

Upload/Insert Images



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By John Sanders

Make Images Web Ready

Before you upload your images make sure they have been optimized for the web.

Image File Checklist

Is It 72 dpi?

Has It Been Cropped To Fit Where It'll Be Placed?

Has It Been Compressed?

Did You Take The Photos?

Cropping The Image & Making It 72dpi

These are easy changes that can be made in a photo editor such as Photoshop or Canva.

Compressing The Image

There are many ways to do that but simple way is to use [TinyJpg.com](https://tinypng.com) as described on the next pages.

TinyJpg.com

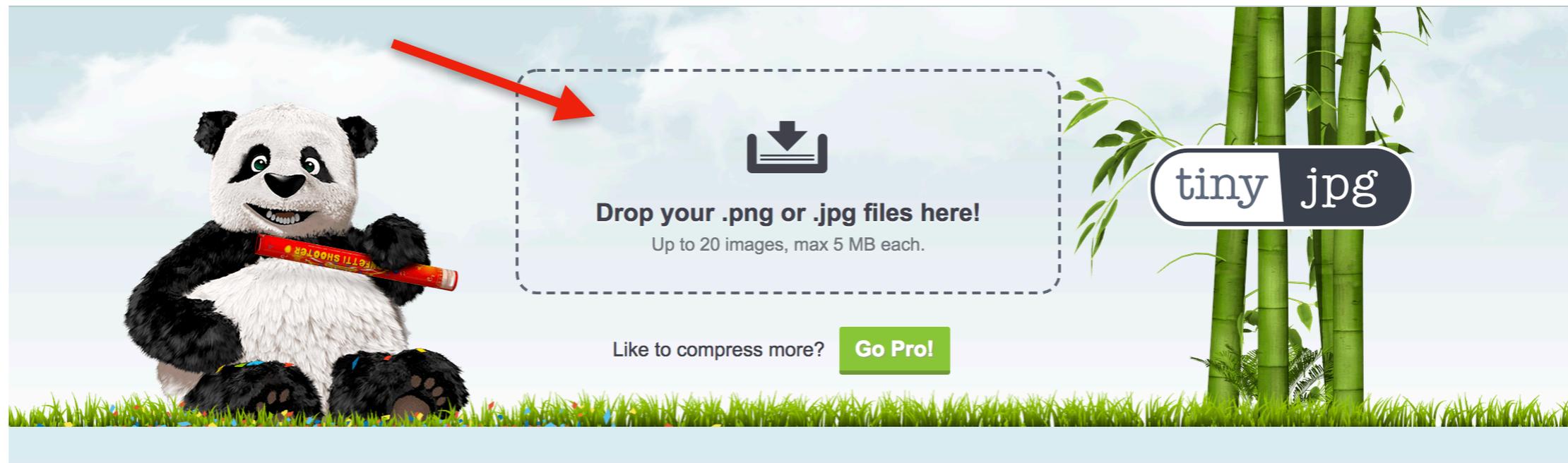
HOME

PHOTOSHOP

DEVELOPER API

ANALYZER

LOGIN



Click and drag your images into the drop area.

Celebrating
1 000 000 000
compressions!

Drop your .png or .jpg files here!
Up to 20 images, max 5 MB each.

tiny jpg

header-art.jpg	388.9 KB	Finished	197.9 KB	download -49%
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[Save to Dropbox](#) [Download all](#)

Panda just saved you **49%** 191 KB total

The screenshot shows the tinyjpg.com interface. At the top, there are navigation links: HOME, PHOTOSHOP, DEVELOPER API, ANALYZER, and LOGIN. The main area features a large dashed box for file uploads with a download icon and instructions: "Drop your .png or .jpg files here! Up to 20 images, max 5 MB each." To the right is the "tiny jpg" logo. Below this, a file named "header-art.jpg" is shown with a progress bar indicating it is "Finished". The original size is 388.9 KB and the compressed size is 197.9 KB, resulting in a 49% reduction. A "download" link and a "-49%" indicator are present. Below the file list are two buttons: "Save to Dropbox" and "Download all". A summary box states "Panda just saved you 49% 191 KB total". A cartoon panda is on the left, and bamboo stalks are on the right. Red arrows point to the "download" link and the "Download all" button.

Click "download" and tinyjpg.com will put the image files into the default download folder on your computer.

Did A Photographer Take Your Photos?

Simply ask the photographer to give you “web ready” copies of your photos. Make sure to specify that the file size should be under 400kbs (per photo).

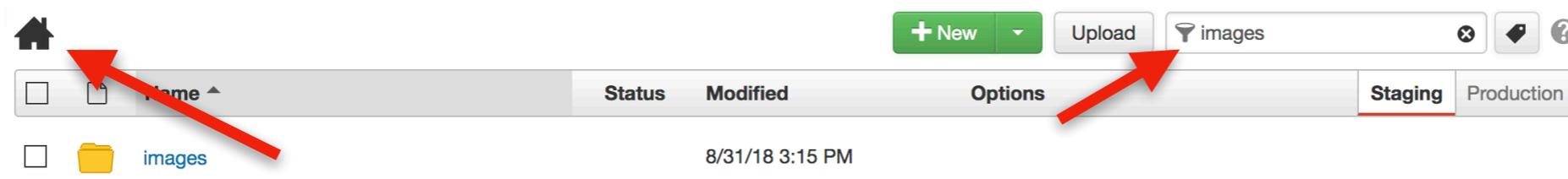
Your Image Is Now Web Ready

Uploading A Image

How To Get Your Image From
Your Computer Into OMNI

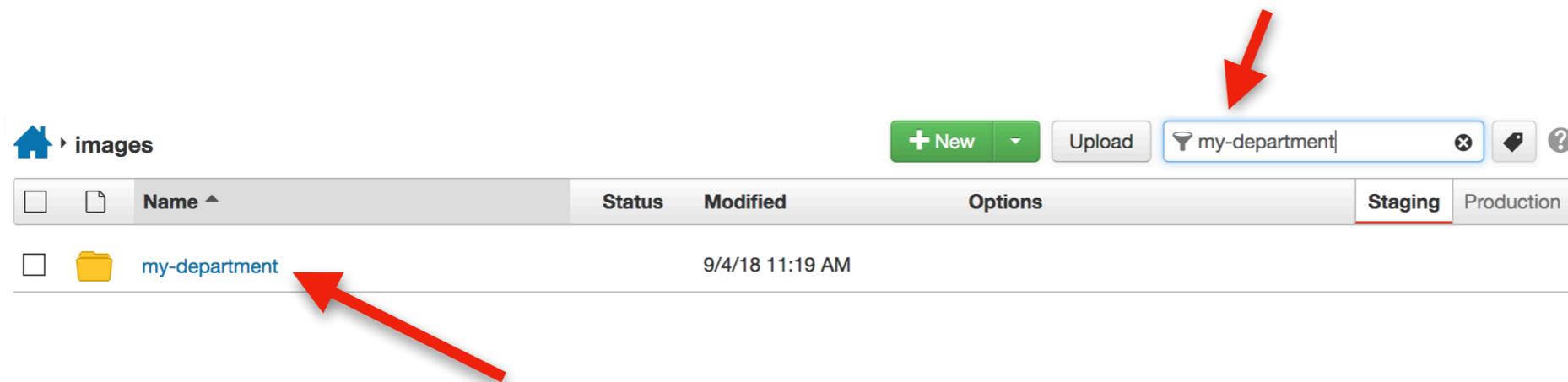
Navigate To The Home Folder

Home Folder



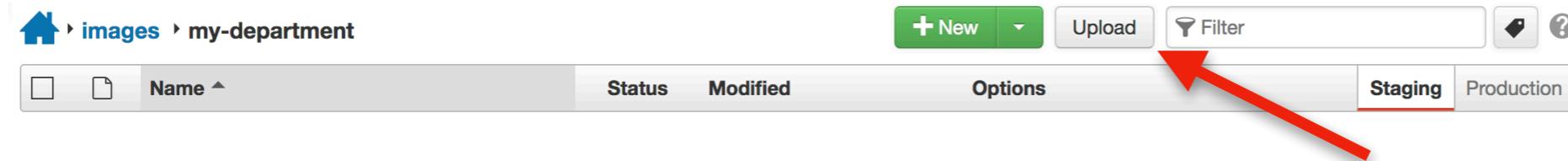
Use The Search Bar To Search For The "images" Folder

