LibGuides 2 – Working with Images

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Important notes

Copyright on images

Please be aware of copyright laws when copying and saving images from the web.

Obtaining signed “Authority to Publish” forms for locally produced photos

Please ensure you have a signed release from any people in photographs you have taken locally.

There are two forms available on the TAFE NSW Intranet: Individual Form (over 18) Group Form

These signed forms should be filed locally.
Recommended sizes for LibGuides images

You can estimate the pixel width of images by first considering the width of the box that you are working in.

Column widths in LG2 are easily determined by looking at the drop down menu under LAYOUT.

The tick shows which layout your page uses.

Use this table for column widths → pixels:

<table>
<thead>
<tr>
<th>Layout</th>
<th>Widths</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 column</td>
<td>1000 pixels</td>
</tr>
<tr>
<td>50/50</td>
<td>500 pixels / 500 pixels</td>
</tr>
<tr>
<td>25/75</td>
<td>250 pixels / 750 pixels</td>
</tr>
<tr>
<td>75/25</td>
<td>750 pixels / 250 pixels</td>
</tr>
<tr>
<td>25/50/25</td>
<td>250 pixels / 500 pixels / 250 pixels</td>
</tr>
<tr>
<td>50/25/25</td>
<td>500 pixels / 250 pixels / 250 pixels</td>
</tr>
<tr>
<td>25/25/50</td>
<td>250 pixels / 250 pixels / 500 pixels</td>
</tr>
<tr>
<td>33/33/33</td>
<td>330 pixels / 330 pixels / 330 pixels</td>
</tr>
</tbody>
</table>

In general, if you want to fill up a box with an image, you should aim for a picture that is just under the size of the pixels of the box.

For example, the LG2 box here (which is 250 pixels wide) has a 220 pixel width image

So the general rule of thumb is to estimate the required image size according to the column width, taking away 10 - 15 pixels for a margin inside the box.

If adding a smaller image to a box or having two images side by side then halve the width for each one.

For a smaller image anywhere, it is better to work on a pixel width of 100-160 so that the size of the image does not overwhelm the text in the box.

Note: In general, it is NOT recommended to put a full sized image into a wider box and then resize it, as the original image size will still be large and will slow down the page loading time!

Important! It is best to locate and resize the image/s you want to use before uploading to LibGuides.
About full width images

If using a single image to span the columns at the top of a guide, please ensure the height of the image is no bigger than the existing banner image at the very top of the guide.

Any higher than this, and the image pushes the content boxes too far down the page, and takes the emphasis off the actual guide name, page tabs and box content.

Only use images that suit the long thin shape required for the top box. Be aware of colour choice, as a dark image will also detract from the content of the guide. In most cases, it will be better to add a smaller image to one of the existing boxes, or a book cover from TAFEcat. (see Tips 3 - TAFEcat links and book cover images)

Note: Always edit the image outside of LibGuides, so you don’t have to change the size after the image is inserted in the box. This can have the effect of making the page slow to load, stretching the original image, and/or making the image blur.

Recommended size: 950 pixels wide x 70 pixels high (max) - please see sample guide below:
Where are the images stored within LibGuides?

On the orange command bar, click on **Content > Image Manager**

You will see the ROOT (default) folder of your Personal Library:

![Image Manager screenshot](https://illawarra-tafensw.libapps.com/libguides/image_manager_popup.php?CKEditor=c-lg-editor-content&CKEditor)

On this screen you will be able to create new folders, upload images and move from one folder to another, and delete images.

When you have added more folders, they will display under the ROOT (default) folder.

Remember to select the correct folder when uploading new images, or when searching for existing images.

See page 9 for more information on creating and managing image folders.

To insert images in your guides – please edit and resize them outside of LibGuides first, and then follow the steps below.

You should refer to the *Saving and Editing Images* document on the library teamsite
Uploading your images into LibGuides

Images are usually added into a Rich Text box on your guide. Open the rich text box for editing.

1. Place the cursor where you want the image to sit, and click on the **Image button** on the toolbar.

   ![Image button in LibGuides toolbar](image1.png)


2. Click on the **Browse Server** button to open the *Image Manager* window.

   ![Image Manager window](image2.png)

   The *Image Manager* allows you to

   A - Insert existing LibGuides images **or** B - Locate, upload and insert new images.
A If the image you wish to insert is already in your LibGuides Image Library

Note: If you have several image folders, select the correct folder first.

Locate the image, and click on the Image button underneath the image, to insert the image URL in the Image Properties window – the button to use is second from the left, under the image, and above the file name:

The image upload window will close and the Image URL field will automatically show the path to your uploaded file with a thumbnail picture of your selected image.

Go to C below.

OR

B To locate and upload a new image from your computer

Note: If you have several image folders, select the correct folder first.

Click on the Upload New Image button.

1. Locate the exact file on your computer and click on the Open button. The file name will display next to the Upload New Image button.

