

# Ektron Website Quick Reference

## Procedure for adding a new Image to the CMS

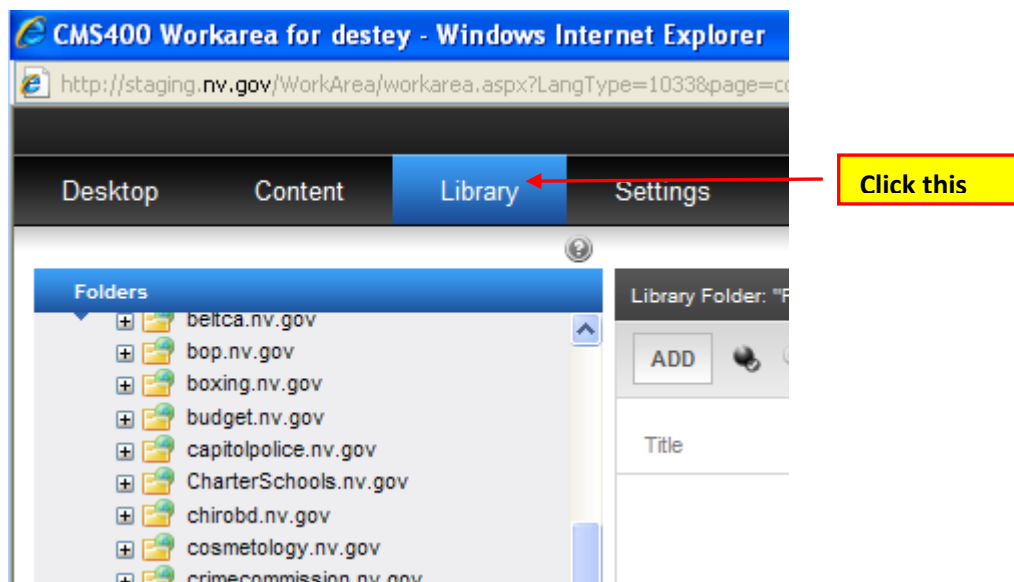
There are two ways to upload an image.

1<sup>st</sup> option is to upload the image before you add it to the content block, smart form or html content area you want it to appear on.

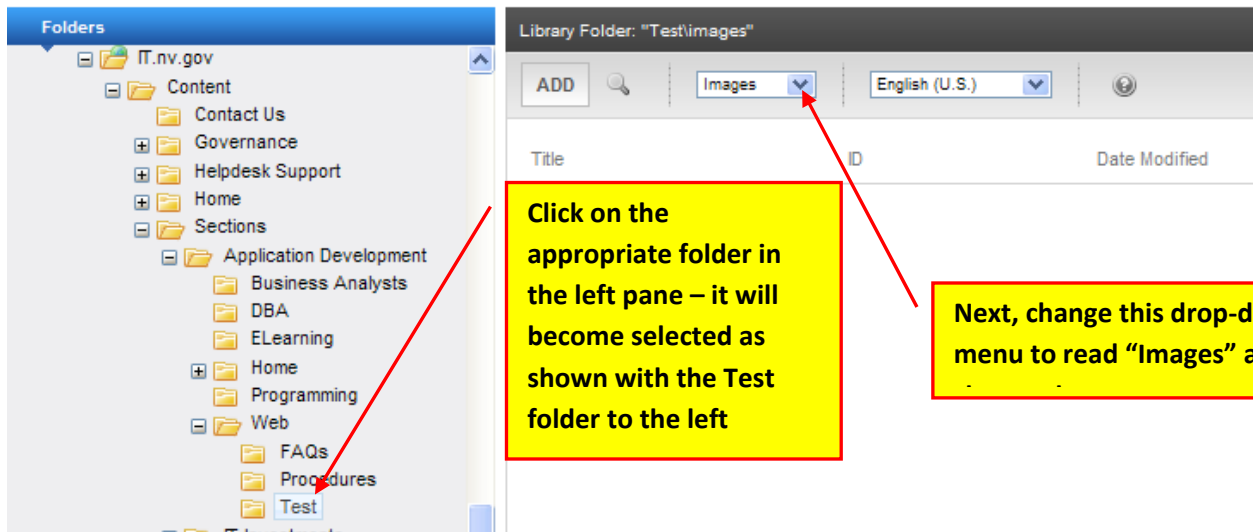
2<sup>nd</sup> option is to upload the image from within the content block or smart form you want it to appear on.

### Option 1 Procedures- Upload prior to Updating the Smart Form

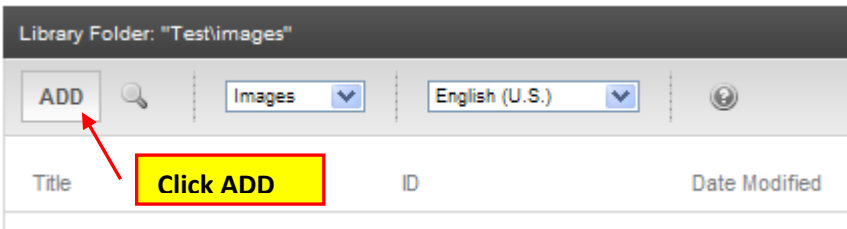
Make sure you are logged in to the Content Management System, and then click the LIBRARY tab at the top of the WORKAREA. Note: The WORKAREA by default opens to the CONTENT tab.



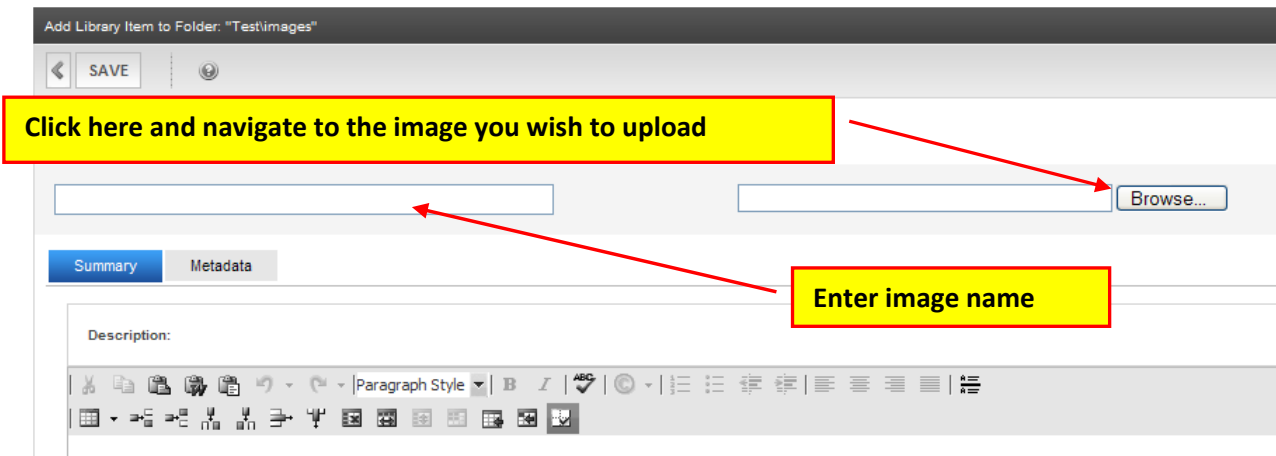
Next, navigate to and click on the folder you want to upload the new image to.



