NYU Law –Web Help: Image Upload and Insertion

TOPICS:

Image Check In
Inserting Images

Images are a great way to illustrate a point or add color and variety to your pages. It is a two step process; checking in your image to the content server and then inserting that image into your web page.

There are 3 types of photos in use on the site:
1. Photos as illustrations (usually one image by itself)
2. Headshots (e.g., faculty profiles or picture book)
3. Event photos (a group of photos from an event)

1. Photos as illustrations
To maintain site-wide quality and consistency, if you would like to add a photo-illustration to a page in your section, please work with David Niedenthal (x86107) in Communications to select and/or prep your image for placement on the site. The Communications group can help you find the right image and then size it correctly, and optimize it for placement on the site. They will deliver the image back to you for uploading to Stellent.

2. Headshots
To add a simple headshot to your page, you do not need to work through the Communications office but please do everything possible to use the highest quality images. To crop and retouch images we suggest using the photo software Picasa from Google. It's free and it can help you create good quality photos for the site. You can download Picasa at http://picasa.google.com
If you want to use a photo from the Faculty Profiles, please see the separate instructions in the Web Help section (coming soon!).

3. Event photos
If you have a group of photos that you would like to add to the site, we recommend using Picasa to edit the photos, manage captions, and to create an embeddable slideshow player for use in your Stellent page. We will soon be posting documentation about how you can use Picasa for your event photos.

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Check in your image directly to the Stellent Content Server.

1. Access the content server.
   a. Direct URL to Stellent Content Server:
      http://editweb.law.nyu.edu/ecm_pro/
      OR
   b. In the Site Studio Contributor Editor Screen, once you have clicked on the
      "Insert Image" icon [image] , the Content Server will launch.
      OR
   c. While in the NYU Law Website, you can right click on any contributor
      mode edit icon and select "Document Info" to access the content server.

      i.

      ii.
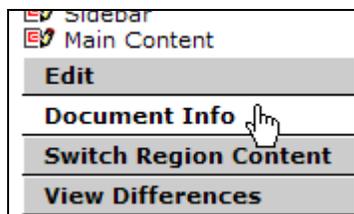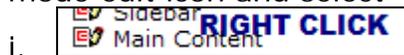
2. In the upper left-hand corner of the content server, click on "My Stellent" >
   click the + next to "My Check Ins", and then click on "My Image Check Ins".
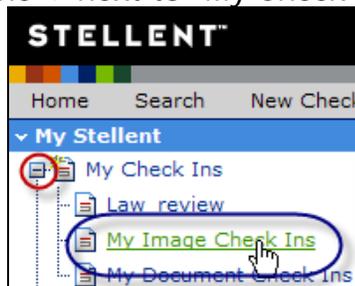
3. The "Content Check In Form (Folder)" will appear.
   a) Define the type of image file by selecting an option from the Sub Type II
      dropdown box. Images must be a JPEG, GIF or PNG.
   b) Complete the Title Field. "NYU Law Website" will fill in for you, and the
      rest of the words in all caps will help to guide you how to use the naming
      convention. (Note: please use words separated by spaces for the Title. Do
      not use a title like: my_image_name.jpg as you will not be able to search
      for it.)
   c) Click on "Browse" to upload your Primary File.

No other fields are necessary to complete. You may add comments if appropriate. These are internal comments only.

4. Select "Check In" when you are done.

A confirmation page should display. You may want to jot down the Content ID as it is the most direct way to find an image on the Content Server.

Once an image has been uploaded or "Checked In" to the Content Server, it can then be inserted into the website pages.

1. Enter Contributor Mode (if you have not done so already) by pressing Ctrl-Shift-F5. Click on the edit icon for the section you are adding the image to. In the Site Studio Contributor Editor Screen, focus your cursor in the area of the body where you are inserting the image. Click on the "Insert Image" icon in the toolbar.

2. The Content Server will launch with "Search Results" displayed. You can control your view with the "Actions" dropdown box in the upper right-hand corner.
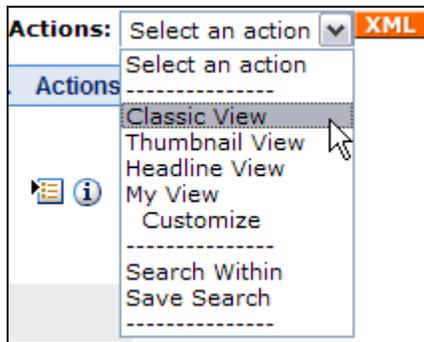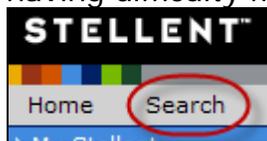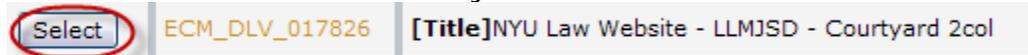
3. Search for the image you wish to insert. Do this with the "Quick Search" in the upper right-hand corner.

Advanced searching is available in the upper left-hand corner if you are having difficulty finding your image.
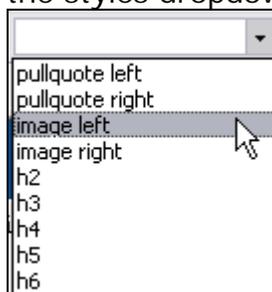
4. Choose "Select" button next to your file.

This will insert your image to the editor page.

5. Now click once on the image to select it and then choose a CSS style from the styles dropdown box. Your choices are "image left" or "image right".

6. Other enhancements can be made to your images such as adding captions and adding alternative text amongst others.
   a. Right-click on the image and select "HTML Object Properties"
   b. Within the "IMG Object Properties" window, you can enhance your image.
      i. **Alternative Text:** required – displays a brief description or name of image for visually impaired

ii. **Caption Text:** helpful, but not required for photos used as illustrations
iii. **Link URL:** provides a link from the caption to another web page.
iv. **Caption Color:** you must give the photo a CSS style (image left or right) for caption color to engage.
v. **Border Size:** does not apply. Do not use.
vi. **Height & Width:** do not adjust. Use default size of image. If image is not correct size, please adjust outside of Stellent.
vii. **Horizontal & Vertical Space:** controls the space around the image. Please use sparingly.

Once you have previewed your changes (by selecting Preview tab at bottom left-hand corner of the Site Studio Contributor Editor Window), you can press "UPDATE" in the upper left-hand corner to complete the image process.