Click On Your Department's Folder



If You're Having Trouble Finding It,
Use The Search Bar On The Right

Click "Upload"



Upload Your Image

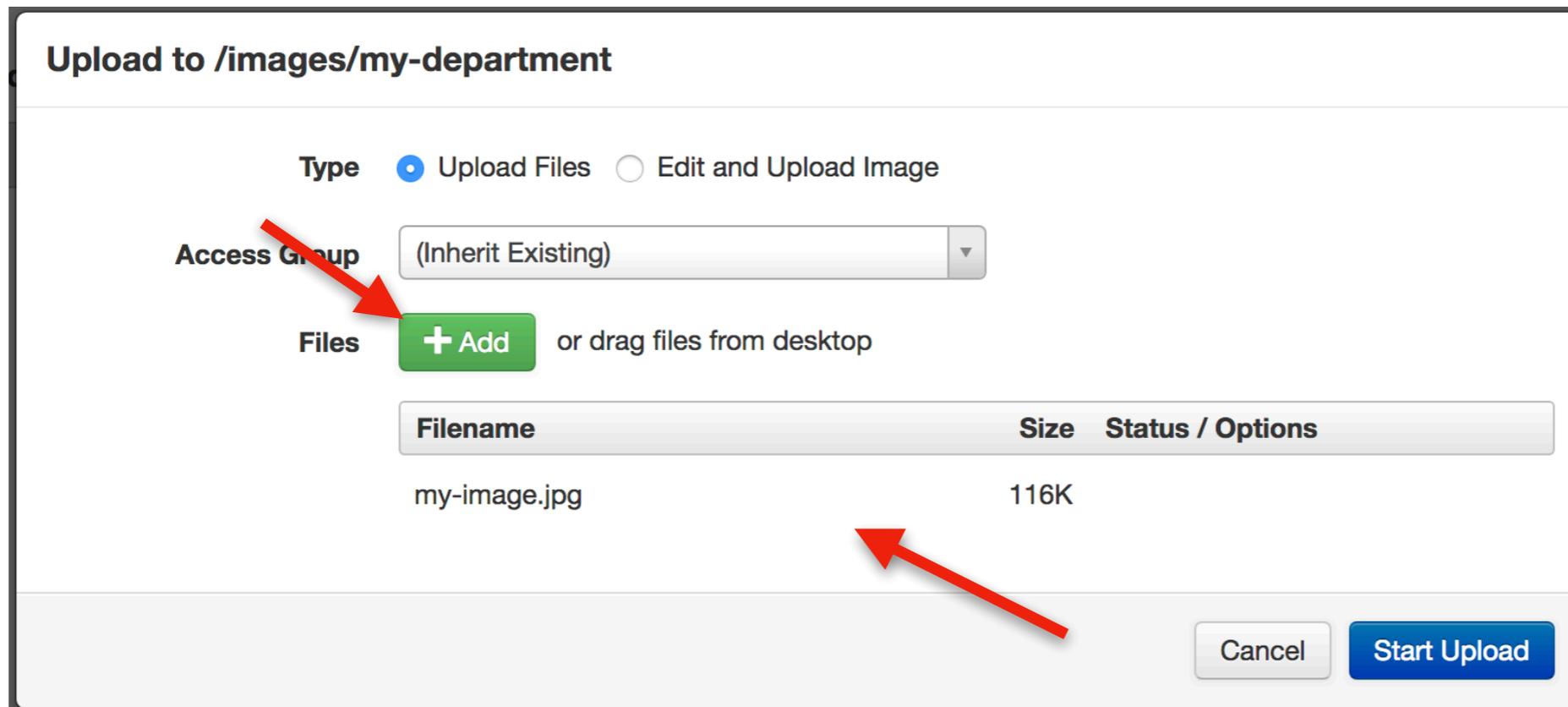
Upload to /images/my-department

Type Upload Files Edit and Upload Image

Access Group (Inherit Existing)

Files or drag files from desktop

Filename	Size	Status / Options
my-image.jpg	116K	

A screenshot of a web interface for uploading files. The title is "Upload to /images/my-department". There are two radio buttons for "Type": "Upload Files" (selected) and "Edit and Upload Image". Below is a dropdown menu for "Access Group" with the value "(Inherit Existing)". Under "Files", there is a green "+ Add" button and the text "or drag files from desktop". A table below shows one file: "my-image.jpg" with a size of "116K". At the bottom right are "Cancel" and "Start Upload" buttons. Two red arrows point to the "+ Add" button and the file entry in the table.

You can drag files from desktop or you can click on the "Add" button

Click "Start Upload"

Upload to /images/my-department

Type Upload Files Edit and Upload Image

Access Group (Inherit Existing) ▼

Files [+ Add](#) or drag files from desktop

Filename	Size	Status / Options
my-image.jpg	116K	

[Cancel](#) [Start Upload](#)



Your Image Is Uploaded!

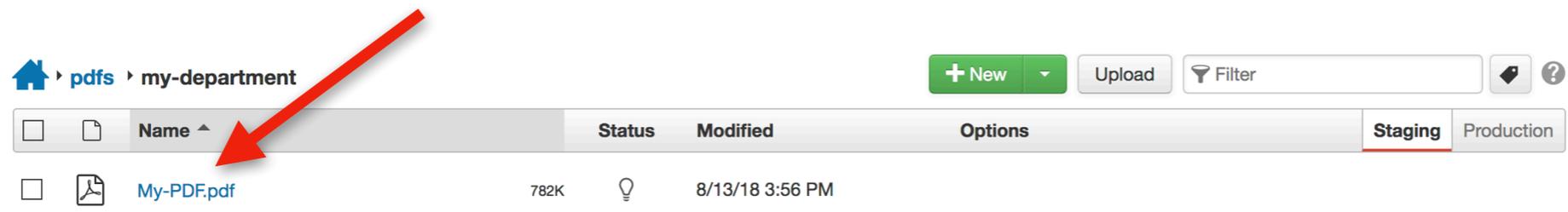
🏠 pdfs ▸ my-department + New Upload Filter ?

<input type="checkbox"/>	<input type="checkbox"/>	Name ^	Status	Modified	Options	Staging	Production
<input type="checkbox"/>		My-PDF.pdf		782K 	8/13/18 3:56 PM		

