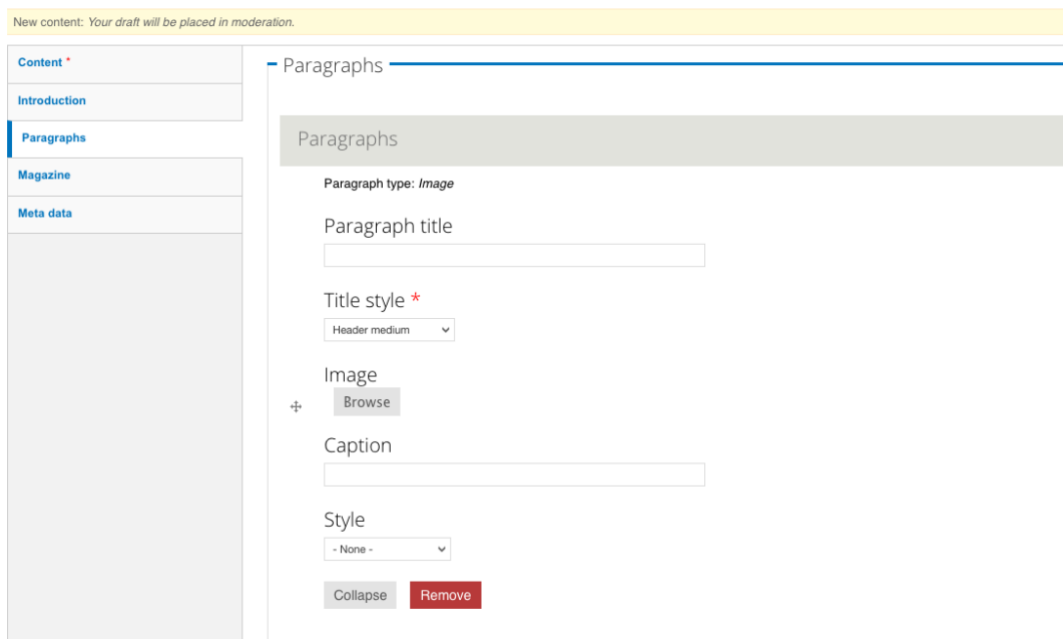## Placing images on a UM webpage

Placing an image on a UM webpage involves a number of steps depending on the type of image. For example, placing and cropping a large header image is more complicated than placing a sidebar image.

When an image is placed on a webpage, it is automatically incorporated into Drupal's built-in Image Library. If you need the image again, you will be able to find it there and reuse it.

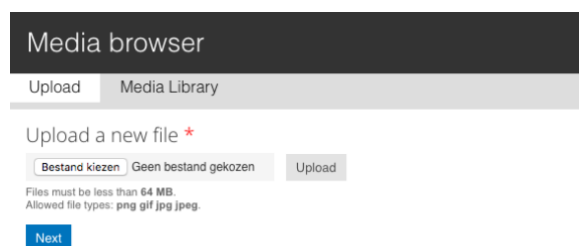Drupal can accommodate various image file formats: PNG, GIF and JPG.

Placing an image
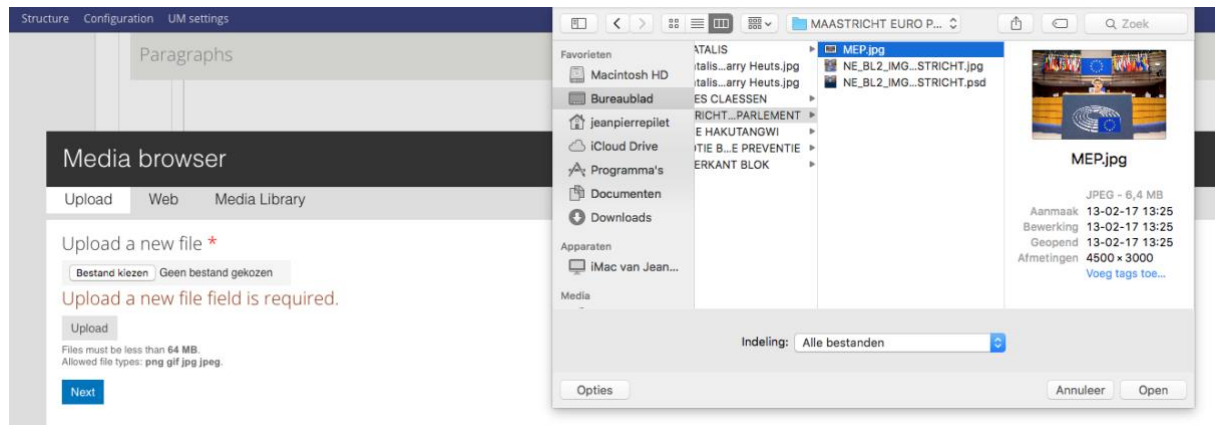
Create a paragraph in which to place your image.