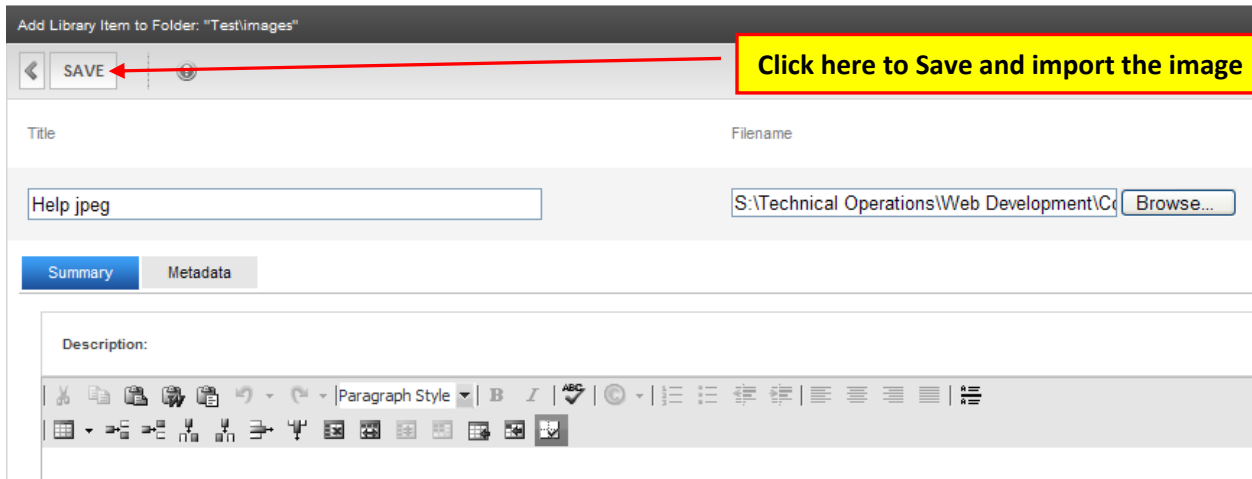
Then click the ADD button in the right pane.



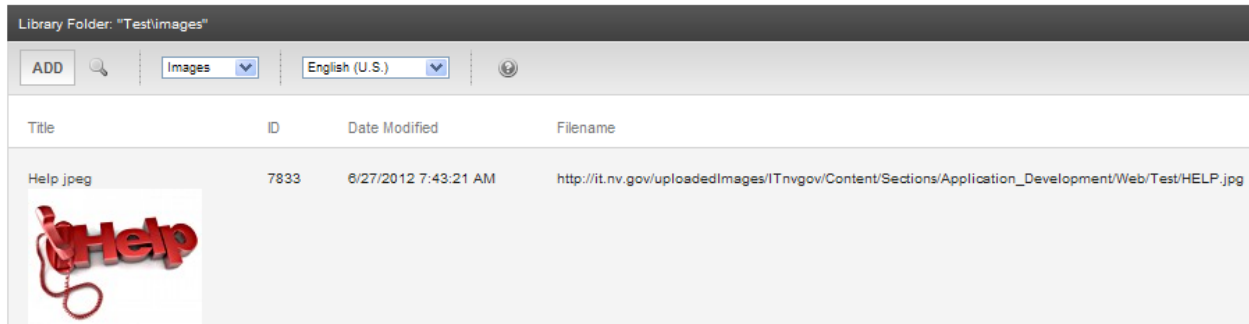
Then click the ADD button in the right pane. Then, click the BROWSE button in the “ADD LIBRARY ITEM TO FOLDER” dialog box and navigate to the image you wish to upload, then enter the image name.



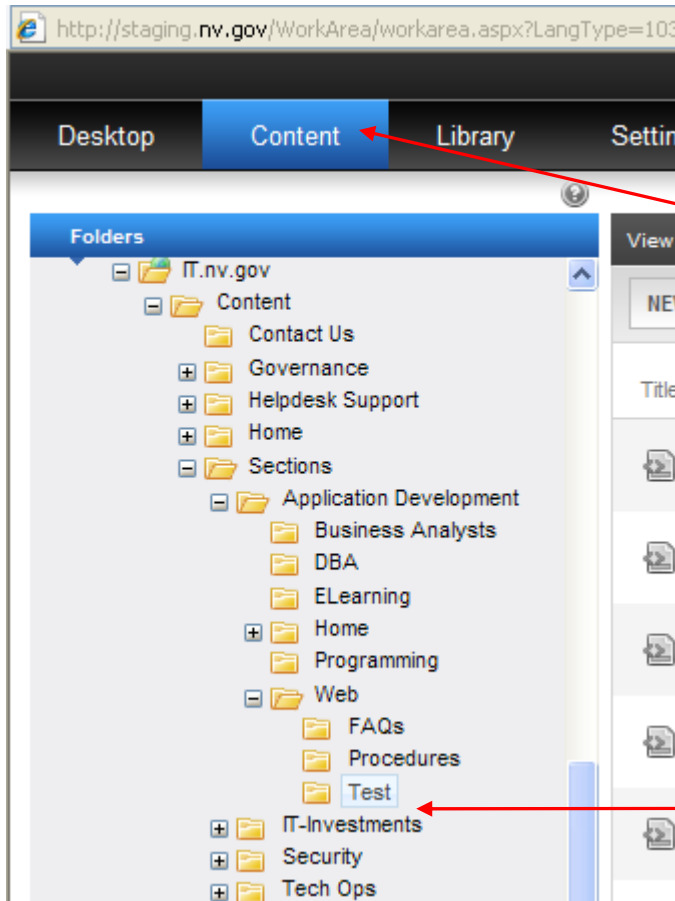
Then click the SAVE button



Your image should now appear in the right pane as shown below.



Next, in the WORKAREA click the CONTENT tab, then navigate to the folder containing the smart form, html content area or content block you wish to add the image to. Open it.



Click here

You can add an image to most smart forms, content blocks or using a straight HTML content block.

Enter Document description (optional)

In the smart form click on the image icon to add an image to the page. The example below uses the PAGE Template that contains an image icon which will determine the placement of the image on the smart form.

