

Etail Systems Tip Sheet

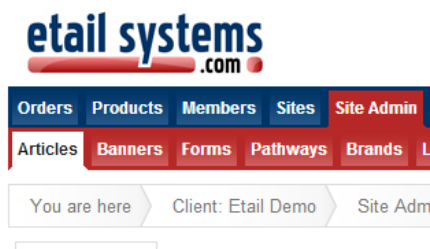
Objective: To add an image into an article, & position it where you wish.

The following tells you how to achieve this;-

Adding images to articles can be done entirely through the Articles section in COMS.

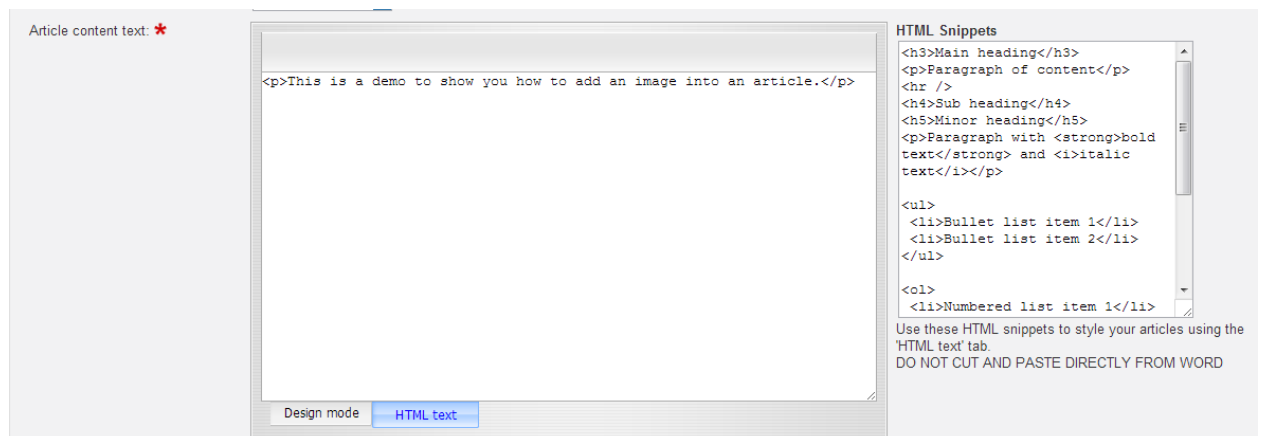
Uploading your images

Go to Site Admin > Articles.



You can edit an existing article, or create a new one. If you need help with creating an article, please ask for the 'Adding an article' walkthrough.

Enter your text in the text area, using the HTML tab at the bottom.



Save this by clicking the Update Article button, & then click on the 'Article Images' tab at the top of the page.

Upload New Image

Select Image

Choose File

No file chosen

Alt text

Use for SEO - Maximum 100 chars.

Link URL

Enter a 'Relative' URL for internal site links or a 'Full' URL for external links - Maximum 255 chars.

New window

Same window

Should link open a new window or tab

Usage

Article

Default is Article.

Resize image

Please select

Width x Height pixels

Resize the image on uploading. Enter maximum size in pixels and the image is resized to fit within a window with these dimensions.

Upload image

Use the 'Choose file' button to select which image you want to upload.

NB: You can set the size of an image before you upload it to COMS, but please don't upload huge files if the image will only be small on the website.

You need to insert:-

Alt Text – This is just what you want to call this image.

Link URL – if you want the image to link to somewhere, add the absolute URL here (http:// etc)

New window – This only applies if your image will be clickable. You can select 'New window', or 'Same window'. Use 'New window' if your link is going off your site, as you don't want people clicking off it & not easily being able to get back!

Usage – It's for use in the article, so keep this selected.

Resize image – If you have pre-determined sizes, select from the dropdown. Or, type the maximum width & height you'd like your image – if an image is uploaded which is different to these dimensions, the image will be resized to fit your requirements.

NB: If you're uploading any images that aren't the size you want them on the site, the resize function will make the images the correct aspect ratios – this means that if you upload a portrait image that's 700 x 900 & you want it 500 x 500, it won't be exactly that size unless you edit the image before you upload it.




Click the 'Upload Image' button when you're ready.

Resize image

Width x Height pixels

Resize the image on uploading. Enter maximum size in pixels and the image is resized to fit within a window with these dimensions.

Upload image

Image	Alt text	Link URL	New window	Image Usage	Display order	
	Test Image		New window	Article	1	 

Your image will now have uploaded & should look something like this.

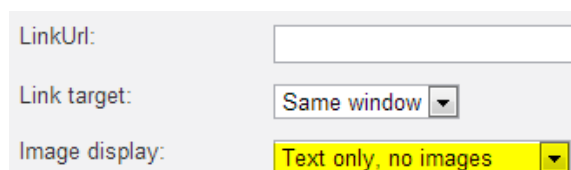
As with all other parts of the site, you can update & delete your image with the green & red buttons on the right.

Adding your images

You then need to go back to the main article text, by clicking the 'Article Information' mini tab.

You can now do this one of two ways:

Image Display



LinkUrl:

Link target:

Image display:

The options are as follows:-

- Text Only, no images
- Image Only, no text
- **Display Images, then text**
- **Display text, then images**

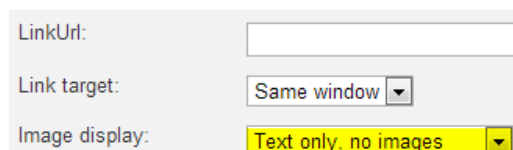
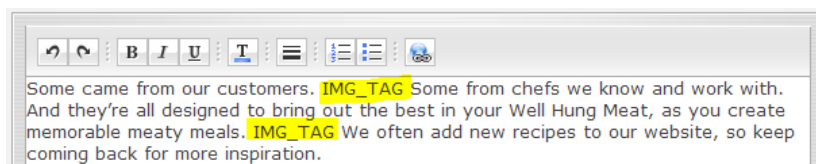
It's either of the bottom two you'll need to select. Pick one from the dropdown & click 'Update Article'. Both options will go off the order the images are in the 'Article images' mini tab – you can change the order by altering the dropdown numbers in the boxes & clicking the 'Update' button.

NB: You can't view what the article will look like in the back office with the images. If you're wanting the images.

IMG_TAG

If you want to place images in specific places within the text, this will be the best option for you. Just insert the phrase "IMG_TAG" (without the quote marks) into the text in the 'HTML text' tab. You can repeat this if you want more than one image in the article, & again, it'll pull in the first, second, third image etc from the order they are in the 'Article Images' tab.

Again, you can't view how the image appear here, so it'll look something like this:



LinkUrl:

Link target:

Image display:

You'll then need to make sure the 'Text only, no images' is selected in 'Image Display'.

NB: People don't forget that if you're copying & pasting from Word, to put it into Notepad before it goes into COMS!

If you need any help with adding images to articles, please contact 0844 482 0908 or email support@etailsystems.com