

Placing images on a UM webpage

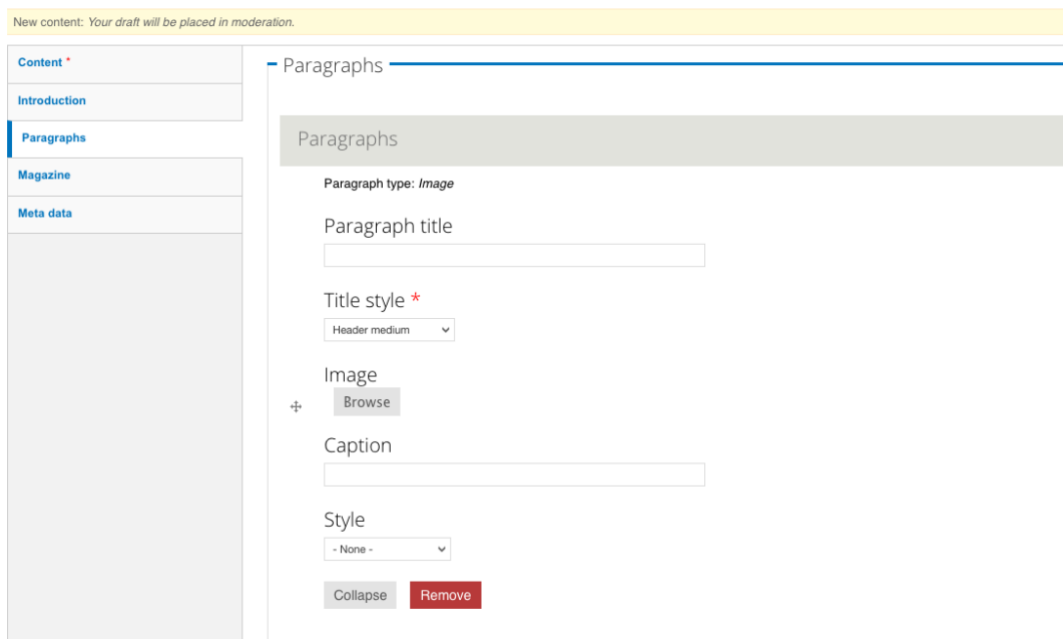
Placing an image on a UM webpage involves a number of steps depending on the type of image. For example, placing and cropping a large header image is more complicated than placing a sidebar image.

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.

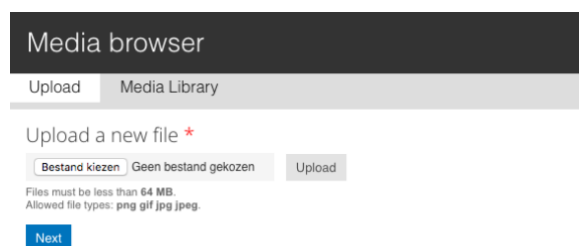
Placing an image

Create a paragraph in which to place your image.



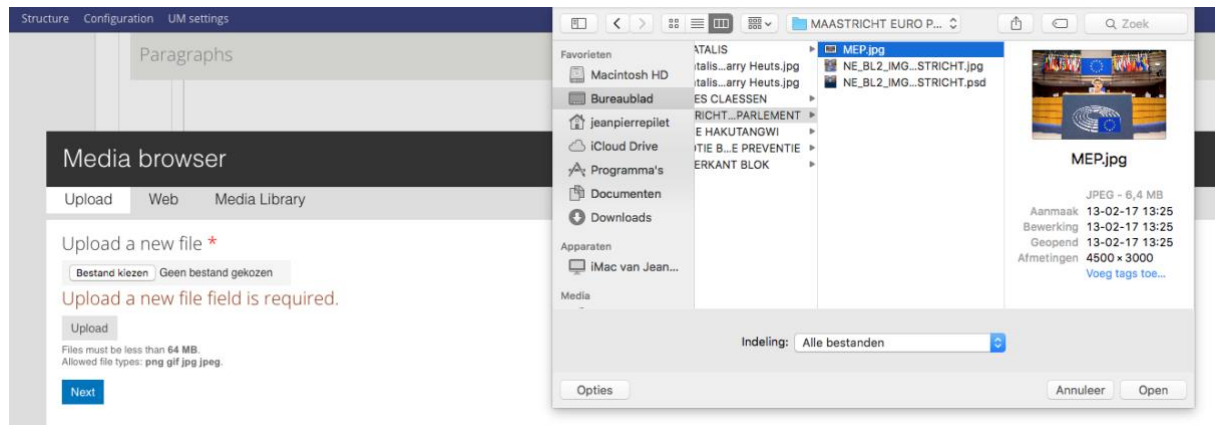
The screenshot shows the Drupal content editor interface. At the top, a yellow banner reads "New content: Your draft will be placed in moderation." Below this is a sidebar on the left with a menu containing "Content", "Introduction", "Paragraphs" (which is selected), "Magazine", and "Meta data". The main content area is titled "Paragraphs" and shows a configuration for an "Image" paragraph type. The configuration includes a "Paragraph title" text input field, a "Title style" dropdown menu set to "Header medium", an "Image" section with a "Browse" button, a "Caption" text input field, and a "Style" dropdown menu set to "- None -". At the bottom of the configuration are "Collapse" and "Remove" buttons.

