

## Images

Images add visual interest to Web pages, and help you emphasize certain points. You can add images such as graphics, charts and photographs to many TeamSite templates. You do this by linking to an image using an Image field in a template or by adding it in the Visual Format Editor (VFE) in a template. Templates that support the use of images include: Pictures Text, Pictures Text Banner, Linked Section, and Linked Section 2.

You must import images before you can link to them. The process of importing images is identical to importing documents. Refer to the Importing Files instruction sheet.

DAS maintains a host of approved images for your use in the following folder: /DAS/DAS\_images.shtml. Choosing the right image in the right size is important. For assistance with images, contact Linda Morrell, State Web Information Publisher, (503) 378-5223.

### Instructions (Image Field):

1. Import your image(s); refer to the Importing Files instruction sheet. Note: It is not necessary to publish images prior to linking to them. When you send the file through the workflow, the image will publish along with the file.
2. Open the TeamSite template to which you wish to add an image.
3. In the Image field, click the Browse button and navigate to an imported image.
4. Click in the Caption field (optional, unless it's copyrighted image) if you wish to add a caption. The template will format the caption for you.
5. Click in the ALT Tag field and add a description of the image. This field is mandatory. Visitors to your site who use a "screen reader" will benefit from an apt description. If you're using a stock photo, be sure to type in a "credit" line. (i.e. – "photo credit istockphoto.com")
6. Click in the Image URL field (optional) to add a destination URL for users who click on your image.
7. Repeat steps 3 through 6 to add images to subsequent sections of the template.

The screenshot shows the 'Edit free\_form\_pictures\_text\_banner' window in the TeamSite Visual Format Editor. The window title is 'Edit free\_form\_pictures\_text\_banner' and it includes a 'Help' button. The interface shows a 'Mac Editor' tab and a 'Section - 3' container. The fields are as follows:

- Section Header**: Enterprise Information Strategy and Policy Division
- Image**: /DAS/images/whats\_up/masse\_theresa.jpg (with a 'Browse' button)
- Caption**: Theresa Masse, State Chief Information Security Officer
- ALT Tag \***: Theresa Masse, State Chief Information Security Officer
- Image URL**: /DAS/EISPD/ESO/index.shtml (with a 'Browse' button)

At the bottom, there is a 'Sub-Section - 1 item' indicator.

## Instructions (VFE):

1. Import your image(s); refer to the Importing Files instruction sheet. Note: It is not necessary to publish images prior to linking to them. When you send the file through the workflow, the image will publish along with the file.
2. Open the TeamSite template to which you wish to add an image.
3. Click within the VFE to access it.
4. Place your cursor where you would like the image to appear and click the Insert Picture button on the VFE toolbar. A Picture Properties dialog box will open.
5. Click the Select New File button and browse to the image you wish to add. Click OK when you find the image.
6. Click the Preview button to see the image in the dialog box. The size, in pixels, will appear in the Width and Height boxes. If the image is incorrect or not sized appropriately, click Cancel and begin again.
  - a. You can also click on the image, hold down the mouse and drag the image up or down.
7. You can specify a border, or the alignment of an image, using the Border Thickness and Alignment fields.
8. Tab to the Title field and add an ALT Tag (mandatory) to describe the image.
9. Click OK to close the dialog box and return to the VFE. If you need to alter the image, right click the image and scroll down to “Picture” to re-open the Picture Properties dialog box.