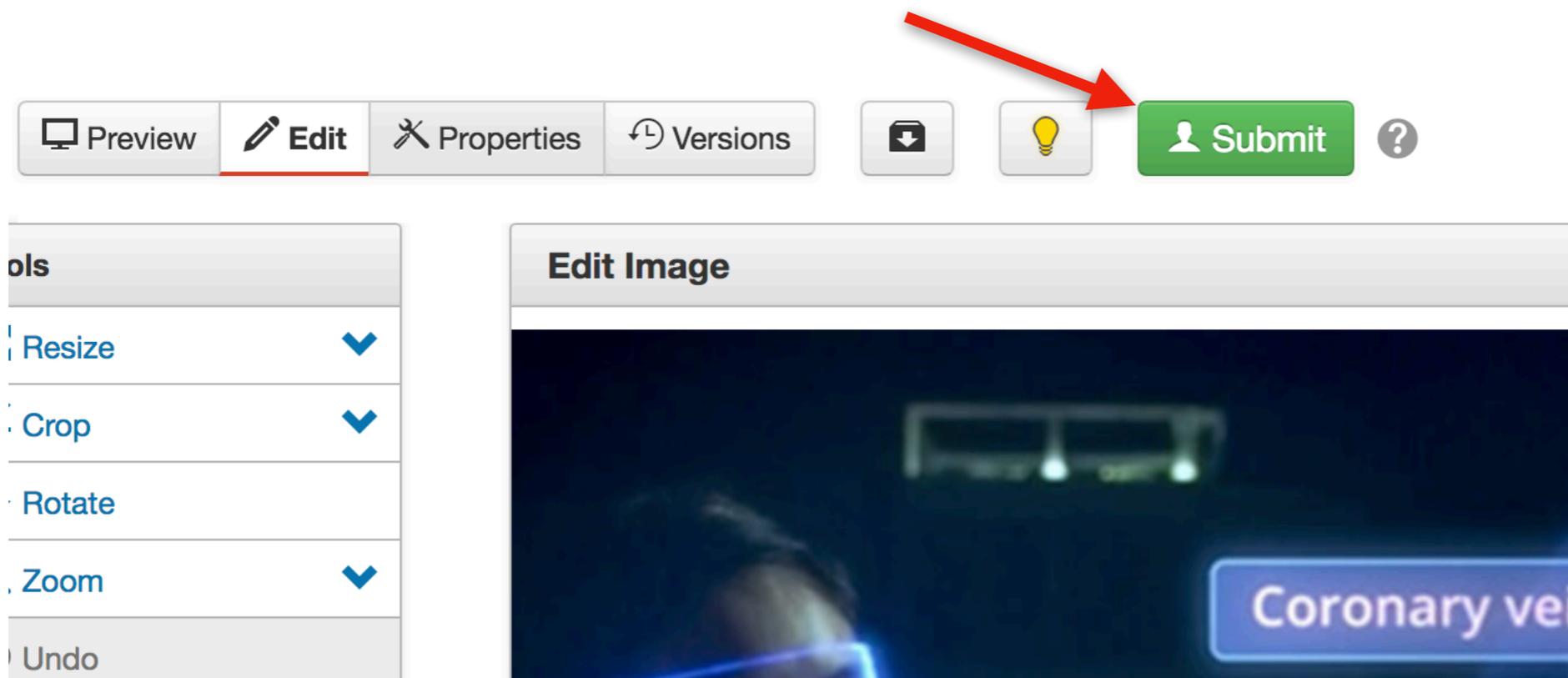
Submit Image To Be Published

Before your image can be seen on the website it needs to be submitted to be published.

Click On Your Uploaded Image



Click On The "Submit" Button



Submit for Approval - my-image.jpg ?

When submitting for approval, the message is automatically set as public for current and future workflow participants.

To

Subject

Message

Send Copy to Email
Send external email in addition to internal OU Campus message

Make sure you add the page that the image will be placed on and the path to that image. You can find the path to the right of the "pages" link at the top left of the image screen.

Click On The "Submit" Button

Submit for Approval - my-image.jpg ?

When submitting for approval, the message is automatically set as public for current and future workflow participants.

To

Subject

Message

Send Copy to Email
Send external email in addition to internal OU Campus message

Your Image Has Been Submitted!

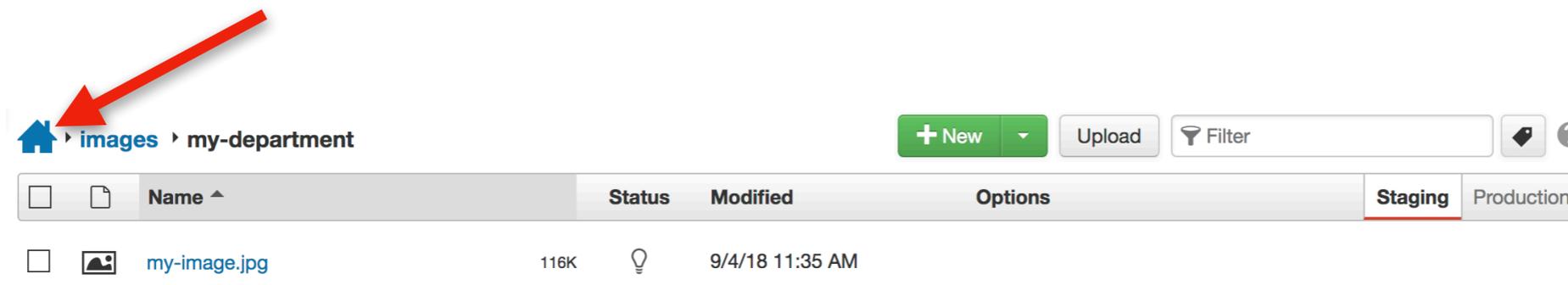
🏠 pdfs my-department + New Upload Filter ?

<input type="checkbox"/>	<input type="checkbox"/>	Name ^	Status	Modified	Options	Staging	Production
<input type="checkbox"/>		My-PDF.pdf		782K 	8/13/18 3:56 PM		

Inserting An Image

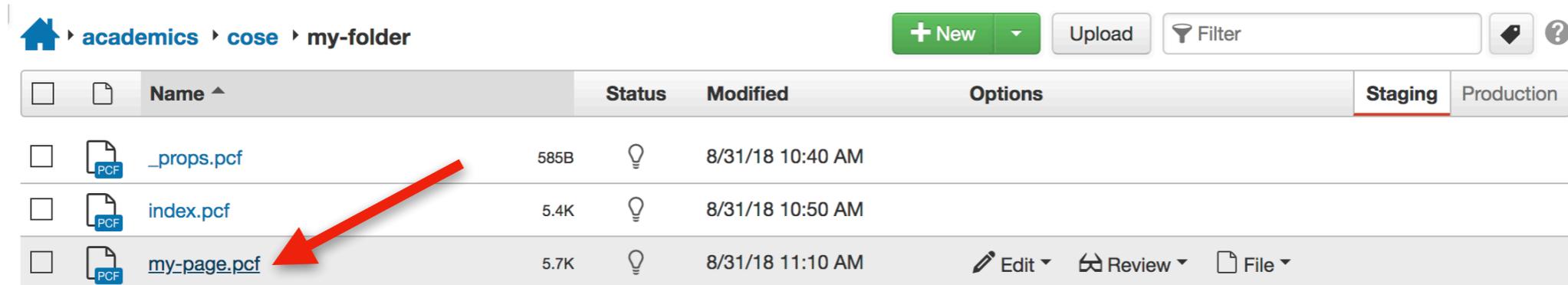
How To Get An Uploaded Image
OnTo Your Page

Navigate To The Home Folder



Click on the "Home" Icon

Navigate To Your Page



The screenshot shows a file management interface with a breadcrumb path: **academics** > **cose** > **my-folder**. At the top right, there are buttons for '+ New', 'Upload', and a 'Filter' search box. Below the path, there are two tabs: 'Staging' (selected) and 'Production'. The main area displays a table of files:

Name	Status	Modified	Options
<input type="checkbox"/>  _props.pcf	585B	8/31/18 10:40 AM	
<input type="checkbox"/>  index.pcf	5.4K	8/31/18 10:50 AM	
<input type="checkbox"/>  my-page.pcf	5.7K	8/31/18 11:10 AM	 Edit ▾  Review ▾  File ▾

A red arrow points to the file name 'my-page.pcf' in the third row of the table.

Once you find your page click on it to enter the page editor.

Click "Main Content"

Preview Edit Properties ?

ACADEMICS ADMISSIONS FINANCIAL AID **ORU** ABOUT ORU ATHLETICS ORU EXPERIENCE
ORAL ROBERTS UNIVERSITY

VISIT ORU APPLY NOW EXPLORE MAJORS WHOLE PERSON EDUCATION PARENTS & VISITORS CURRENT STUDENTS ALUMNI & FRIENDS FACULTY & STAFF

REQUEST MORE INFORMATION FIRST LAST EMAIL
DEGREE PROGRAMS GO

MY PAGE

[Main Content](#)

EGET NUNC

Vestibulum justo ante, efficitur eget consequat sed, euismod sed lorem. Sed ut ipsum leo. Aenean tristique tempor lacinia. Nam risus leo, congue eget pretium at, congue sit amet lorem. Vestibulum cursus, sem id porta accumsan, nibh neque venenatis purus, ac fringilla tellus leo eget nunc. Etiam ac semper justo. Sed fringilla eget tortor quis faucibus. Curabitur interdum arcu fermentum semper varius. Curabitur convallis sed ipsum a faucibus.

