

Site Assets Tutorial

By Jefferson Hulbert Edited by Kathleen Schmidt

Special thanks at the end of document

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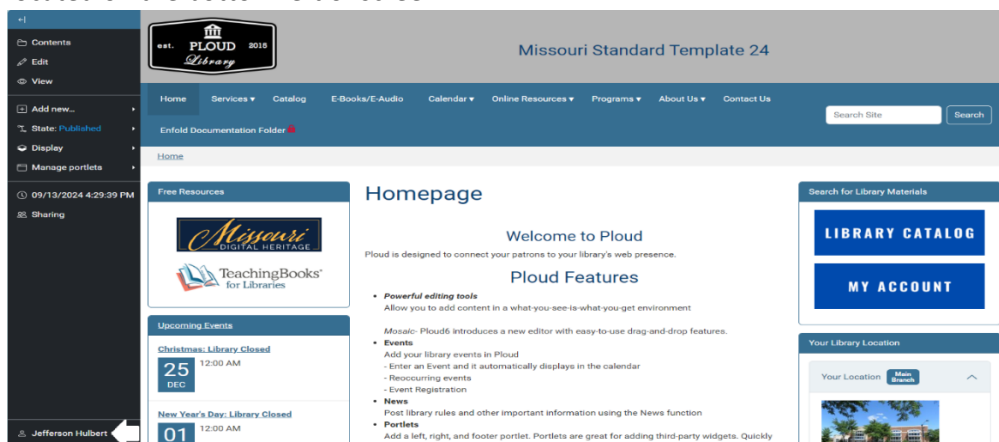
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Uploading

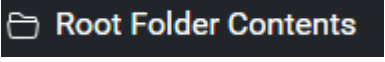
1. To start, a quick note about site assets: there are other ways to do things than what is presented in this tutorial. This is just designed to help you stay organized so that assets don't get lost. If there is something unique that you want to do that isn't covered by this tutorial, please do not hesitate to ask us or Enfold and we will look into it.
2. This first part talks about how to upload images and other files. In the standard template, we created two folders for you to do this.

Accessing the Folders

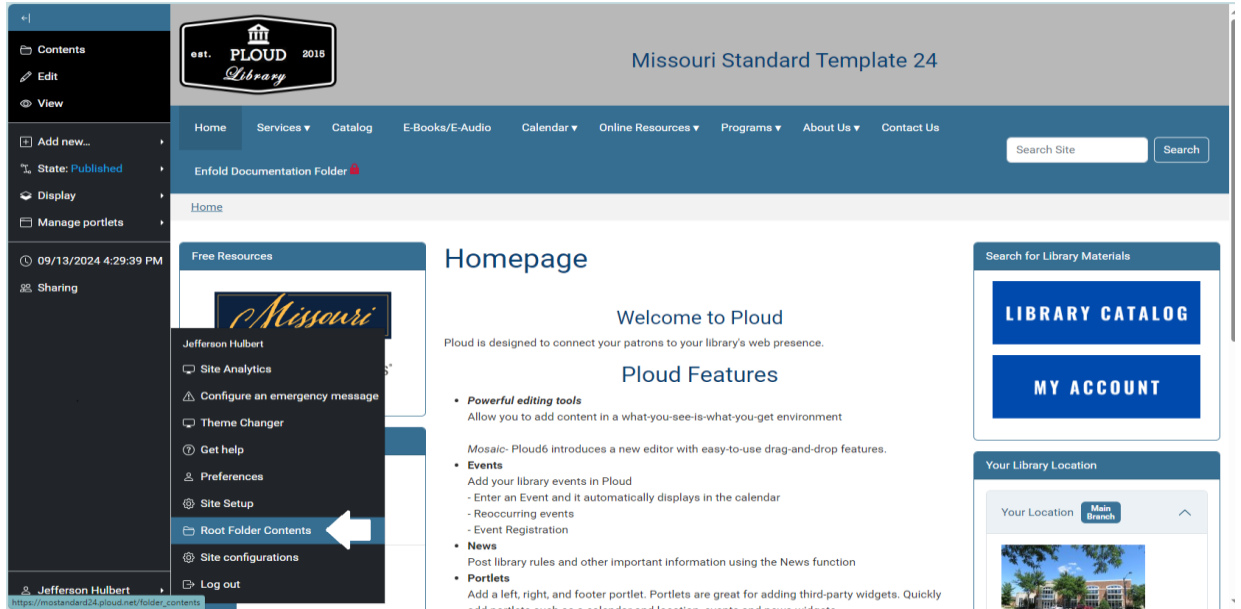
3. To access these folders, you will need to locate your admin menu. In Ploud (6), this is located on the bottom left of screen.



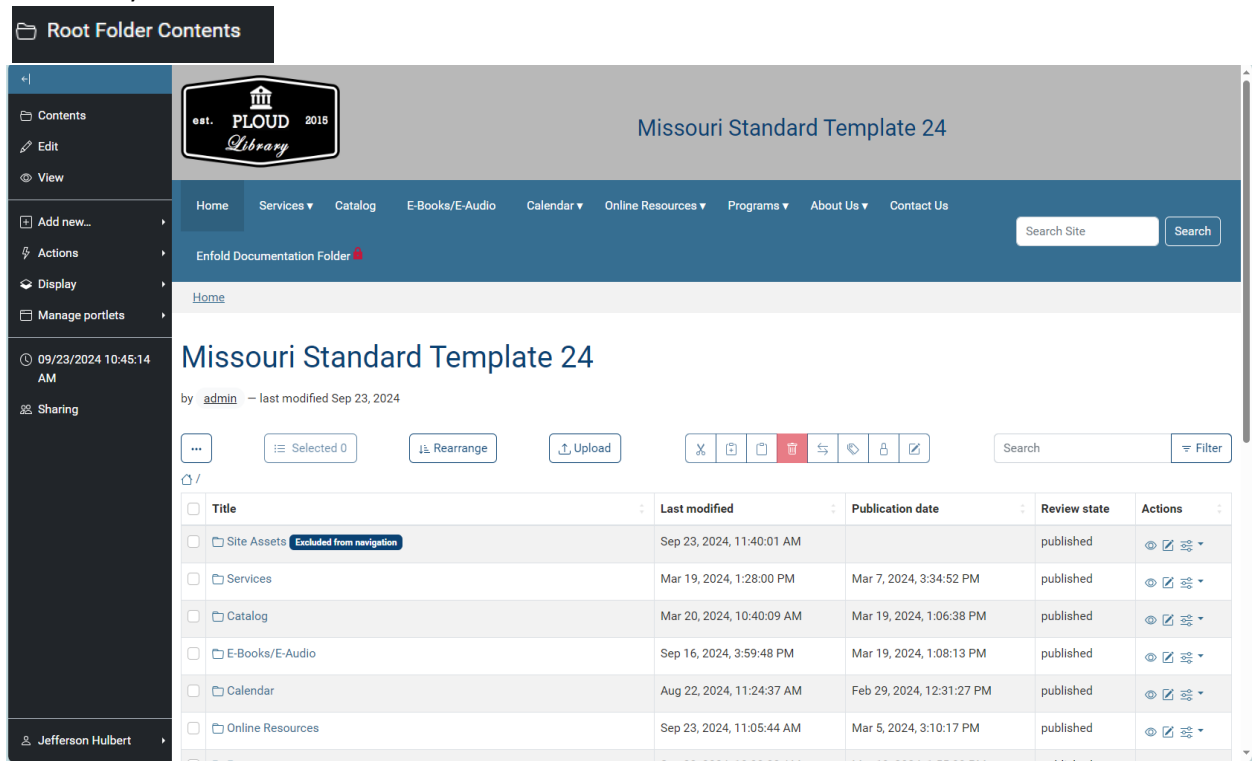
4. Selecting this option will reveal a new menu. From here, you will select Root Folder

Contents, which looks like this: 

(Note, this option will change color when you hover over it)



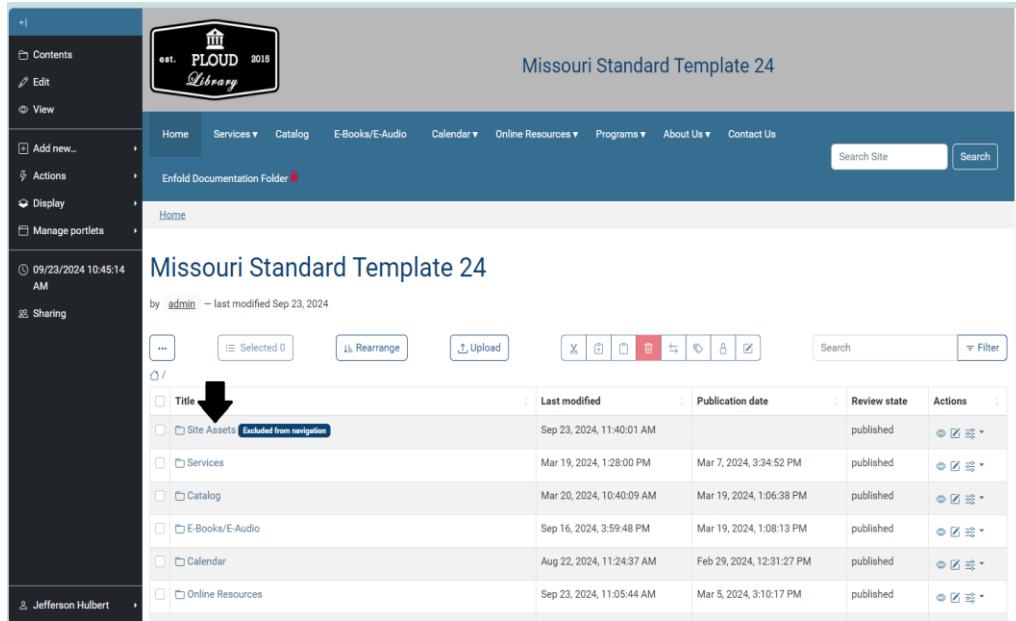
5. From here, you will be taken to the Root Folder Contents, which can be considered the outline of your site.



- The folders to upload your images and files is located in another folder called Site Assets.

 Site Assets

Its location may change based on your organization settings. We recommend you keep it in a place you can easily find; for our case, the site assets folder is located on the top.

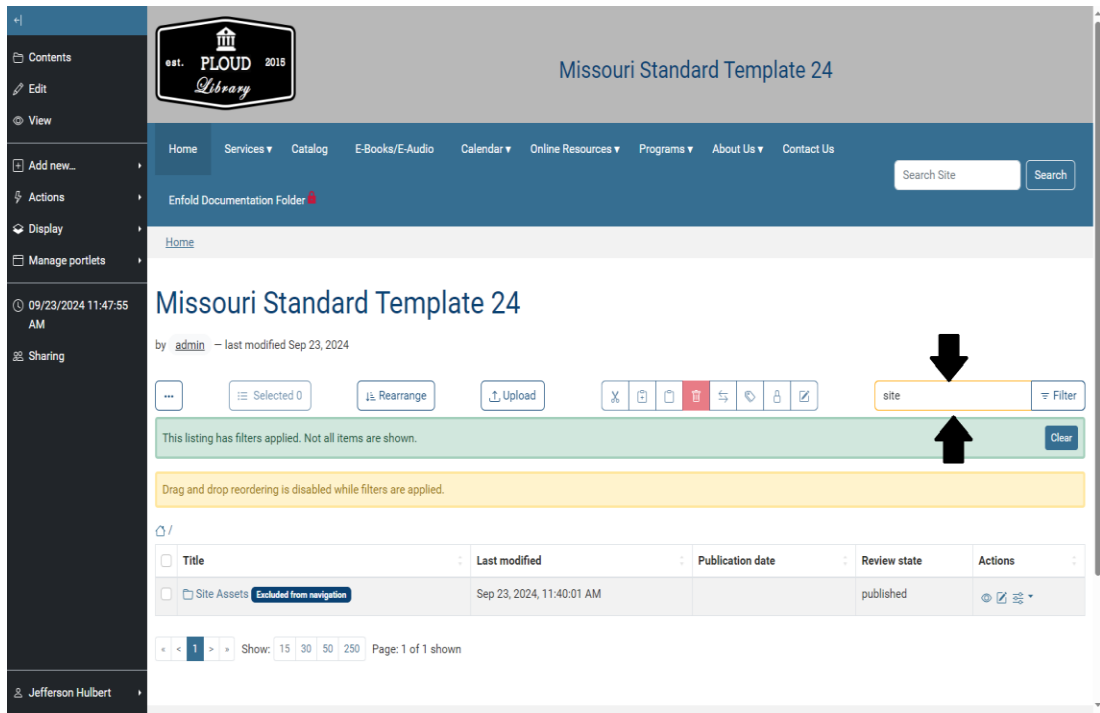


If you are unable to locate the Site Assets folder, there is a search bar above the file names.

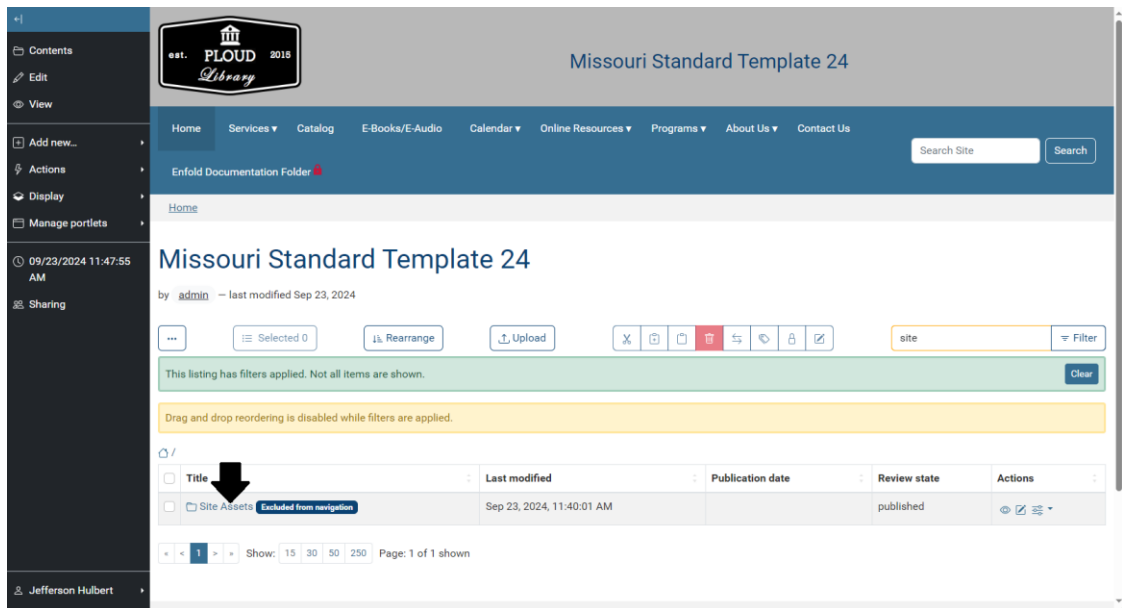
 Site Assets



- Type the word "site" into the search bar.



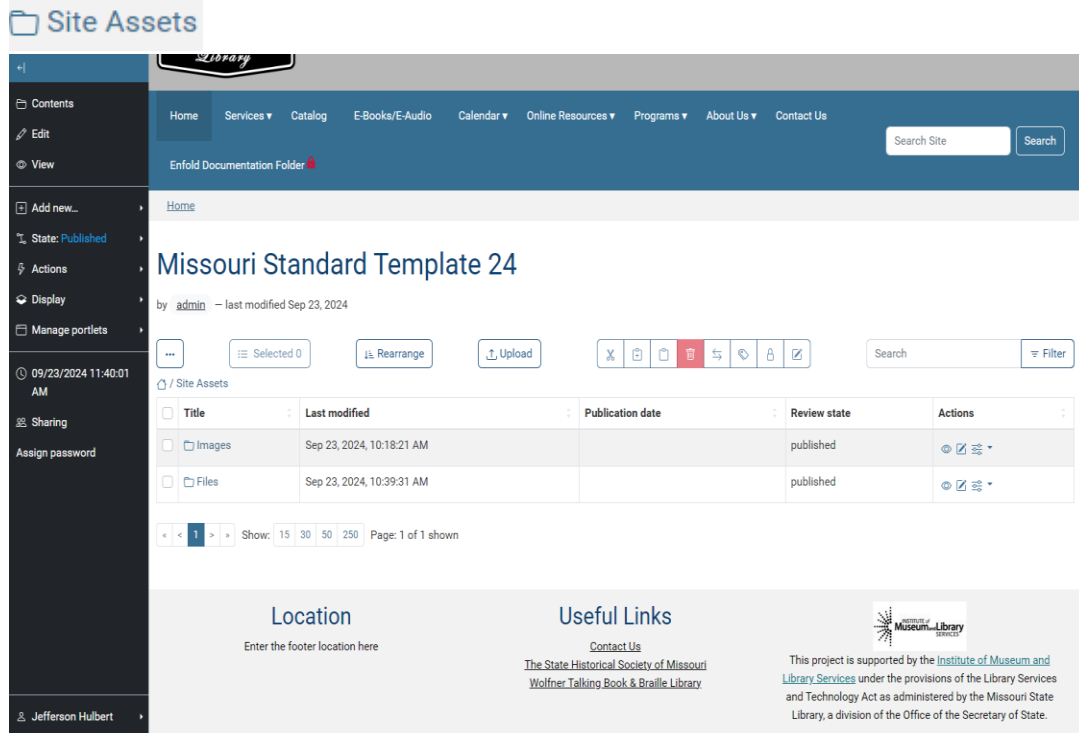
This should narrow down your options enough to find the folder



8. If after searching, you are still unable to find the folder, please contact either us or Enfold and we will help you locate it.
9. Select the Site Assets text to go into the Site Assets folder.

[Site Assets](#)

10. Inside the Site Assets folder, you should see at least two different folders.



11. If you are unable to see the two folders depicted in the screen shot above, check to make sure the search box is empty.

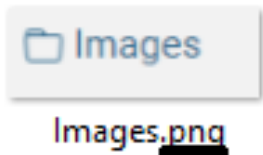


12. The first folder in Site Assets is called Images.



13. Here, you will want to store files classified as images.

14. You can tell if a file is an image file by the extension. The extension is the part of the file that comes after the last period for example.



The .png is telling you that it's a png file, which is an image file.

Information on extensions this can be found at the following [Common file name extensions in Windows by Microsoft](#)

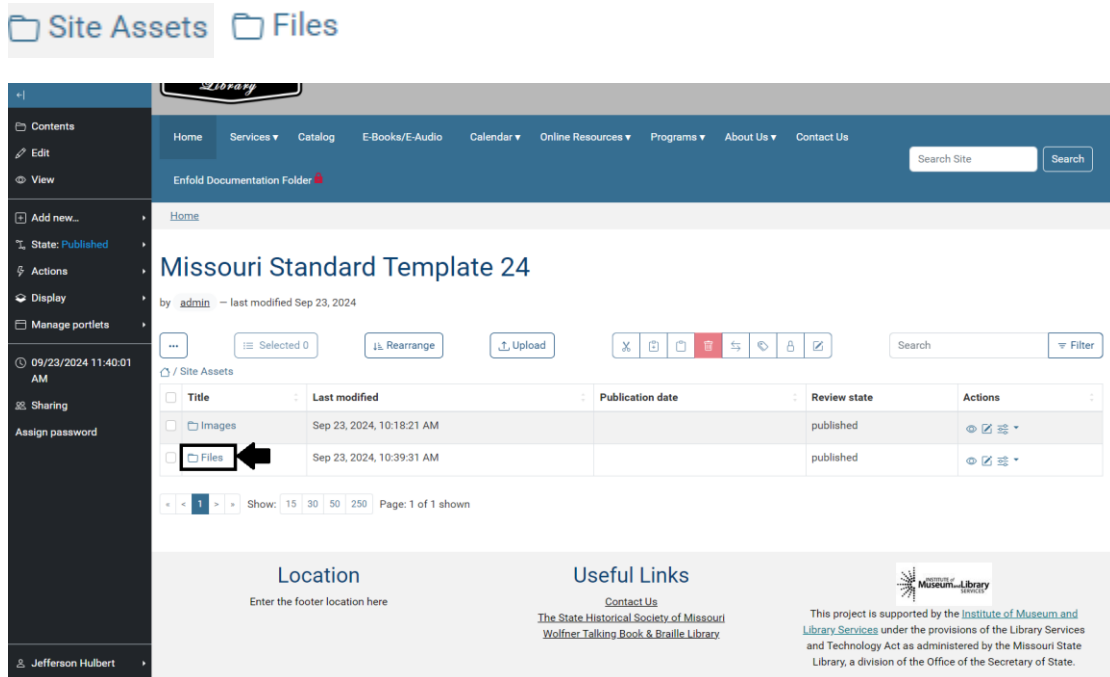
[File Formats and Extensions by Medical Appraisal Scotland](#)

[Mac User Guide: Show or hide filename extensions on Mac by Apple](#)

[File Extension: What is a File Extension? | Types of File Extensions? | Lenovo US](#)

15. The University of Michigan Library has a good guide on common image file formats (link below) [common image file formats](#).