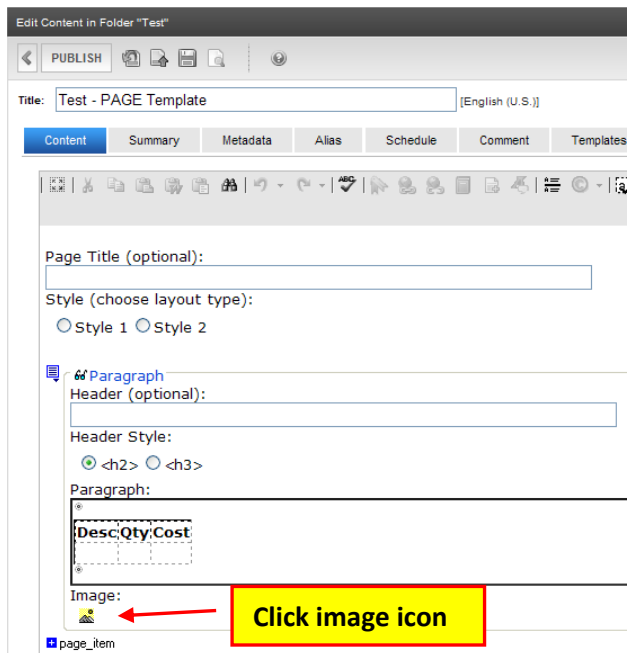
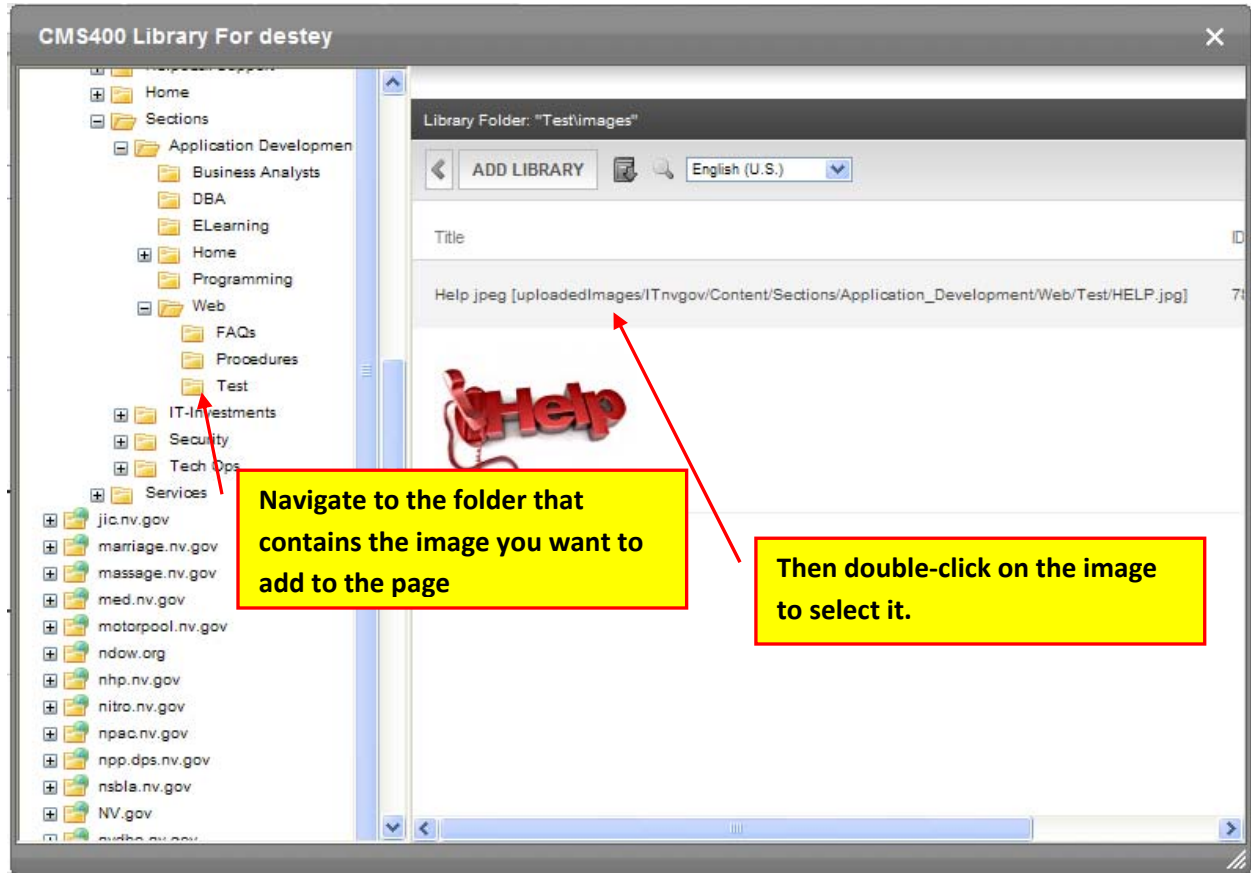


Image: Click image icon

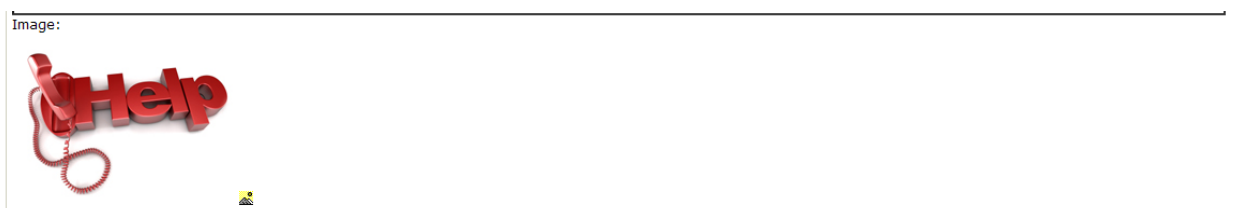
Regardless of which template you are using, the appearance of the above icon will allow you to add an image to the smart form.

Click image icon

When the CMS400 LIBRARY dialog box appears, in the left pane navigate and locate the folder that contains the image you want to add to the page.



The LIBRARY FOLDER will disappear and the image will appear on your page, similar to that shown below.



Go to the browser page in the staging environment you were trying to see changes on and click the refresh button.



Click on the refresh button to verify the deleted document is no longer there.

**NOTE:** If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

# Ektron Website Quick Reference

## Procedure for adding a new document or an image to the CMS

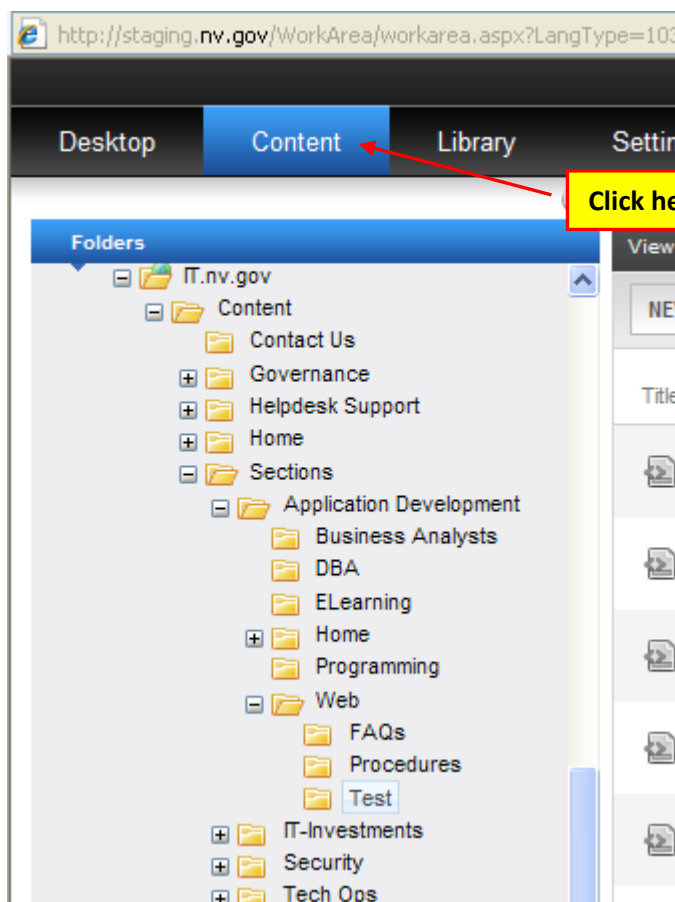
There are two ways to upload your file, document or an image.

1<sup>st</sup> option is to upload the document before you add it to the content block (or smart form) you want it to appear on.

2<sup>nd</sup> option is to upload the document from within the content block or smart form you want it to appear on.

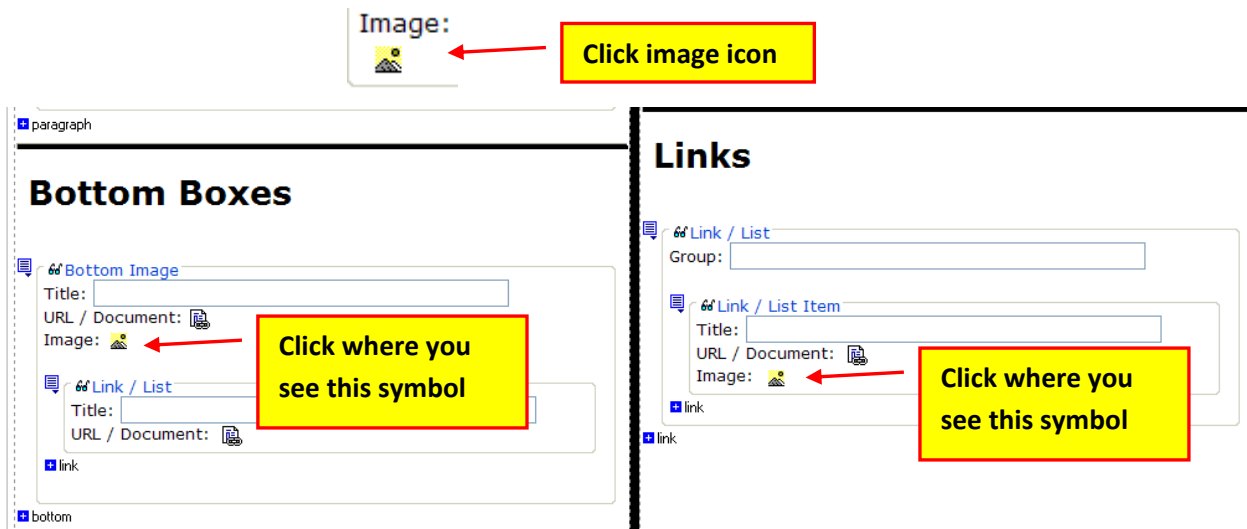
### *Option 2 Procedures- Upload from within Content Area or the Smart Form*

In the WORKAREA make sure you are in the CONTENT tab area, and then navigate to the folder containing the smart form or content area you wish to add the document or file to. Open the smart form or content area.