SIDE NAVIGATION

Navigation Menu will appear on publish
Directory Variable for Navigation Set to: `sb-academics-cose`. For editing file should be located at: `/_resources/includes/sidebar/sb-academics-cose.php`

BANNER AD

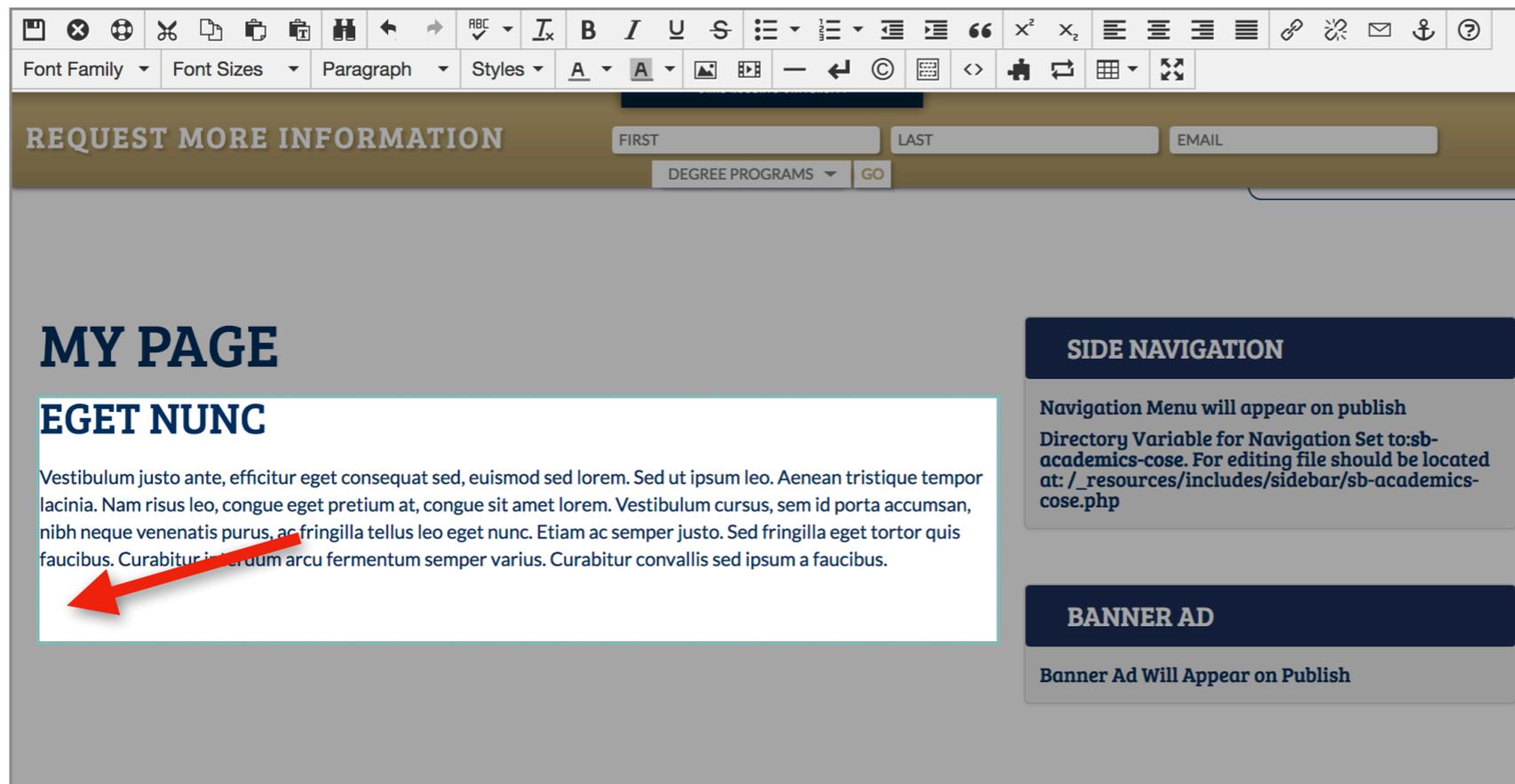
Banner Ad Will Appear on Publish

BOOKSTORE ACCREDITATION COLLEGE OF NURSING COLLEGE OF ARTS & CULTURAL STUDIES
DIRECTIONS KORU RADIO COLLEGE OF SCIENCE & COLLEGE OF BUSINESS
EMPLOYMENT CAMPUS NEWS ENGINEERING COLLEGE OF THEOLOGY & COLLEGE OF EDUCATION
LIBRARY MY ORU COLLEGE OF THEOLOGY & MINISTRY ONLINE LEARNING
CAMPUS SAFETY GEB AMERICA

ORU
ORAL ROBERTS UNIVERSITY

Everything you need to know to begin creating pages for your department in OMNI

Move Cursor To An Empty Line



The screenshot displays a web editor interface. At the top is a toolbar with various icons for text formatting and editing. Below the toolbar is a search bar with the text "REQUEST MORE INFORMATION" and input fields for "FIRST", "LAST", and "EMAIL". A "DEGREE PROGRAMS" dropdown menu and a "GO" button are also visible. The main content area is divided into two columns. The left column has a heading "MY PAGE" and a text box titled "EGET NUNC". The text box contains a paragraph of placeholder text: "Vestibulum justo ante, efficitur eget consequat sed, euismod sed lorem. Sed ut ipsum leo. Aenean tristique tempor lacinia. Nam risus leo, congue eget pretium at, congue sit amet lorem. Vestibulum cursus, sem id porta accumsan, nibh neque venenatis purus, ac fringilla tellus leo eget nunc. Etiam ac semper justo. Sed fringilla eget tortor quis faucibus. Curabitur interdum arcu fermentum semper varius. Curabitur convallis sed ipsum a faucibus." A red arrow points to the bottom of the text box, specifically to an empty line. The right column has a heading "SIDE NAVIGATION" and a text box containing the text: "Navigation Menu will appear on publish. Directory Variable for Navigation Set to: sb-academics-cose. For editing file should be located at: /_resources/includes/sidebar/sb-academics-cose.php". Below this is a heading "BANNER AD" and a text box containing the text: "Banner Ad Will Appear on Publish".

Click On The Image Icon

The screenshot displays a web editor interface. At the top, there is a toolbar with various icons for text formatting and layout. A red arrow points to the image icon in the toolbar. Below the toolbar, there is a search bar with the text "REQUEST MORE INFORMATION" and input fields for "FIRST", "LAST", and "EMAIL". A "DEGREE PROGRAM" dropdown menu and a "GO" button are also visible. The main content area is divided into several sections: "MY PAGE" with a sub-section "EGET NUNC" containing placeholder text; "SIDE NAVIGATION" with a message about the navigation menu; and "BANNER AD" with a message about the banner ad. At the bottom, there is a footer with the ORU logo and social media icons, and a list of university departments including Bookstore, Directions, Employment, Library, Campus Safety, Accreditation, Koru Radio, Campus News, My ORU, GEB America, College of Nursing, College of Science & Engineering, College of Theology & Ministry, College of Arts & Cultural Studies, College of Business, College of Education, and Online Learning.

