outside this website are provided for the convenience of users only. HOPE Programme is unable to provide any warranty concerning the accuracy or completeness of any information held within these third party websites - this is the responsibility of the publisher of the third party website. Furthermore, by linking to other websites, HOPE Programme in no way endorses the views or information held within such websites and is unable to grant permission to use material found on such sites. If you have any queries regarding this disclaimer do not hesitate to contact us by email - info@hopeprogramme.co.uk

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.

HOPE Programme assume no responsibility or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within or downloaded from this website.

HOPE Programme has taken considerable care in preparing information and materials which is displayed in this website. However, we are unable to provide any warranty concerning the accuracy or completeness of any information contained herein.

Links to third party websites outside this website are provided for the convenience of users only. HOPE Programme is unable to provide any warranty concerning the accuracy or completeness of any information held within these third party websites - this is the responsibility of the publisher of the third party website. Furthermore, by linking to other websites, HOPE Programme in no way endorses the views or information held within such websites and is unable to grant permission to use material found on such sites. If you have any queries regarding this disclaimer do not hesitate to contact us by email - info@hopeprogramme.co.uk

[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:

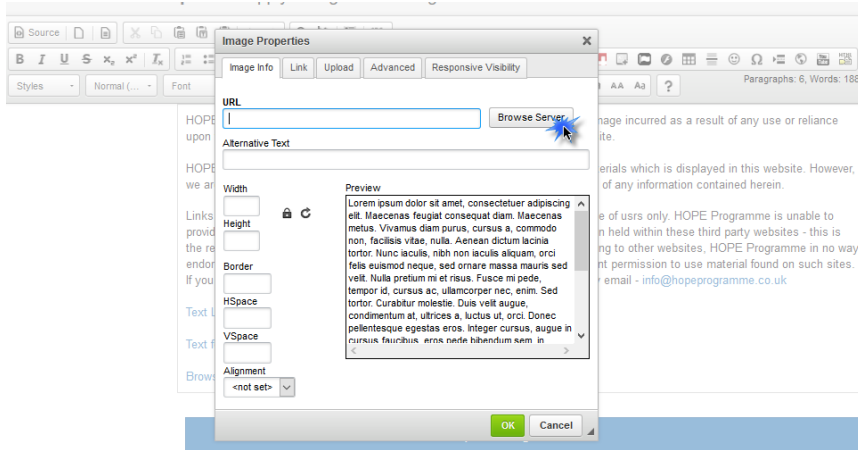
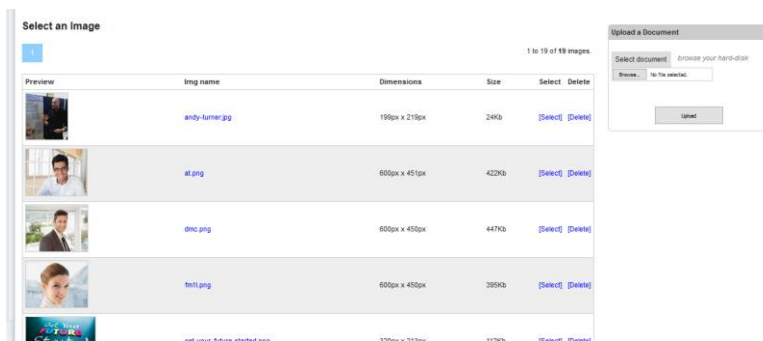