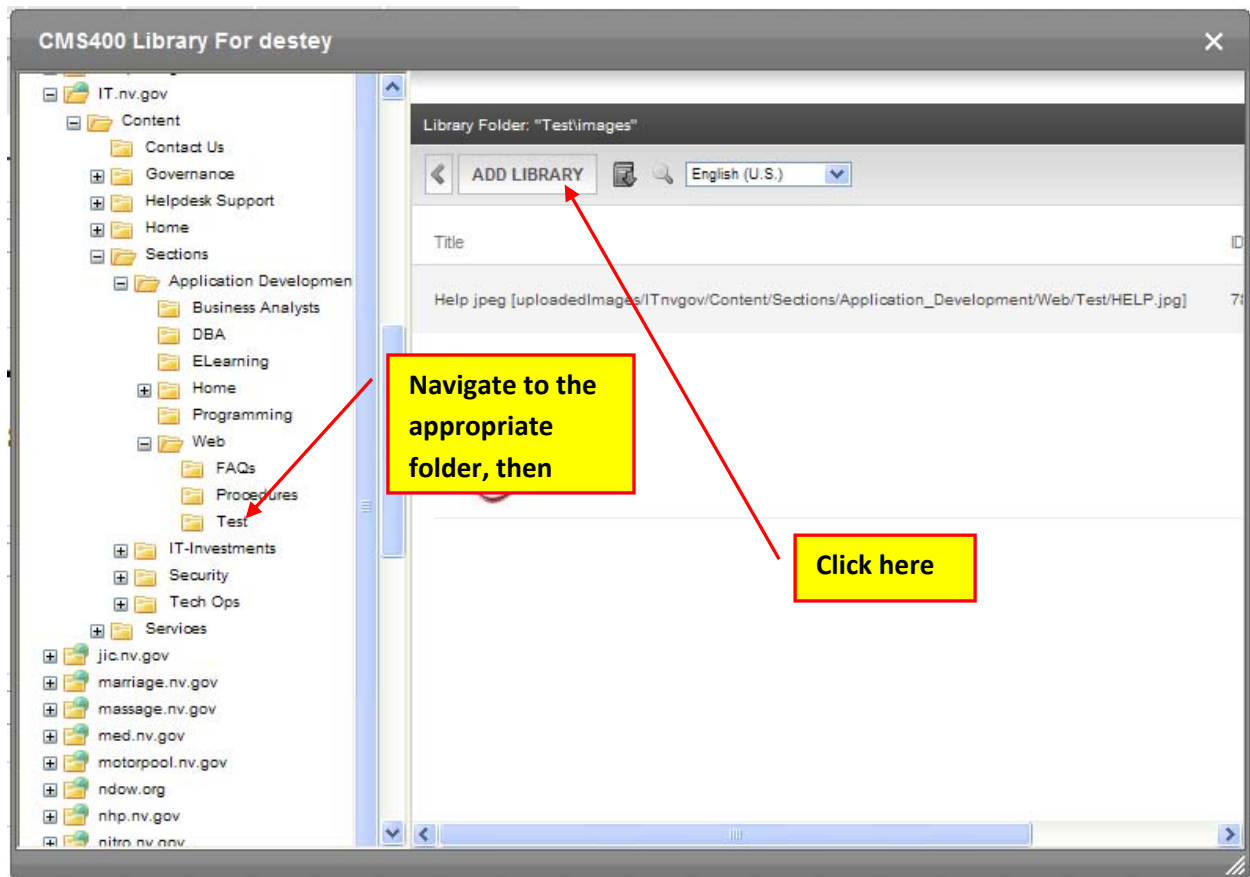
You can add an image to most smart forms, content blocks or using a straight HTML content block.

In the smart form or content area, click the image icon. This example uses the PROGRAM PAGE Template.

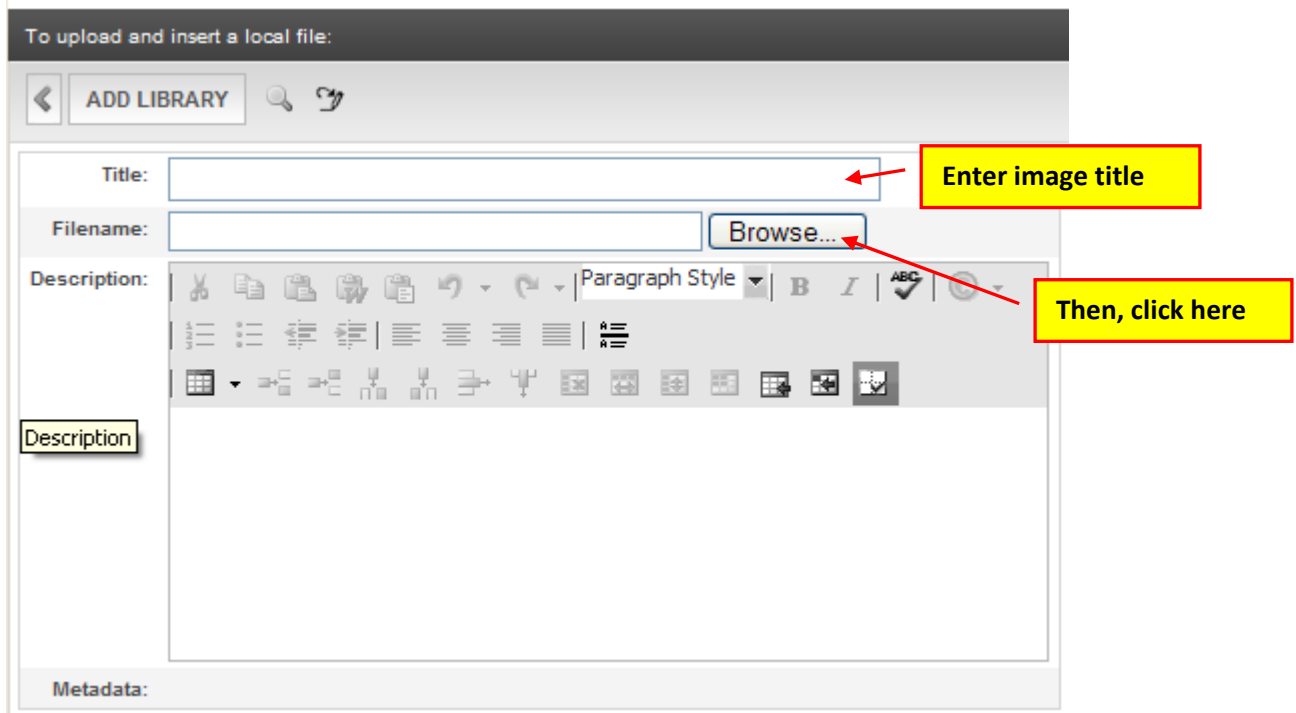


[Click here to add the image to a plain HTML Content area.](#)