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

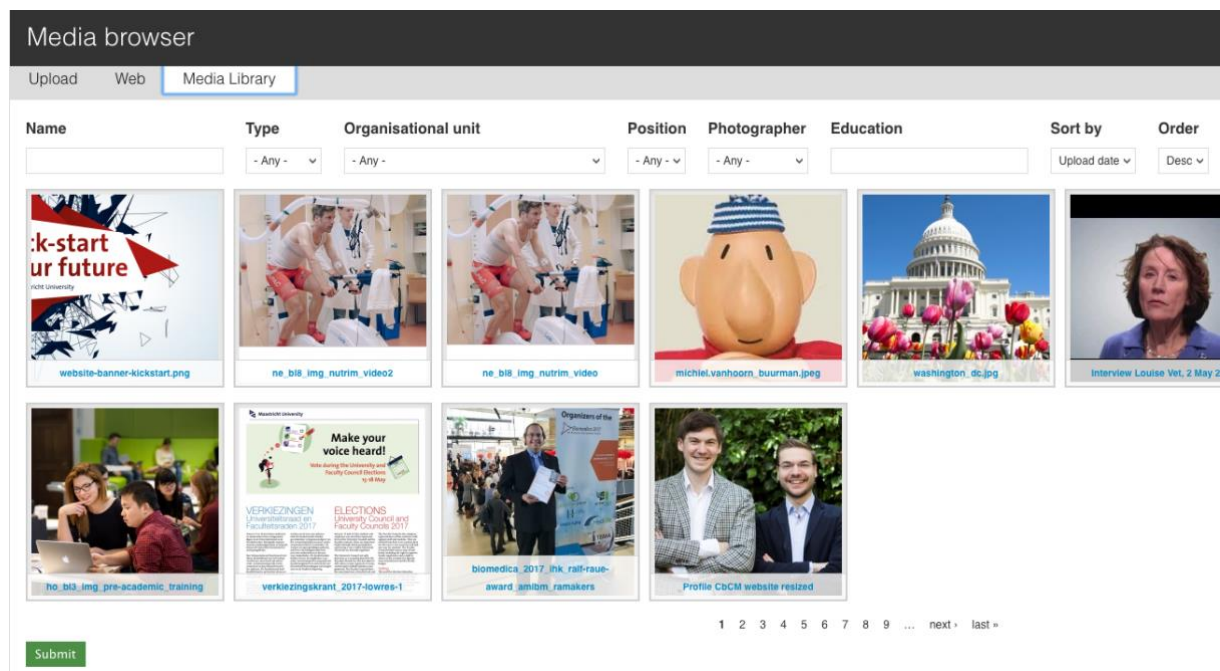


The screenshot shows the "Media browser" interface. It has a dark header with the text "Media browser". Below the header are two tabs: "Upload" (which is active) and "Media Library". Under the "Upload" tab, there is a section titled "Upload a new file" with a red asterisk. Below this title are two buttons: "Bestand kiezen" (selected) and "Geen bestand gekozen". To the right of these buttons is an "Upload" button. Below the buttons, there is a note: "Files must be less than 64 MB. Allowed file types: png gif jpg jpeg." At the bottom left of the interface is a blue "Next" button.

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.

The screenshot shows a 'Media browser' interface with a dark header. Below the header are two tabs: 'Upload' and 'Media Library'. The main form contains several fields:

- Name ***: A text input field containing 'home_img_brightlands_tent_op_pinkpop'.
- Alt Text ***: A text input field containing 'Brightlands tent at Pinkpop'.
- Alt text dutch**: A text input field containing 'Brightlands tent op Pinkpop'.
- Title Text**: A text input field containing 'Brightlands Limburg tent staat komende drie jaar op het Pinkpop festival'. This field is highlighted with a blue border.
- Title text attribute**: A label for the title text field.
- Organisational unit**: A dropdown menu with '<none>' selected and an 'Add' button next to it.
- All selections**: A label for the organisational unit dropdown.
- Nothing has been selected.**: A text box indicating no selection.
- Update**: A button at the bottom of the form.

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

The screenshot shows the bottom part of the form:

- URL redirects**: A text input field with a blue underline.
- Hide in media library**: A checkbox that is currently unchecked.
- Previous**: A button.
- Save**: A green button.

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

Image



Remove

Edit

Caption

'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'.