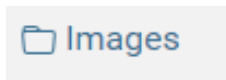
16. The other main folder in Site Assets is called Files.



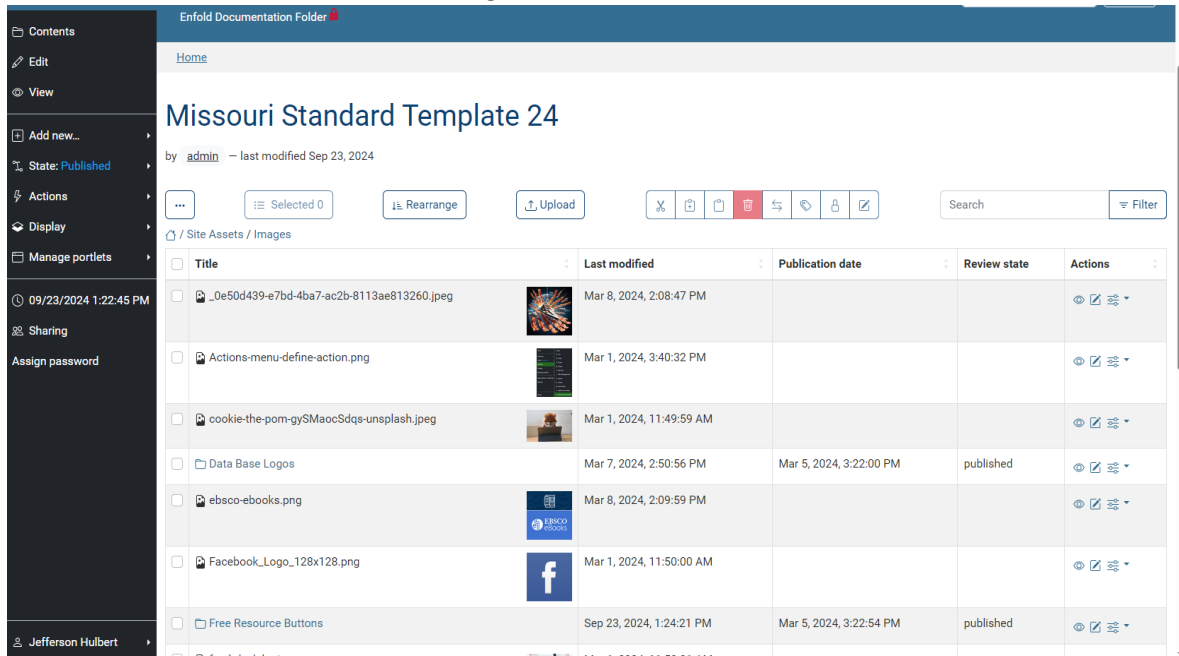
17. This is where we generally recommend you store every non-image file.

Uploading Images

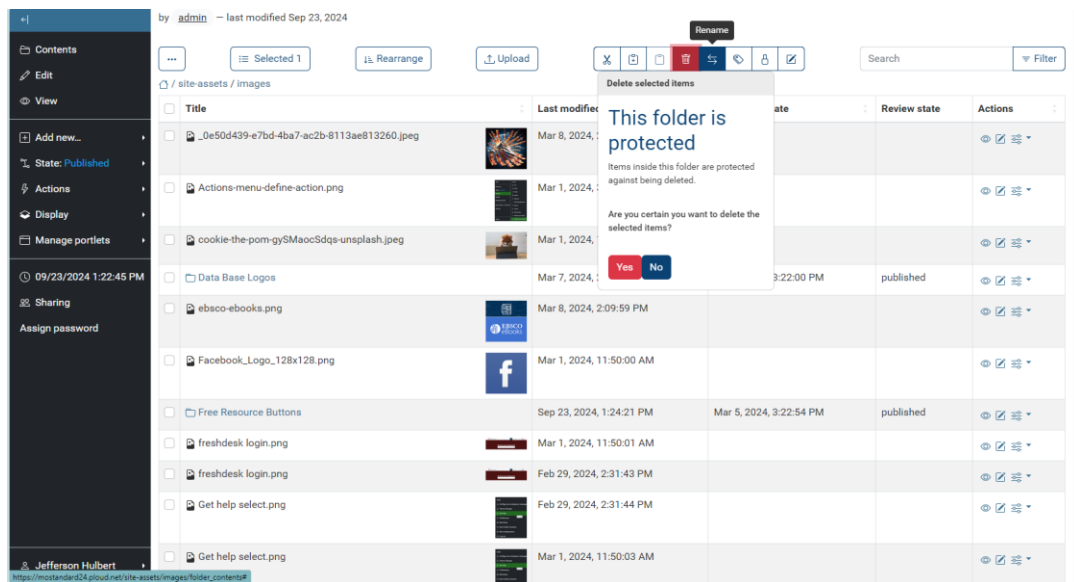
18. To upload an image, go to the images folder. We can do this by selecting the text associated with the folder.



19. You will notice that we have a lot of images in this folder.



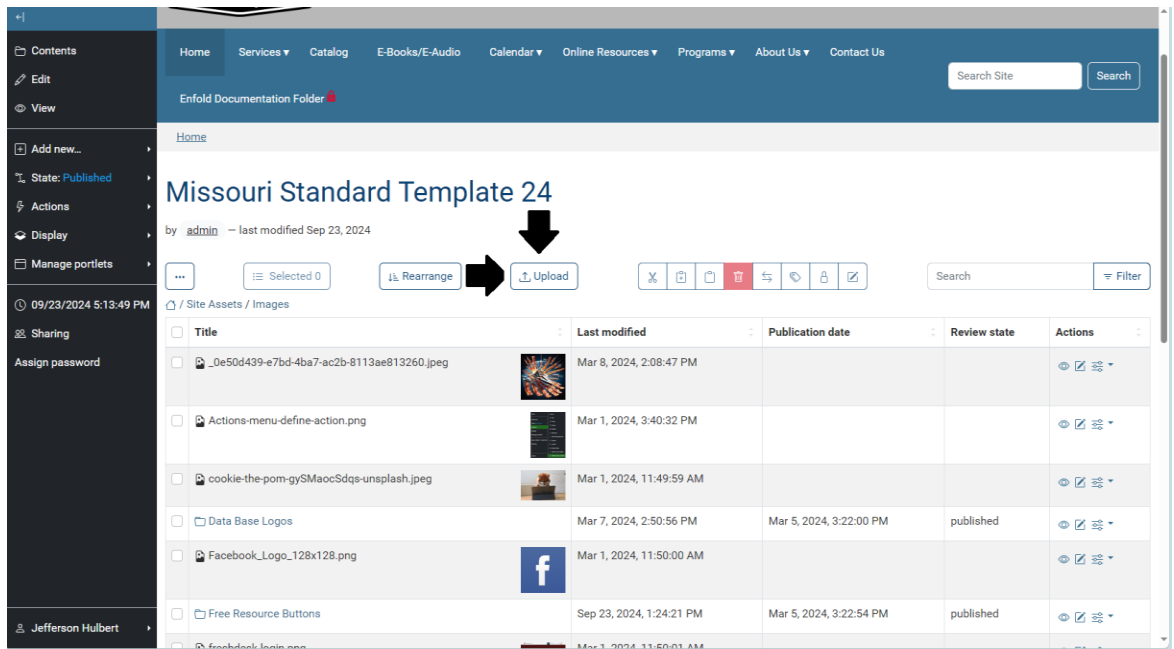
20. Standard protocol has this folder and its contents protected from deletion, meaning the images cannot be removed without first removing the protection on the folder.



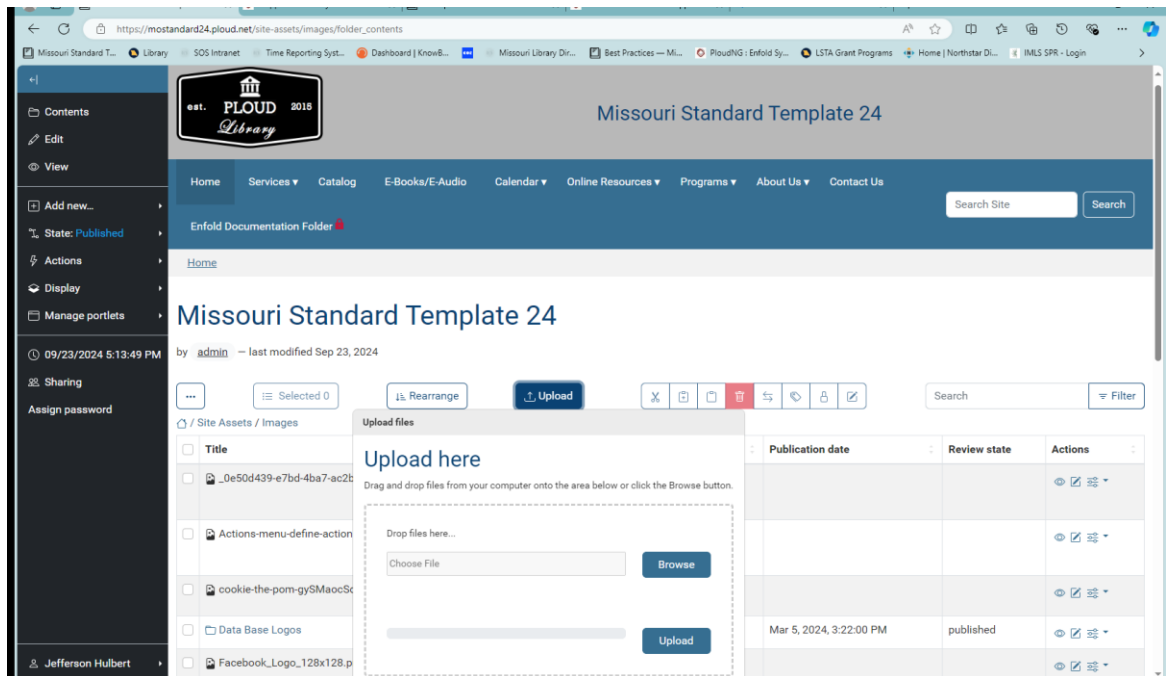
21. We do not recommend you remove this protection because doing so without care could cause problems. If you have an image asset you wish to remove, please contact us or Enfold about best steps to move forward.

22. The easiest way to add an image to this section is to use the upload button.





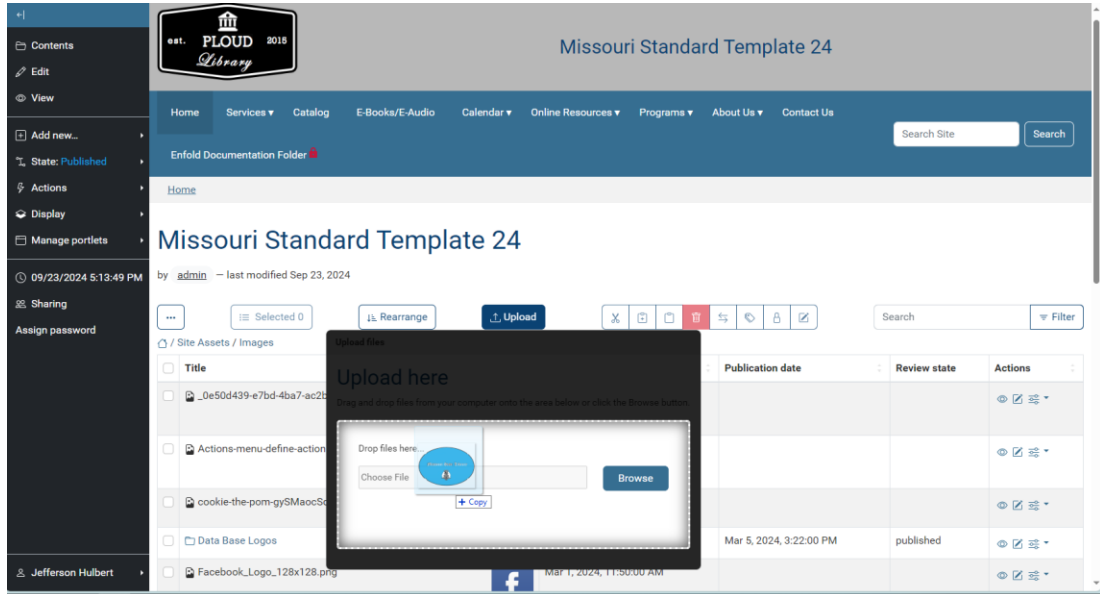
23. Selecting the upload button will bring up this menu



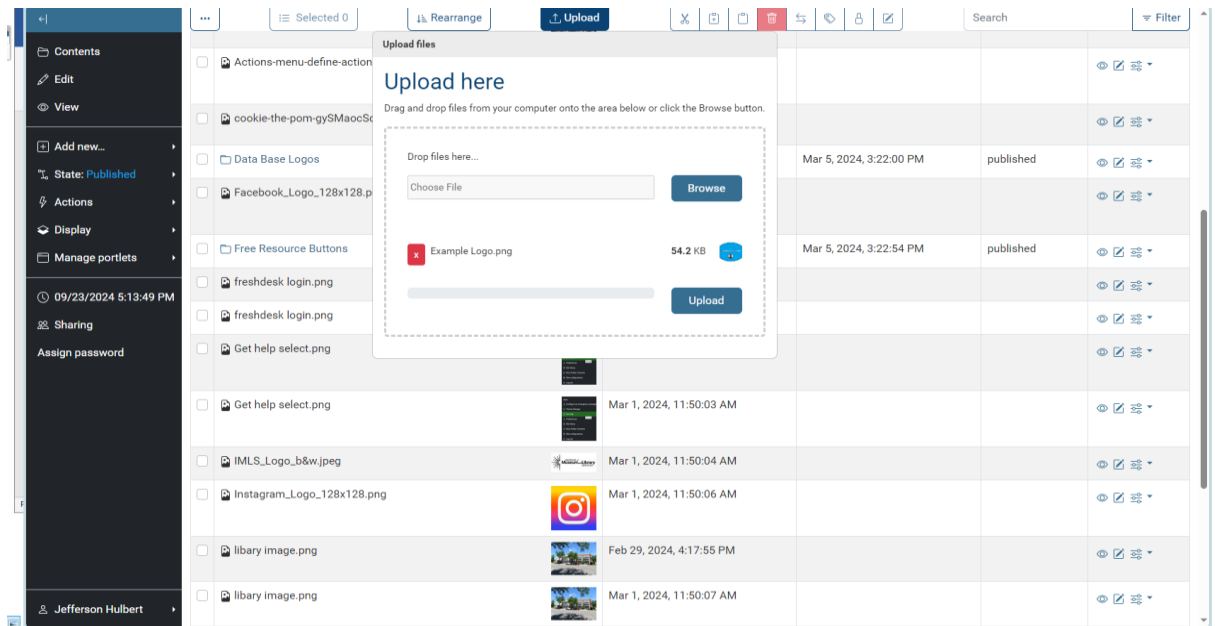
24. There are two different ways to add assets to upload.

25. The first involves finding the asset on your computer. To do this, navigate to the folder or location where it is store. For example, we stored the files for this tutorial in a folder on the computer called "Tutorial Files."

26. To add this to the list of images to be uploaded, click and drag the asset from the folder on your computer inside the box where it says drop files here. Then, let go.