Everything you need to know to begin creating pages for your department in OMNI

Find Your Image

Insert/Edit Image ×

General Appearance

Source 

Description

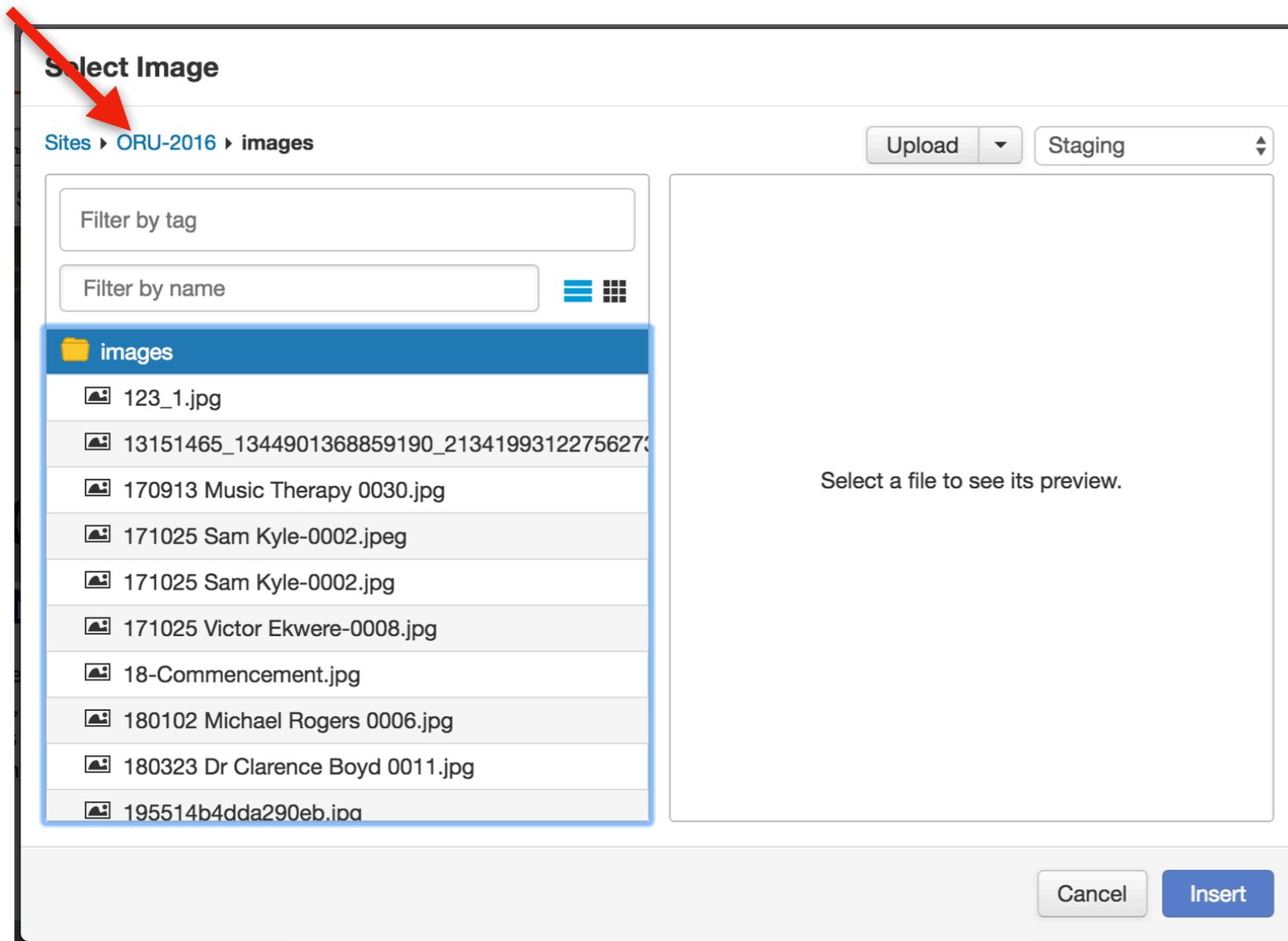
Tooltip

Dimensions x Constrain proportions

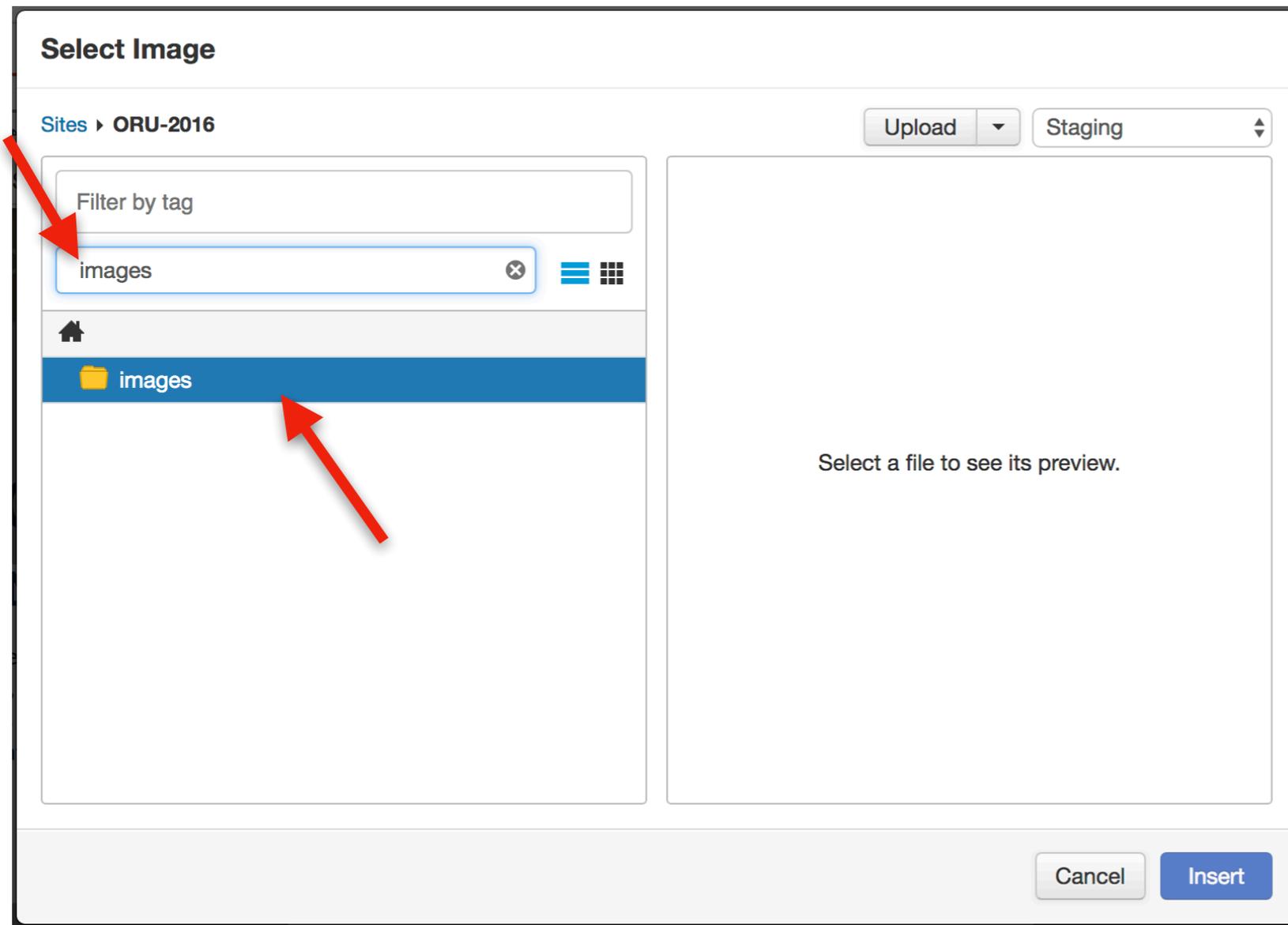
Class (not set) ▼

ID

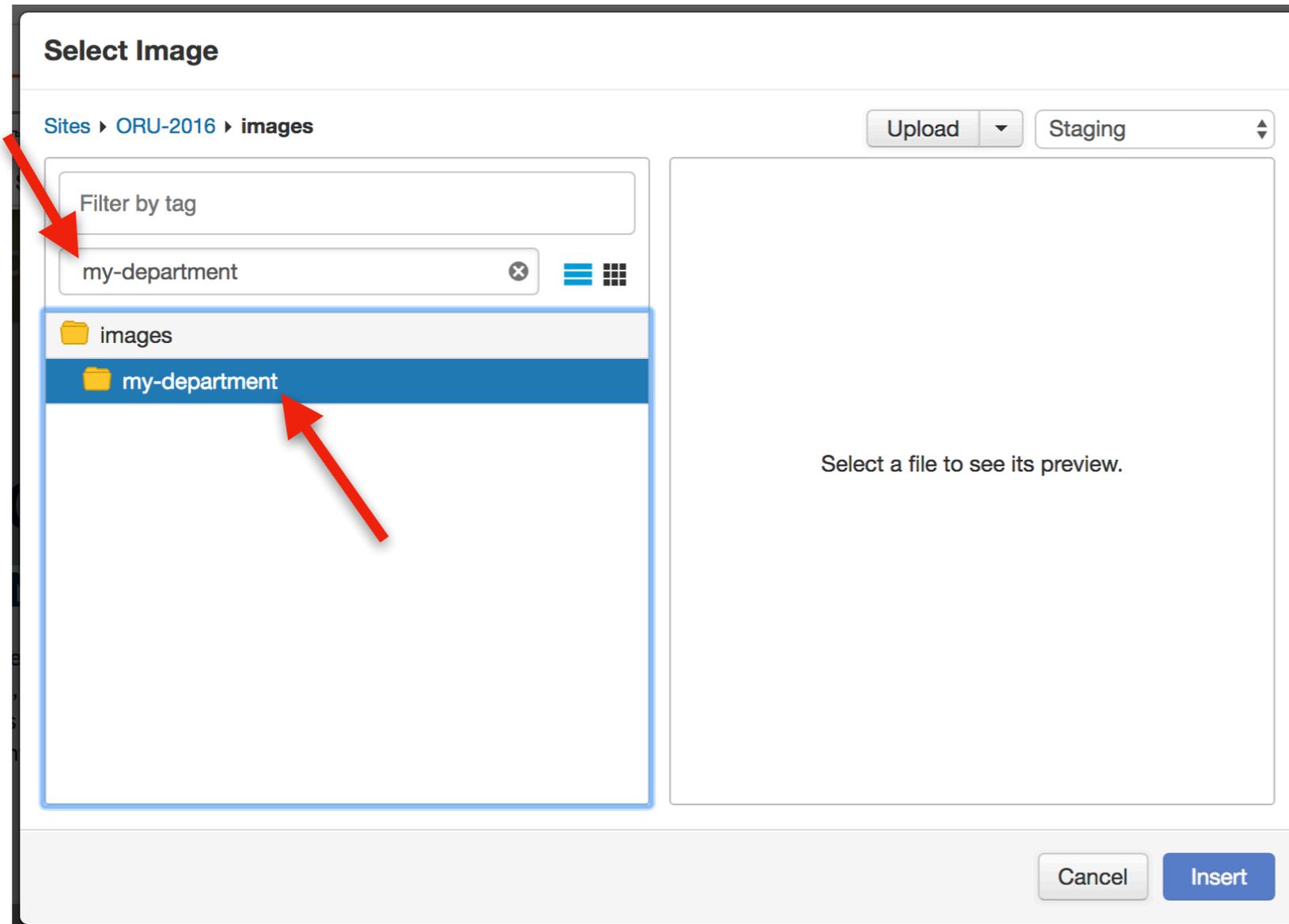
Click on "ORU-2016"



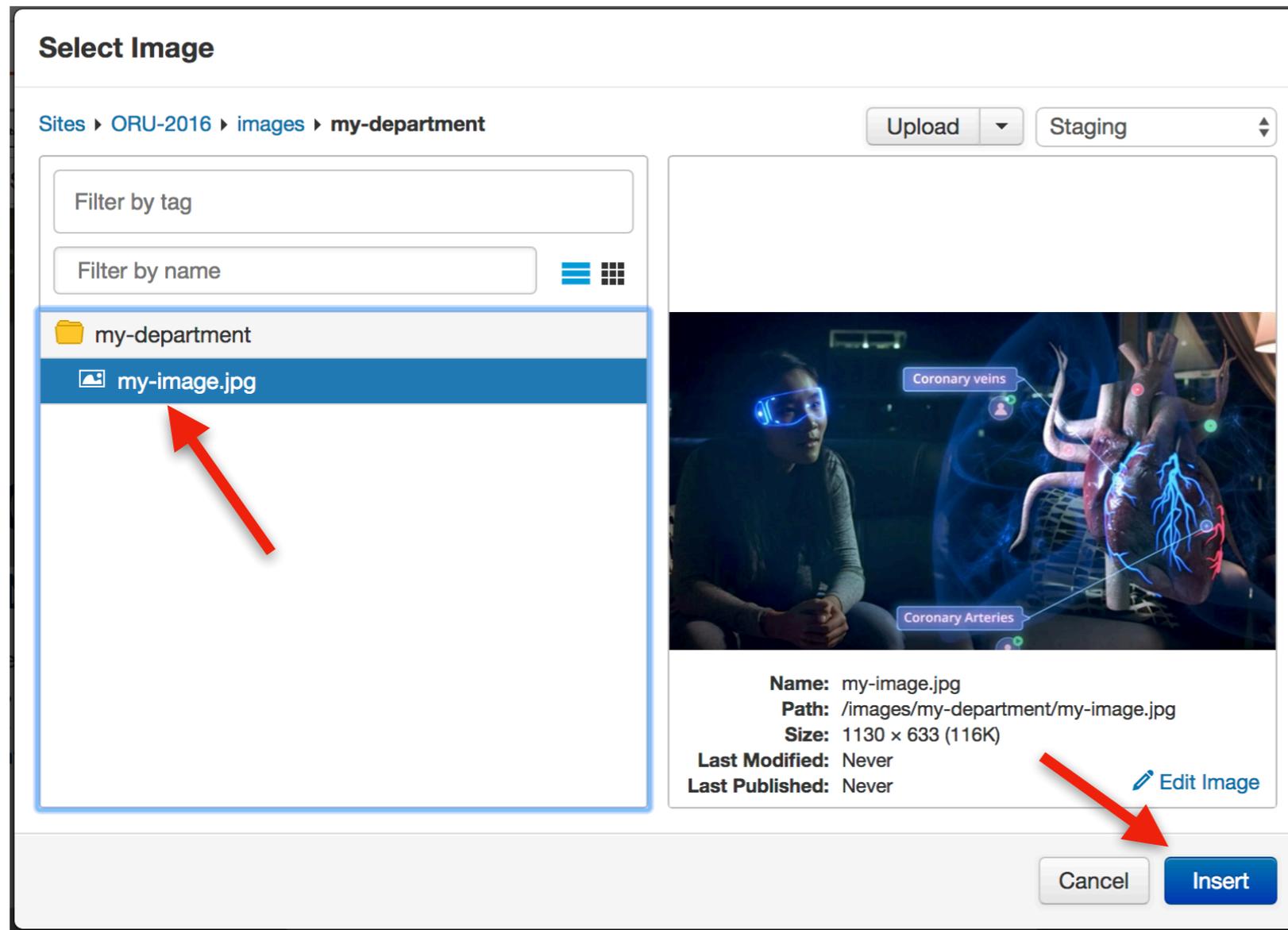
Find The Images Folder



Find Your Department



Select Your Image & Click “Insert”



Your Image Has Been Selected

Insert/Edit Image ✕

General Appearance

Source 
/images/my-department/my-image.jpg

Description

Tooltip

Dimensions x Constrain proportions

Class ▼

ID

Make Your Image Responsive

Insert/Edit Image [x]

General Appearance

Source: {{f:23350040}} [camera icon]
/images/my-department/my-image.jpg

Description: [text input]

Tooltip: [text input]

Dimensions: 1130 x 633 [checked] Constrain proportions

Class: (custom) [dropdown]

[text input: img-responsive]

ID: [text input]

Cancel OK

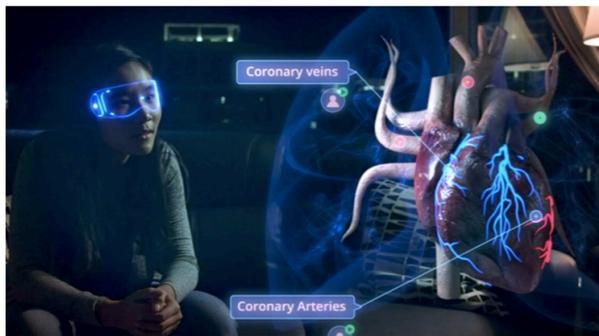
Click the "class" dropdown and choose "(custom)".

Then type in "img-responsive" into the field below it.

