Adding Images to the Microsite Homepage

Created by Linda Maddox #7831, Webmaster
Region 12 and Lake Tahoe Airstream Club
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Notes about this document

On the Region or Club Homepage, at the bottom of the page there is a larger image above thumbnails of images. Clicking on the thumbnail images will take the user to a slideshow. See the Region 12 site under the heading *Region 12 Gets Together* as an example. The Headline image and the small images in that section were uploaded to the Airstreamclub.org/Region12 website.

This document covers navigation to the sections of the Homepage for photos starting with an overview (Anatomy) of the Homepage. It also describes how to upload and insert images into the Microsite Homepage and how to create the slideshow that comes up by clicking on one of the small images.

Please note:

- Photos taken at a high resolution on a digital camera or phone will create a large file and need to be resized for the website. This will help your photos and website load faster. Use an app like Paint on Windows or Preview on a Mac or Photoshop Elements to resize images to 300 x 300 before they are uploaded (more reduction may be needed for the image to fit).

- As with many apps, there are multiple ways to do things. This document will discuss two ways to add photos to the Media Library. **Method 1** includes navigation through the tool and how to add photos through the web page itself. **Method 2** is how to add photos through the Media Library. Both methods make the images available to be used throughout your Region or Club website and are available to the logged in Administrator. Using either method, images are added one at a time.

- Rename your photos BEFORE you upload them to the Media Library. Use something you can search for easily containing the club name, number or something unique and predictable.

- The link at the bottom of the page that says View All Photos is a link to an outside photo album/gallery (outside of the Airstream website) such as Google Photos, Picasa, etc. If you choose to use it, that photo album will need to be maintained by each Region or Club individually. It is not part of the Airstream website and not supported by the ITC. Instructions for managing an outside photo album are not included within this document.

- At the bottom of the page is a SAVE button… Remember to **Click Save** each time you make a change to the page!

Save

Anatomy of the Microsite Homepage

Desktop Banner Image

Logo
Page name

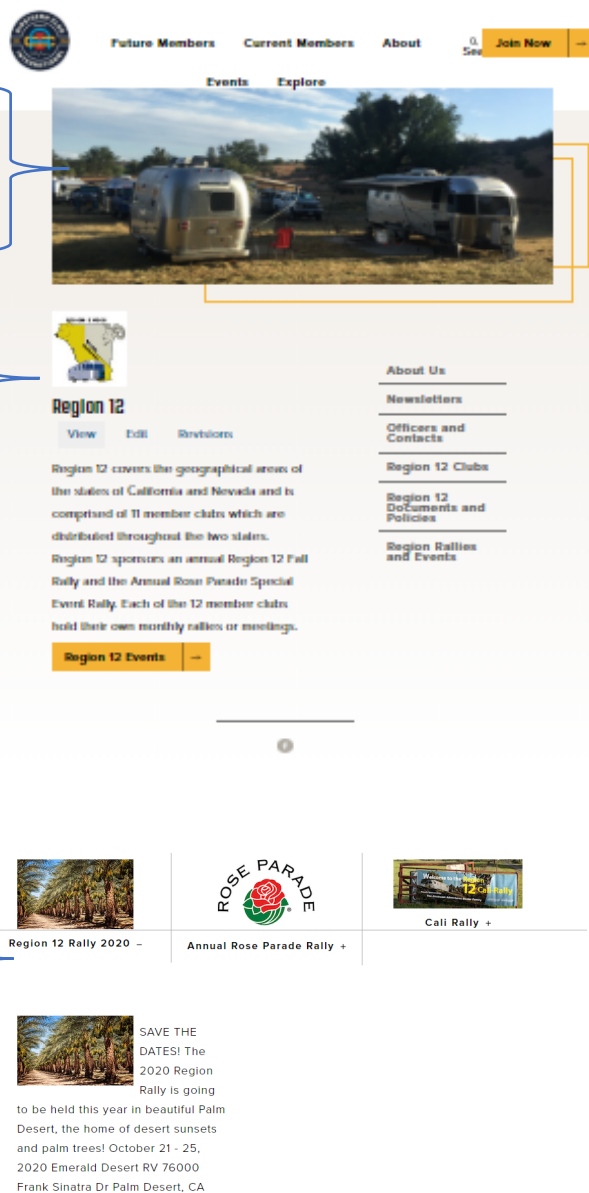**TOGGLE ADLETS tab**

Adlets (3 of them)