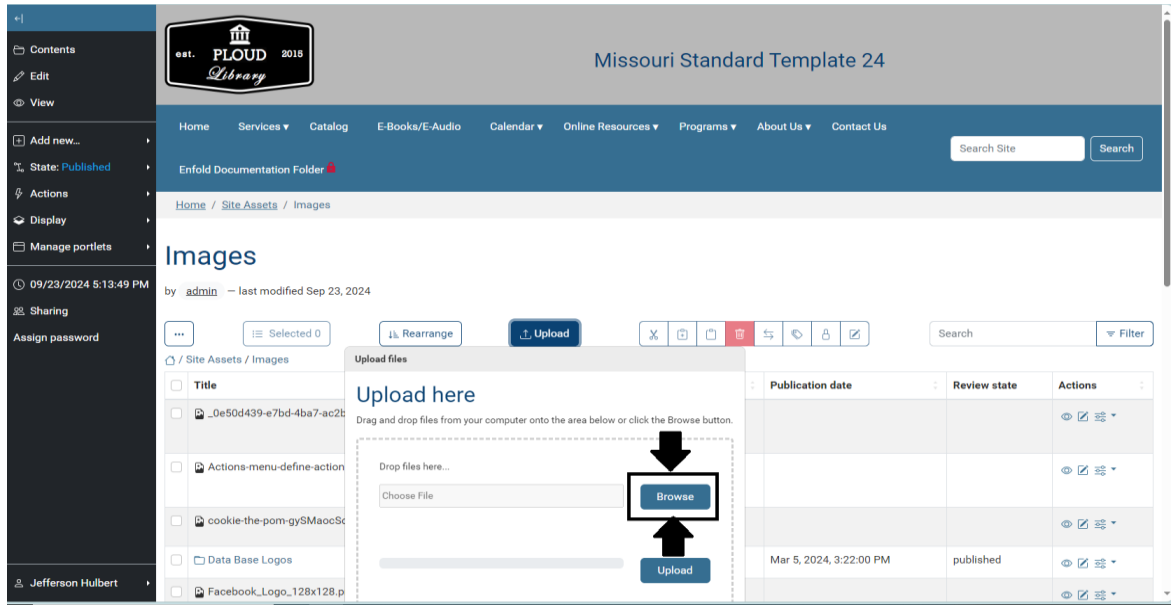


27. If you are successful, the asset should appear inside the box.

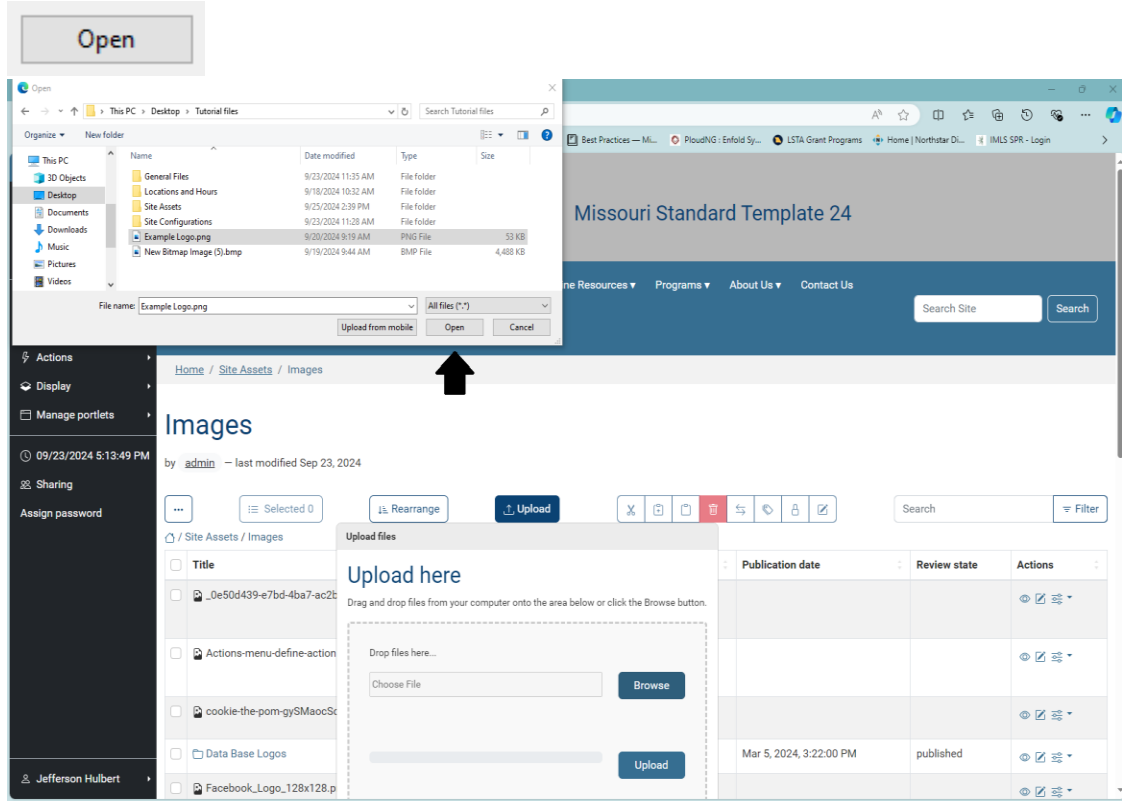


28. The other method involves using the button.

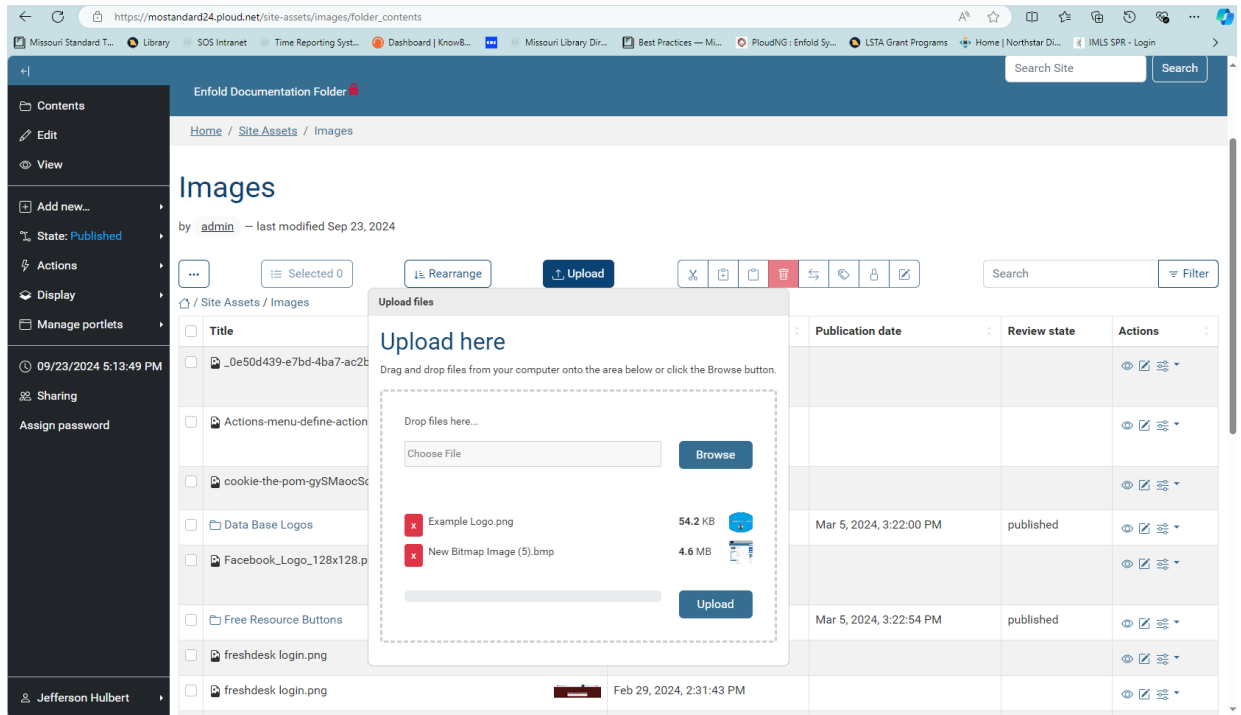




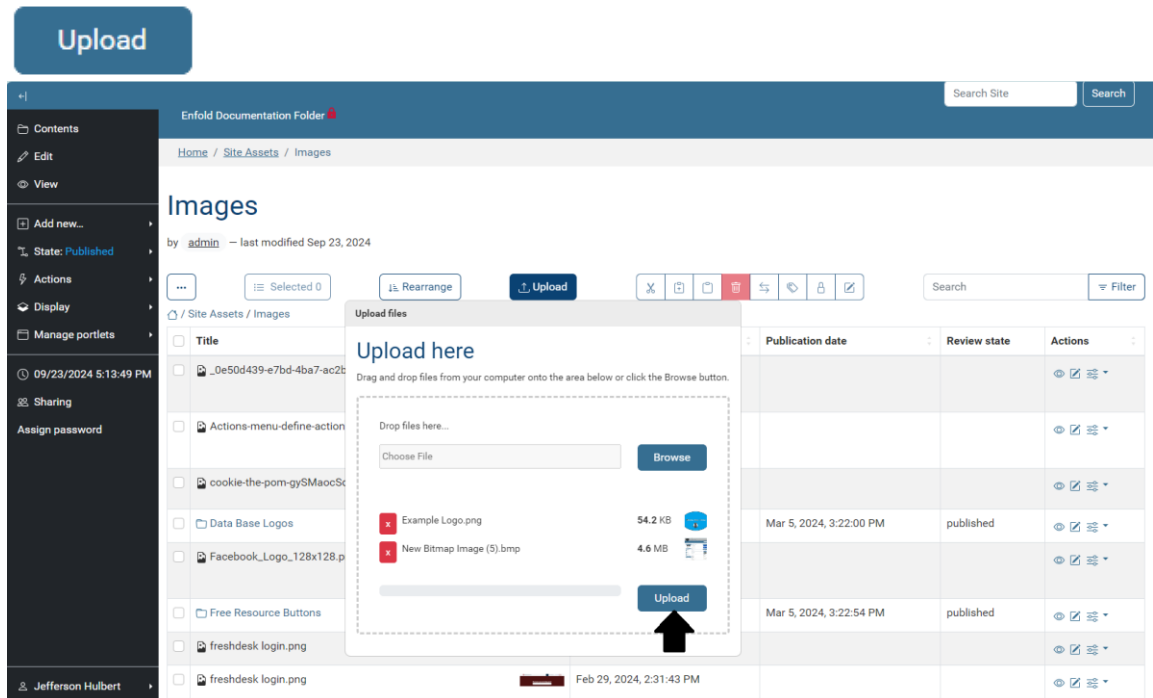
29. Use this process to upload the asset. For example, on a windows desktop you would navigate to the image then select open.



30. You can upload multiple images if you want. To do so, just repeat either process until you have all the photos you want to upload.



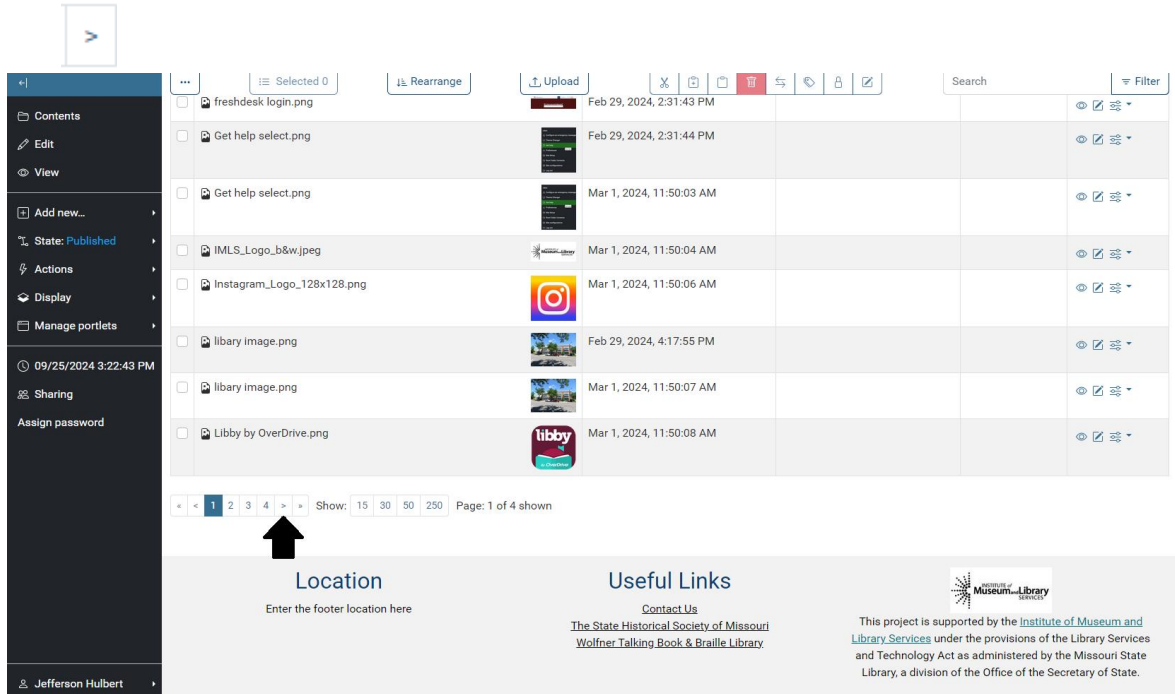
31. Once you are ready to upload, select the upload button inside the box.



32. There won't be a confirmation, unfortunately the only indication that it successful is visual when the bar goes up and down.

33. If you have a bunch of images like we do in the standard template, you may need to navigate through the folder. If you don't see the image, click one of the arrow buttons until

you find it. You can also search for it using the Search bar at the top right; however, you need to know what the file name starts with for it to appear.



The screenshot shows a file management interface with a list of files. The files listed are:

File Name	Thumbnail	Date
freshdesk login.png		Feb 29, 2024, 2:31:43 PM
Get help select.png		Feb 29, 2024, 2:31:44 PM
Get help select.png		Mar 1, 2024, 11:50:03 AM
IMLS_Logo_b&w.jpeg		Mar 1, 2024, 11:50:04 AM
Instagram_Logo_128x128.png		Mar 1, 2024, 11:50:06 AM
library image.png		Feb 29, 2024, 4:17:55 PM
library image.png		Mar 1, 2024, 11:50:07 AM
Libby by OverDrive.png		Mar 1, 2024, 11:50:08 AM

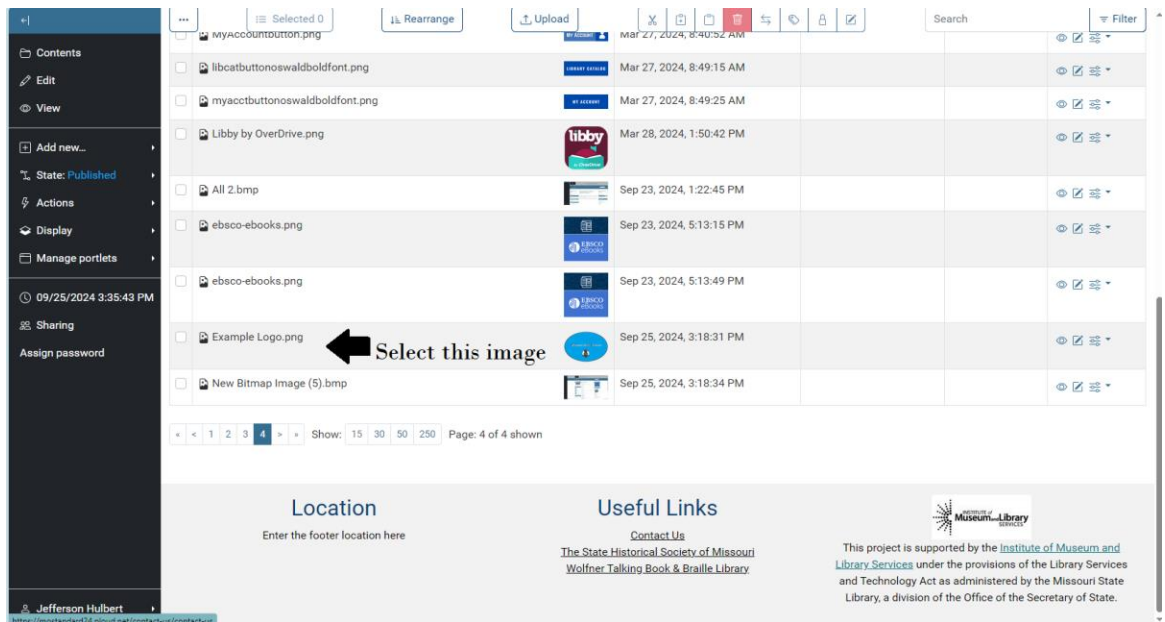
At the bottom of the file list, there are pagination controls: '< 1 2 3 4 >' and 'Show: 15 30 50 250 Page: 1 of 4 shown'. An arrow points to the '1' in the pagination controls.

The footer contains the following information:

- Location:** Enter the footer location here
- Useful Links:** Contact Us, [The State Historical Society of Missouri](#), [Wolfner Talking Book & Braille Library](#)
- Museum & Library Services:** This project is supported by the [Institute of Museum and Library Services](#) under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

Reordering Images

34. Much like files on a computer, you can move images around in the folder. To do so, select the image, and drag and drop it into the location you would like.



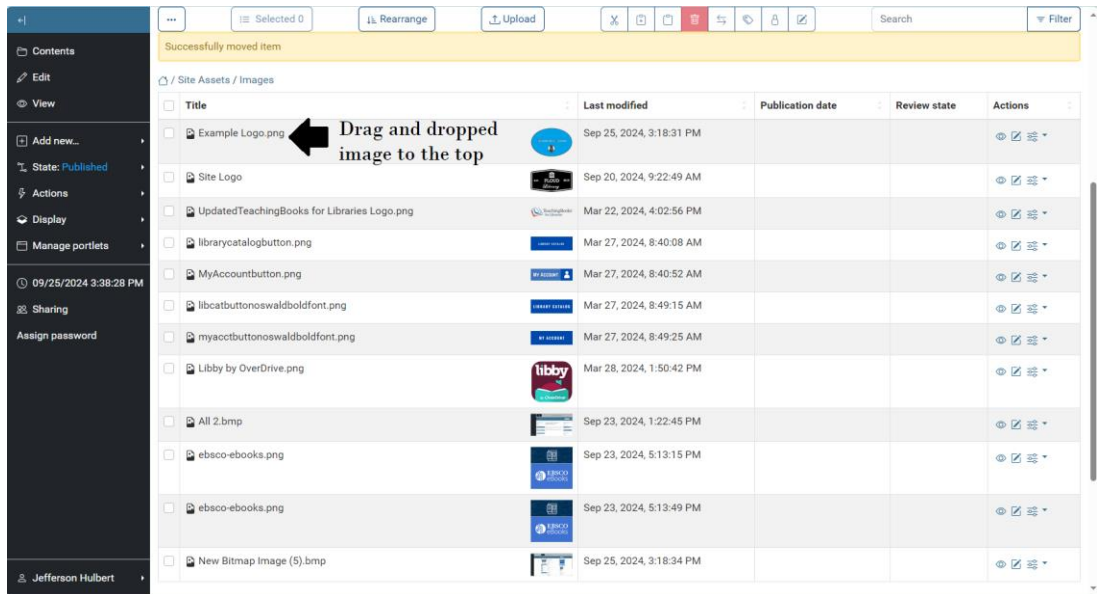
The screenshot shows a file management interface with a list of files. The files listed are:

File Name	Thumbnail	Date
myaccountoutton.png		Mar 27, 2024, 8:40:52 AM
libcbtbuttonswaldboldfont.png		Mar 27, 2024, 8:49:15 AM
myacctbuttonswaldboldfont.png		Mar 27, 2024, 8:49:25 AM
Libby by OverDrive.png		Mar 28, 2024, 1:50:42 PM
All 2.bmp		Sep 23, 2024, 1:22:45 PM
ebsco-ebooks.png		Sep 23, 2024, 5:13:15 PM
ebsco-ebooks.png		Sep 23, 2024, 5:13:49 PM
Example Logo.png		Sep 25, 2024, 3:18:31 PM
New Bitmap Image (5).bmp		Sep 25, 2024, 3:18:34 PM

An arrow points to the 'Example Logo.png' file, with the text 'Select this image' next to it.

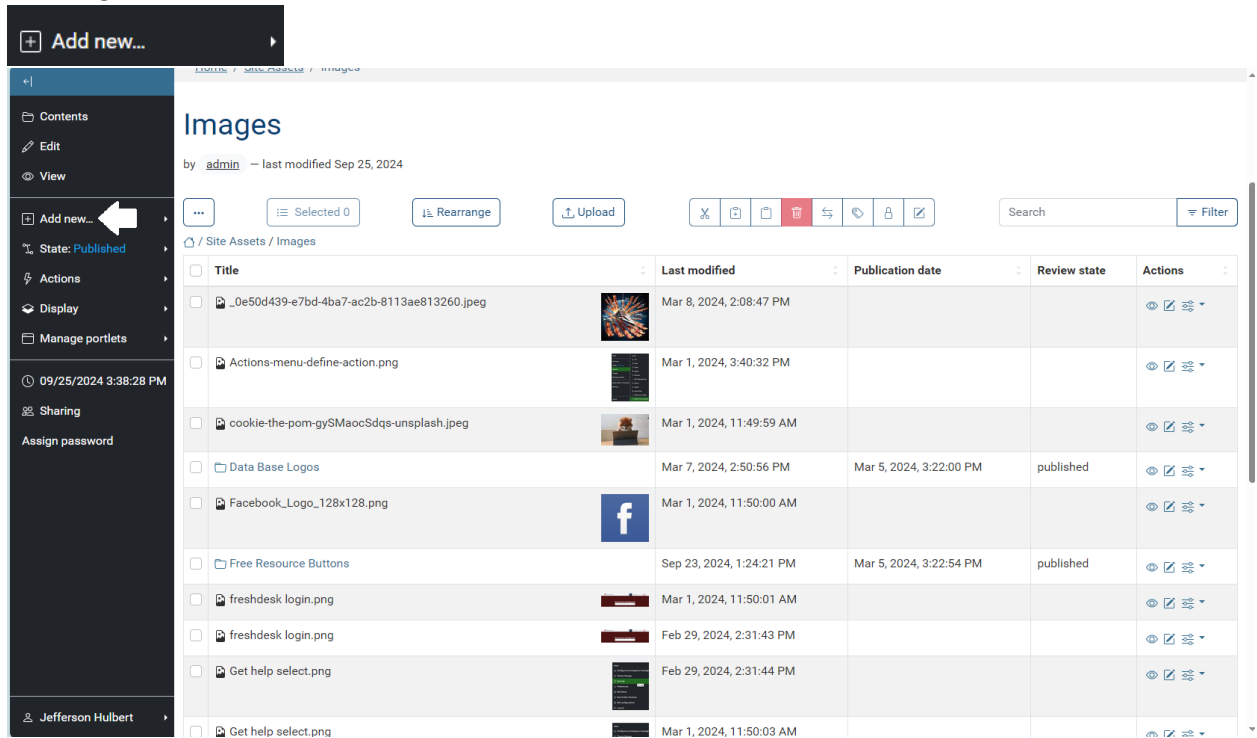
The footer contains the following information:

- Location:** Enter the footer location here
- Useful Links:** Contact Us, [The State Historical Society of Missouri](#), [Wolfner Talking Book & Braille Library](#)
- Museum & Library Services:** This project is supported by the [Institute of Museum and Library Services](#) under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

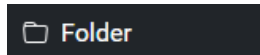


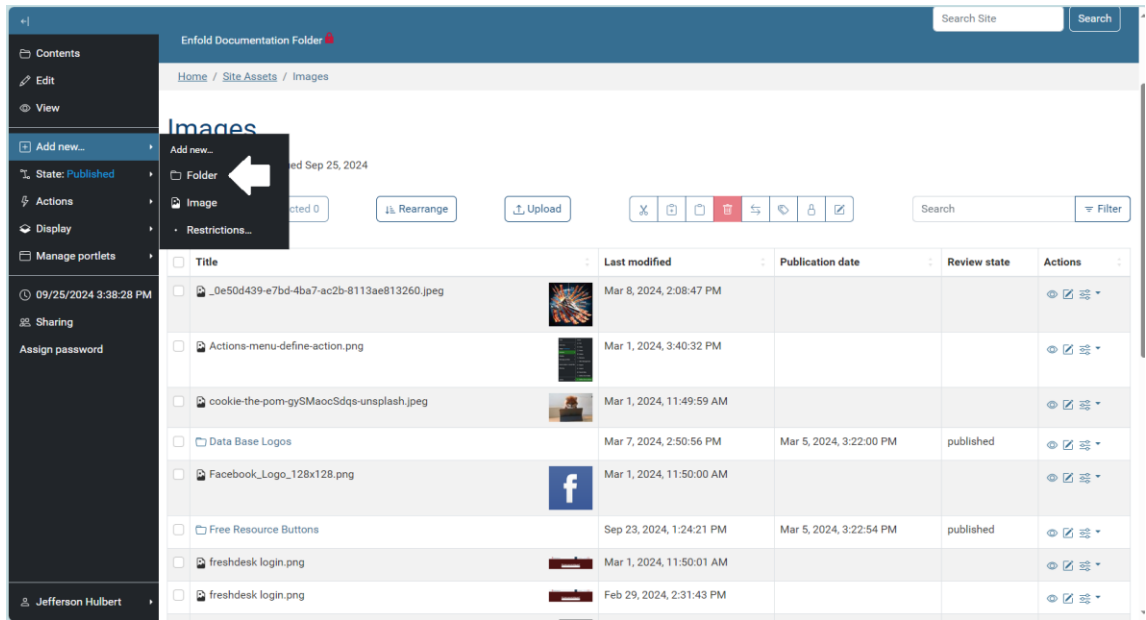
Creating Subfolders

35. If someone with manager authorization has allowed it, you can also create subfolders within the image folder. To do so, select the add new button located on the left.

