

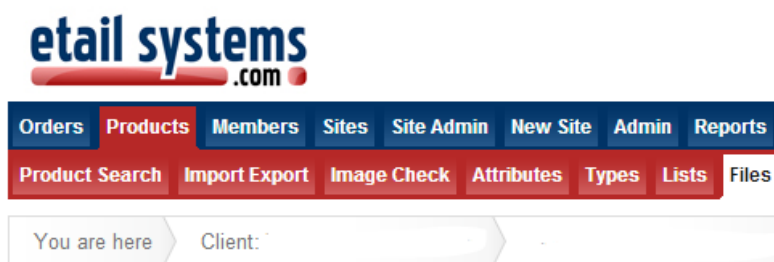
Etail Systems Tip Sheet

Objective: To add files to your product descriptions in COMS, to show images or videos.

The following tells you how to achieve this;-

Adding images to your descriptions

The first step is upload your file – this is best being done in ‘Files’, so as to keep it separate from banners & other images. This is located under ‘Products’ >> ‘Files’.



Upload your file & add a ‘remark’ for your reference. Then click ‘Add New File’.

File Upload

File	Remarks	Title	Zoom	Width	Height	
Choose File No file chosen			<input type="checkbox"/>			Add New File

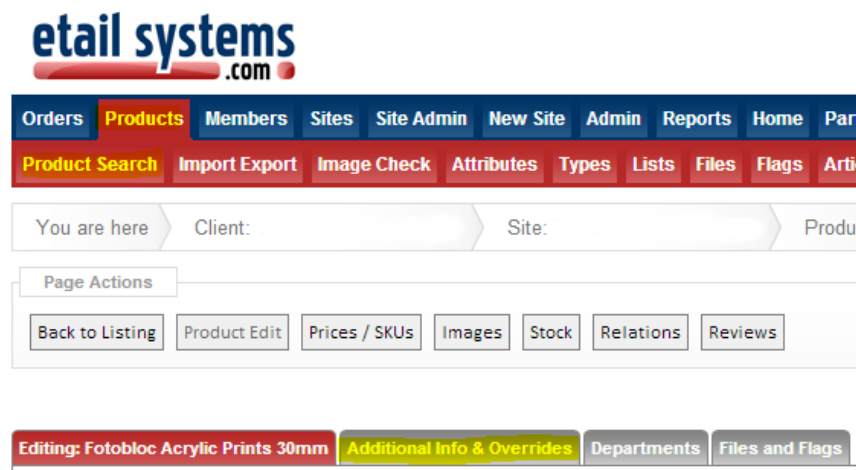
You’ll then see your image with a link underneath it – this is the link you’ll need to add into your HTML so people can see your image. As usual, you can update the text against your file & update it with green update button, or delete it with the red button.

File Manager

Type		Remarks	Title	Size	Status																			
Image	<div><div>Fotobloc 30mm - 50% OFF Use code XMS50 at checkout</div><table><tr><th>SIZE</th><th>WAS</th><th>NOW</th></tr><tr><td>6x4</td><td>£40.00</td><td>£20.00</td></tr><tr><td>7x7</td><td>£40.00</td><td>£20.00</td></tr><tr><td>8x6</td><td>£40.00</td><td>£20.00</td></tr><tr><td>12x6</td><td>£55.00</td><td>£27.50</td></tr><tr><td>11x5</td><td>£50.00</td><td>£25.00</td></tr></table><div>Shop now ></div></div>	SIZE	WAS	NOW	6x4	£40.00	£20.00	7x7	£40.00	£20.00	8x6	£40.00	£20.00	12x6	£55.00	£27.50	11x5	£50.00	£25.00					
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12x6	£55.00	£27.50																						
11x5	£50.00	£25.00																						
	/csi/622592/1/image/fotobloc_20mm_pricing_grid.jpg	Fotobloc 20mm Pricing Grid	<div></div>	59 kb	Live	<div><div></div><div></div></div>																		

You then need to search for the product which you’d like to put the image against, via ‘Products’ >> ‘Product Search’. Once you’re in the product, you need to find where your main product description is. In this case, it’s the ‘Extra Description’, but it may be in the normal ‘Description’ (on the first screen when you go in to edit the product) for you. The process is the same either way.

Adding files to your product descriptions



You'll now need the link that was created when you uploaded your image. It can be useful to create your links in Notepad, as you can spend more time on them without COMS timing out.

Here's the link from the file:

`/csi/622592/f/image/fotobloc_20mm_pricing_grid.jpg`

& here's the HTML you need to add it to:

``

When you add the image link to the URL, & your SEO text, it will look like this:

``

You put this into your description box (whichever it may be), click the 'Update Product' button in the bottom left of the page. Your image will now be viewable on your website.

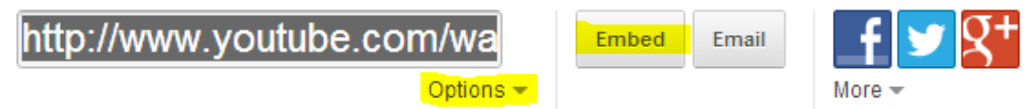
Adding YouTube videos to your descriptions

As YouTube host your video, you just need to get the link from there, rather than uploading anything to COMS. To get the embed link, you need to click on the 'Share' button.



Adding files to your product descriptions

You need to click the 'Embed' button, then under the link, click 'Options'. Make sure 'Long link' is ticked.



```
<iframe width="420" height="315"  
src="http://www.youtube.com/embed/XbqzgDnfMsE"  
frameborder="0" allowfullscreen></iframe>
```

After making your selection, copy and paste the embed code above. The code changes based on your selection.

The code in the grey box at the bottom is what you need to copy into the description box in COMS. You can change the width & height even when the code is in COMS.

Adding a file to a product description within a CSV file

The method to get the link is exactly the same – but instead of putting in COMS, put everything that needs to go in the product description (just like if you were putting it in COMS) in the correct column in the file e.g. LongDescription.

If you need any help adding files into your product descriptions, please call 0844 482 0908 or email support@etailsystems.com