PHOTO GALLERY tab (bottom section of page)

Headline

Image Lightbox

Small Images (click for slideshow of larger images)

Link to external photo gallery

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Login to your Region or Club website as Administrator (contact ITC@airstreamclub.net if you need a login or to reset your password)

Method 1 – How to navigate and add photos to the media library directly through the web page.

1. Click on **Content.** This brings up a list of all the pages associated with your website.
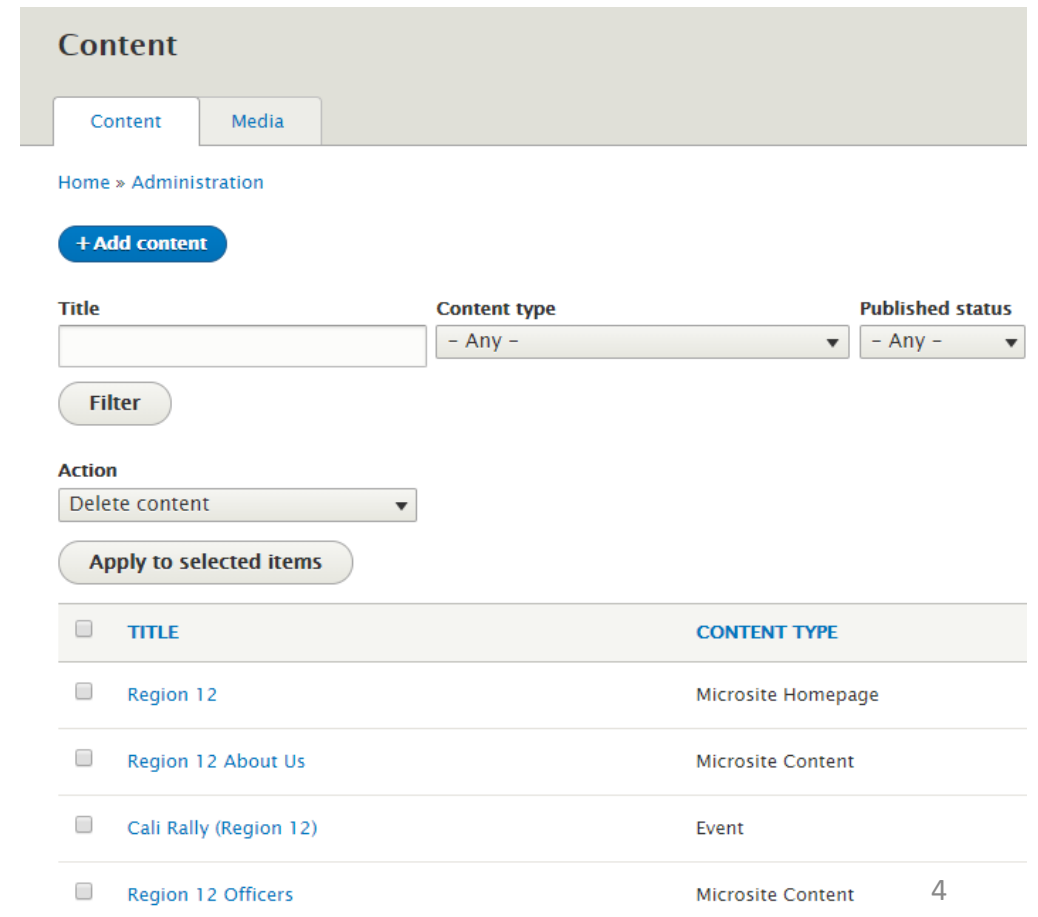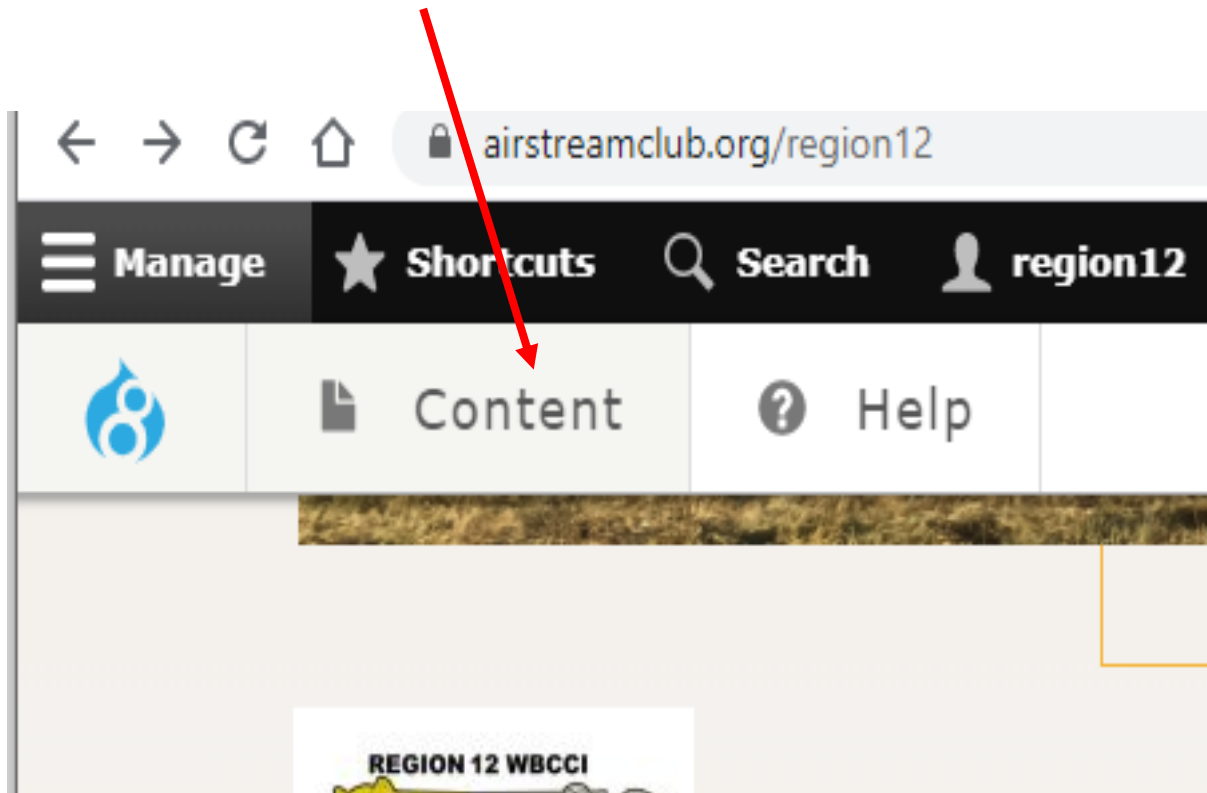
2. Click on **the blue Region or Club** name on **Microsite Homepage** (this page should have the Region ## or the Club Name in the Title column). This will bring up a View of the page.