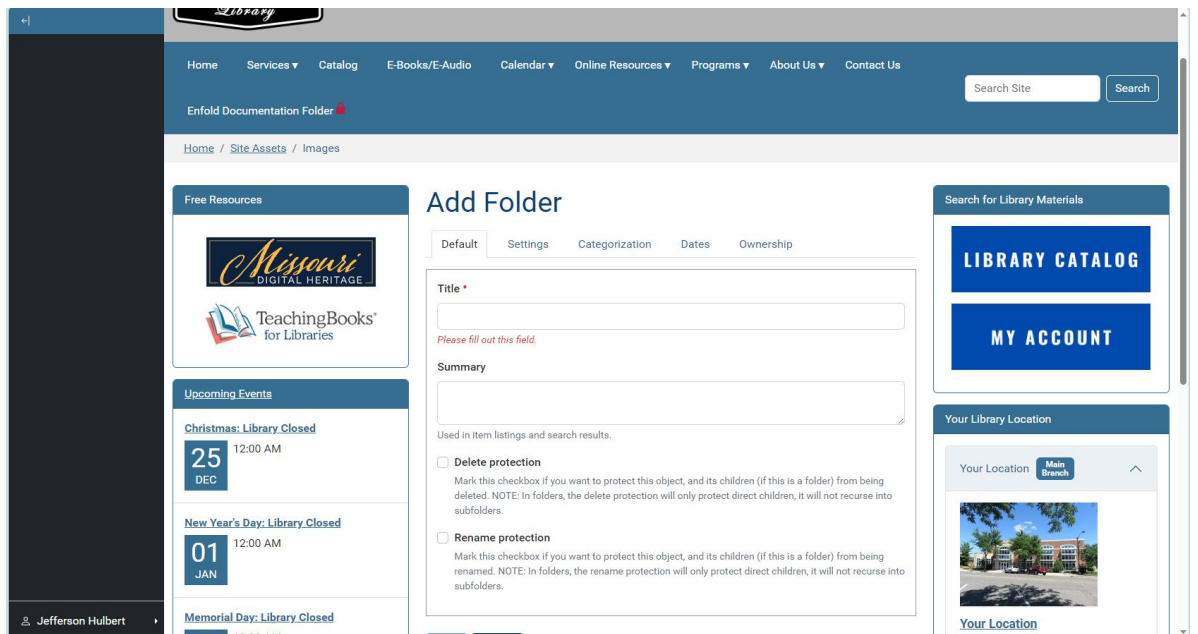


36. From here you will see two more options. Select folder to add a new subfolder.





37. You will then be brought to a new screen.



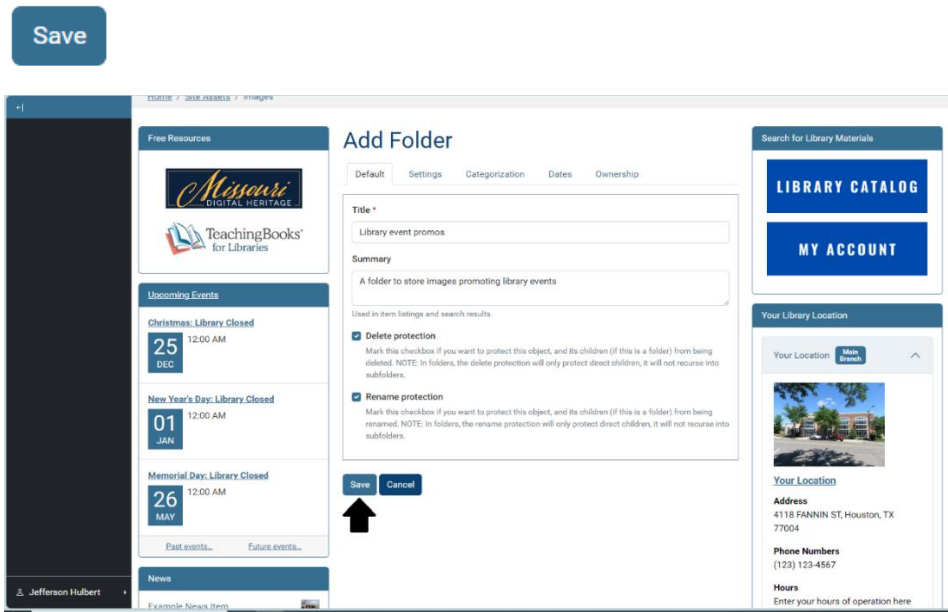
38. The only required field is the Title marked with a dot next to it. It might be helpful to put a short summary to tell people what is supposed to go in this subfolder.

Title *

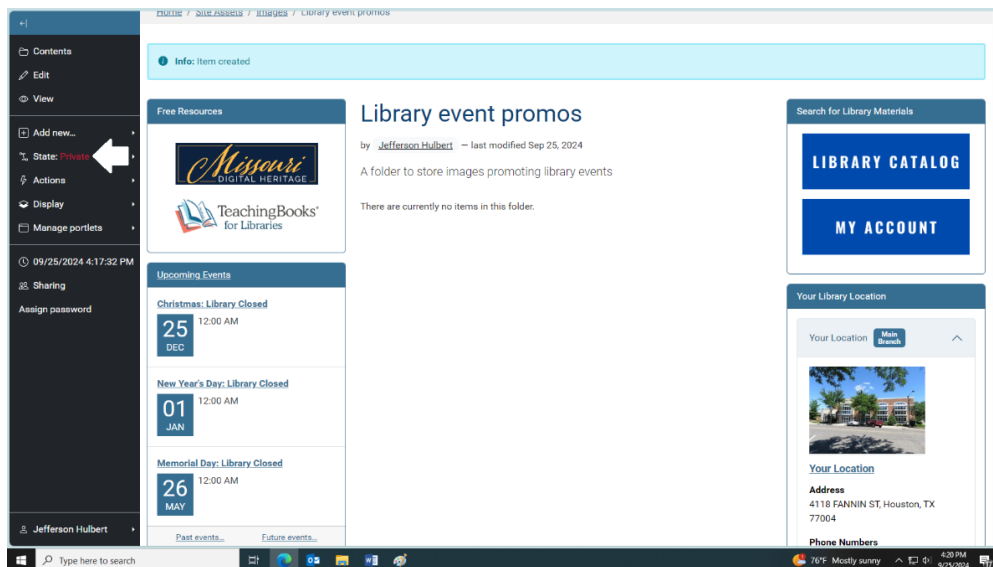
39. We recommend that you check the delete protection and the rename protection check boxes. This will help protect your images from being accidentally deleted or being more difficult to find.

Delete protection Rename protection

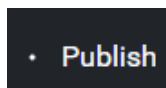
40. Once you are done filling out this page, select save to create the new subfolder.

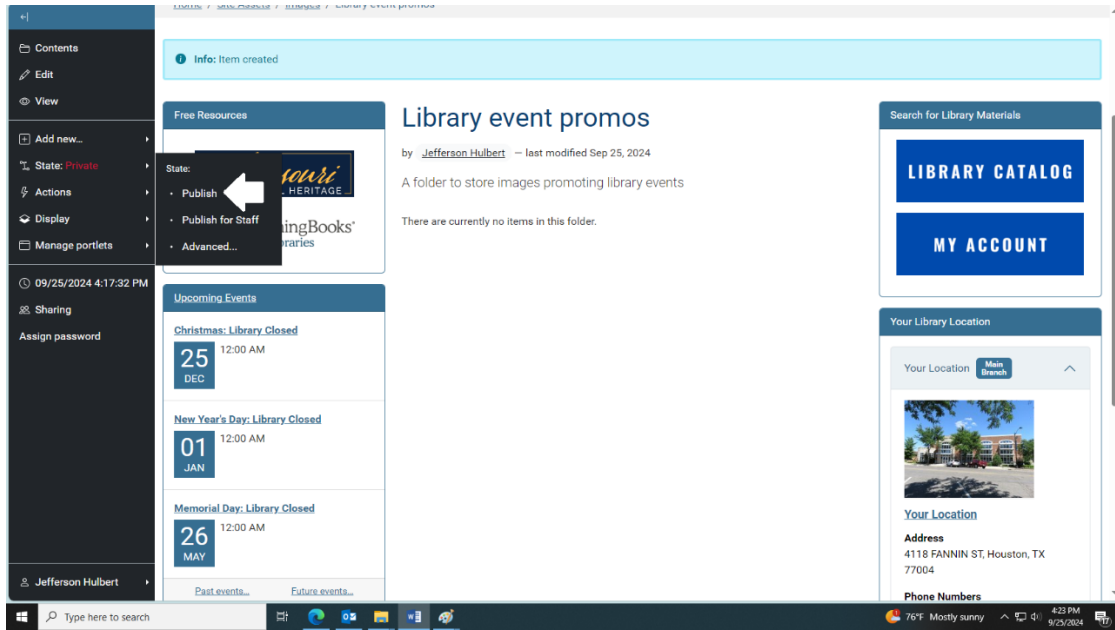


41. Once it is created, you will need to publish the new subfolder. While still in the subfolder, select the state button on the left of the screen.

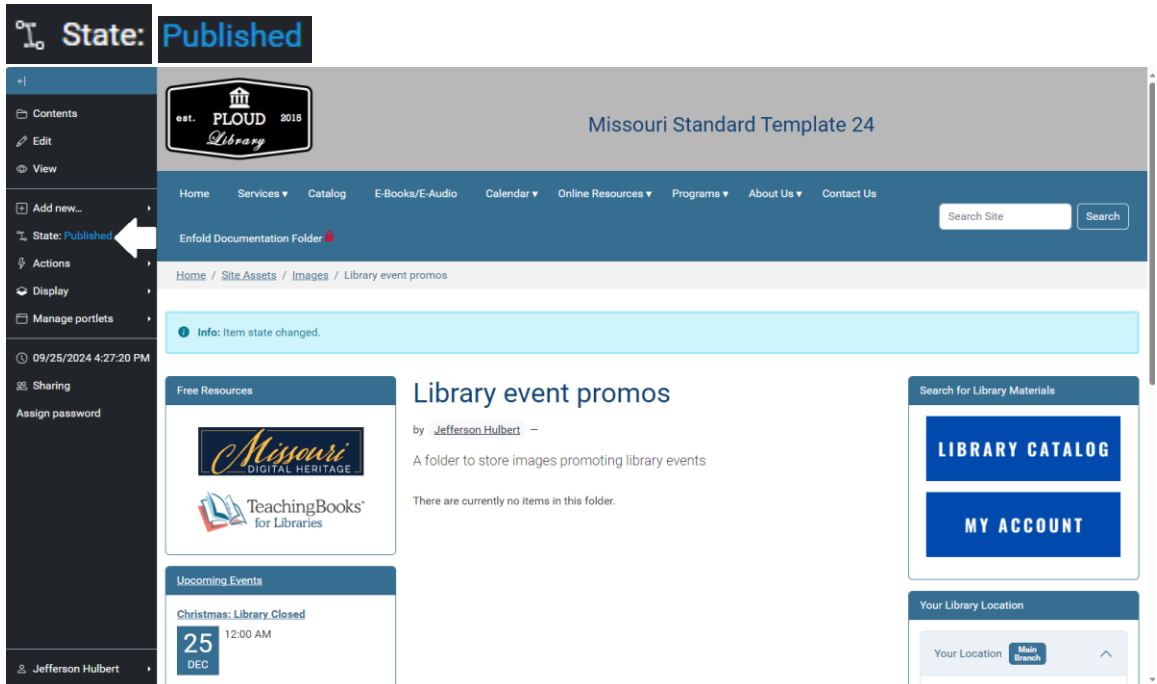


42. You will see three new options. From here, select publish.

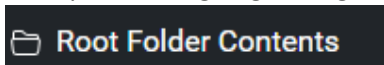




43. If successful, the word **published** will appear next to the state button.

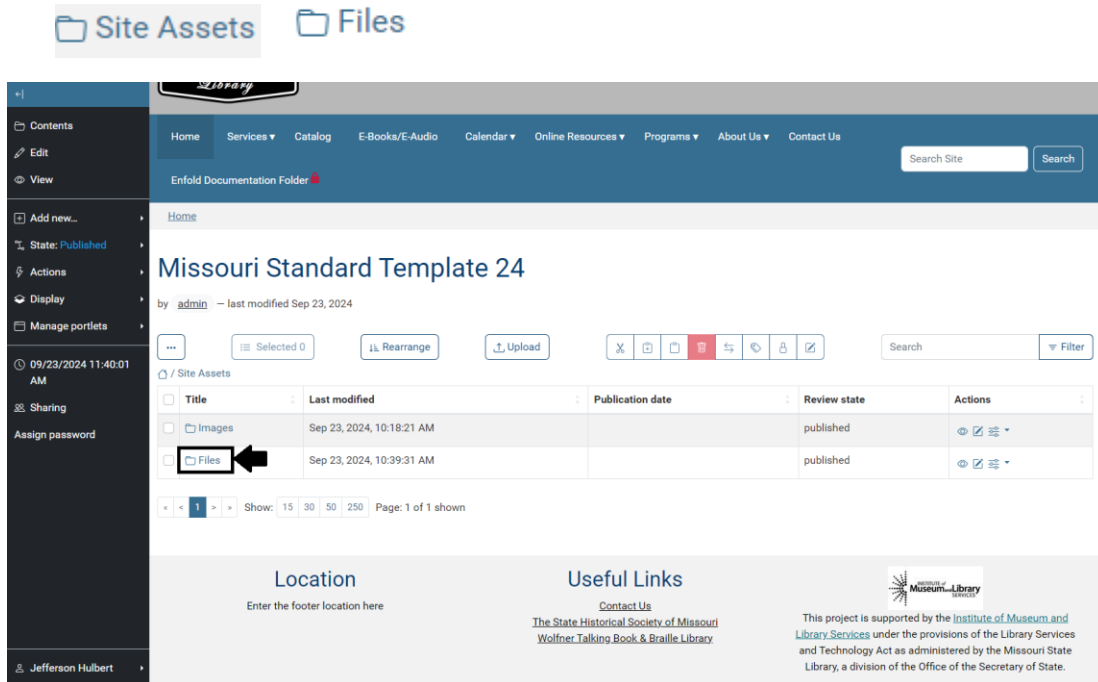


44. For the sake of consistency, we recommend you upload the files in the subfolders by the same process of going through the root folder contents.

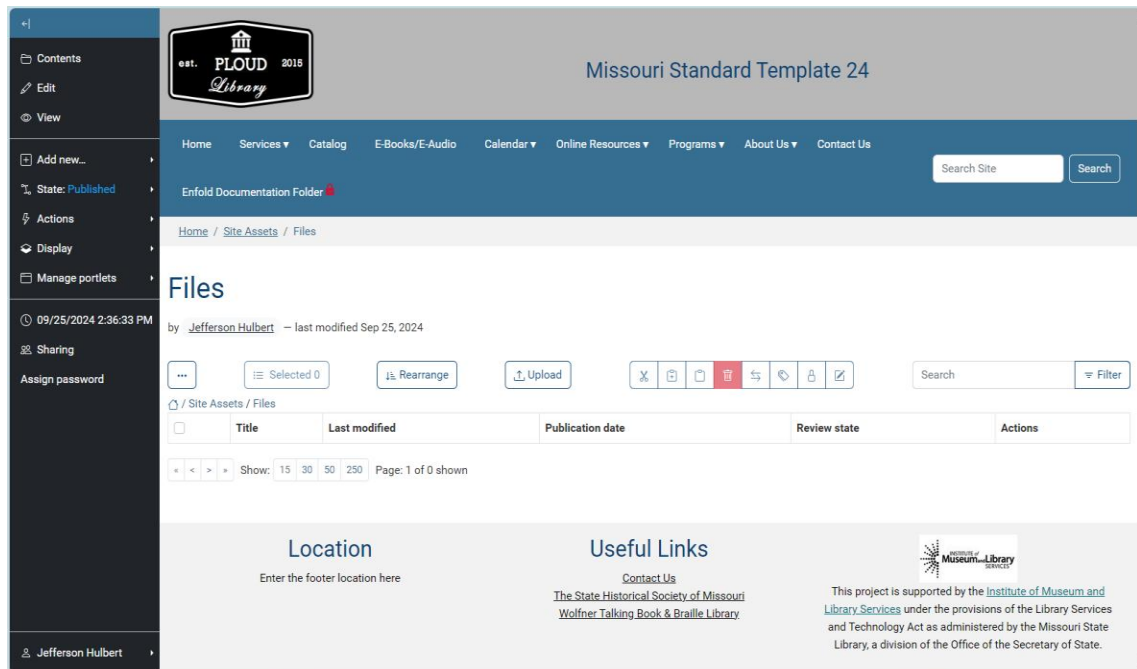


Uploading Files

45. Going back through the Root Folder Contents and selecting site assets we can then access the files subfolder.

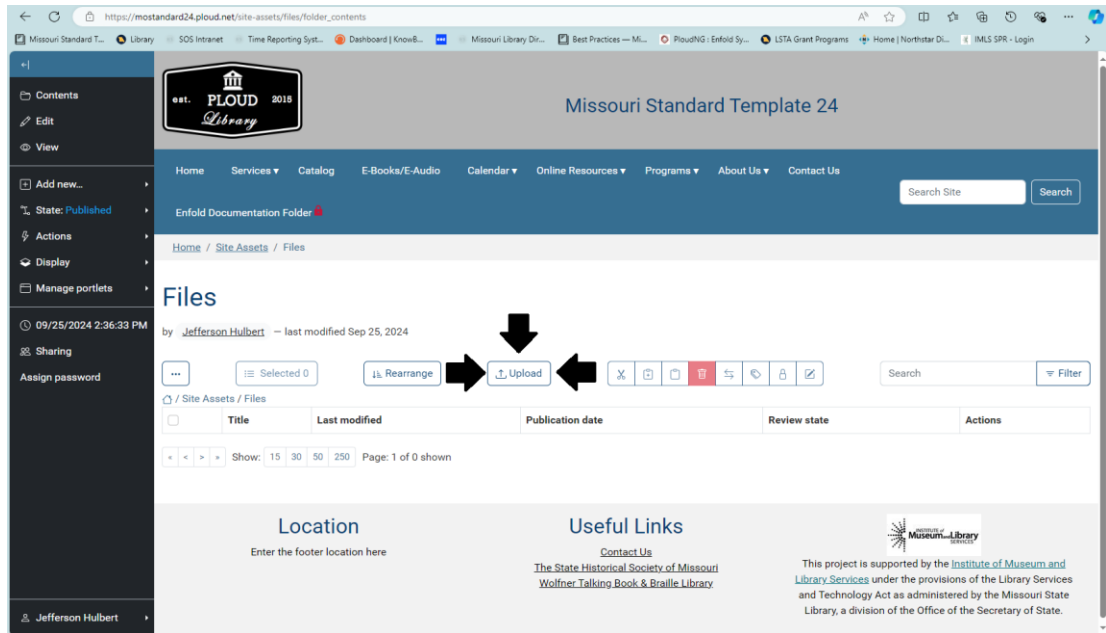


46. Unlike the Images folder, the Files folder might not have assets already uploaded to it (the standard template has been updated to include an example request for reconsideration form).



47. While it is not our place to tell you **how** to organize your files, we do recommend developing a method that you and any other people who work on this site will understand.

48. The same methods of uploading images, apply to files, so just select upload.

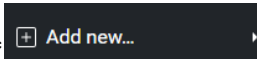


49. If you need a refresher on the exact process of uploading please consult [Uploading images](#) (link below) particularly from steps 25-33.