INSERTED WITHOUT CLASS



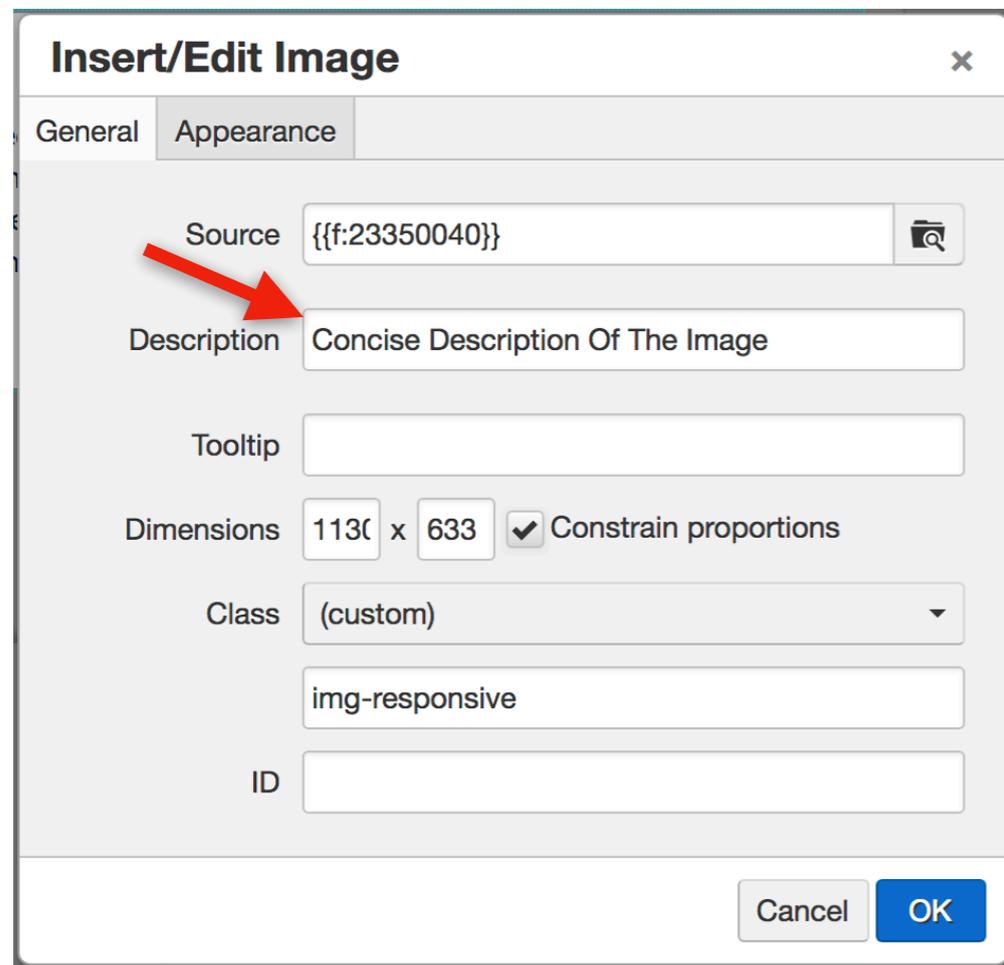
INSERTED WITH CLASS



This image shows the difference between a responsive image and an unresponsive image on a mobile device.

Notice the top gets cutoff? You can avoid this by using the “img-responsive” class.

Add In The Image Description



Insert/Edit Image [x]

General | **Appearance**

Source: {{f:23350040}} [img icon]

Description: Concise Description Of The Image

Tooltip: [text box]

Dimensions: 1130 x 633 [checked] Constrain proportions

Class: (custom) [dropdown]

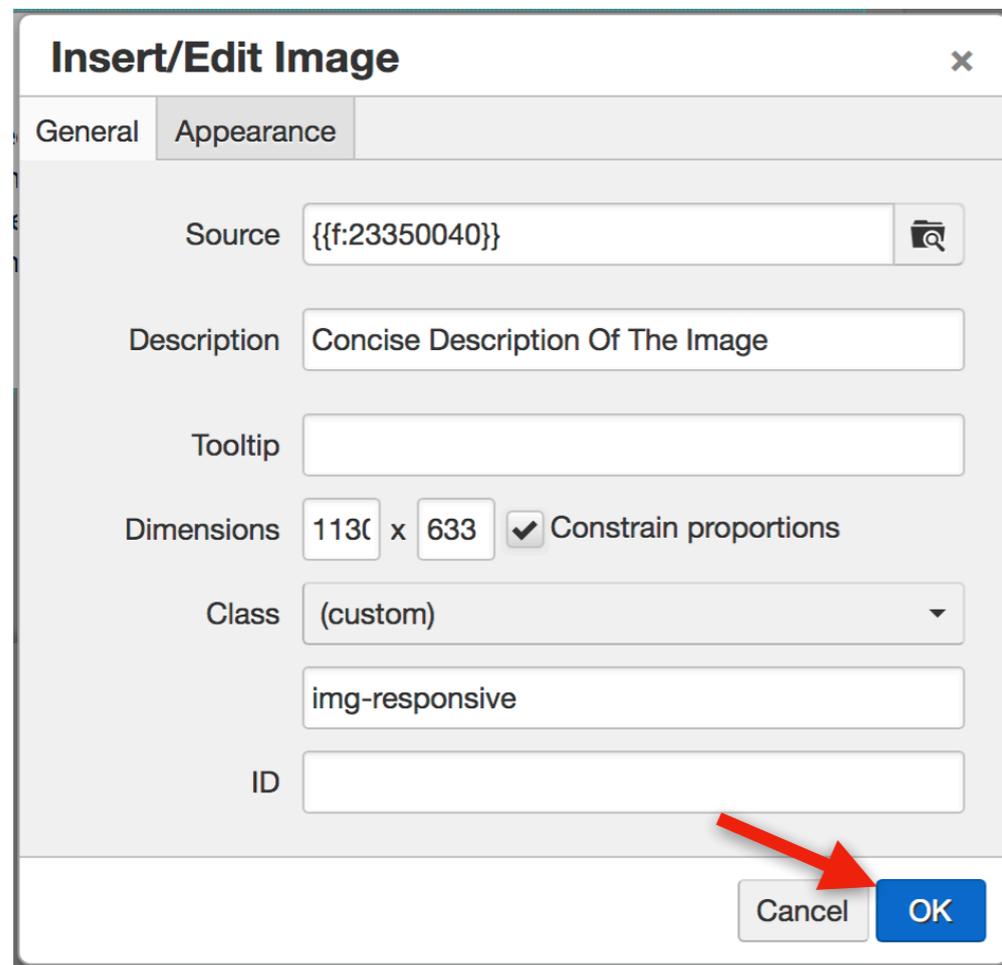
[text box: img-responsive]

ID: [text box]

[Cancel] [OK]

