

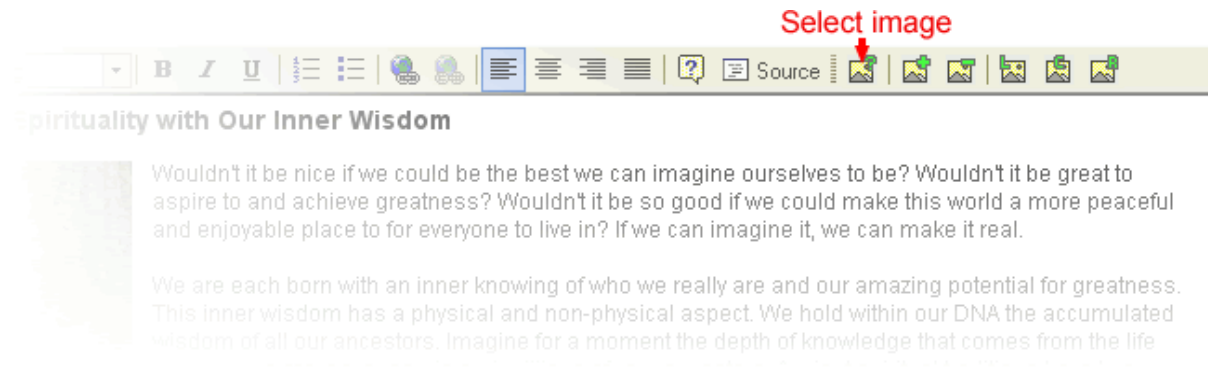
TU0005. Embedding Images in Content

Tocaspace Tutorials

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1. Go to the Image Library



To select an image for your page, from within the WYSIWYG editor, place your cursor to the left of the text at the level you wish to display your image, then click the "Select image" button. (Do this even if you eventually wish your image to display centrally or to the right of your text.) This will take you to the image library.

- For more information on image management within the WYSIWYG editor, please see the tutorial "TU0004. Using the WYSIWYG Editor".
- For more general information on the standard Tocaspac image sizes, please see the tutorial "TU0011. Image Sizes Explained".

2. Select an Image From the Library

The screenshot shows a website interface for 'Andy Baggott Connecting Spirituality and our Inner Wisdom'. It features a 'Media' tab and a 'Categories' sidebar with options like 'All images', 'Uncategorised images', 'Books' (highlighted), and 'General'. The main 'Images' section includes a 'Back to editor' link and a grid of image thumbnails. Each thumbnail is labeled with a title and has 'Edit' and 'Delete' buttons. A red callout box with the text 'Click on an image to select it' and three arrows points to the 'Celtic-Wisdom', 'Crystal-Wisdom', and 'Dream power' images.

If necessary, use the left-hand categorisation widget to help you find the image you require, then click on it to select the image you wish to embed.

- See tutorial "TU0003. How to Edit an Image - Media Library" for information on how to edit and/or delete images (which can also be done from the screen shown above.)
- See tutorial "TU0002. How to Upload Images - Media Library" for how to populate the image library in the first place. (This can't currently be done from the screen shown above).

3. Fill Out the Insert / Edit Image Form

The screenshot shows the 'Insert / Edit Image' form. At the top left is the 'gott' logo with the tagline 'Connecting Spirituality and our Inner Wisdom'. At the top right are 'Leave edit mode' and 'Logout' buttons. The form has two tabs: 'INSTANCE OF IMAGE IN CONTENT' (selected) and 'GLOBAL IMAGE PROPERTIES'. The 'INSTANCE OF IMAGE IN CONTENT' tab contains the following sections:

- Alignment:** A dropdown menu set to 'Left (text to right of image)'.
- Size:** A dropdown menu set to '30 px by 32 px'. Below it is the text 'Width by height (pixels)'.
- Spacing:** A horizontal scale from 0 to 100. Below it is the text 'The gap around the image in pixels.'.
 - Side spacing:** A text box containing '10'. Below it is the text 'Space to right of a left-aligned image, or space to left of a right-aligned image.'
 - Top spacing:** A text box containing '10'. Below it is the text 'Space above an image.'
 - Bottom spacing:** A text box containing '10'. Below it is the text 'Space below an image.'
- Alternative Text:** A text box with the text 'Unless you have an understanding of advanced accessibility issues, leave this field blank.' below it.

At the bottom of the form are 'Save' and 'Cancel' buttons.

"Instance of Image in Content" Tab

When you select your image, you'll be taken through to a screen a little like the one above.

(Note: At time of writing we accept that the labelling is a little unclear - the label relevant to each spacing text box is *above* the box, not below it - this will be re-styled and made clearer in an up-coming release).

Filling out this form sets the initial size, alignment and other values for this instance of the image embedded in your content.

- "Alignment". Sets if the image is initially aligned left, right or centrally relative to the text in the content. This can easily be edited later, so you don't need to worry too much about it.
- "Size". Sets which of the 39 Tocospace image sizes will initially be embedded in the content. This can also easily be changed later. For more information on the Tocospace image sizes, see the tutorial "TU0011. Image Sizes Explained".

At time of writing the remaining properties given below can't easily be edited later - the only easy way to change them is to re-select the image from scratch. This will change in a soon-to-be released update.

- c. "Side spacing". If you align the image left, then this is the space between the image and the text on the right - vice versa if you align the image right - irrelevant if you centre the image (because in this case the text is cleared left / right and pushed above / below the image). Between 10 and 20 is usually a good value for this property.
- d. "Top spacing". This is the space between the image and the content above it. Usually you want your image to line up with the top of your text, so it's best to set this value to 0.
- e. "Bottom spacing". This is the space between the image and the content below it. 10 is usually a good value for this property.
- f. "Alternative text". This is the alternative contextual text for this instance of the image in the content.

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.

"Global Image Properties" Tab

The screenshot displays the 'Global Image Properties' tab for an image titled 'dream power'. The interface includes a header for 'igott Connecting Spirituality and our Inner Wisdom' with 'Leave edit mode' and 'Logout' buttons. The main content area is divided into two tabs: 'INSTANCE OF IMAGE IN CONTENT' and 'GLOBAL IMAGE PROPERTIES'. The 'GLOBAL IMAGE PROPERTIES' tab is active. It contains a 'Filename' field with the value 'Dream-Power' and a note 'Allowed characters: Letters, numbers and dashes.' To the right of the filename is a small image thumbnail titled 'dream power'. Below the filename is the 'Assign to categories' section with two 'Collapse all' links. A list of categories is shown: 'Books' (checked) and 'General' (unchecked). At the bottom are 'Save' and 'Cancel' buttons.

- a. "Filename". This allows you to 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. Once an image is embedded in content, changing the file name won't change the name of the embedded image, but because of the unique manner in which Tocaspace manages images, the previously embedded image will still display.
- 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.

4. Finish and Embed Your Image in the Content

Whether from the "Instance of Image in Content" tab or the "Global Image Properties" tab, when you've finished populating the form, click "Save" and you will be returned to the WYSIWYG editor with your newly selected image embedded in the content.

If you've changed your mind, click "Cancel" to return to your site content unchanged.