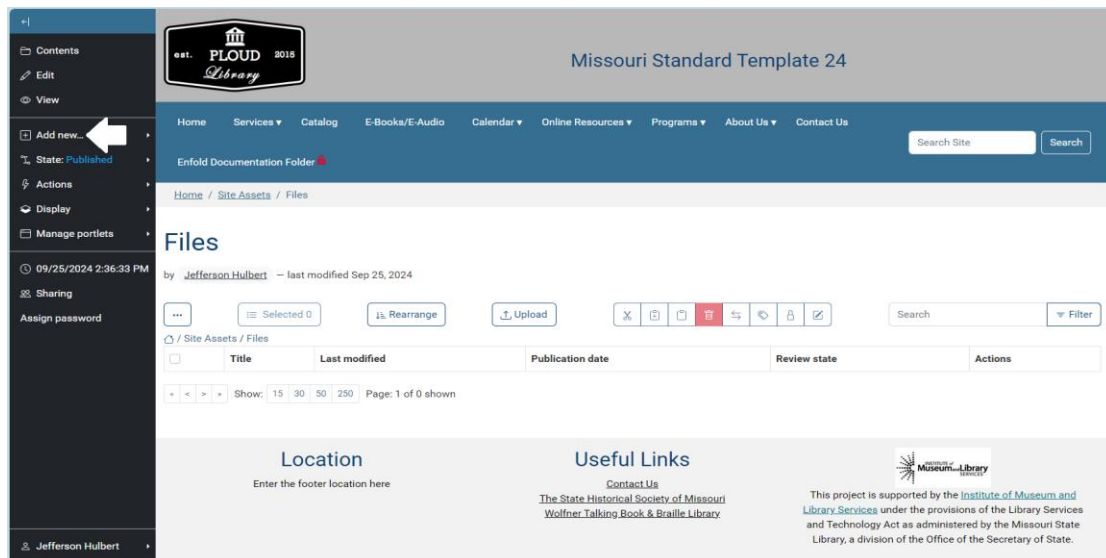
[Uploading Images](#),

50. You can also create subfolders by selecting Add new and following the steps from [Creating Sub Folders](#) (link below), steps 36-45. *note someone with manager authorization must

have set the folder permissions to allow for subfolder*



[Creating Sub Folders](#)

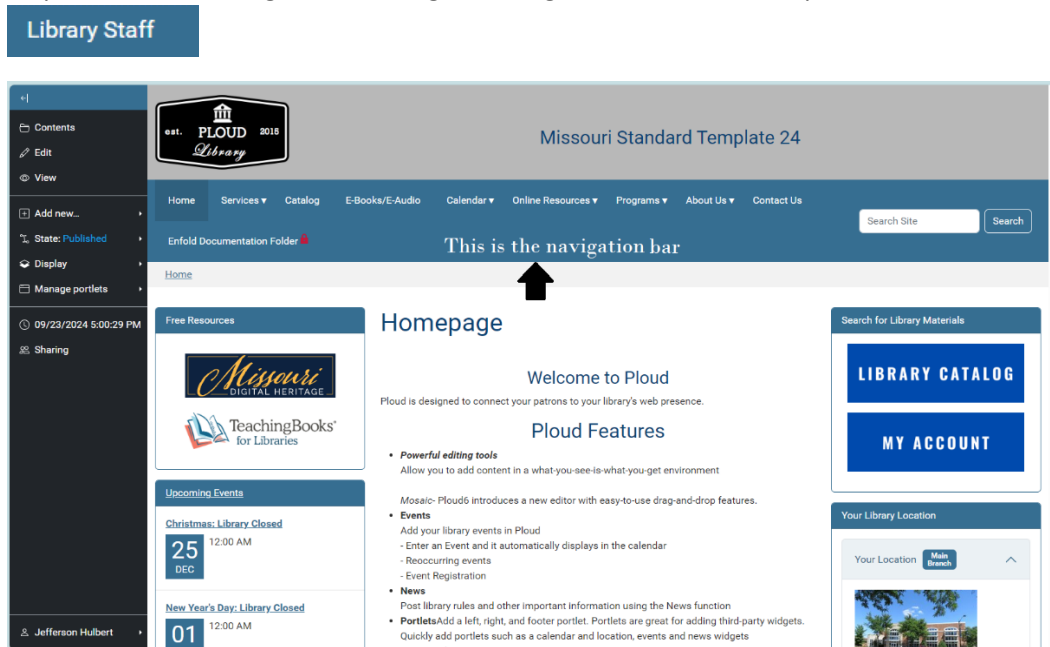


Using Site Assets

51. Files uploaded to your site can be utilized in multiple ways, here are a couple of examples.

Navigating to a page

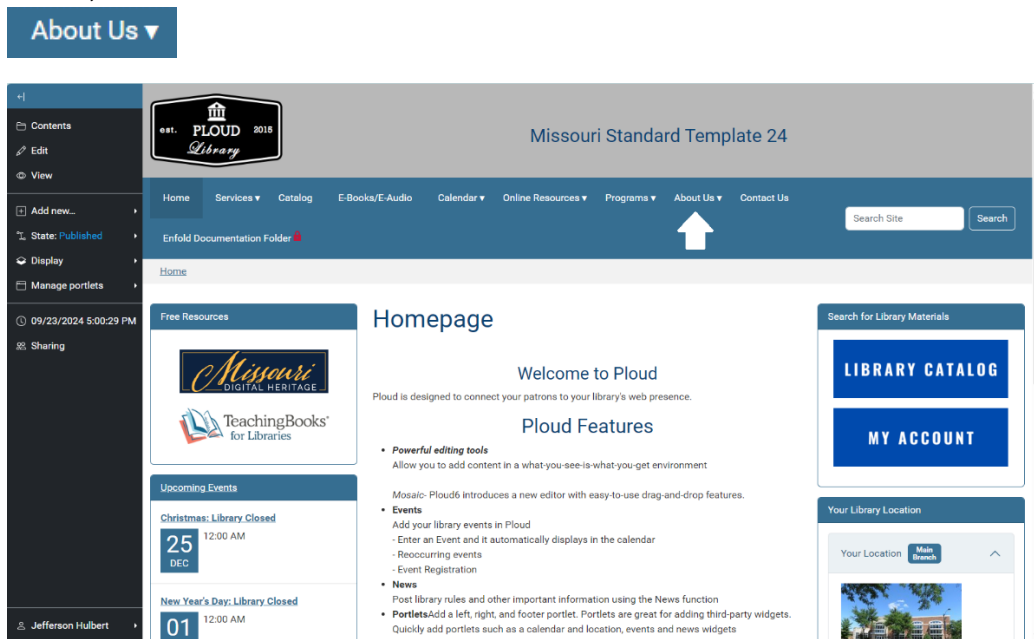
52. For the first example, let's say we want to add an image to our Library Staff page. The first step would be to navigate to it using the navigation bar near the top of the site.



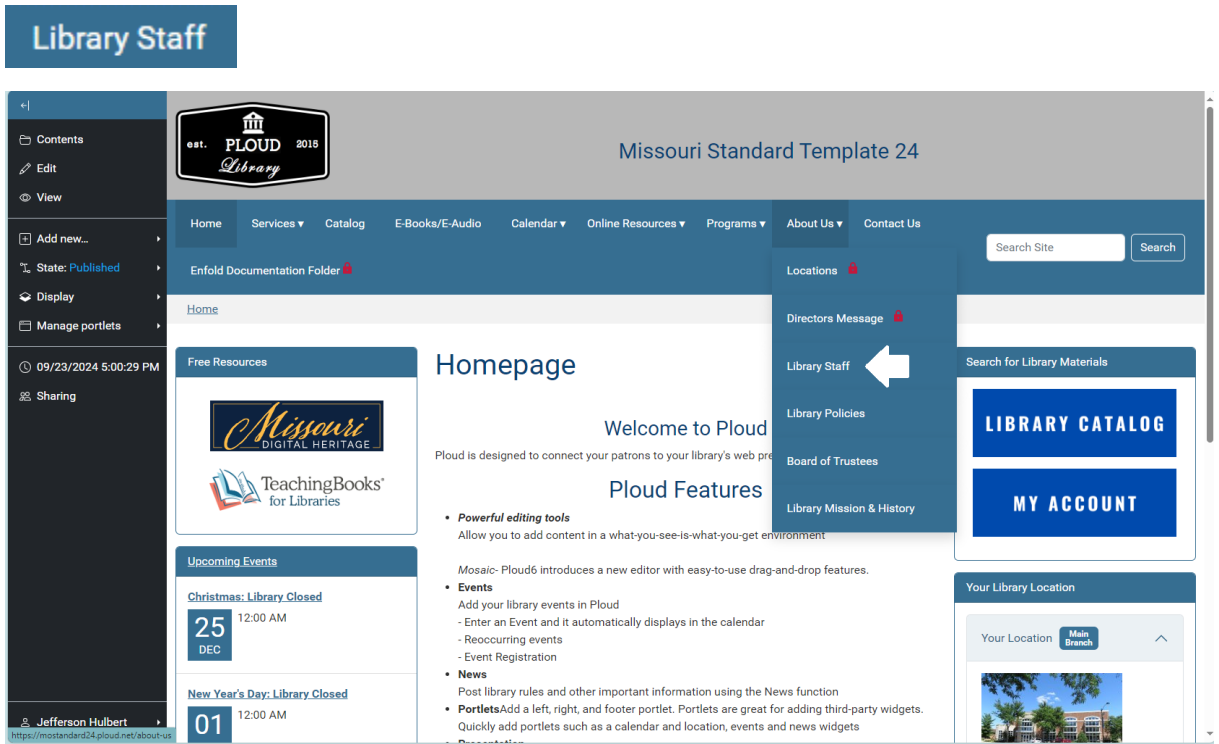
53. In the standard template, the Library Staff section is nested within the About Us folder.



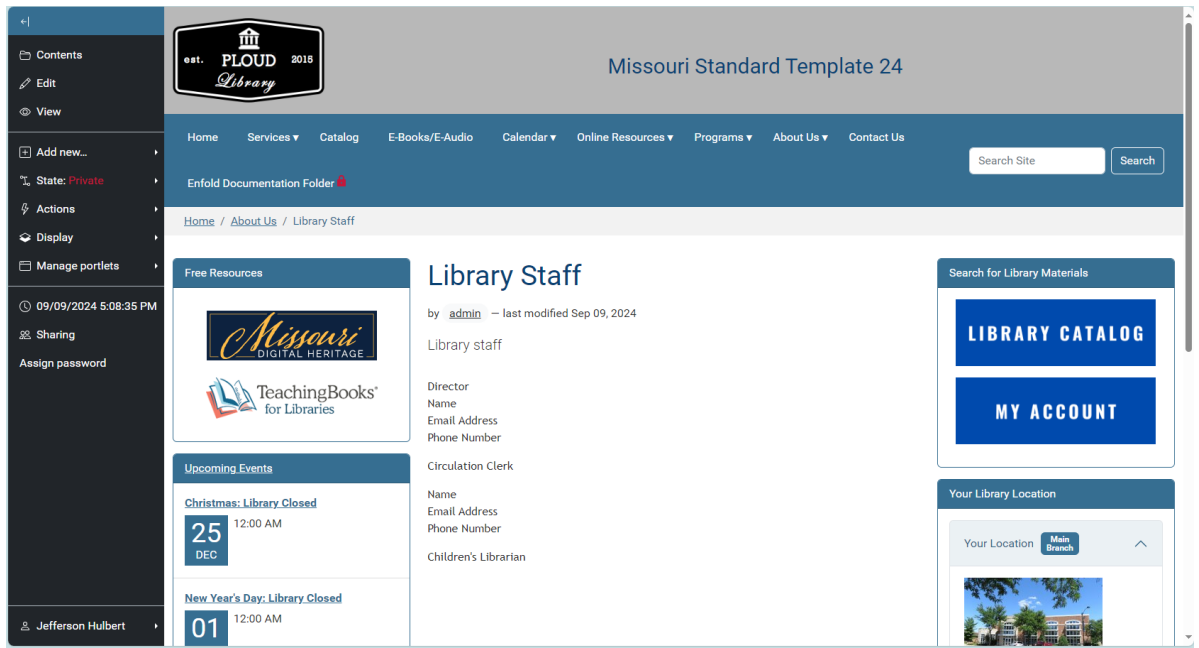
54. So first, we need to hover over About Us.



55. Then, with the menu that pops up, we select Library Staff.

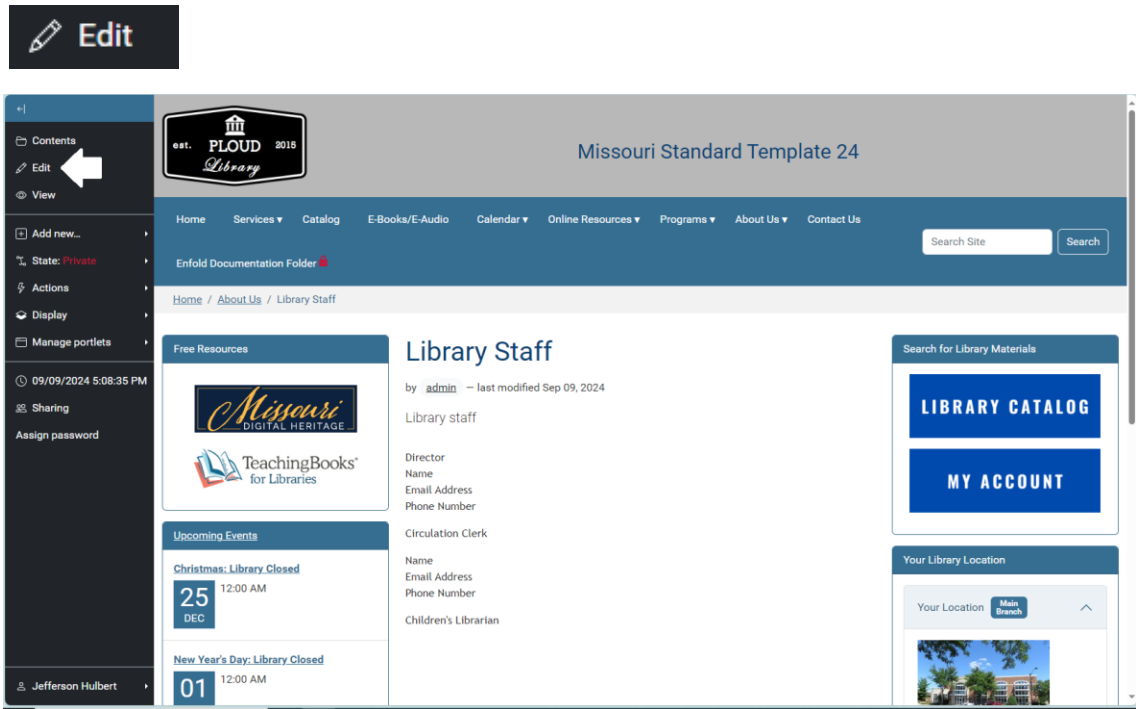


56. Then, you should be on the Library Staff page.

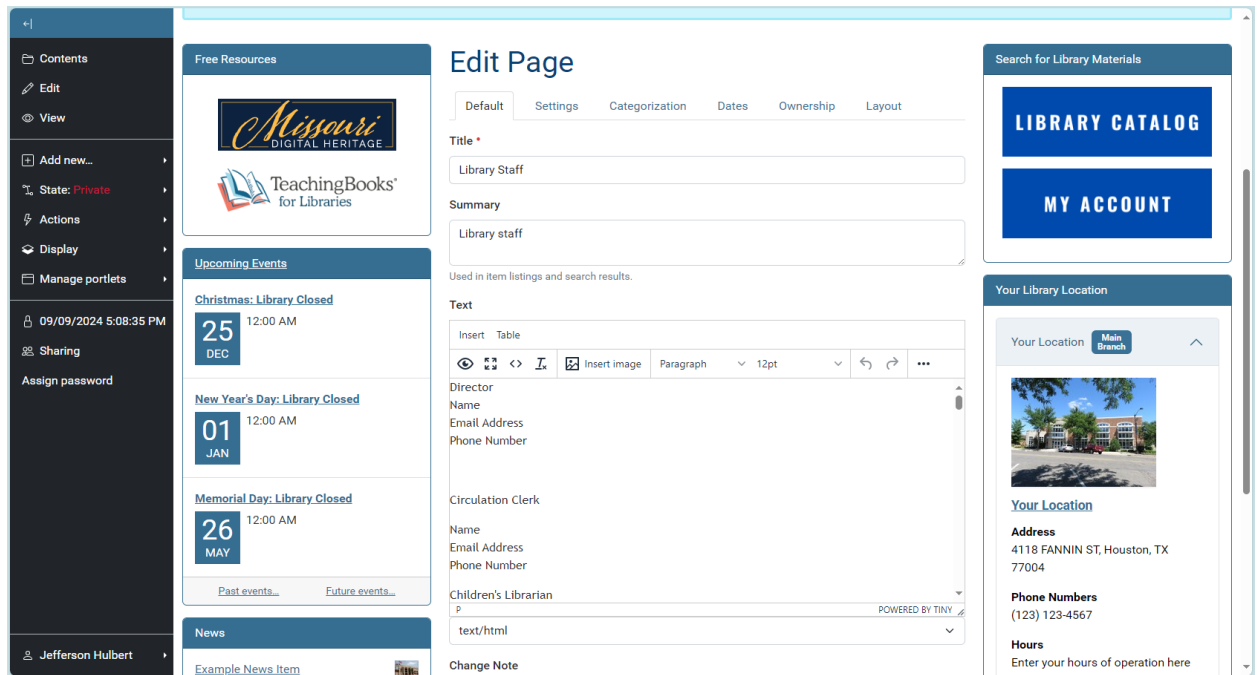


Adding an Image

57. To add an image, select the edit button while on the page. It is located on the left side of the screen.



58. This will take us to the Edit Page screen.



59. Near the top of the Edit Page screen, there may be an alert box that says, “You are editing the default view of a container. If you want to edit the container itself, go here.”

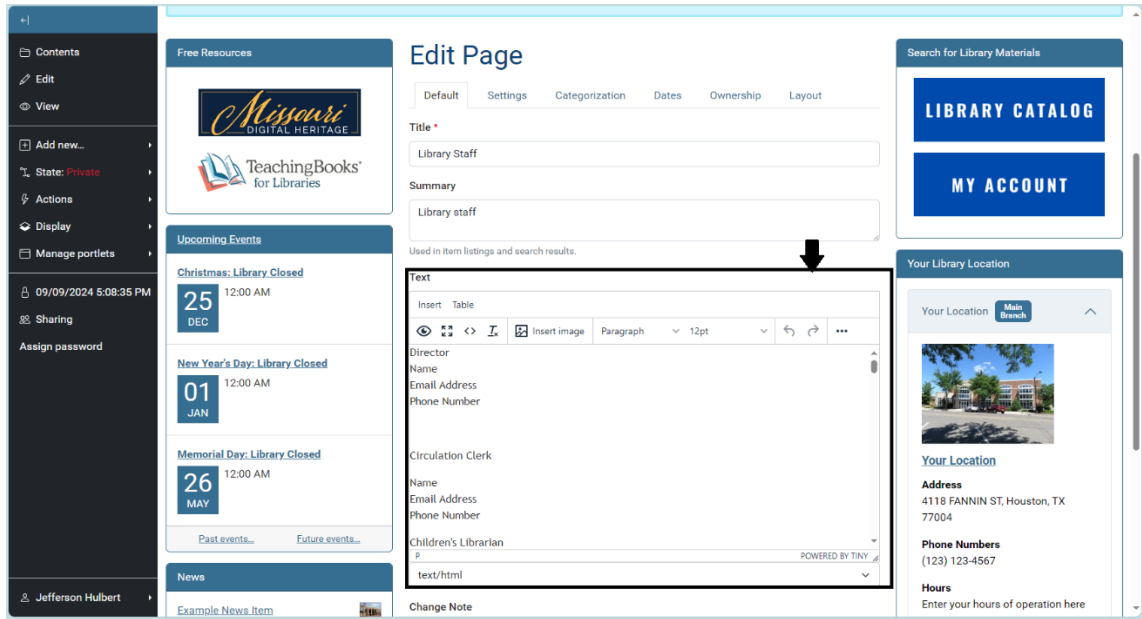
You are editing the default view of a container. If you wanted to edit the container itself, [go here](#).

Ignore this as this isn't relevant to what we're doing.