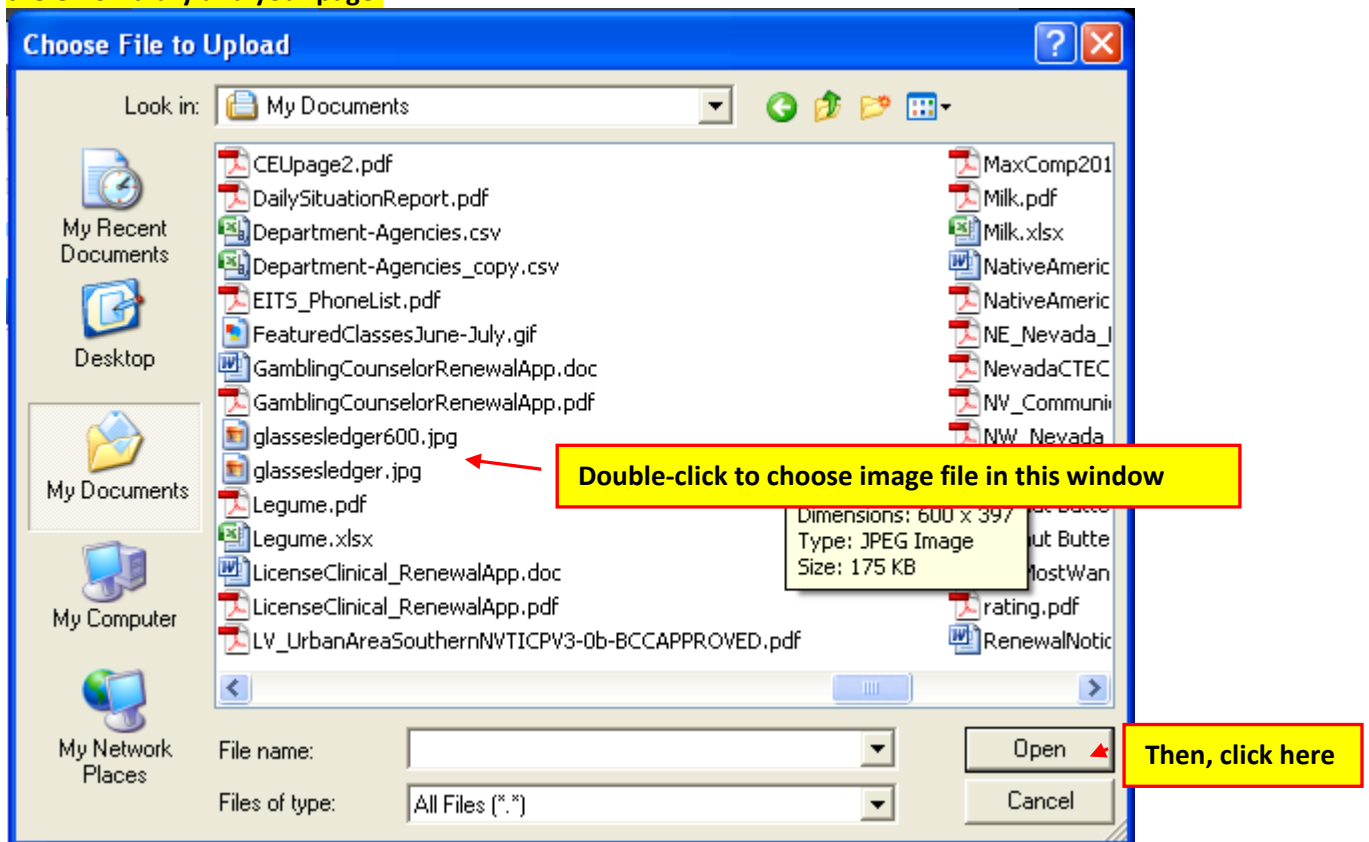
When the CMS400 LIBRARY dialog box appears, in the left pane, navigate to the folder you want to upload the image to and then click the ADD LIBRARY button.



Enter the image title and click the BROWSE button.

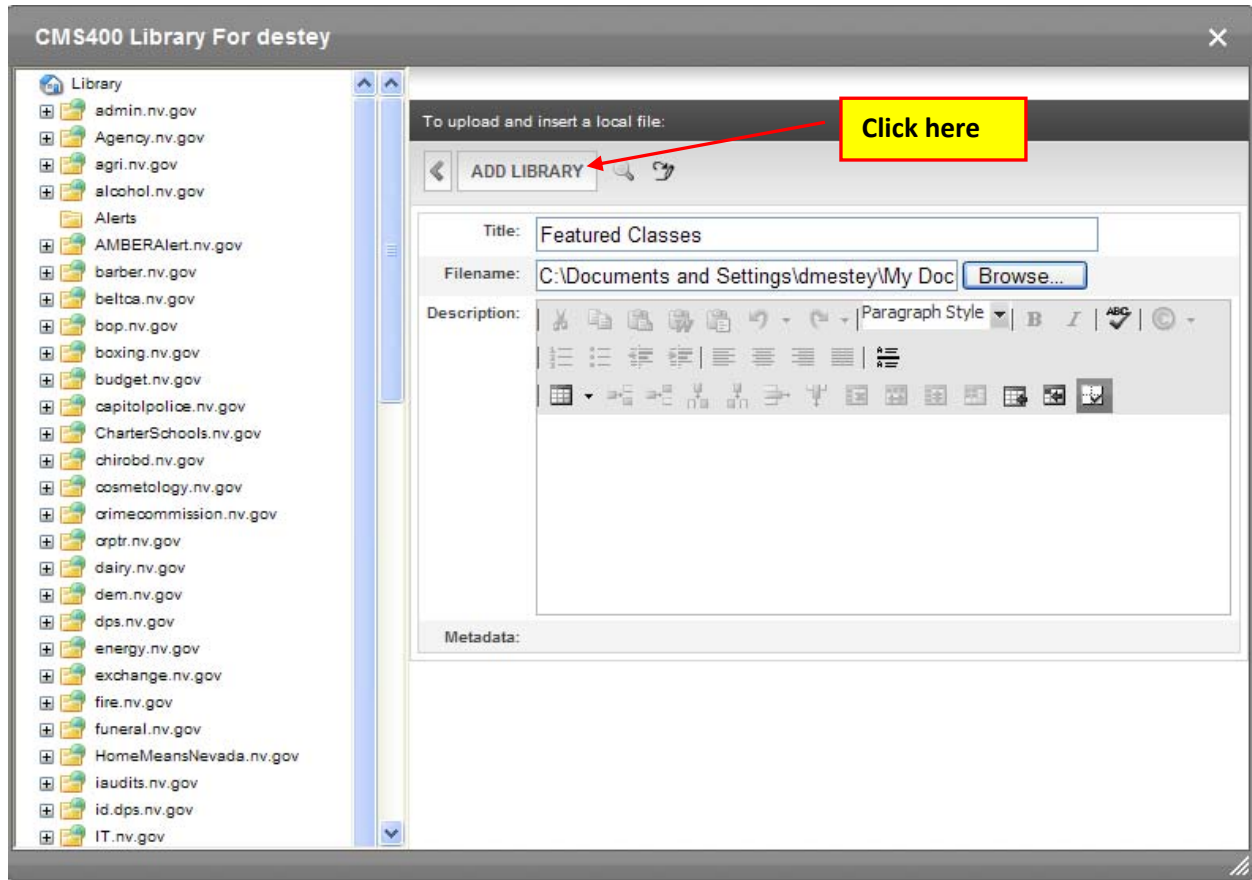


When the CHOOSE FILE TO UPLOAD window appears, locate and double-click on the image you want to add to the CMS library and your page.



