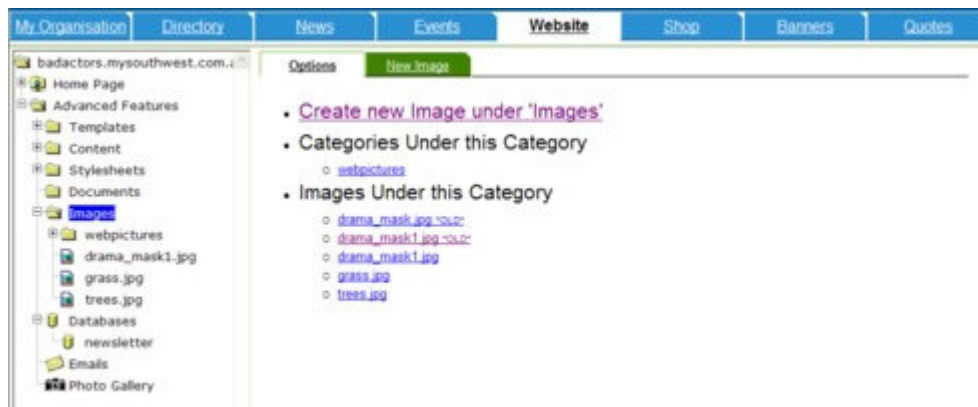


Fact Sheet 26 - Images

Click on Images under the Advanced Features on the left hand side of the main CMS window.



You will see a list of the images that have already been loaded onto your system. This may include a logo if you loaded it during the Website Wizard process. You will also see images that have previously been deleted. These are listed as *OLD* next to the file name.

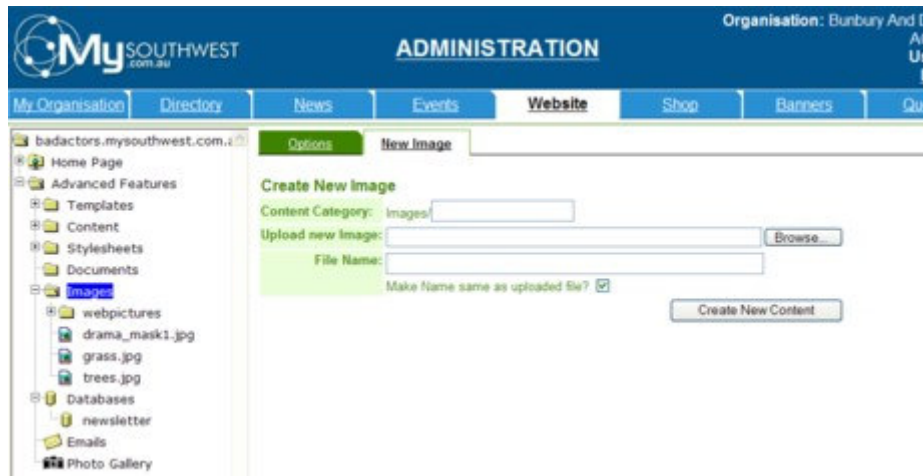
Prior to loading images onto your system, it will be an advantage to understand how the size of digital imagery will influence website performance:

The size of an electronic image is measured in bytes, like any other electronic document, however the actual size that you see is measured in Pixels. An image size of 600 pixels by 600 pixels is normally more than adequate for any use on the web. An image that size in pixels will also have a small enough size in bytes to be quickly uploaded and viewed on the Internet. This is important as a visitor who has to wait too long for an image to appear on their screen will normally not bother waiting and 'surf off' to some other website.

Before you can use an image on your website, you will need to have prepared the size of it by using some photo editing software on your own PC. Most modern PCs come with built-in editing packages. The only formats that can be used by the MySouthWest system are GIF's or JPG's. You will then need to store the image on your own PC, in a directory that you will be able to find later on.

Once you have your images ready you can then upload them onto the MySouthWest system. To load an image on to the system, click on 'Create New Image Under Images'.

Fact Sheet 26 - Images



You now will have to enter some information about the image:

You could store all of the images on your website in the default folder 'images'. However, if you have a lot of pictures, then it is good practice to logically structure their storage. If you wish to create a new directory for each category of image, then you can type a new directory name into the category box. Please note you only need to type the name in, there is no requirement to add / characters after it.

Click on the browse button and locate the image you want to use. This will be somewhere on your own PC. Click on the name of the picture once and then click on open. The name of the file is loaded into the Upload New Image box.

You can choose to leave the filename the same as it is, or you can uncheck the box provided and type in a new filename.

Having completed all of that click on Create New Content.

Note: Please be patient. Depending on the size of the image and your Internet connection speed, this may take some time. On completion the system will display a New Content created successfully message.

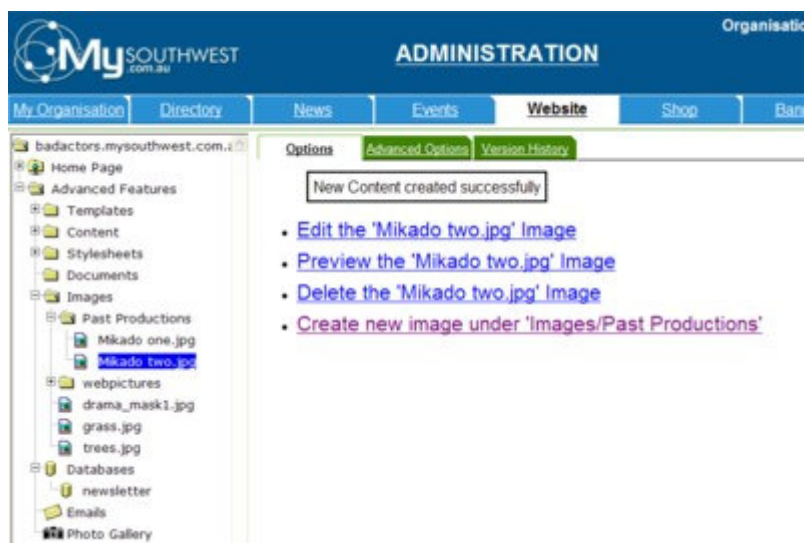
Fact Sheet 26 - Images

In the following example, an image has been loaded and a directory folder called Past Productions has been created, all in the one operation:



To create an image in a directory that already exists, select the directory in the left hand side screen and click on the 'Create New images under [directory name]' in the left hand side. You do not have to add anything into the category box, so browse for the image that you want to upload, find it on your PC, click on the file name and then click on Open. This transfers the file name into the Upload New Image box. Click on create new content and the system uploads your image.

In the following example an image has been uploaded into the Past Productions directory:



You will also notice that if you click on an image name in the left hand side screen, you will be presented with a number of options in the right hand side screen.

Fact Sheet 26 - Images

From here you can edit, preview or delete the image.

Edit will not actually allow you to edit the picture in the normal sense of the word. You **will not** be able to alter the contrast, brightness or colour. However, you will be able to change the name of the file or upload a new image into the existing 'space'. This is very useful if you have previously used that picture in a web page. By uploading a new picture into the old one, the new image will display automatically in any pages it is referred to. Without this feature, if you wished to place a new image into your web pages you would have to load the new picture in, edit the web page, refer to the new image and delete the reference to the old one.

Preview will allow you to see what the image actually looks like.

Delete will delete the image. If the image is the only one within a folder, deleting it will also remove the folder. These images will still remain in the system in case previous published versions of pages that refer to these images are accessed.