60. Instead, we want to focus on the Text section. Despite its name, this is where all assets on

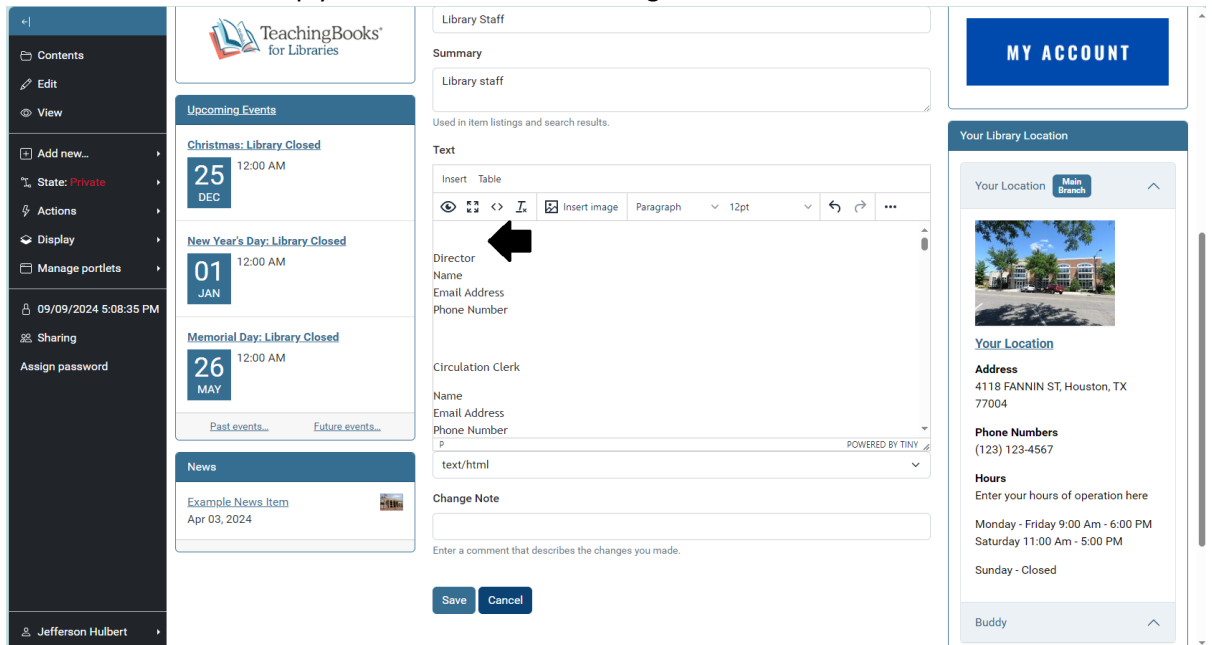
Text

your page will go.



The screenshot shows the 'Edit Page' interface for a library website. The left sidebar contains navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Private', 'Actions', 'Display', 'Manage portlets', and user information for Jefferson Hulbert. The main content area is divided into several sections: 'Free Resources' (Missouri Digital Heritage, TeachingBooks for Libraries), 'Upcoming Events' (Christmas, New Year's Day, Memorial Day library closures), and 'News' (Example News Item). The 'Edit Page' header includes tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. Below the header, there are fields for 'Title' (Library Staff) and 'Summary' (Library staff). A 'Text' editor is open, showing a toolbar with icons for 'Insert', 'Table', 'Image', 'Paragraph', and '12pt'. A black box highlights the 'Text' editor area, and a black arrow points to the 'Insert image' icon. The right sidebar contains a 'Search for Library Materials' section with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, and a 'Your Library Location' section with a photo of the library building and contact information for the Main Branch in Houston, TX.

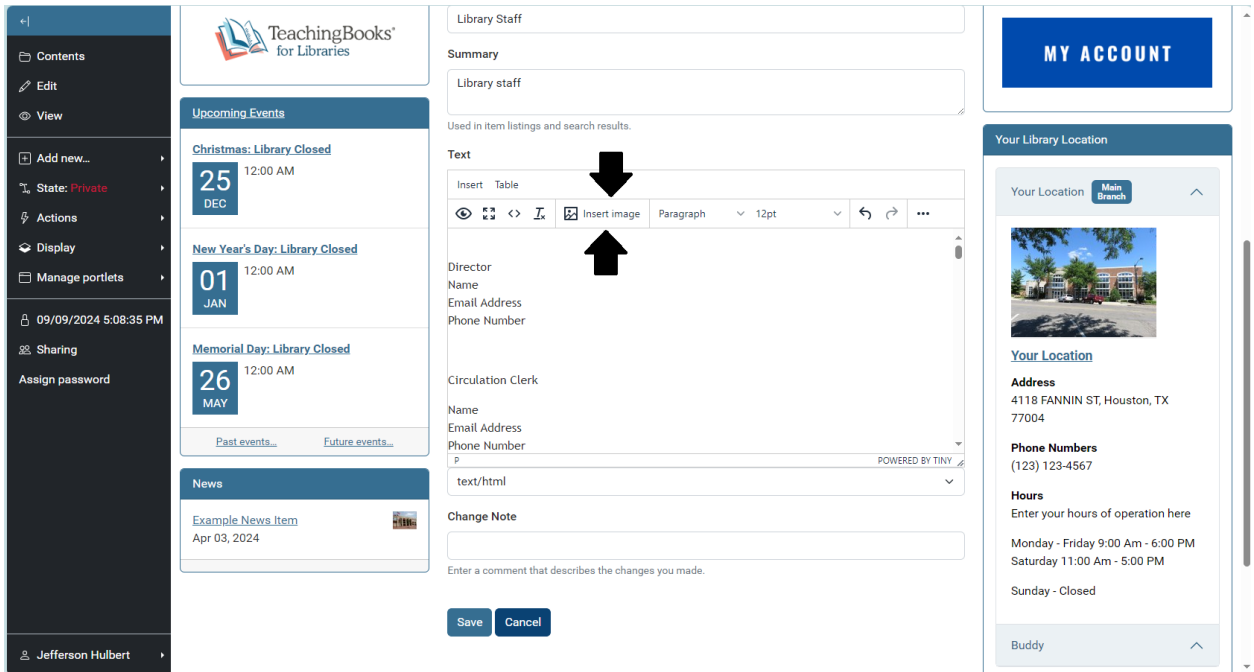
61. First, select approximately where you want the image to go; for our purposes, let's put it above the director to imply that it's the director's image.



The screenshot shows the 'Edit Page' interface with the 'Text' editor open. A black arrow points to the 'Insert image' icon in the toolbar. Another black arrow points to the 'Director' field in the form. The form fields include 'Director Name', 'Director Email Address', 'Director Phone Number', 'Circulation Clerk Name', 'Circulation Clerk Email Address', 'Circulation Clerk Phone Number', and 'Children's Librarian'. The 'Text' editor is set to 'text/html' mode. The right sidebar shows the 'Your Library Location' section with a photo of the library building and contact information for the Main Branch in Houston, TX. The 'Save' and 'Cancel' buttons are visible at the bottom of the page.

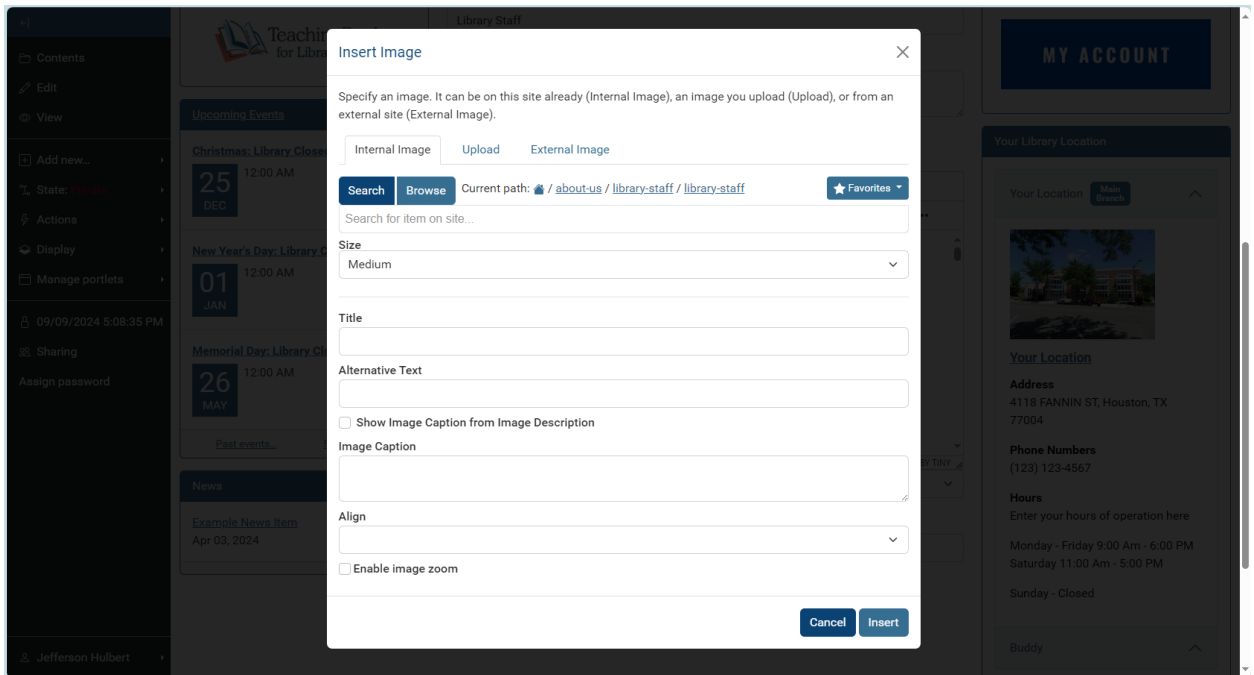
62. You will then want to select the Insert Image button within the Text section.

Insert Image **Text**

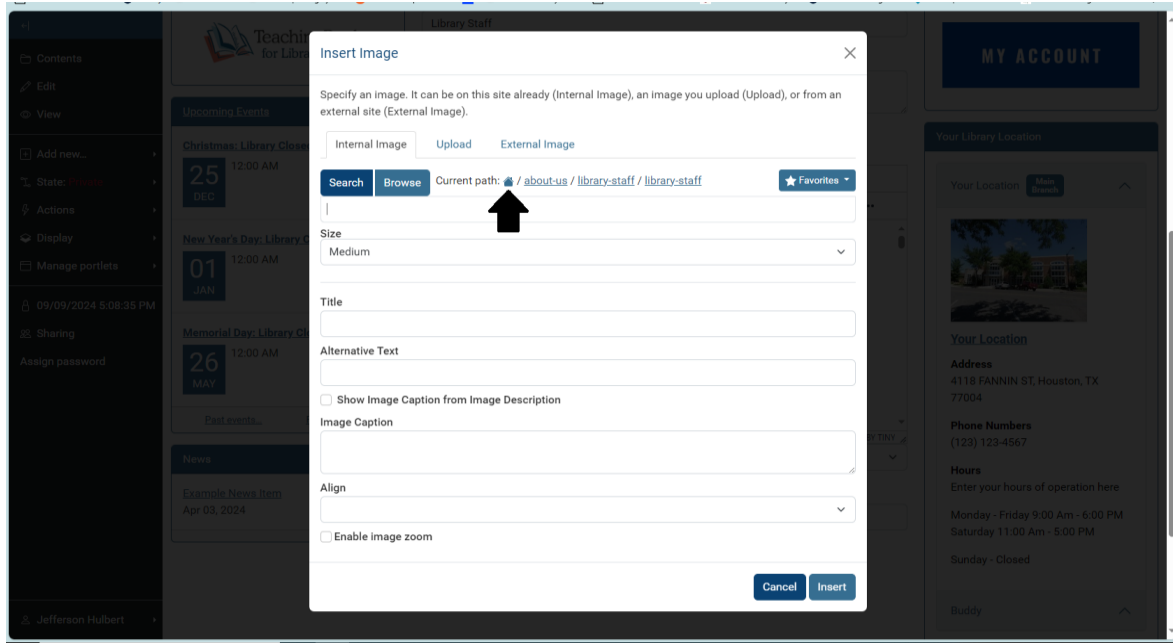


63. This will pull up the insert image menu.

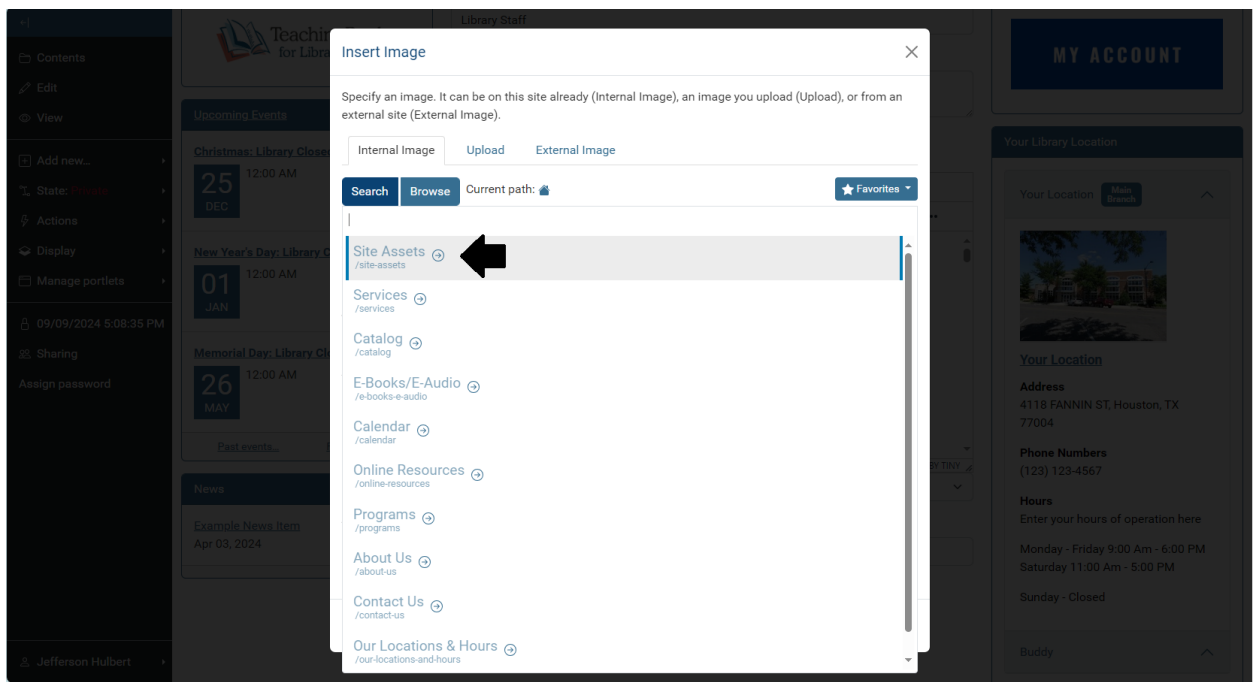
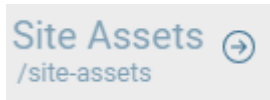
Insert Image



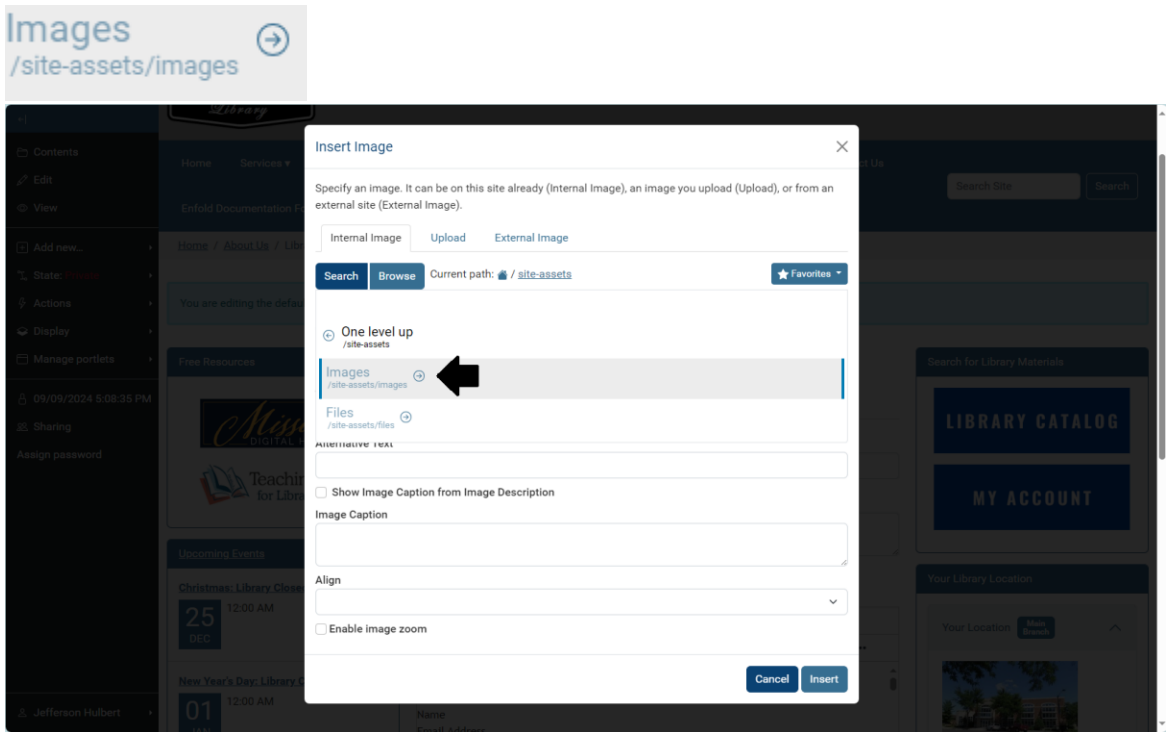
64. We will need to use this menu to get to our images. The easiest way to do that is to select the home icon.



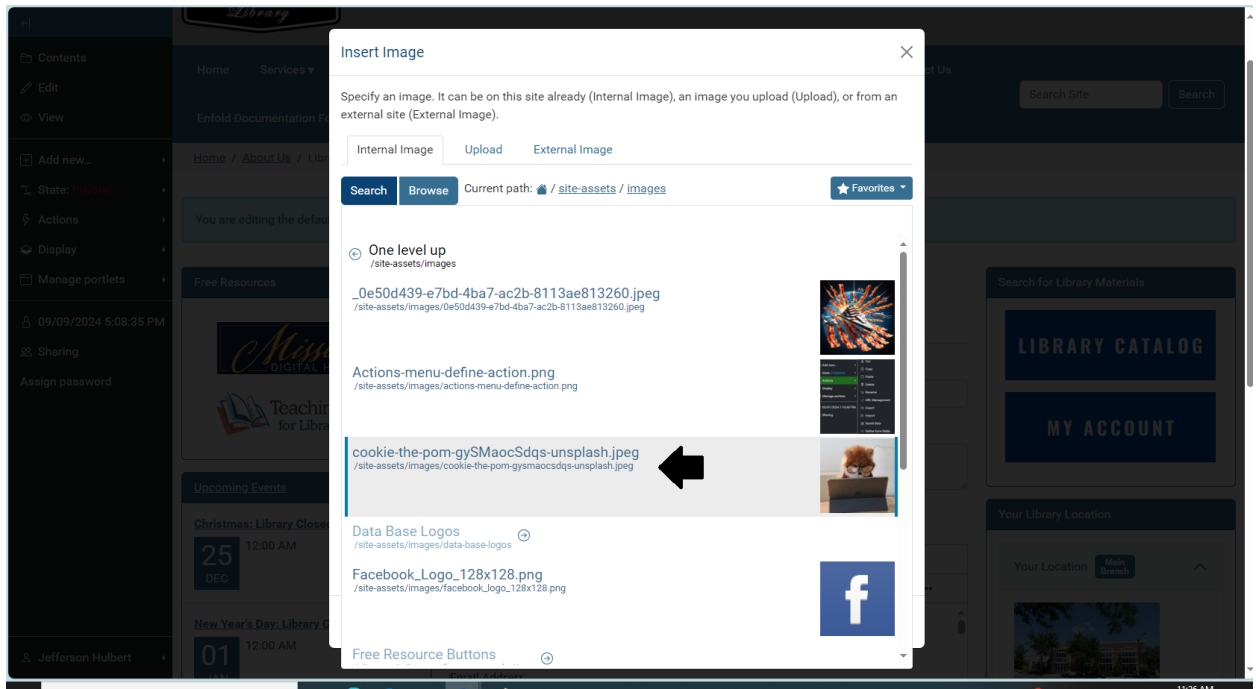
65. This will pull up the main folders. From here, we select Site Assets' arrow.



66. Then, select Images' arrow.



67. Next, find and select the image you want.



68. You can select a baseline size for your photo the options being Small, Medium or Large.

Size

Small



Size

Medium



Size

Large



69. While it is beyond the scope of this tutorial to go over all the options available, for ADA compliance it is especially important that you include **Alternative Text** as this will allow screen readers to describe the photo.