 OR You can just Click on **Edit** on the right of this row to go directly to the *Edit Microsite Homepage* function described next.

Content

Content	Media

Home » Administration

[+Add content]

Title

[   ]

Content type
[– Any –   ▼]

Published status
[– Any –   ▼]

Language
[– Any –   ▼]

[Filter]

Action
[Delete content   ▼]

[Apply to selected items]

☐ TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
☐ Region 12	Microsite Homepage	emchenry	Published	05/02/2020 – 03:39	Edit

☐ TITLE	CONTENT TYPE
☐ Lake Tahoe Airstream Club	Microsite Homepage

3. From the site View page, click on **Edit** below the logo and page name.

This takes you to the *Edit Microsite Homepage* for the Region or Club. Be sure you are on the **Edit** tab.
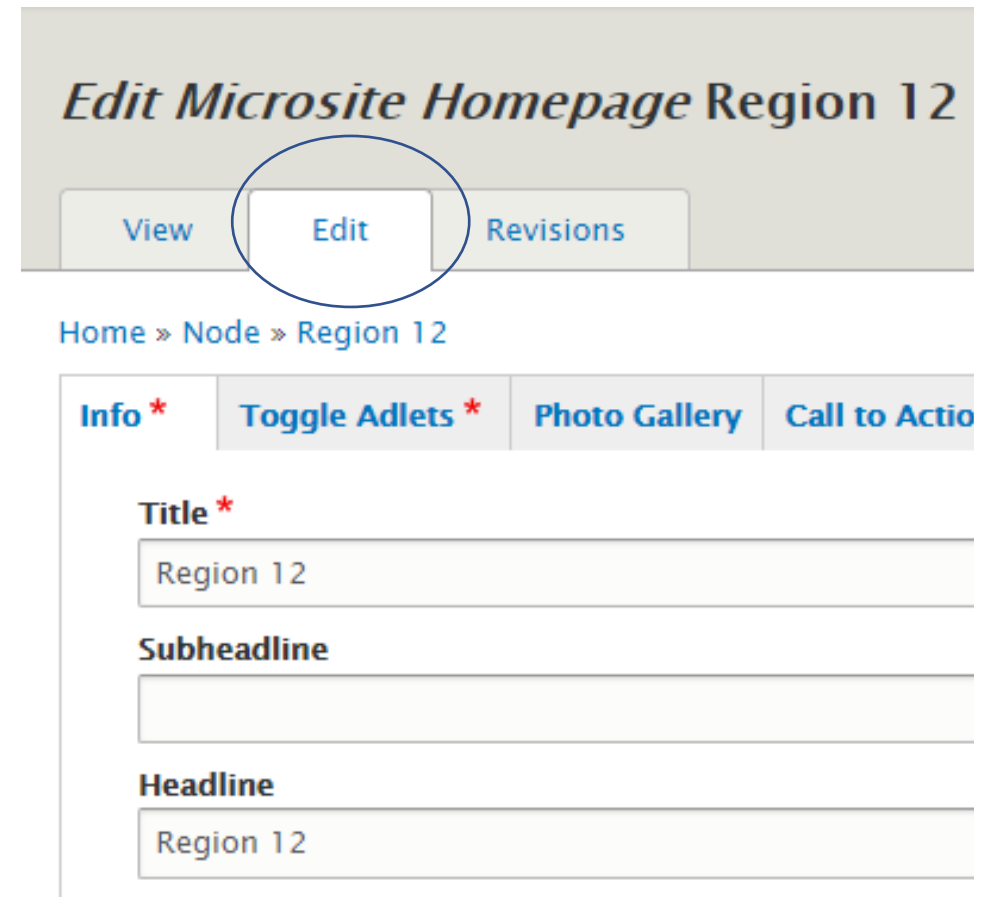
4. Click on the **Photo Gallery** tab.   Here, you can add a Headline, a catchy phrase that directs your audience to the photos below.

Note in the sample that the Subheadline is actually larger font than the Headline.