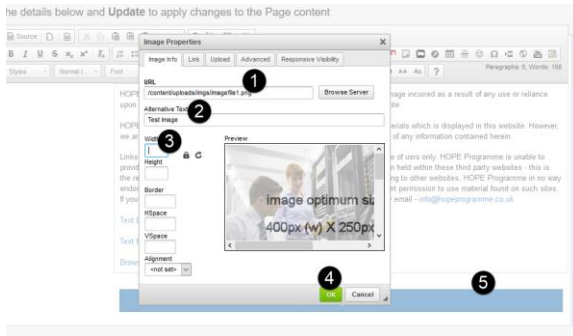
Image Properties Window

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

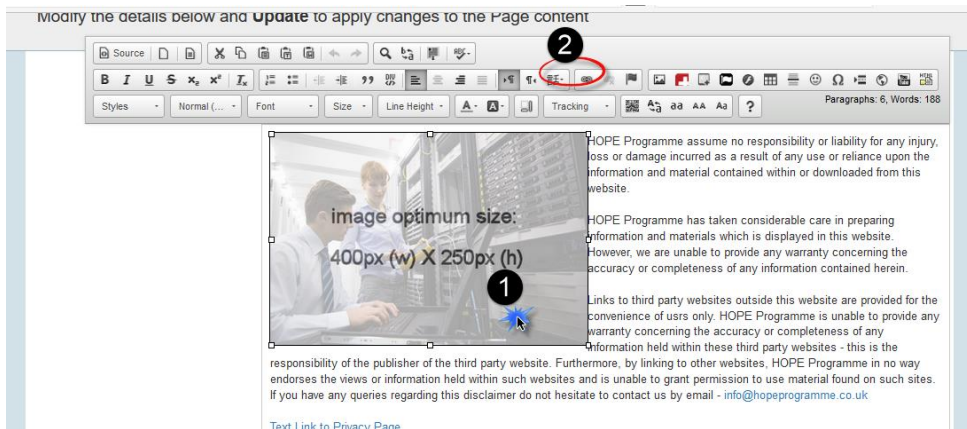
J. The action will take you back to the form at I. (above) where the image URL will be populated (1). Enter Alternative Text (2) – this is text that appears on hover, **ensure Width and Height Fields are BLANK*** (3), Click OK (4).



Updating Image Properties Form

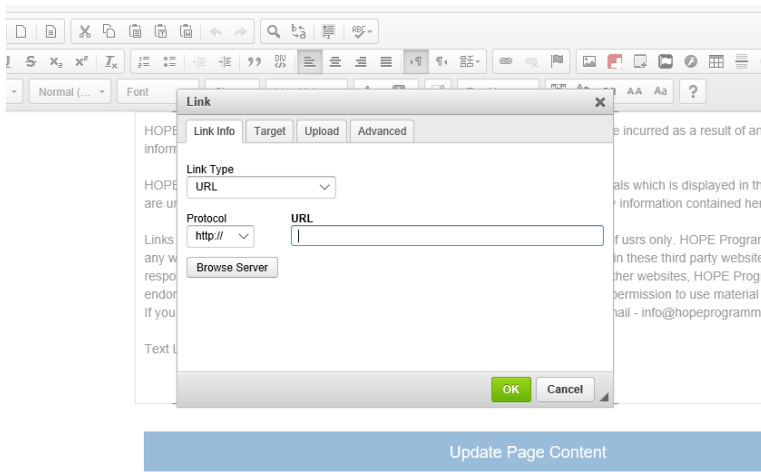
* If Fields (Width and Height) are blank image will adapt responsive properties!

- 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:



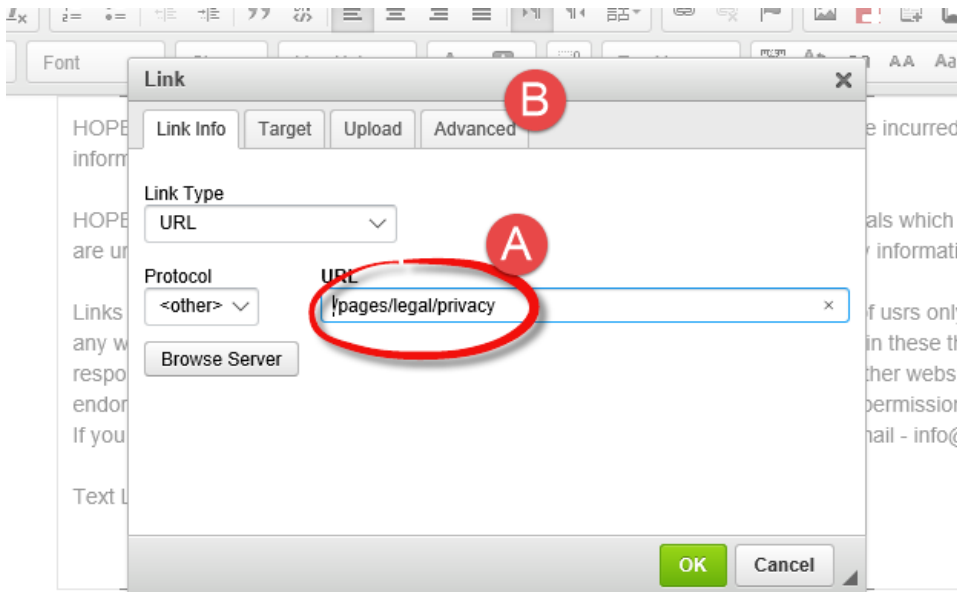
Select Image and Link

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



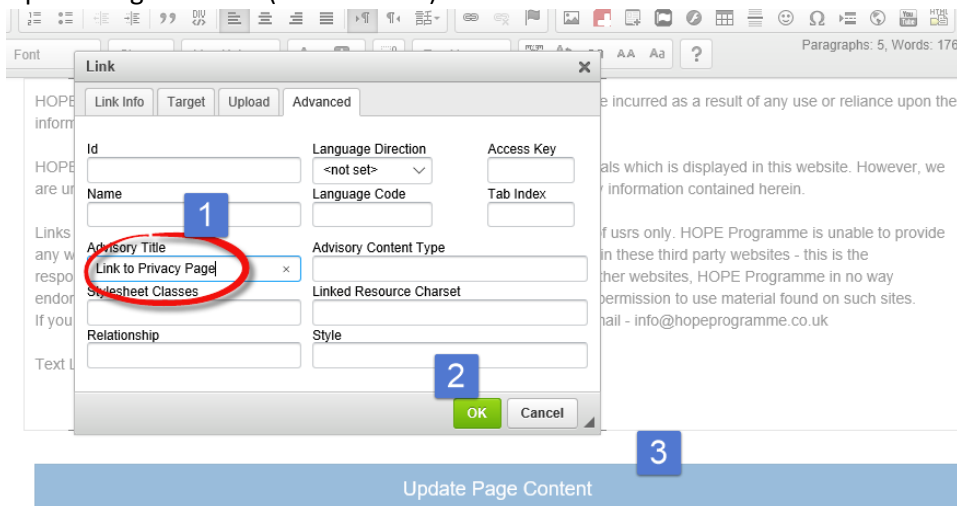
Link Window (NOTE Tabs)

- O. The URL for an internal link does NOT require the domain name – this is important – this part of the URL needs to be removed so that the CMS will detect an internal rather than external link. Therefore the Privacy Page <http://hope.kaj-isis.net/pages/legal/privacy> becomes **/pages/legal/privacy**
- P. The internal link URL is entered as the URL as shown as A – see below:



URL for Internal Link

- Q. Click Advanced Tab – identified above marked B above. Type Link to Privacy Page (this is a link description that appears when you hover the link on the page. Click OK (marked as 2.) and Click Update Page Content (marked as 3.)



Using the Advance Tab

R. Test Link on the Public Page

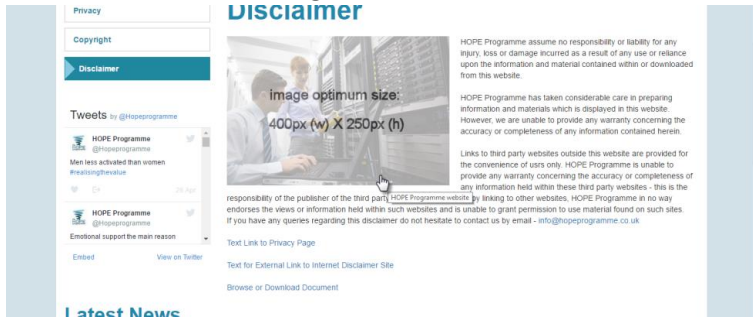


Image Internal Link on Disclaimer Public Page

For text links refer to the [HOPE PROGRAMME Support Materials](#) content list for CREATING TEXT LINKS – INTERNAL LINK, CREATING TEXT LINKS – EXTERNAL LINK, CREATING TEXT LINKS – DOCUMENT LINK and CREATING TEXT LINKS – EMAIL LINK.

ends.