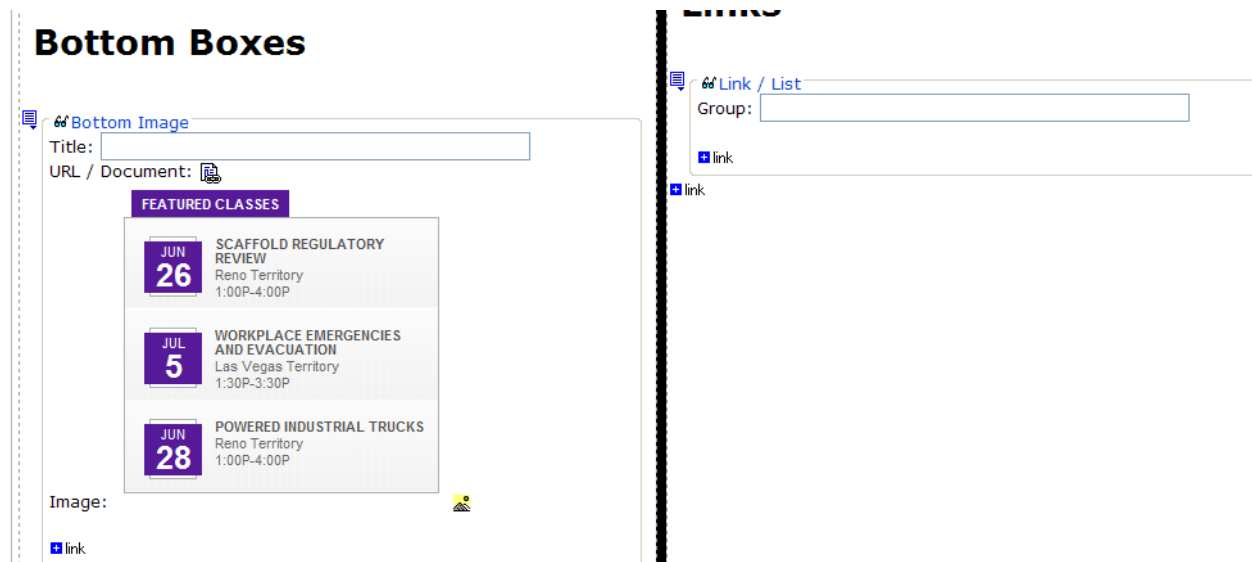


Click the ADD LIBRARY button to import and add your image to CMS and to the page.



**PLEASE NOTE: You must size the image before you upload it to CMS.**

The finished product will look similar to the print screen showing below.



Go to the browser page in the staging environment and verify your image has been added to the page.



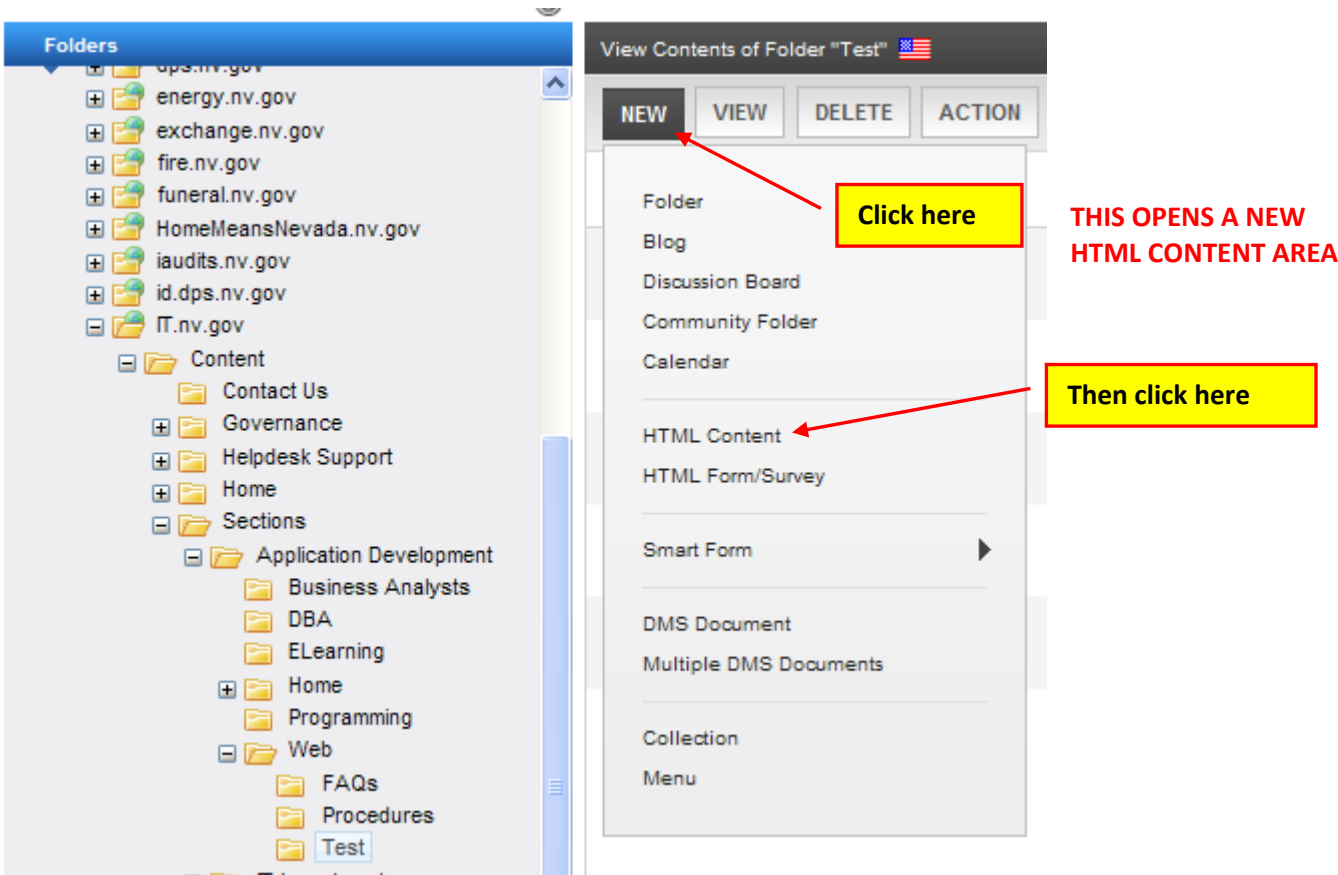
Click on the refresh button to verify the image is there

**NOTE:** If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

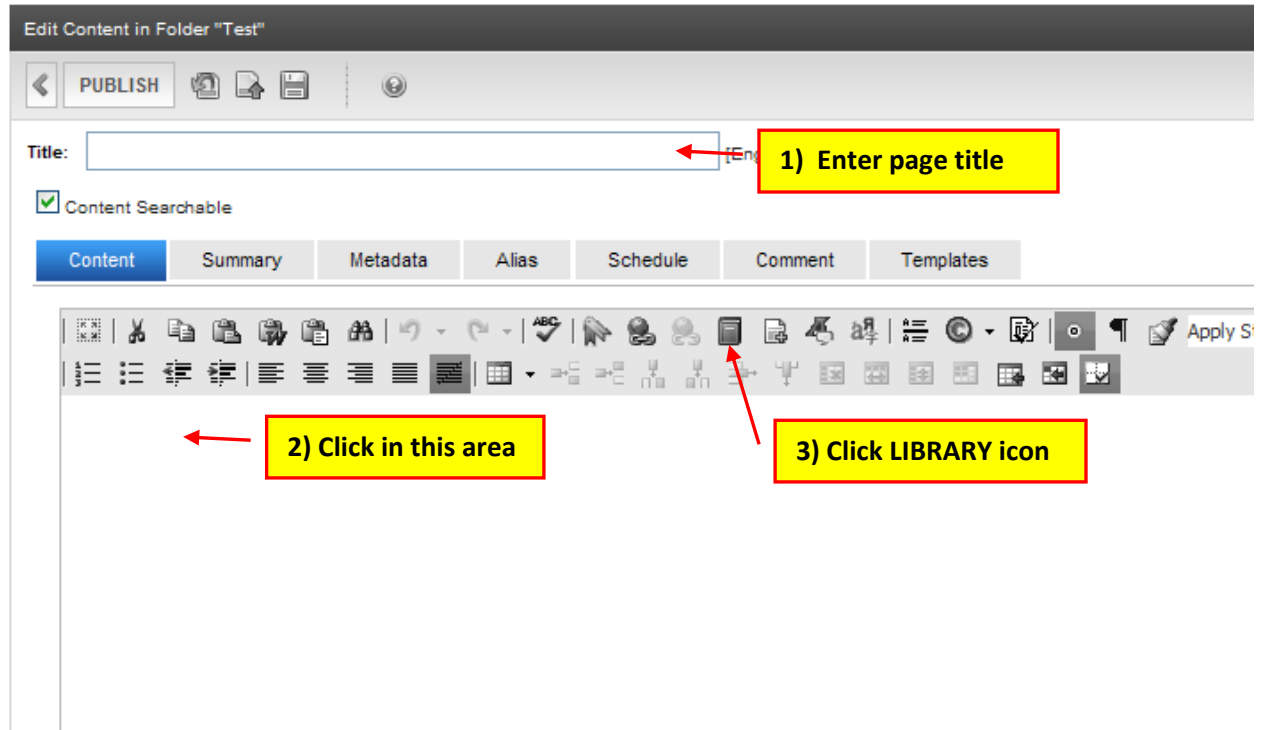
If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