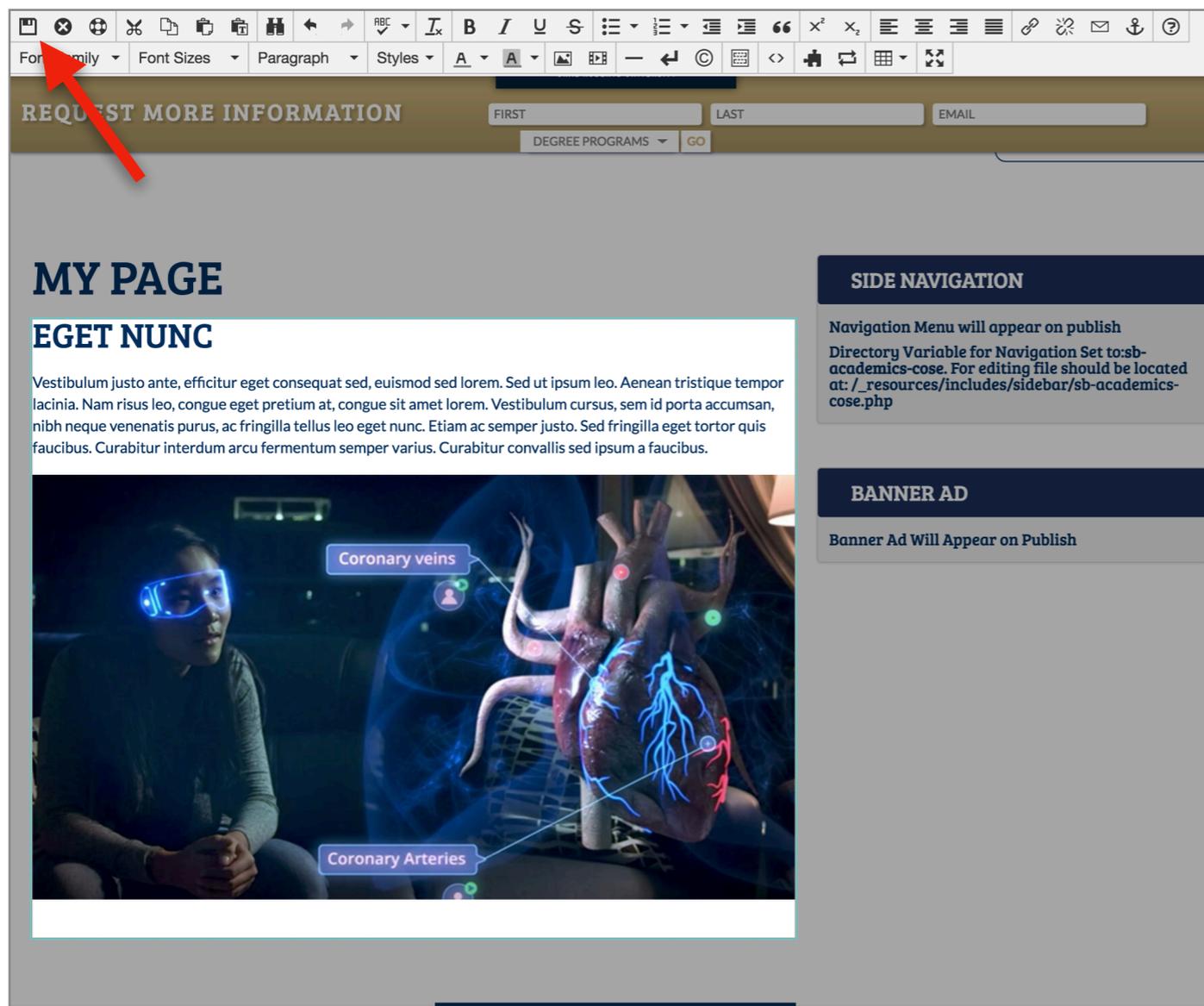
The “description” will become the “alt text” for the image.

Click "Ok" To Insert The Image



The image shows a screenshot of a web editor's 'Insert/Edit Image' dialog box. The dialog has a title bar with a close button (x) and two tabs: 'General' and 'Appearance'. The 'General' tab is active. It contains several input fields: 'Source' with the placeholder text '{{f:23350040}}' and a camera icon; 'Description' with the text 'Concise Description Of The Image'; 'Tooltip' which is empty; 'Dimensions' with '1130' and '633' in separate boxes, a small 'x' separator, and a checked checkbox labeled 'Constrain proportions'; 'Class' with a dropdown menu showing '(custom)'; a text box containing 'img-responsive'; and an 'ID' text box which is empty. At the bottom right, there are two buttons: 'Cancel' and 'OK'. A red arrow points from the bottom right towards the 'OK' button.

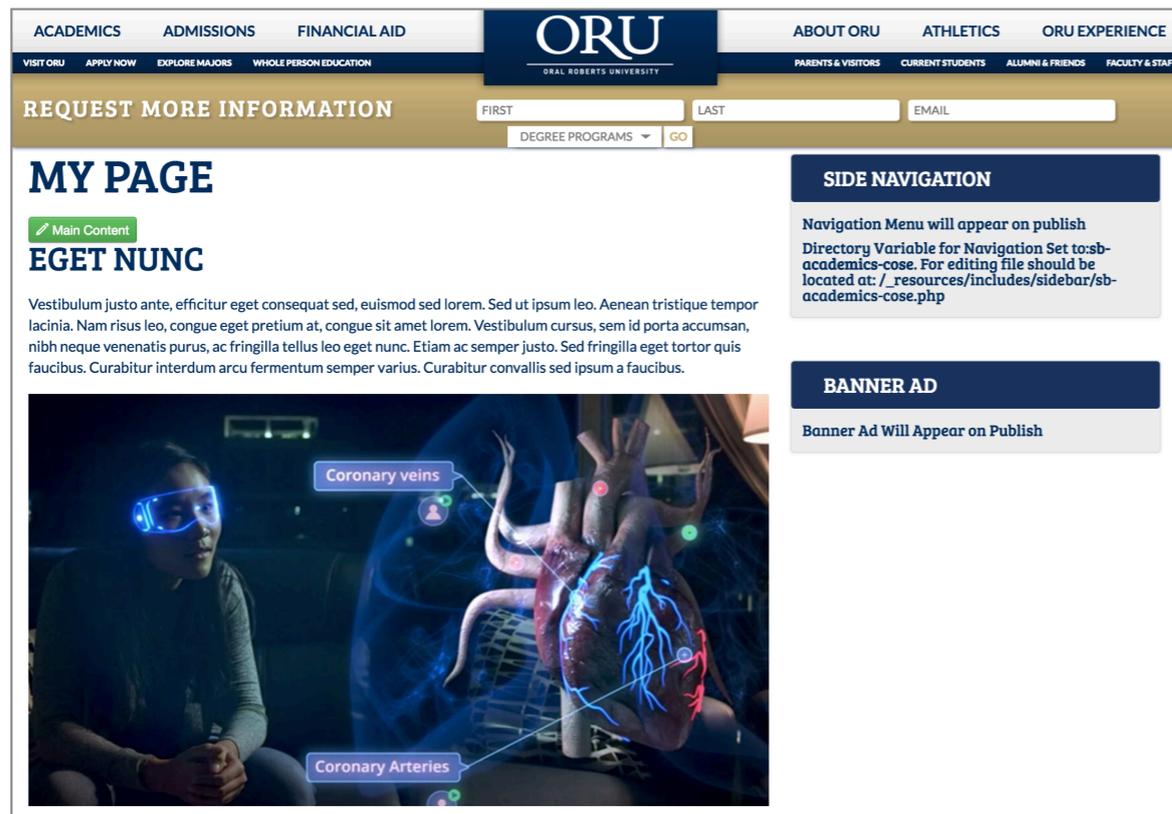
Click The Save Icon



The screenshot shows a web editor interface. At the top, there is a toolbar with various icons. A red arrow points to the save icon, which is a floppy disk. Below the toolbar, there is a header area with the text "REQUEST MORE INFORMATION" and input fields for "FIRST", "LAST", and "EMAIL". Below this, there is a section titled "MY PAGE" with a sub-section "EGET NUNC" containing placeholder text. To the right, there are two sidebars: "SIDE NAVIGATION" with a message about the navigation menu and a directory variable, and "BANNER AD" with a message about the banner ad. At the bottom, there is a large image of a person wearing AR glasses looking at a 3D anatomical model of a heart with labels for "Coronary veins" and "Coronary Arteries".

Everything you need to know to begin creating pages for your department in OMNI

Your Image Has Been Inserted!



The screenshot displays a website interface for Oral Roberts University (ORU). At the top, there is a navigation bar with links for ACADEMICS, ADMISSIONS, FINANCIAL AID, ABOUT ORU, ATHLETICS, and ORU EXPERIENCE. Below this is a secondary navigation bar with links for VISIT ORU, APPLY NOW, EXPLORE MAJORS, WHOLE PERSON EDUCATION, PARENTS & VISITORS, CURRENT STUDENTS, ALUMNI & FRIENDS, and FACULTY & STAFF. The main content area is titled 'MY PAGE' and features a 'Main Content' section with the heading 'EGET NUNC' and a paragraph of placeholder text. To the right of the main content is a 'SIDE NAVIGATION' section with a note: 'Navigation Menu will appear on publish' and a directory variable for navigation. Below the side navigation is a 'BANNER AD' section with the note: 'Banner Ad Will Appear on Publish'. The main content area also features an image of a person wearing a VR headset, with a 3D anatomical model of a heart overlaid. The model is labeled with 'Coronary veins' and 'Coronary Arteries'.

***Your changes won't be reflected on the live version of the page until it's been submitted and then approved.**

Guide Complete