Choose image > Browse. In the next window you can upload an image or search the Image Library.

Choose an image on your computer to upload using the Upload tab.

To search for an image in the Library (Media Library tab), choose an image from the Drupal library.
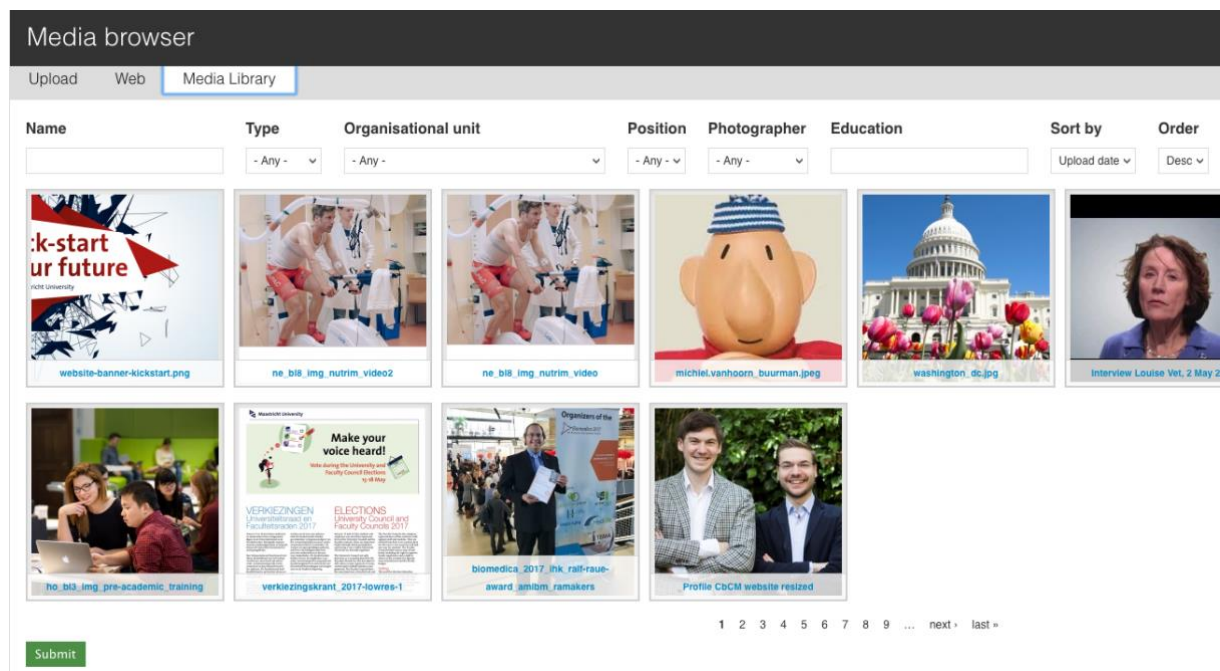
There are several ways to search for an image in the Library. You can search by:
- file name
- file type
- name of photographer
- etc.

If you have chosen an image from the Library, it should already contain metadata, such as the alt texts and title, photographer and organisational unit. In this case, you will not need to add this information yourself.

Never re-crop an image you have chosen from the Library with the cropping tool. If you do, this will change the image wherever it appears on the website. This means the image will be displayed incorrectly on other pages, which we cannot feasibly check in all cases. If you wish to re-crop an image, upload it again for that purpose.

Enter an alt text and title text for the image.
- Alt text: provides alternative information for apps or devices that do not or cannot display images. The text you enter here will replace the photo and should therefore describe what can be seen in the photo.

- Title text: provides additional information about the photo and becomes visible when the reader hovers the cursor over the photo. Here you can enter additional information about what can be seen in the photo or what its purpose is.

Both the alt and the title text are important for visitors, but also for SEO and Google searchability. Be sure to enter concise, relevant information, preferably containing one or more keywords about the subject. Do not simply enter a series of separate keywords; this does not aid with searchability.

Media browser

Upload   Media Library

Name *

home_img_brightlands_tent_op_pinkpop

Alt Text *

Brightlands tent at Pinkpop

Alt text dutch

Brightlands tent op Pinkpop

Title Text

ə Brightlands Limburg tent staat komende drie jaar op het Pinkpop festival

Title text attribute

Organisational unit

<none>   Add

All selections

Nothing has been selected.

Update

Continue to fill in or choose the remaining information: organisational part, photographer, etc. Then save the image.

› URL redirects

☐ Hide in media library

Previous   Save

The image has now been posted. If you wish, you can add an additional caption (e.g. a photo credit).

'Remove': remove the image.
'Edit': replace the image with another or add additional information to the image.

Now if you publish the page or save it as a draft, you will see the image in the page layout.

The CMS provides for many different image paragraphs and formats; see the overview 'Image paragraphs and pixel sizes'.