Information for Alt text can be found here:

[Ploud UX: Accessibility for Users with Disabilities by Michigan Department of Education](#)

[Write helpful Alt Text to describe images by Harvard University](#)

[Authoring Meaningful Alternative Text by Section508.gov](#)

[OCR Video Series by the U.S. Department of Education's Office for Civil Rights, hosted by ADA National Network](#)

[Access for everyone: Topic 10 / Alternative Text \[Open Captioned Video\] \[5:08 min\] by U.S. Department of Education's Office for Civil Rights, hosted by ADA National Network](#)

[WebAIM: Alternative Text](#) *the text box will do the programming part for you, you just need to provide the text*

Information on ADA Compliance

[Fact Sheet: New Rule on the Accessibility of Web Content and Mobile Apps Provided by State and Local Governments by U.S Department of Justice Civil Rights Division](#)

[Understanding SC 1.1.1: Non-text Content by W3C Web Accessibility Initiative \(WAI\)](#)

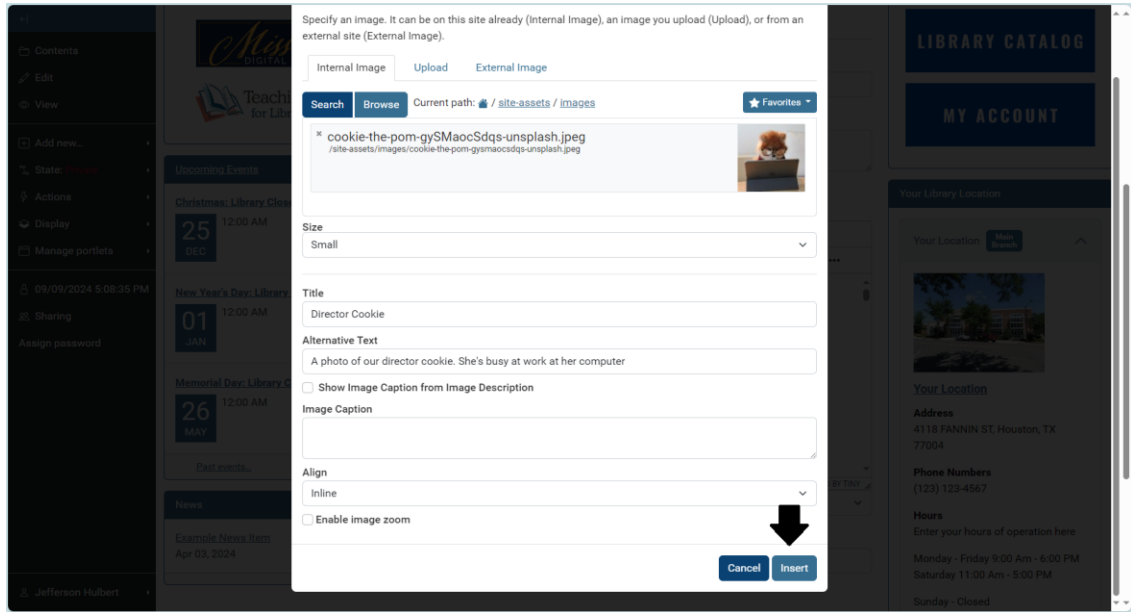
[Let's Talk ICT - Understanding Web Accessibility Requirements by Missouri AT](#)

[ADA Title II regulations: implications for libraries by the Association of Research Libraries](#)

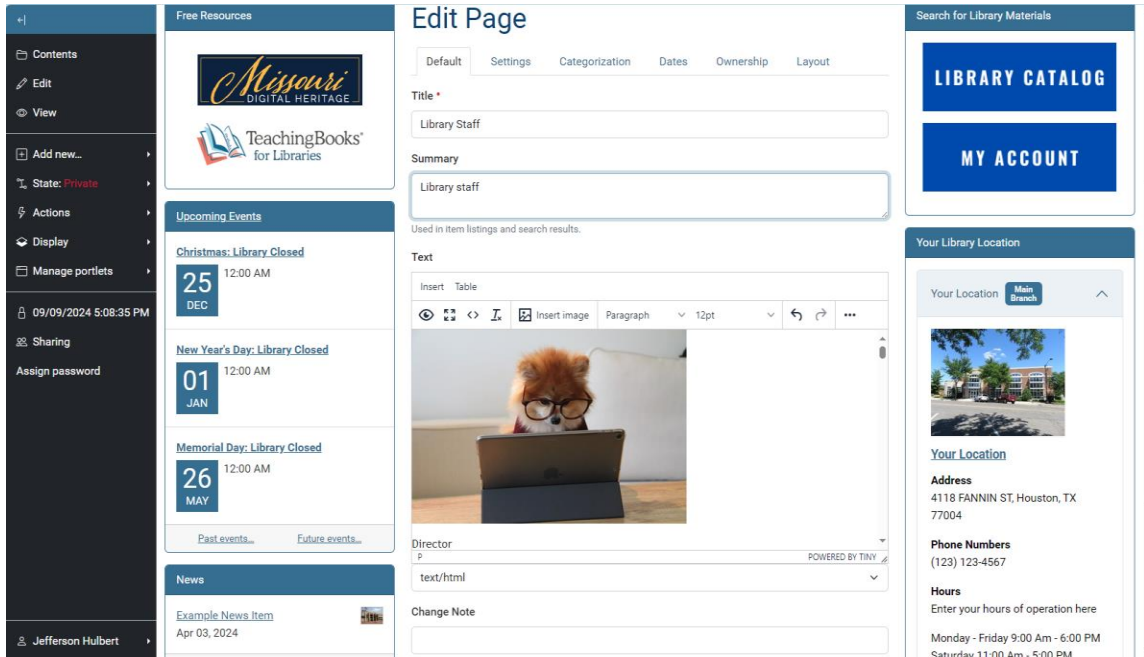
[ADA Title II Compliance for Libraries: What You Need to Know and How to Get Started by Raissa Rurangwa](#)

70. Once you have made your selections, you can put the photo on the page by hitting the insert button.


Insert

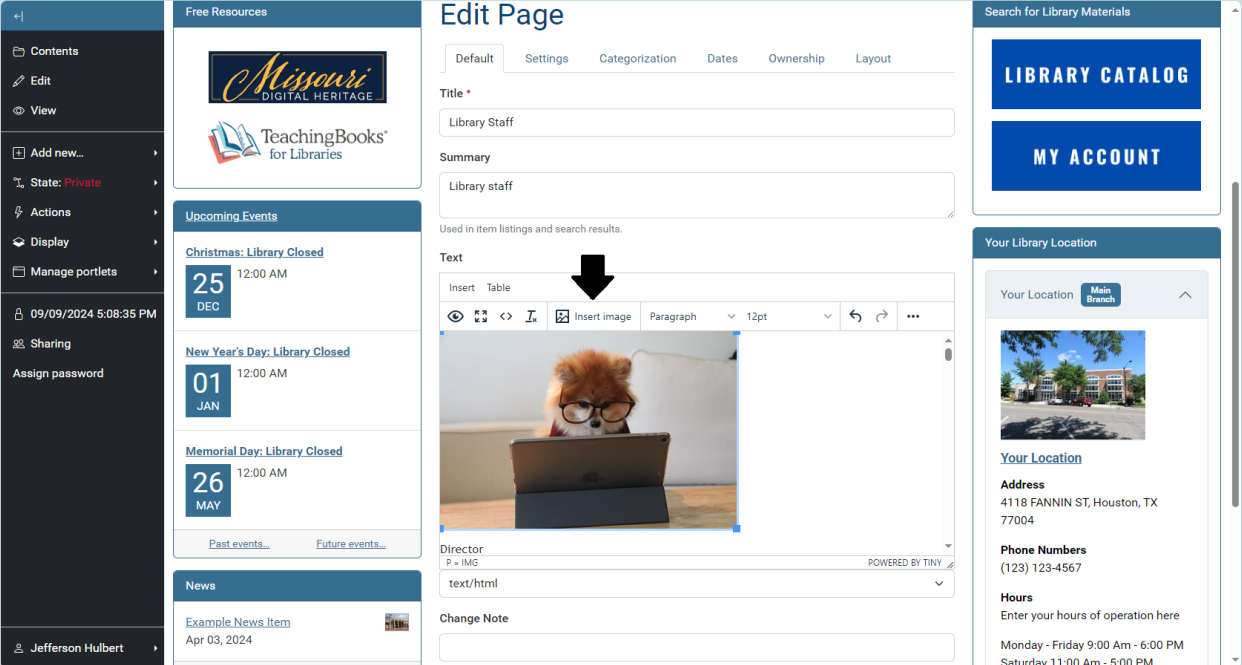


71. This is an example of what it might look like.



72. You can make changes to this image by selecting it and then selecting insert image

 Insert image



Free Resources

Missouri
DIGITAL HERITAGE

TeachingBooks[®]
for Libraries

Upcoming Events

Christmas: Library Closed
25 DEC 12:00 AM

New Year's Day: Library Closed
01 JAN 12:00 AM

Memorial Day: Library Closed
26 MAY 12:00 AM

[Past events...](#) [Future events...](#)

News

[Example News Item](#)
Apr 03, 2024

Jefferson Hulbert

Edit Page


Default Settings Categorization Dates Ownership Layout

Title •
Library Staff

Summary
Library staff

Used in item listings and search results.

Text

Insert Table  Paragraph 12pt

Director
P = IMG POWERED BY TINY
text/html

Change Note


Search for Library Materials

LIBRARY CATALOG

MY ACCOUNT

Your Library Location

Your Location **Main Branch**



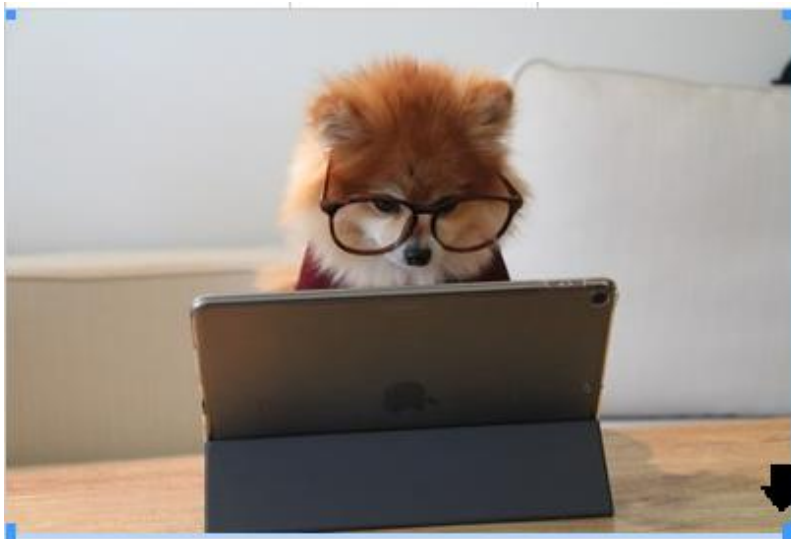
Your Location

Address
4118 FANNIN ST, Houston, TX
77004

Phone Numbers
(123) 123-4567

Hours
Enter your hours of operation here
Monday - Friday 9:00 Am - 6:00 PM
Saturday 11:00 Am - 5:00 PM

73. If you want more control over the size of the image, you can manually resize it. To do this, you just need select the photo. This will cause a box with four corners to appear around it. To resize the image, drag the photo from one of the corners and adjust.

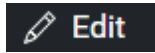


74. This will, however, cause the preset sizes to no longer function. You will need to remove the image and completely repeat the process if you want to use these functions again.

75. Once you have the photo looking as you want, select the save button.

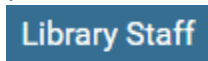
The screenshot shows a website editor interface. On the left is a dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Private, Actions, Display, Manage portlets, a clock icon with '09/26/2024 12:50:27 PM', Sharing, and Assign password. The main content area is divided into several sections: a calendar for December and January with dates 01 and 26; a 'News' section with an 'Example News Item' dated Apr 03, 2024; a form for 'Director' information with fields for Name, Email Address, and Phone Number; a 'Change Note' field; and a 'Save' button. Below the editor is a preview of the website footer, which includes a 'Location' section with a text input field, a 'Useful Links' section with links to 'Contact Us', 'The State Historical Society of Missouri', and 'Wolfner Talking Book & Braille Library', and a logo for 'MISSOURI STATE LIBRARY SERVICES' with supporting text.

76. It may take some trial and error to get it looking exactly right, so don't be afraid to go back and edit if you feel like it needs more adjustment.



Adding a File

77. Let's say, for example, we put a board member directory in our files and wanted to add it on our library staff page. The process to adding a file is a bit different since we are technically adding a link to the file rather than the file itself. However, you will still navigate to the page you want to add the file and click the Edit button on the left side of the screen.



78. Going back to the Text section, you'll want to type something that will communicate the file the link is pointing to. For example, let's say we wanted to put a link to a file that has the board members' contact information. We might want to put something like *Board Member Contact List* in the text box.

Text

79. You will then select the text. When using a mouse with standard configuration, click down the left button and move the cursor over the text to select it.

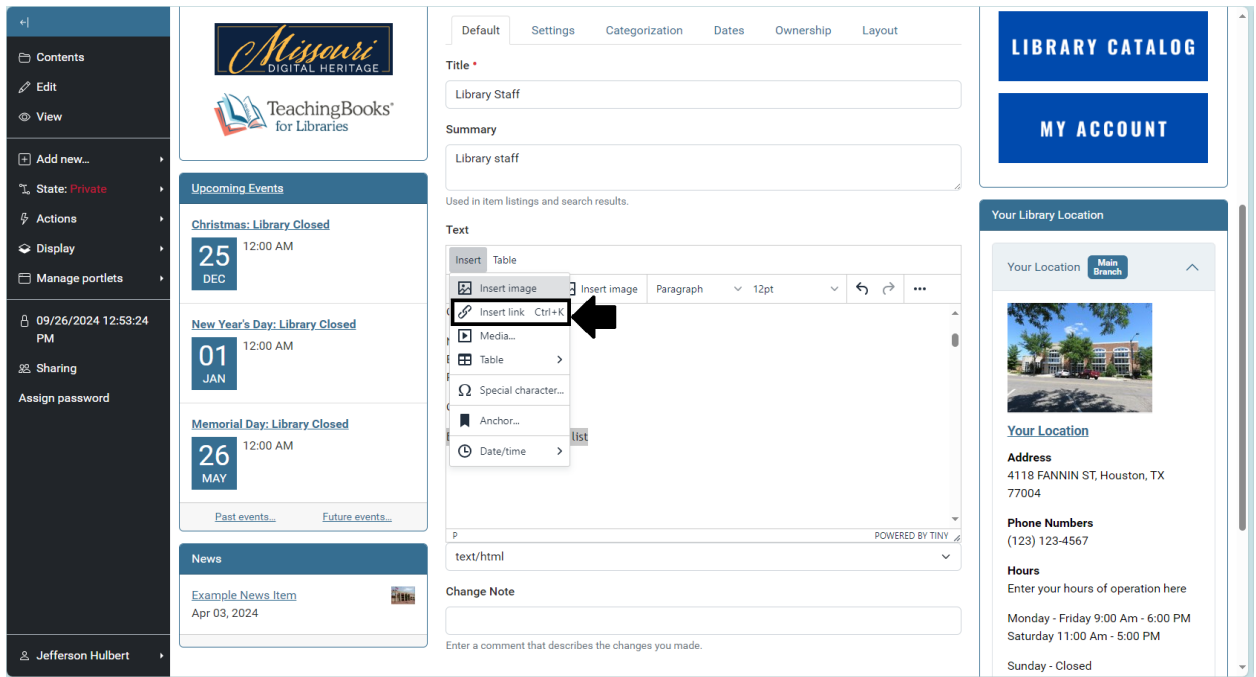
The screenshot shows a web editor interface for a library website. On the left is a dark sidebar with navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Private', 'Actions', 'Display', 'Manage portlets', and user information for 'Jefferson Hulbert'. The main content area is divided into sections: 'Missouri DIGITAL HERITAGE' and 'TeachingBooks for Libraries' logos at the top; 'Upcoming Events' with dates for Christmas (25 DEC), New Year's Day (01 JAN), and Memorial Day (26 MAY); and 'News' with an 'Example News Item' dated Apr 03, 2024. On the right, there are buttons for 'LIBRARY CATALOG' and 'MY ACCOUNT', and a 'Your Library Location' section with a photo and details for the 'Main Branch' in Houston, TX. The central editing area has tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. It contains fields for 'Title' (Library Staff), 'Summary' (Library staff), and a 'Text' box. The 'Text' box has a rich text editor toolbar with options like 'Insert image', 'Paragraph', and '12pt'. The text 'Board member contact list' is highlighted in the editor, and a black arrow points to it with the text 'The text has been selected'.

Once you have highlighted the text, you will need to select insert on top of the text box underneath the label.

This screenshot is similar to the previous one, showing the same web editor interface. The 'Text' box in the central editing area is now the focus. The 'Insert' button in the rich text editor toolbar is highlighted with a black arrow. The text 'Board member contact list' remains highlighted in the text box. The rest of the interface, including the sidebar, event/news sections, and location details, is identical to the previous screenshot.

80. You will see a menu popup. From here, you will want to select insert link.

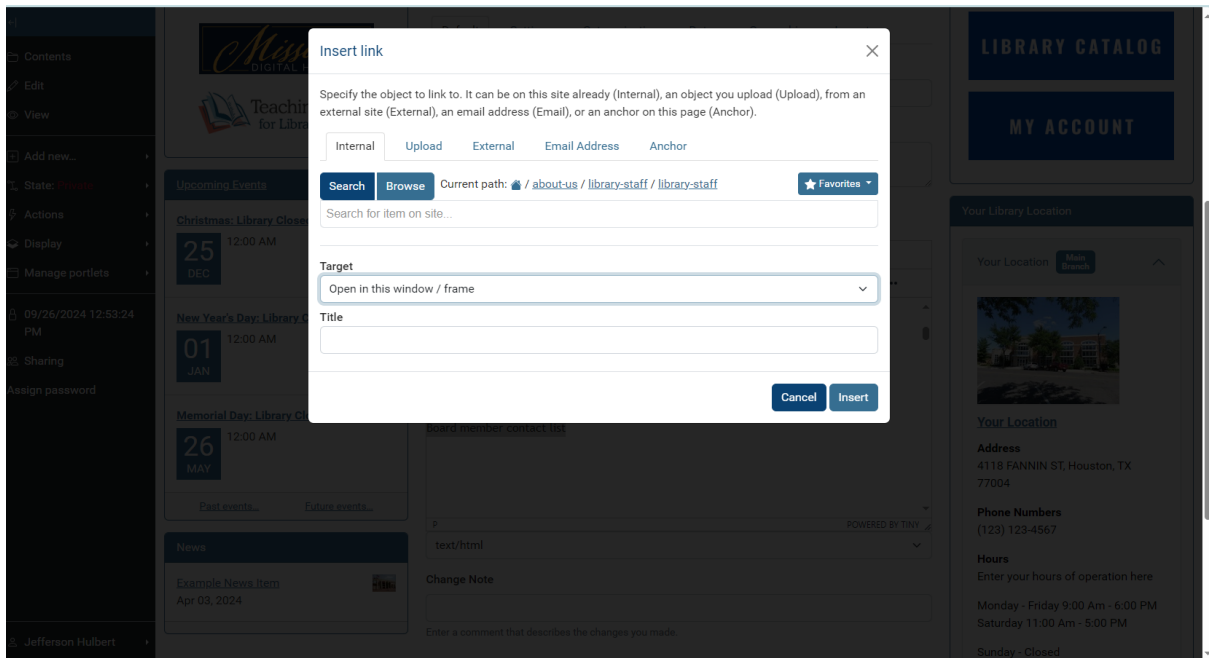
 Insert link Ctrl+K



The screenshot shows a web editor interface for a library website. On the left is a dark sidebar with navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Private', 'Actions', 'Display', 'Manage portlets', '09/26/2024 12:53:24 PM', 'Sharing', 'Assign password', and 'Jefferson Hulbert'. The main content area is divided into sections: 'Missouri DIGITAL HERITAGE' and 'TeachingBooks for Libraries' logos at the top; 'Upcoming Events' with dates like '25 DEC' and '01 JAN'; and 'News' with an 'Example News Item' dated 'Apr 03, 2024'. On the right, there are 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, and a 'Your Library Location' section with a photo and address: '4118 FANNIN ST, Houston, TX 77004'. The central editor area shows a 'Text' field with 'Library staff' and a 'Text' toolbar. The 'Insert link Ctrl+K' option is highlighted with a black arrow.

