

## TU0003. How to Edit an Image - Media Library

### Tocaspaces Tutorials

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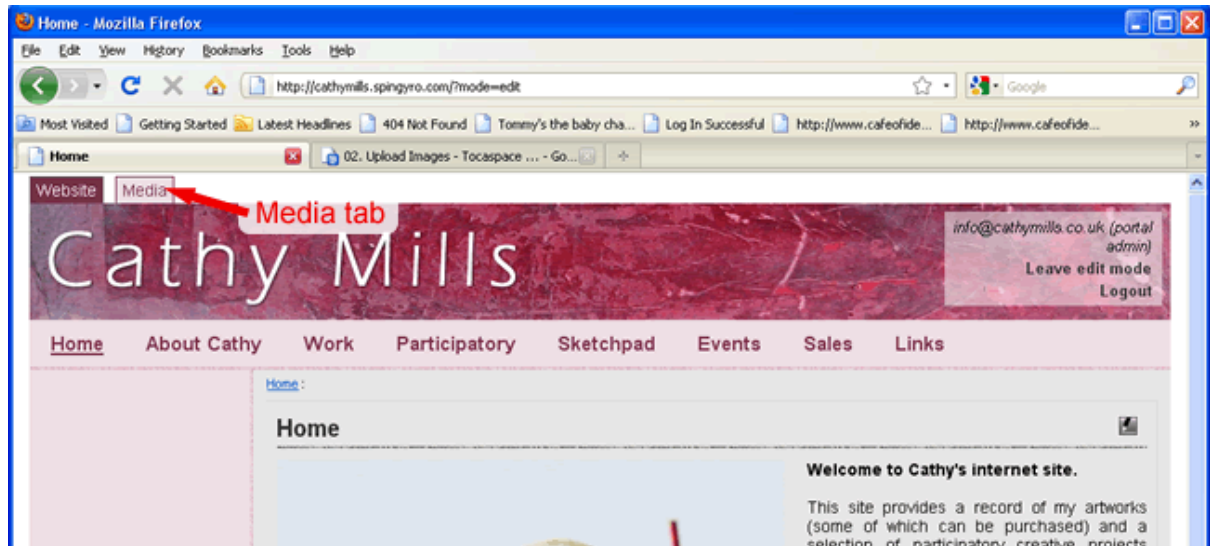
Last updated: 27 August 2009

#### 1. Enter edit mode

See the document "0001. Enter Edit Mode - Tocaspaces Tutorials".

#### 2. Go to the image library

Click on the tab labelled "Media" above your site header.



#### 3. Go to the edit image screen

- a. If necessary, click on a category in the categorisation pane on the left to filter your images and find the one you want.
- b. Click on the "Edit" button below the image you would like to edit.  
(Click on the "Delete" button if you would like to delete this image from your library - you will be prompted to confirm this decision).

Website Media

# Cathy Mills

MEDIA LIBRARY: IMAGES

**Categories**

Expand all  Collapse all

- All images
- Uncategorised images
- Work
  - Sculpture
  - Site-specific
  - 3D creations
  - Fountains
  - Drawings/collage
  - Pots
  - Sales
  - Sketchpad
    - Pages from sketchpad
    - Ideas/doodles
    - Image bank

**Images**

(To upload an image select a category from the left.)

Categories

Click to reveal / hide sub-categories

Click to edit image

Click to delete image

#### 4. Edit / recategorise image

- a. In the text box titled "Filename" you can edit the file name of the image. For the benefit of search engines it's a good idea to make the name descriptive of the images content. Use only alphanumeric characters (letters and numbers) and dashes.
- b. When an image is first uploaded, it's placed in a single category but you can then assign it to as many categories as you wish. For each category that you wish to assign the image to, tick the corresponding box.

(You're free to unassign the image from it's initial category but note that when you save your changes, unless you were previously viewing "All images" in the media library, you'll be returned to a view that's still filtered by this category so the image you just edited will no longer be shown).

- c. In the text box titled "Alternative text" enter alternative contextual text for this image. This shouldn't be a description of the image, it should be something that provides a useful, contextually relevant alternative to the image. Think about this from the perspective of a blind person. If the image is of your company logo, for example, then it's not particularly useful to the blind person to write "our company logo" as the alternative text. Far more useful would be the name of your company and perhaps the strap line. As another example, if the image is humorous you wouldn't write "a clown standing on his head" - you might tell a short joke. If you can't, or don't want to, think of anything to write here, just leave this field blank - this is perfectly acceptable and better than writing

something inappropriate such as a literal description.

- d. Click "Save" to save your changes and return to the image library. Click "Cancel" to return to the image library without saving your changes.

Website Media

# Cathy Mills

info@cathymills.co.uk (portal admin)  
Leave edit mode  
Logout

MEDIA LIBRARY: IMAGES

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## Categories


Expand all  Collapse all

- All images
- Uncategorised images
- Work
  - Sculpture
  - Site-specific
  - 3D creations
  - Fountains
  - Drawings/collage
  - Pots
  - Sales
- Sketchpad
  - Pages from sketchpad
  - Ideas/doodles
  - Image bank

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## Edit Image

**Filename**  
Allowed characters: Letters, numbers and dashes.



**Assign to categories**  
 Collapse all  Collapse all

<input checked="" type="checkbox"/> Work	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sculpture	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Site-specific	<input checked="" type="checkbox"/>
<input type="checkbox"/> 3D creations	<input type="checkbox"/>
<input type="checkbox"/> Fountains	<input type="checkbox"/>
<input type="checkbox"/> Drawings/collage	<input type="checkbox"/>
<input type="checkbox"/> Pots	<input type="checkbox"/>
<input type="checkbox"/> Sales	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sketchpad	<input type="checkbox"/>
<input type="checkbox"/> Pages from sketchpad	<input type="checkbox"/>
<input type="checkbox"/> Ideas/doodles	<input type="checkbox"/>
<input type="checkbox"/> Image bank	<input type="checkbox"/>

**Alternative Text**  
Unless you have an understanding of advanced accessibility issues, leave this field blank.