**To add an image to an HTML content area:**

Open the WORKAREA to the CONTENT TAB, click NEW then HTML CONTENT from the drop-down menu or open the HTML Content area you want to add the image to.

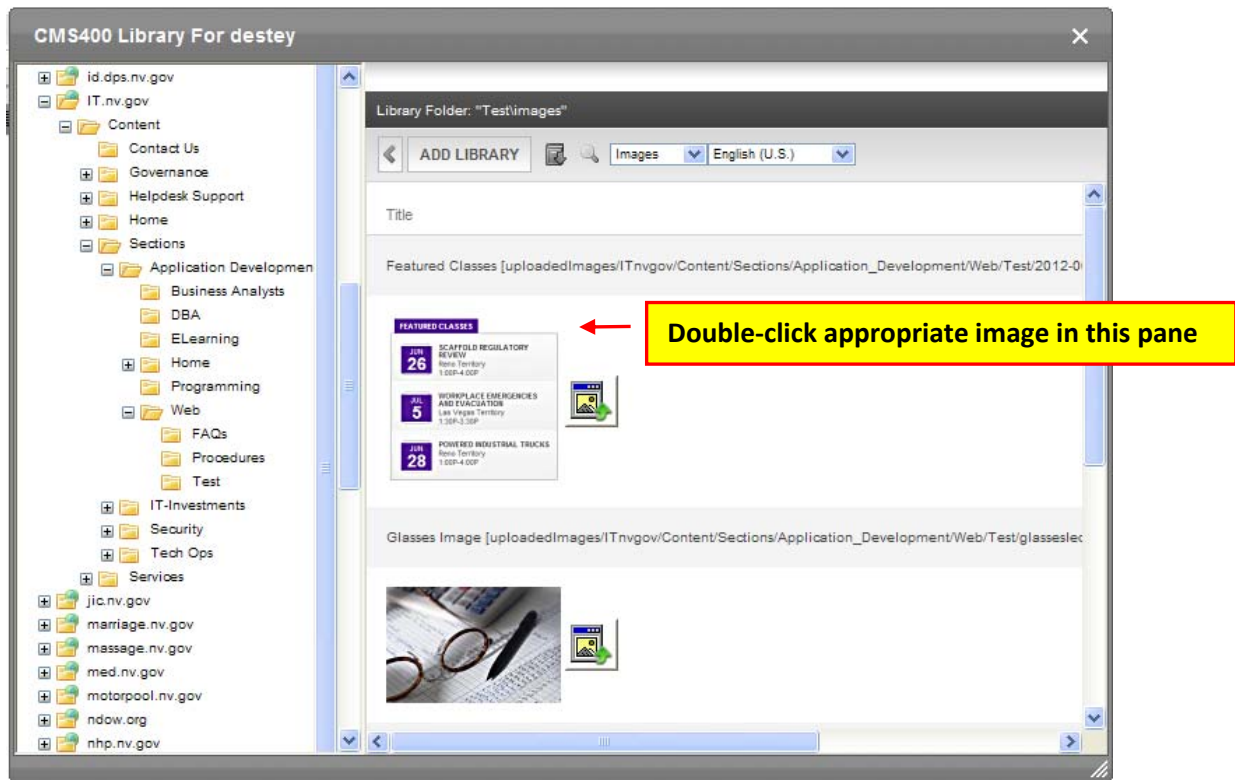


When the HTML Content area appears, enter a page title, place your cursor in the window, and then click on the LIBRARY icon button.

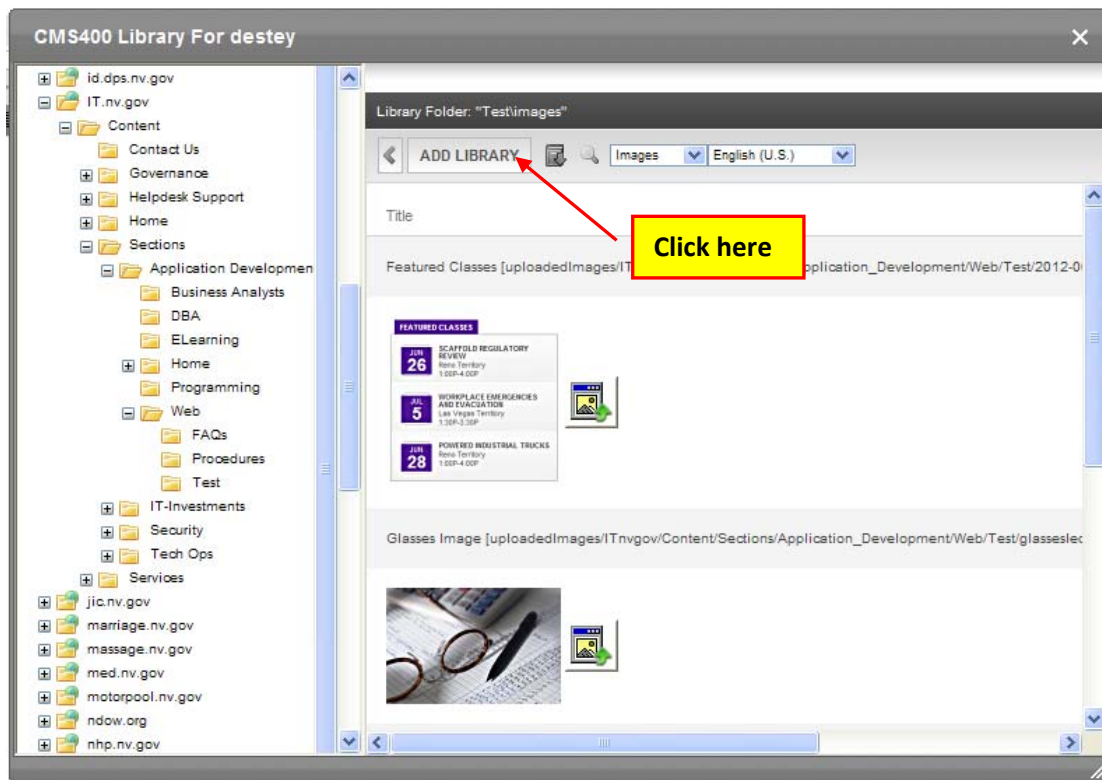


**See Option 1 Procedures (import image before adding to page) or Option 2 Procedures (add image at the same time as adding to page) on the next page.**

**OPTION 1 PROCEDURE** - In the CMS400 LIBRARY navigate in the left pane to the folder you uploaded the image to and then scroll down and locate and double-click on the image you want to add to the HTML content area. If following OPTION 2 PROCEDURE see below (image has not been imported yet).

