Inserting an image from the Media Library

In this video I'm going to show you how to insert an image from the Media Library into one of our main image content types called Foundation-2 Cards.

The details of our available content types are listed here on our website:

https://www.qub.ac.uk/sites/web-support-team/content-management-system/cms-training-and-resources/content-types/guidance/

And if I click on one, I can see all the essential information that is is needed to use the content type correctly, such as the required image size, ensuring you have copyright permission for the image and so on.

So, to begin adding the content:

1. Click on Content

2. Click on Add Content

3. Click on Accessibility Information for Queen's Sites. I'm going to add the two cards content type to point to the two subpages. The two cards content type works well for this purpose because it's designed to be used for directional content, pointing the user to further information within your site.

3. From the list of available content types, filter for 2 Cards

4. Click to select it

5. In the Name field, type a name: 2 Cards Accessibility Links

6. For the Card Title type: Accessibility Information

7. Click Select an Image

8. Click the + sign beside Categorised to expand the structure and display the folders you have access to.

9. I'm going to expand one of the categories I have access to: CMS Web Site

10. Click to open the folder which contains the images I'm looking for: Cards Content Types.

11. As you can see the contents of the selected folder are listed on the right of the screen. Simply click to insert the required image into the content type.

12. Type a Heading for the card: Accessibility Guidance

13. Add a section link to point this card to the subpage below: CMS Training/A School Site/Accessibility Information for Queen's Sites/Accessibility Guidance.

14. Then repeat the process for Card 2. Select Media (the media library remembers the category that you had previously selected so this speeds up the process of locating the next image). Click on the image to add it to the piece of content.

15. Click Save Changes and the content is added to the webpage.

16. As a final check before approving, preview the content. Click on Actions and click on Preview.

17. A new browser tab opens and you can make sure you're happy with the chosen images and test the links.

18. Close the Preview tab and approve the content.

Updating an Image within a piece of content.

You can edit a piece of content at any time to change an image it contains.

1. From the Site Structure screen, Click Content/Edit Content

2. Click on the page containing the content

3. Click to open the piece of content.

4. Click Select Media to replace the existing image

5. Preview the content and then Save and Approve the update.

Any approved update to content appear on the live site in the next scheduled publish.