After you add a Headline, don't forget to: **Save**

Edit Microsite Homepage Region 12

| View | Edit | Revisions |

Home » Node » Region 12

Info * **Toggle Adlets** * **Photo Gallery** **Call to Action**

Photo Gallery

Headline

Click on small images below for slideshow

Subheadline

Region 12 Gets Together

CLICK ON SMALL IMAGES BELOW FOR SLIDESHOW

Region 12 Gets Together
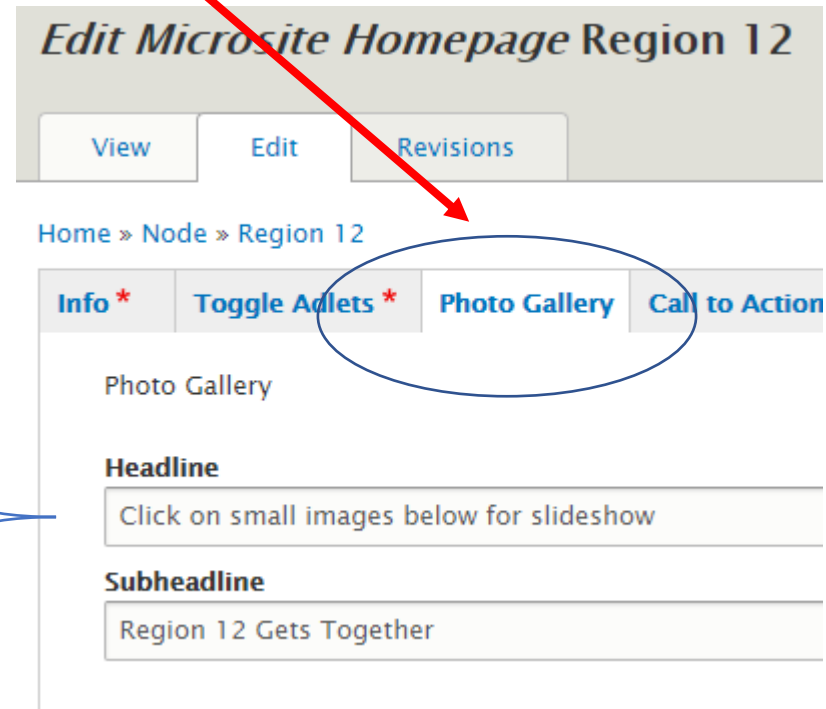
5. The large photo that goes with the Headline is added in the first Image Lightbox. When you first go to this area, there will be an [Add media] button below the words Image Lightbox. Although there is also a spot to add a Small Image, it is not needed for this first Lightbox.

CLICK ON SMALL IMAGES BELOW FOR SLIDESHOW

Region 12 Gets Together

IMAGE LIGHTBOX

Cali Rally Relaxing.jpeg

The maximum number of media items have been selected.

SMALL IMAGE

No media items are selected.

Add media

One media item remaining.

To add Thumbnail images (small images) and a slideshow (larger images when a small image is clicked), you will need to add both a Small Image and a Large Image to the page. These are done in an Image Lightbox.

Here's how to Add Small and Large Images

6. Click the **Add Images Lightbox** button.

7. At the bottom of the list of lightboxes, a new Image Lightbox will be added. To add a new image to the Media Library, click on **Add Media**.

Add Images Lightbox

Images Lightbox

IMAGE LIGHTBOX

No media items are selected.

Add media

One media item remaining.

This Image is to add a larger slideshow image

SMALL IMAGE

No media items are selected.

Small Image is to add a thumbnail image

Add media

One media item remaining.
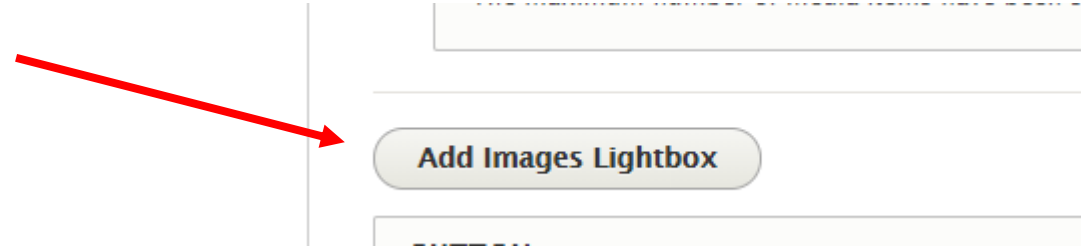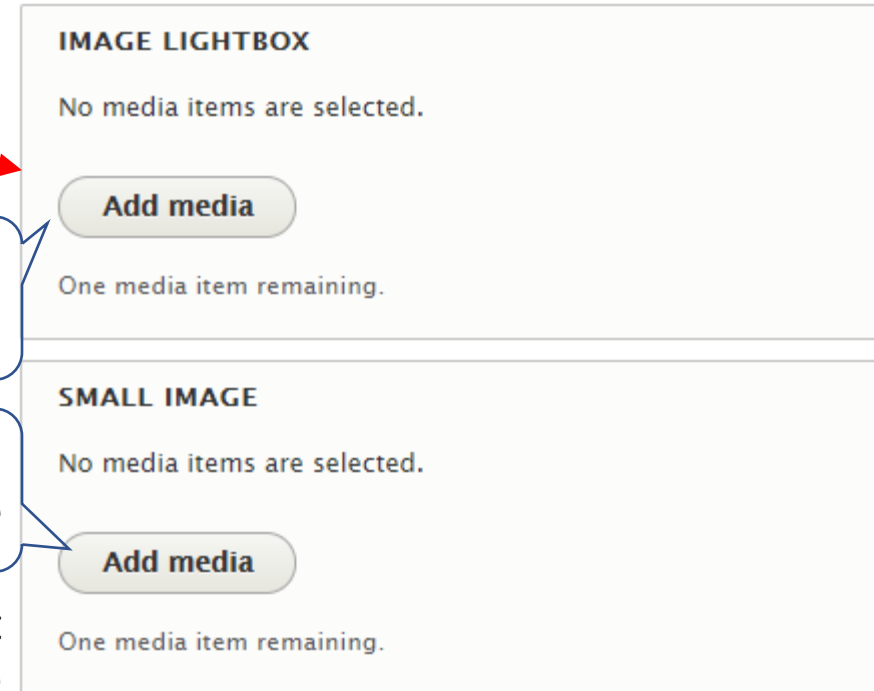
IDEA: The small image can be a sneak peak into other photos in the slide show, like the sign at a rally for instance, then slideshow photos can be from the rally itself.

