

Hello everyone, my name is Nora Wesselmann, and I am the Missouri Ploud Project Coordinator here at the Missouri State Library.

In this video I am going to show you what the site assets folder is, how to upload images and files, and then how to add those images and files to the page.

When you have a picture or file that you want to add to your website, there are a couple of steps to follow to place it on a page.

Let's start with an image.

When you have an image you want to use on your website, you will have to upload it to a specific spot first.

Under the admin menu, select Root Folder Contents.

In this list, find the Site Assets folder, this is where the website holds the images and files you want to use on the pages.

Then select the images folder, we will come back to the files folder later.

The images folder is a list of all the images you have uploaded to your website. You can see what you have in here easier by going to the view tab on the green bar. This will give you a preview of all the items in the folder.

Now, to add an image, go back to the contents and click the "Add files or images..." button just under the green editing bar. This will give you a preview of what you have to upload. Click the pictures you want and then click "Open"

Once you see the image, click the Start Upload button on the right. You can add as many images as you would like at a time.

It is good practice to name your items clearly so you can easily find them later.

Now that the image is uploaded to the website, let's add it to a page.

For this example, I am going to add that poster to the Other Services page.

I am going to go into edit mode, click where I want the picture to be in the text box, and then use this Insert/Edit Image button on the right side of the toolbar.

In the pop-up, make sure you are on the Internal Images tab and then click the home icon and you can either search for the name of the file, or go into Site Assets and then Images, and scroll down to your desired image.

Once you have selected the image you want, give it a title. This is what shows up in the grey box when you hover over an image.

For the alternative text, describe what is in the picture. This is what patrons with disabilities who use screen readers will hear read out to them. For this example they will hear "Image: The Child holding a red book."

Once you finish filling in all the lines, click insert to add the picture to the page.

If your image is too large to fit, you can click and drag these white boxes in the corners to make it smaller until you have it the size that you want.

Then to save your changes, click save and the image should appear on your page.

For adding files, you follow a similar process to upload, just into the files folder. Which, is again under Site Assets, and Files.

There are a few more folders inside the files folder to help keep things organized.

In the file folder, use the same add files and images button to select the file you want to add to the website, and upload it to this folder.

For this example, I am going to upload some meeting minutes to add to the board of trustee's page.

Select the file and click open. Make sure the name is the one I want and start upload.

Now that the file is added to our site assets, we can add it to the page.

I am going to go to board of trustees and go into edit.

Adding a file to a page is a little different to adding an image.

First you need to add some text to attach the file to, I like to put the name, November 2020 Meeting Minutes, then highlight the text and select the "Insert/Edit Link" right next to the insert image button on the tool bar, it's the chain looking icon.

Again make sure you are on the Internal Tab and click on the house icon, and find your file.

Once you have selected the file change the target to "Open in new Window." This will open the file in a new tab instead of taking over your current window, and requiring patrons to click the back button to get back to the website.

Then add the title that shows up in the grey box and is read out by screen readers, so this is the November 2020 Meeting Minutes. When you are ready click insert and your selected text should turn into a link. You can check that it worked by saving the page and clicking on your new link.

That is all I have to show you in this video. I hope you found this small presentation helpful. I have my contact information here as well as Janet Caruthers who works with me on this project. If you have any questions or want any more information feel free to reach out to either one of us. Thank you for watching, and have a great rest of your day.