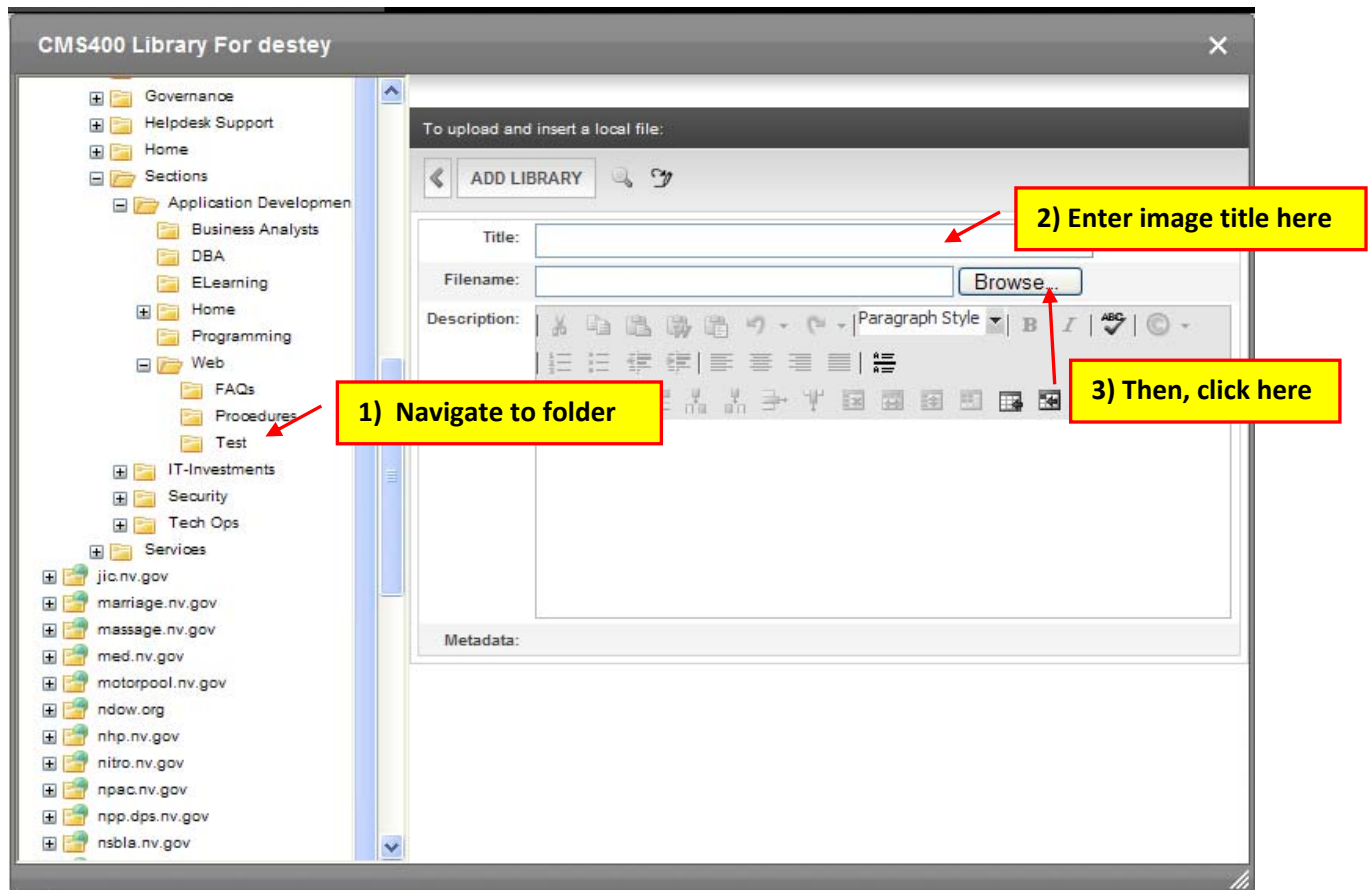


**OPTION 2 PROCEDURE** - In the CMS400 LIBRARY navigate in the left pane to the folder you uploaded the image to and then click the ADD LIBRARY button.

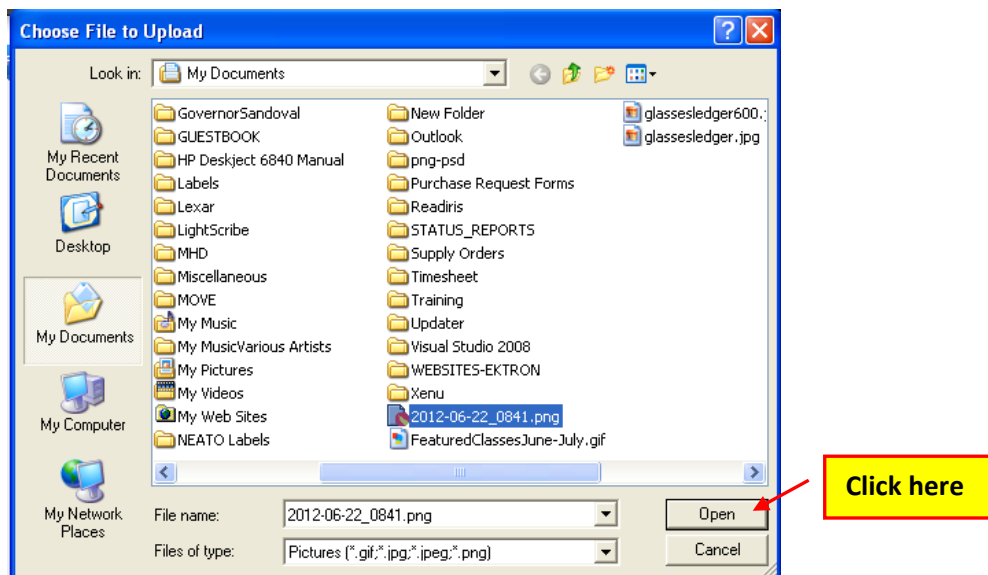


## OPTION 2 PROCEDURES CONTINUED

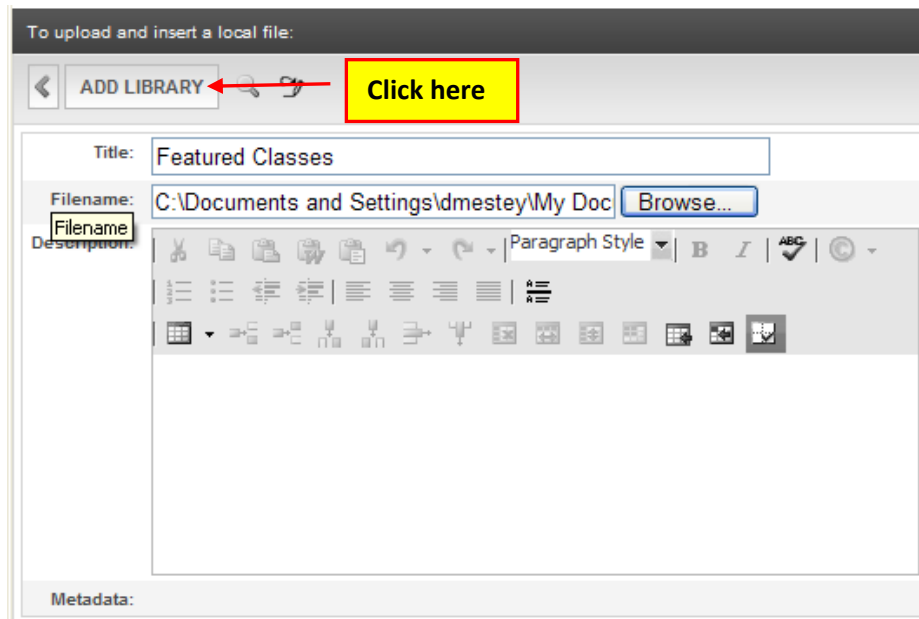
In the CMS400 LIBRARY navigate in the left pane to the folder you want to upload the image to, enter the image title and then click the BROWSE button.



Navigate to and double-click on the image you want to upload, and then click OPEN.



When the dialog box below appears, click the ADD LIBRARY button to import the image to CMS and your page.



The finished product will look similar to the html content area below.