These can be different or the same image

8. Here you can either select an image already in the library or click **Choose File** to select a file to be uploaded. This will take you to your computer to select an image. Only one file at a time can be uploaded. After you've selected an image, click the **Insert Selected** button at the bottom to add it to the Media Library.

Add or select media

Add file

Choose File   No file chosen

One file only.
100 MB limit.
Allowed types: png gif jpg jpeg.

Name

Sort by

Newest first ▾   Apply filters

Grid   Table

DEWAR'S
TOURS START
HERE

Insert selected
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0 of 1 item selected

10

9. The image will be shown but not yet saved. In **Alternative Text**, key a name for the image. Text does not need to be unique.

Note: Alternative Text is not searchable and not the filename, but it is required.

Click **Save and Select** to add the image to the Media Library.

OR

Click **Save and Insert** to add it to the Small or Large Image Lightbox you are working with now. This will also save it to the Media Library.

10. You can continue adding images here by clicking on **Choose file**, etc.. Once you're ready to add to the Image Lightbox, select a photo to add by checking the box in the upper left corner of an image, then click the **Insert Selected** button.

Don't forget to:

Save

11. To add a link to an external photo gallery (Google Photos, Picasa, etc.), key or copy/paste the URL from the website in the BUTTON section on the URL line. Remember that the album/gallery needs to be available to the public or your Region or Club so that others can access it through this link.

BUTTON

URL

TYPE LINK TO PHOTO ALBUM HERE|

Start typing the title of a piece of content to select it. You can also enter an internal path such as */node/add* or an external URL such as *http://example.com.* Enter *<front>* to link to the front page. Enter *<nolink>* to display link text only.

