Image

Introduction To The Image Module

The Image module renders an image that has been uploaded to the Admin > File Manager. The height and width of images is exposed on the edit page, permitting Authorized User to alter the size of the rendered image.

The Image Module

Display An Internal Image

1. *Add* an **Image** module, or *go to* an existing **Image** module.
2. *Select* **Edit Image Options** from the module menu.
3. At **Link Type**, *select* **File (An Image on Your Site)**.
4. At **Image**, *perform* one of the following:
    a. If the image has already been uploaded to the Admin > **File Manager**:
        1. At **Image / File Location**, *select* the folder where the image was uploaded.
        2. At **Image / File Name**, *select* the image from the drop down list.
    b. If the file has not been uploaded to the Admin > **File Manager**:
        1. *Click* Upload New File.
        2. At **Image / File Location**, select the folder within where the image will be uploaded to.
        3. At **Image / File Name**, *click* **Browse**.
        4. *Locate* and *select* the required image.
        5. *Click* Save Uploaded File.
5. At **Alternate Text**, *enter* the text that will appear as a 'tool tip' upon mouse over.
6. At **Width** (optional), *set* the width of the image by entering a pixel value. E.g. 100. This will override the actual width of the image. If no value is entered the image will be rendered as its actual size.
7. At **Height** (optional), *set* the height of the image by entering a pixel value. E.g. 100. This will override the actual width of the image. If no value is entered the image will be rendered as its actual size.
8. *Click* Update.

Resize Image

Remove Image Resizing

1. *Select* **Edit Image Options** from the module menu.
2. At **Width**, *select* and *delete* the width.
3. At **Height**, *select* and *delete* the height.
4. *Click* Update.

Naming Images

Use only alpha-numerical characters when naming images. These can be either lower or upper case. You may use an underscore (_), or a hyphen (-) between characters. A space can be left between characters, however this is not recommended. For example, the following naming conventions are permitted:

- image1.jpg
- image-1.jpg
- image_1.jpg
- image 1.jpg

The following characters cannot be used in images names, to do so will cause a Server Error in the Free Text Box used in the Text/HTML module:
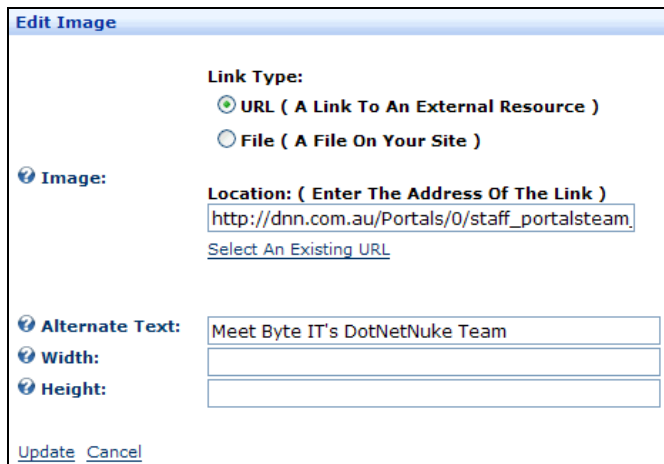
~ ! @ # $ % ^ & * ( ) + = €˜ { } |] [' : ; €˜ ʔ > < , /

Failure to adhere to the correct naming convention will result in a script error when using the Insert Image tool in the Rich Text Editor on the Text/HTML module.

Edit Image Options

Edit image and image settings for an Image module.

1. *Select* **Edit Image Options** from the module menu.
2. *Edit* the required fields.
3. *Click* Update

Edit Image Properties

Resize Image

This feature alters the appearance of an image and not the actual size of an image. Larger images will therefore still take the same time to load regardless of resizing.

1. *Click* Edit Image Options located at the base of the module.
2. At **Width** (optional), *set* the width of the image by entering a pixel value. E.g. 400. This will override the rendered width of the image.
3. At **Height** (optional), *set* the height of the image by entering a pixel value. E.g. 158. This will override the rendered width of the image.
4. *Click* Update.

Image Module Settings - Display Internal Image

Display An External Image

Display an image that is located externally on another web site.

1. *Add* an **Image** module, or *go to* an existing **Image** module.
2. *Select* **Edit Image Options** from the module menu.
3. At **Link Type**, *select* **URL (A Link To An External Resource)**.
4. At **Link**, *perform* one of the following:
    a. If this is the first time a link has been created to this image, enter the URL; or
    b. If a link to this image has been created previously click <u>Select An Existing URL</u> and select the URL from the drop down list.
5. At **Alternate Text**, *enter* the text to be displayed as a 'tool tip' when the image is moused over by a visitor.
6. At **Width** (optional), *set* the width of the image by entering a pixel value. E.g. 100. This will override the actual width of the image. If no value is entered the image will be rendered as its actual size.
7. At **Height** (optional), *set* the height of the image by entering a pixel value. E.g. 100. This will override the actual width of the image. If no value is entered the image will be rendered as its actual size.
8. *Click* <u>Update</u>.

Image Settings - Display External Image