

Documents, Images & Video



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Documents

Working/Linking with Documents & Files

To upload and manage documents on your site, you will need to know how to use the file manager. [Click here to read about it.](#)

Linking to a Document/File

To link to a file you have already uploaded. Click on the "Insert "link" icon on the toolbar and then in the right hand bar select the "Download a File" radio button. Click on the "File" dropdown menu and find the file that you have uploaded in the Files and Images section and click on this once. Ensure you give the file some relevant link text and description – for example link text would be something like "December Meeting Minutes" whilst a description could be the same or more detailed if you so wish. Once you have done this you also have the option of a tick box for "open link in new window".- we recommending selecting this. Once you have completed all of this click "Insert Link".

Asset Listing Widget

The asset listing widget, will take all of the documents that you have in a specified folder, and display them in your sidebar on one or more pages, depending on where you would like it to be displayed.

To add the asset listing widget to your page you need to:

Navigate to your page >> Widgets >> Click on Asset listing Widget



The screenshot shows the 'Asset Listing Widget' configuration interface. It includes a title bar, a subtitle 'Specify a folder in the Files & Images assets store', and three main input fields: 'Widget Title' (a text box), 'Intro Text' (a larger text area), and 'Folder' (a dropdown menu with 'Uploads' selected). A 'Delete' button with a red 'X' icon is located at the bottom right of the form.

→ Widget Title

→ Description or Introduction

→ Choose the folder That contains the Files you want to list.

You can use the file manager to reorder your documents, or add and remove documents, and you will be able to change your destination folder at any time.

Note: The asset listing widget will only display items in the specified folder, and not sub folders

Images

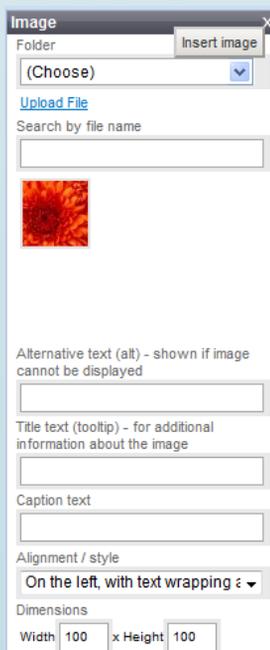
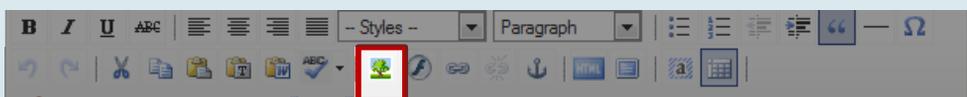
You can add images into your content using the insert image button in the content editor (see image below). You can either choose an image that has already been uploaded to your website, or you can upload a new one from your device.

To insert an image you have already uploaded click the add image button on the toolbar (shown below), click the “choose” button on folder and then you can browse your Files and Images folder. Once finished click “Insert Image”

When uploading (see image below) you will need to select “Upload File” and then this will give you an opportunity to upload a file from your computer. Please note that you can also upload images straight to the “Files and Images Section”. One other piece of advice is to make sure you have given your image an alt attribute and that you have made your image file size as small as possible. Details on this can be found in the best practices guide on the [One Suffolk Website under help with creating your website](#).

Ensure you click “Insert Image” at the bottom to complete the process.

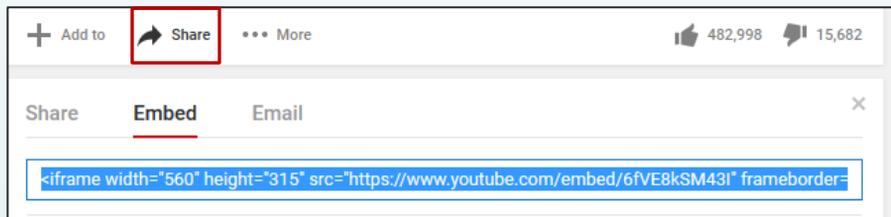
A good idea is to fill in the tooltip box with a brief description of what the image contains. This will help people with accessibility devices to be able to navigate your content.



Videos

It is a little bit tricky to add videos into your pages, but it is possible to add YouTube videos here's how:

1. Open the YouTube video that you would like to imbed,
2. Underneath the video you will see a share button, click on it.
3. Choose Imbed



4. Copy the content inside the block to your clipboard
5. In the content editor on your page click the blue button that says HTML: 
6. A new window will open containing the raw html of your page, at the bottom of all the current text, paste the content that you copied earlier.
7. Click the insert button in the bottom left of the window.
8. Save and publish.

Note: Full-screen viewing has been disabled for imbedded videos.

File Management

To manage your uploaded files, head to the "Files & Images" tab in the Navigation Tabs at the top of the page.

The Contents Pane on the left side of the screen will now show a list of the directories that hold files in your website. This includes both images and documents.

Uploading Files

You can upload files by clicking on "Files and Images" along the top bar, select the folder in the left hand bar, click on the upload tab, choose your file from your computer, click Open and then once it is listed in the "Files Ready to Upload" section, click the "Upload Files Listed Below" and this will then upload it to the folder you selected on the left hand side.

Creating, moving, and deleting folders

You can create new folders to store images and documents by clicking on the "Create" button on the top of the Contents Pane. The newly created folder will be placed as a subfolder of whatever folder you currently have selected.

To re-order folders, you can check the "Allow drag & drop reordering" option near the top of the Contents pane, then you can simply drag and drop the folders and place them where you would like within the site's hierarchy.

(When you are done, it is a good idea to uncheck "Allow drag & drop reordering" in order to avoid inadvertently dragging and dropping folders accidentally).

To delete a folder, click on the folder you wish to delete in the Contents Pane and press "Delete Folder." This will bring up check boxes next to every folder; if you wish to delete multiple folders, you may select those folders at that time. Making sure that only the folders you want to delete are selected, you may then delete them by pressing the "Delete the selected folders" button.

Searching for images and documents

To search for an image, type the whole or partial filename in the "Search" field in the Files tab in the Editing Pane.

File Management

Moving and deleting images and documents

To move a document, select the folder it is in, and choose the Files tab in the Editing Pane. Locate the file, (you may need to browse through multiple pages using the arrow keys if there are a large number of images in the folder), and then drag and drop the file to any folder in the Contents pane by dragging the "Drag" bar next to each file listing.

Renaming images and documents

To rename a document, select the folder it is in, and choose the Files tab in the Editing Pane. Locate the file, (you may need to browse through multiple pages using the arrow keys if there are a large number of images in the folder), and then press the "Edit" icon to the right of the document listing. A pop-up window will appear, and you can rename the document. Hit "Save," and close the popup window.

Deleting images and documents

Select the folder it is in, and choose the Files tab in the Editing Pane. Locate the file, (you may need to browse through multiple pages using the arrow keys if there are a large number of images in the folder), and then press the "Delete" icon to the right of the document listing.

Notes:

By default, uploaded files are placed in the "Uploads" directory.

Allowed file extensions: pdf, docx, ppt, ods, ots, jpeg, jpg, png, gif.

For best results try and use pdf files for documents & png files for images.