Link text
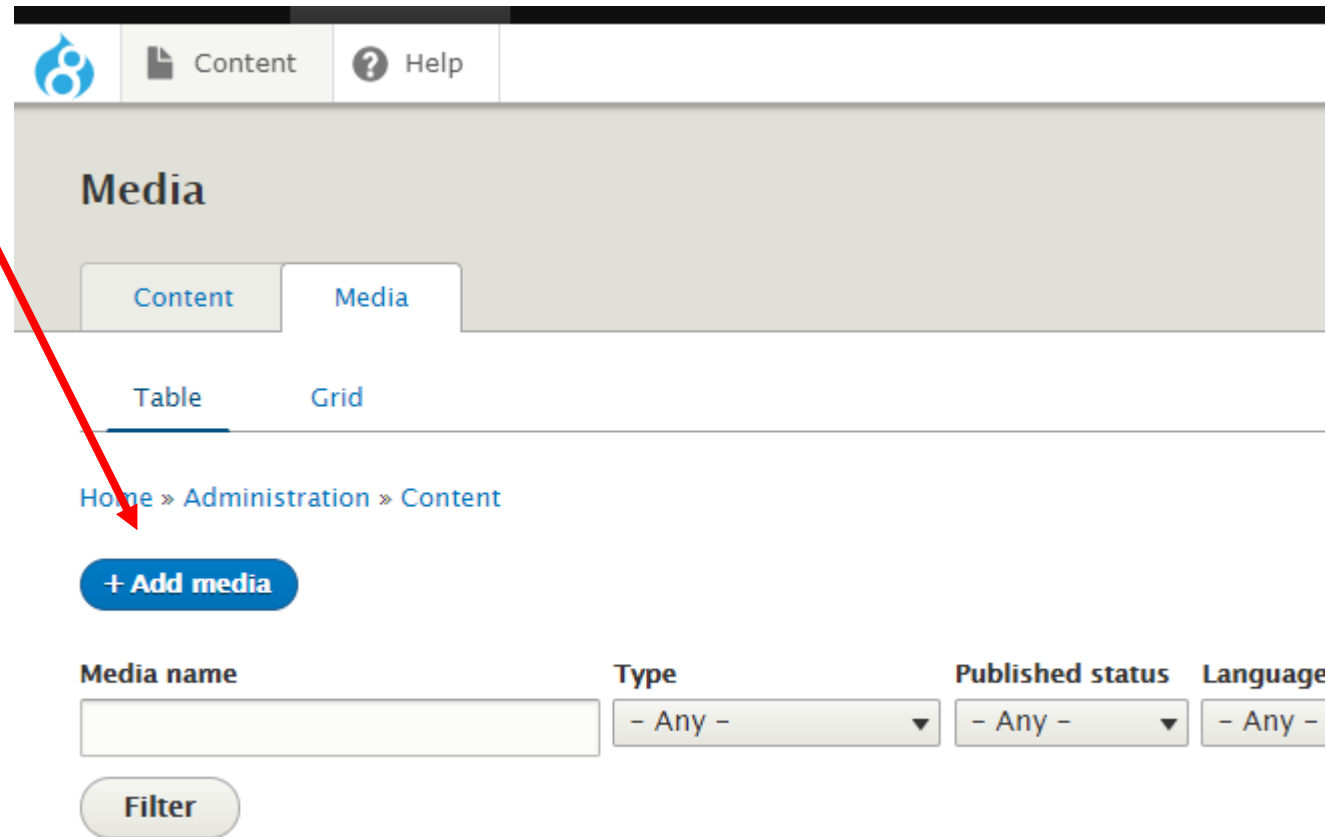
Don't forget to:

Save

<u>Method 2</u> to add photos to your website.
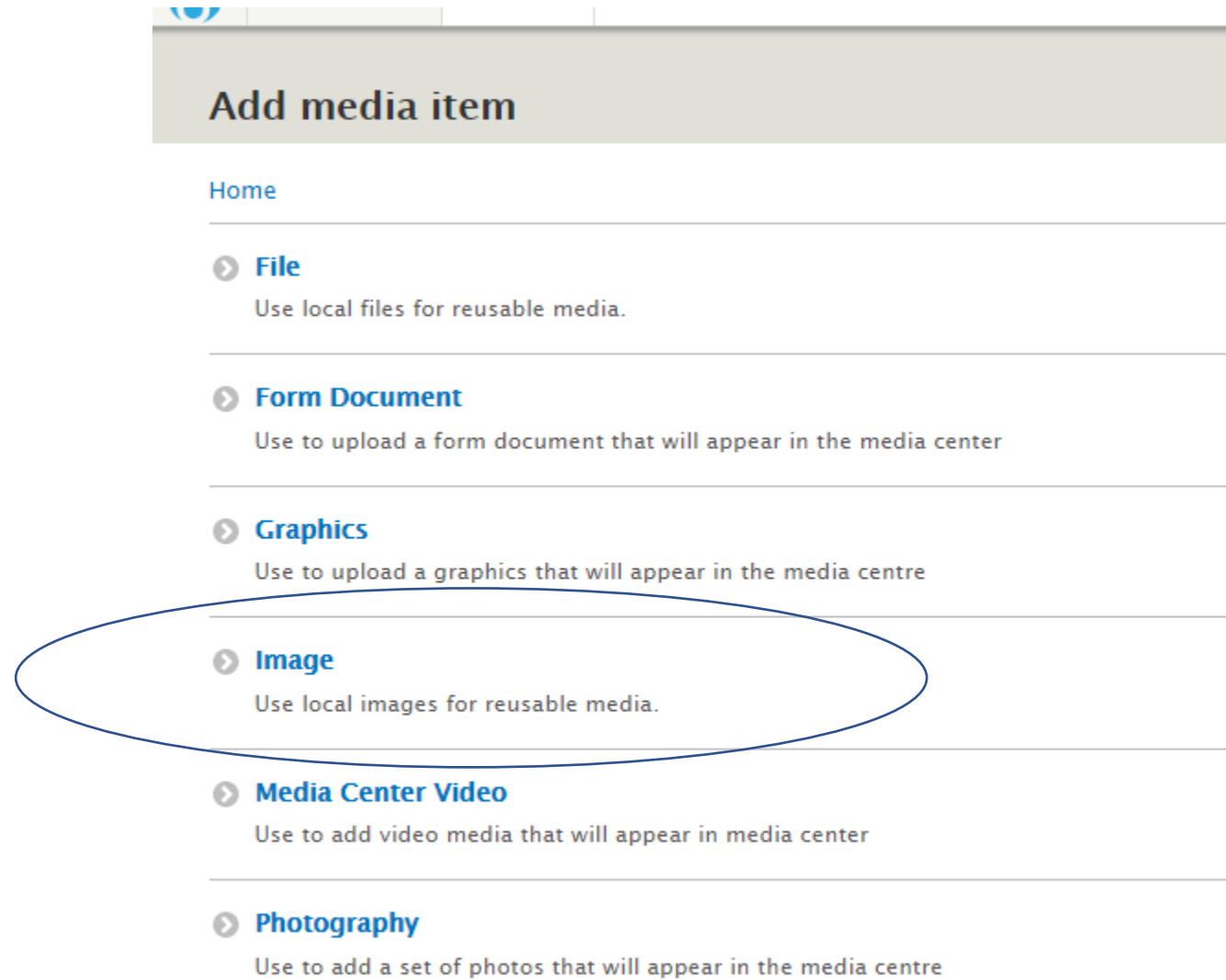
This method adds the photo(s) to the media library through the Media tab. Images are still added one at a time, but using this method allows you to add a series of images and see them listed as you go.

1. Click **Add Media.**

2. Click on **Image**

3. You'll get an Add Image screen. In **Alternative Text**, key a name for the image. Text does not need to be unique.

4. Continue adding Images to the Media Library until you are done.

Don't forget to:

Save

Add Image

Home » Add media item

Image *

Alternative text *

Reg 12 2019 Rally

Short description of the image used by screen readers and displayed when the image is n

📄 20191011_111726.jpg (3.16 MB)   **Remove**

CLUB

Region 12 (1475)

Revision information
No revision

Revision log message

Briefly describe the changes you have made.

Save

5. The Media Library will list all the images that have been added *as well as other images added by other webmasters.* You will only have access to those you have added under your login. All types of media are listed in this library.

✔ Image *20191011_111726.jpg* has been created.

+ Add media

Media name | **Type** | **Published status** | **Language**
| – Any – | – Any – | – Any –

Filter

Action
Delete media

Apply to selected items

	THUMBNAIL	MEDIA NAME	TYPE	AUTHOR	STATUS	UPDATED	▼
☐		20191011_111726.jpg	Image	region12	Published	05/02/2020 – 04:29	
☐		20191010_172242.jpg	Image	region12	Published	05/02/2020 – 02:15	
☐		Cali Rally Relaxing.jpeg	Image	emchenry	Published	05/01/2020 – 09:41	

6. You can continue adding Media to the Library through this Method. Once Media is added to the Library, you can continue adding images to the large and small lightboxes to create your thumbnails and slide show, using the navigation steps in Method 1.