81. You now see the insert link menu.

Insert link

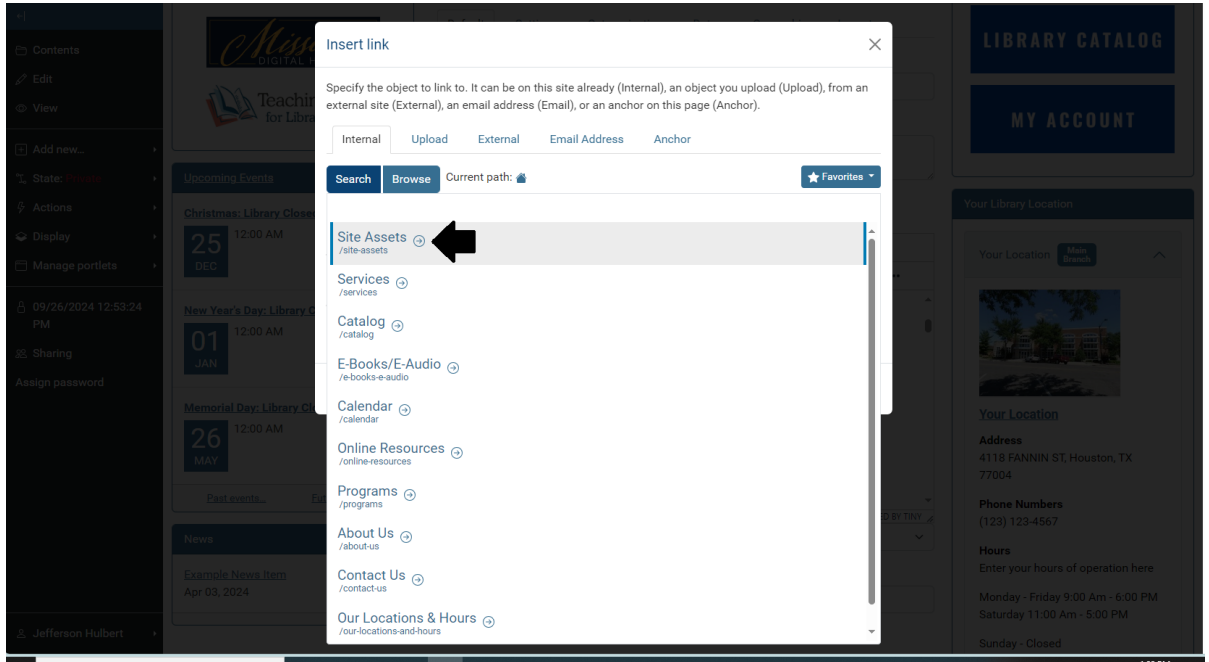
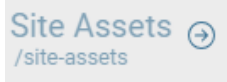


The screenshot shows the 'Insert link' dialog box overlaid on the editor. The dialog has a title bar 'Insert link' and a close button. Below the title, it says: 'Specify the object to link to. It can be on this site already (Internal), an object you upload (Upload), from an external site (External), an email address (Email), or an anchor on this page (Anchor)'. There are five tabs: 'Internal', 'Upload', 'External', 'Email Address', and 'Anchor'. The 'Internal' tab is selected. Below the tabs are 'Search' and 'Browse' buttons. The 'Current path' is shown as '/about-us/library-staff/library-staff'. There is a search input field with the placeholder 'Search for item on site...'. Below that is a 'Target' dropdown menu set to 'Open in this window / frame'. There is also a 'Title' input field. At the bottom right are 'Cancel' and 'Insert' buttons.

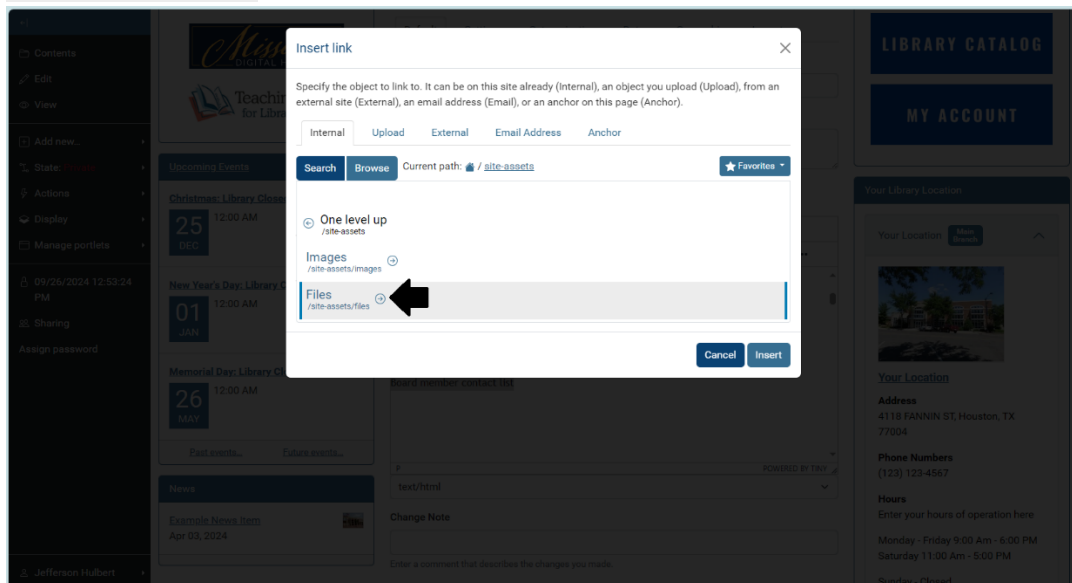
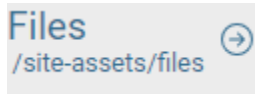
82. The steps from this point are similar to attaching an image. First, select the home icon.



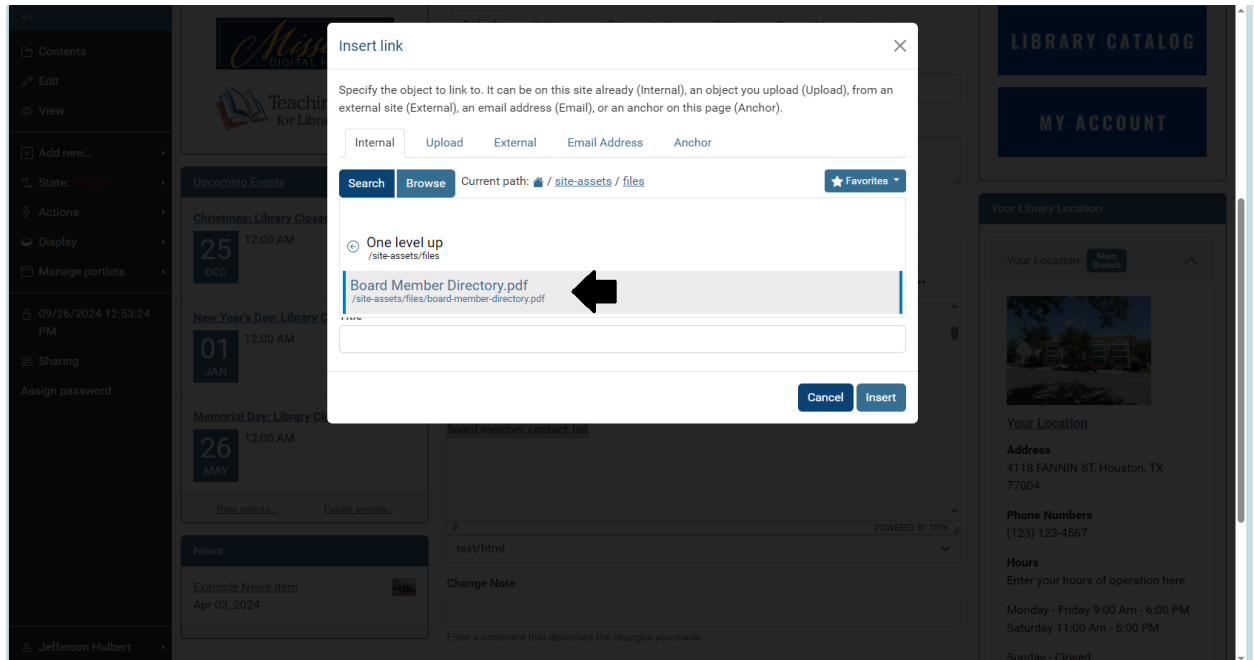
83. Then, you will select the Site Assets 'arrow'.



84. Then, select the Files' arrow.

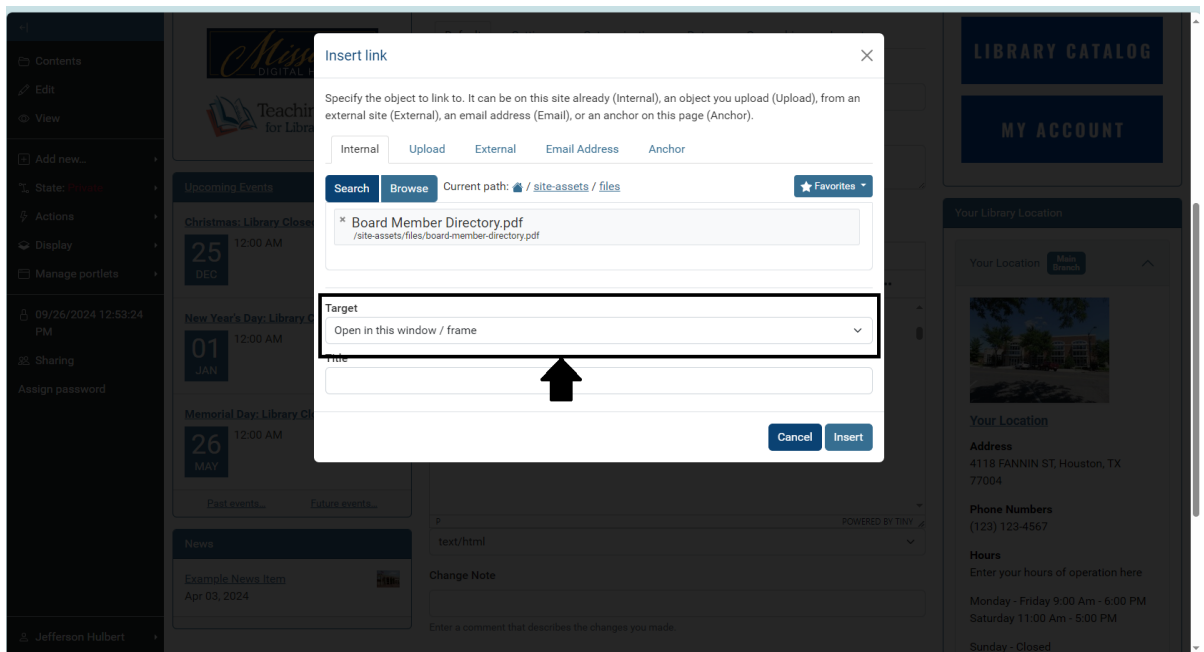


85. Then, select the file we want to link to.



86. Since we're using a pdf, we can use the target section to determine how users will access the file once they click the link.

Target



87. The Target options include:

Open in this window/frame.

Target

Open in this window / frame



This will move them from the current page to a new page without adding new tabs.

Open new window.

Target

Open in new window



This will create a new tab for the file, allowing the user to easily swap back and forth between the file and the page.

The other two options are **Open in Parent Window/ Frame**

Target

Open in parent window / frame



And **Open in top frame (replaces all frames)**

Target

Open in top frame (replaces all frames)

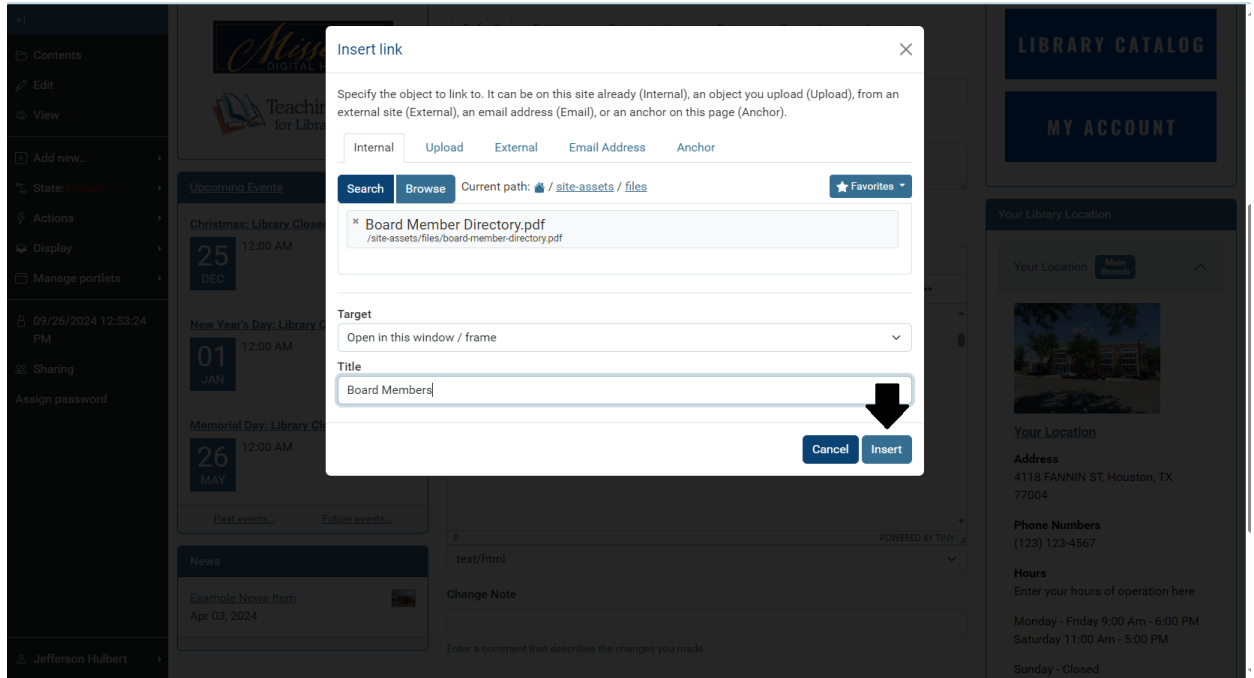


In our testing for this purpose, these seem to be functionally identical as the first option.

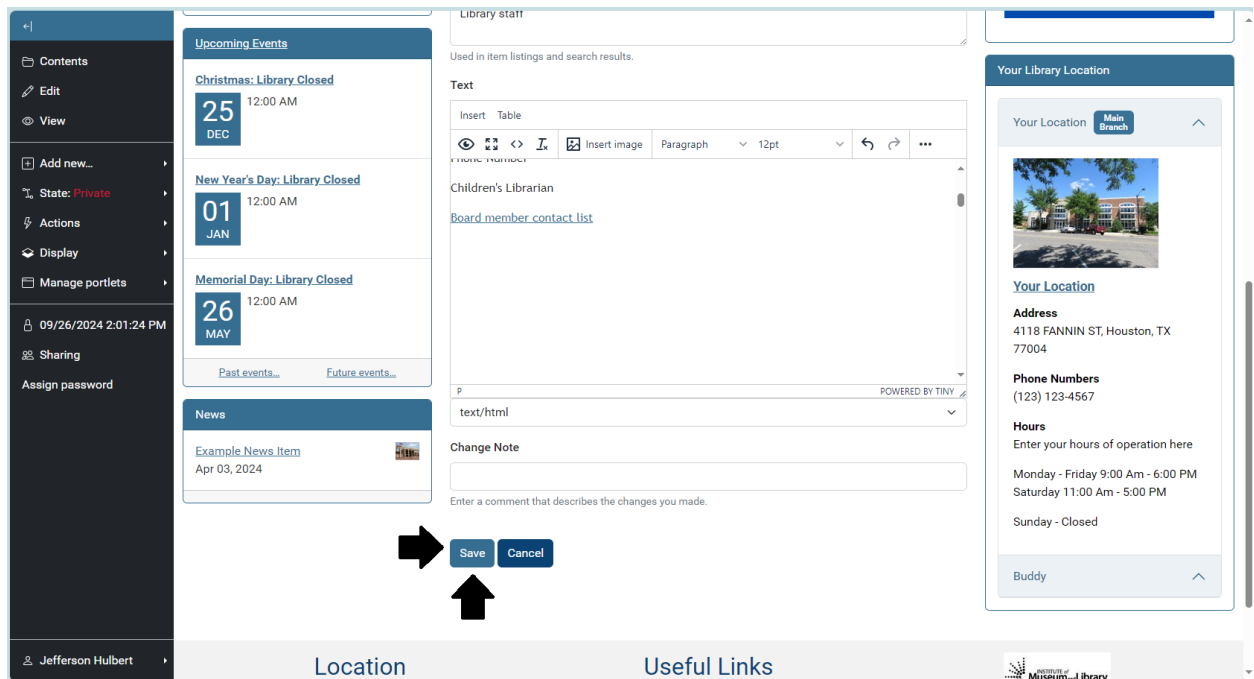
88. As with all links, you need to put something for the title text box. A good example for this one would be go to the board member contact list.

89. Once you have your preferred option selected, you select the insert button to add it to the section.

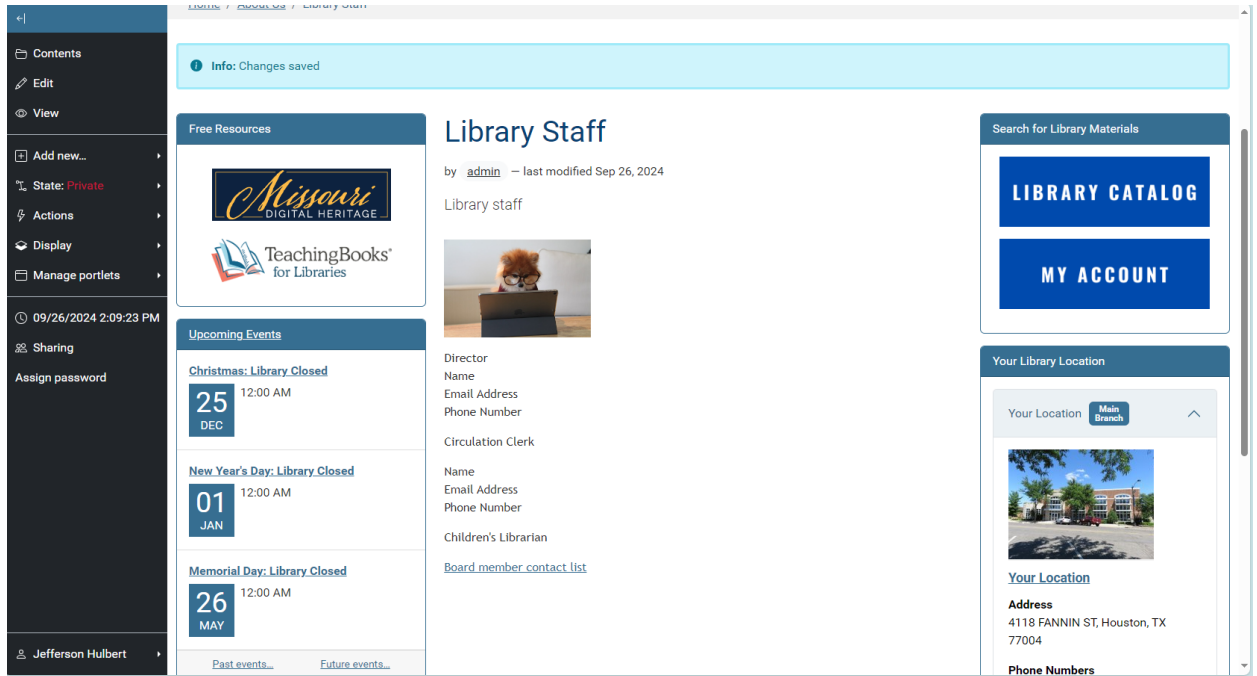
Insert



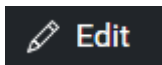
90. Click Save to permanently add it to the page.



91. Now, we have successfully uploaded images and files to our proper assets folder and added them to a page



92. To remove any of these assets from the page, simply go back to the edit menu and the text section and delete them the same way you would delete them in a word processing document.



93. As a small note before we conclude, using certain file types, at least on the test desktop using the Microsoft Edge browser, the link will instead act as a download link rather than displaying it in a new tab. Consider testing the file type and seeing if it opens up in a browser tab or if it downloads and whether you think that it better for your users.

94. You might not have someone in your organization with manager authorization. If this is the case and you cannot add subfolders to your Images and Files folder, we recommend you put in a ticket to Enfold on the issue.

95. **Special thanks to Nora Wesselmann, Microsoft, the Enfold team and the University of Michigan Library Michigan Department of Education, Apple, Lenovo and Medical Appraisal Scotland Section 508, Missouri AT, ADA National Network, Department of Education's Office for Civil Rights, Web Accessibility Initiative. Department of Justice. Web Accessibility in Mind. Associations of Research Libraries, Rassia Rurangwa**