

Image User Guide

Image Actions

Add Image

To start this action, click the **Add Image** button above the Image listing.

Creates a new Image.

When this action starts a form is displayed to enter the details of the Image.

Each field customises or controls some aspect of the Image display or behaviour.

Some fields are required and must be entered before the Image can be added, the required fields are Name (Alt text).

Although some fields are not required, it is best practice to populate these, including .

Most fields are optional, and are often prefilled with a good default so these may not need to be changed. These optional fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

View

To start this action, select the Image you need to work on, and click the  **View** button in the  More Menu on that row.

Display the selected Image.

This action displays the Image similarly as for an Edit Action, except none of the fields are editable.

Useful for reviewing records without making any changes.

Edit

To start this action, select the Image you need to work on, and click the  button on that row.

Edits an existing Image.

When this action starts a form is displayed with the existing Image and any previous information entered.

Each field customises or controls some aspect of the Image display or behaviour.

When editing it is advisable to only change what is needed and most fields may not need to be changed. These other fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

Delete

To start this action, either select the Image to work on and click the  button on that row. Or CTRL+click to select multiple Images and click the  button above the Image listing.

Deletes an existing Image.

When this action starts a screen is displayed to check for Confirmation before the Action continues.

On this screen a list of warnings may be provided to show the impact of deleting this Image.

Search

To start this action, click the  button above the Image listing.

Allows a Search of Images.

This allows a simple text search across all Images.

To search a specific field select the field from the drop down list

Adv. Search

To start this action, click the  **Adv. Search** button above the Image listing in the  More Menu.

Allows an Advanced Search of Images.

The Advanced Search opens a new section at the bottom of the Images and allows several distinct features:

- Multiple Search Lines : allows Image matches to be identified where more than one search criteria is required
- Nested Searches : allows a combination of AND and OR logic to find results
- Saved Filters : allows a search to be saved as a Filter

- Export : allows the results of the search to be exported and worked on separately

Refresh

To start this action, click the  Refresh button above the Image listing in the  More Menu.

Refresh the list of Images.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

Export to List

To start this action, click the  Export to List button above the Image listing in the  More Menu.

Export the Image results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Images shown.

Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Images will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.

Export All

To start this action, click the  Export All button above the Image listing in the  More Menu.

Export all the Images to a List.

Exactly as for "Export to List" except rather than just Exporting the Image results shown, all Images will be exported.

Export Item

To start this action, select the Image you need to work on, and click the  Export Item button in the  More Menu on that row.

Export only the selected Image to a List.

Exactly as for "Export to List" except rather than just Exporting the Image results shown, only the selected Image is exported.

Import Images

To start this action, click the  Import Images button above the Image listing in the  More Menu.

Import Images from a CSV file

Allows a CSV file of Images to be imported to create individual Image records for each row.

See separate Import documentation.

Choose Columns

To start this action, click the  Choose Columns button above the Image listing in the  More Menu.

Changes the Columns shown in the Image Listing.

The Choose Columns screen shows the Selected Columns on the left, and the Image Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Image Listing.

Manage Filters

To start this action, click the  Manage Filters button above the Image listing in the  More Menu.

Creates custom Filters for Images.

A Filter is a saved Advanced Search. Multiple Filters can be created for Images.

These Filters appear at the top of the Image listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Images where these can be managed.

Image Field Reference

Name (Alt text)

This field is mandatory.

Enter a short descriptive name of the item, e.g. 'Company Logo'

This is used as the Alternative Text for screen readers.

Tags

Select the tags that allow this item to be found as a related item when another item is displayed

Find Others Mandatory Tags

When this item is displayed, another item will be found as a related item if it has ALL of these tags set

Find Others Option Tags

When this item is displayed, another item will be found as a related item if it has ANY OF these tags set. These tags operate in addition to any 'Find Others Mandatory Tags' set

Link names

Name(s) for direct hyperlinks to this item. Separate multiple link names with ';'. e.g. if 'fred;fred.html' is entered, entering a URL of \$BASEURL\$/fred or \$BASEURL\$/fred.html into a browser will show this item directly.

Additional Header Content

Advanced Use Only.

This content will be copied directly into the <head> section of the page's HTML.

A '\$USE\$' macro can be used to copy the Additional Header Content from another item.

The format of the \$USE\$ macro is \$USE;Page:English/Who We Are/About Us\$.

Where:

Page - the type of item (e.g. Page, Product, Article)

English/Who We Are/ - the names of the parent Pages (for Pages), or the category path (for Products, Articles etc.)

About Us - the name of the item, e.g. the Page's 'Name' field or Article's 'Heading' field.

Where the Additional Header Content from the other item is wrapped in <nouse>....</nouse> tags then the section inside the <nouse> tags will be ignored.

Image Gallery Description

The full description of the image when shown in an image gallery

Attribute Set

The attributes in the selected attribute set will be made available to this item