2. The Image Manager window will quickly revert to the Image Properties window in your box. (the default setting is to auto insert the selected image).
NOTE: If you DO NOT want to immediately use a newly uploaded image, un-tick the Use the newly uploaded image in my page checkbox. The uploaded image will remain available in your Image Library for later insertion into this or other guides.

3. Click on the Image button underneath the image to insert the image URL in the Image Properties window. The image upload window will close and the Image Properties box will display. The Image URL field will automatically show the path to your uploaded file, with a thumbnail picture of your selected image.

Note: The path for your own images will refer to the Springshare server space for our LibGuides account. For example: ttps://s3.amazonaws.com/libapps/accounts/232/images/LG_icon_220.jpg

C When the image URL and image are seen in the Image Properties box

Click on OK to save the image in the box and view on your guide. The uploaded image will be displayed at your cursor position in the Rich Text Editor window. Click Save Changes to save the box content. Preview the image on your guide. (Use the eye icon at top right of the screen.

D If the image is not quite the right size, or is in the wrong position in the box, you should edit the image properties, as follows.

Click on the Edit button in your LibGuides content box and choose Edit.

Right click on the image and select Image Properties

Alternative Text: for accessibility reasons, a short description of the image must be included.

Width & Height:
Use to make the image smaller.
Click the lock icon to lock down the aspect ratio of the picture (thus avoiding distorting the picture).

Border: Border pixel size – the default is nothing or zero. A border does not add anything to an image.

The next two options add space between images and/or text.

Hspace (horizontal space): Right and left "padding" - enter 10 or 20.

Vspace (vertical space): Top and bottom "padding". Enter 5 or 10

Alignment: Chose from <not set>, left & right.
Notes

- Avoid making an image bigger after inserting. The image will lose quality. Best to start with the correct size.

- There is no center alignment for images at this time. As a workaround, you can insert a space in front of an image, and then drag your mouse over the space and the image. This will activate the center button on the toolbar.

- It is usually best to insert the image at the very start of the text box – then choose where you want it inside the box by using the Alignment tool in Image Properties.

Adding a weblink to an image (optional)

1. Click once on the image to select / highlight it.

2. Click the chain link icon on the toolbar to add a web link:

3. Copy / Paste (preferred) or type the link URL in the URL field.

4. Click OK. A blue border will be seen around your image, indicating there is a hyperlink. Tip: If you don’t want this blue border to display around your image (as a visual clue that it is linked), right click on the image, open the Image Properties box, and set the border to zero. Save and then Save and Close.
Managing your LibGuides Images

As your image collection grows, it may become harder to find a particular image you are looking for. The Image Manager includes a folder system for organizing your images.

To Create Folders in your Image Manager

1. On the orange command bar, click on **Content > Image Manager**.

2. You will see the ROOT (default) folder of your Personal Library. Note: Any images on your existing guides (from Libguides v.1) will be stored in this folder.

3. Click in the **Create New Folder** field and type the name that you want the folder to be called (in this example **Research Skills**):

4. Click on the **Create** button to create this folder. It will now appear as an option under your ROOT (default) folder

5. Click on the **Upload Image** button. The. Single click on the image and the path to the image will display in the **Insert/Edit Image** box.
6. The file will be uploaded and will be displayed in your **personal image library** (or other selected folder) in the lower part of the window (you may need to scroll down to find it):

To move existing images to your new folders:

1. Go to your ROOT (default) folder and find the picture that you’d like to move.

2. Click on the **Move Image to Another Folder** icon (it looks like a truck).

3. This will open up a **Move Image to Folder** window. Select the correct folder from the drop down list.

4. Click on the **Move** button.

5. Now when you select the folder from the folder directory on the left hand side you will see any images that you have moved into the folder:
To Search for Images in your Image Library

1. Go to the Image Manager and place your cursor in the **Search Image Name** field:

2. Type some text into the field and only those images that have that text as part of their filename will appear.

3. You should always choose your image filenames carefully to make the tool most effective. You might, for instance, include the name of the guide as part of the file name. Another tip is to include the image size in the file name.
Reusing LibGuides images added by other Illawarra staff

Locate the Image URL first. If using Google Chrome, right click on any Illawarra LibGuides image and click on Copy Image Address (in Chrome). In Internet Explorer, right click on an image, click on Properties and Copy the Address/URL. Now you can Paste the URL into the Image Properties box to re-use that image in your own guide. See page 13 below.

It will be the original size, which may not be suitable for your own box. Edit the image dimensions to suit OR save the image and re-size the image outside of LibGuides and upload as shown above.

Sample LibGuides image URL -

Images in guides you have copied from other LibGuides libraries

Note that if you have copied (with permission) any other library’s guide, the images in that guide will display on your copied guide, but will not be stored in your own image library.

The images will remain linked to the other library’s server space at Springshare, so if the image is changed by the owning library, your image will either disappear or be changed. You might also be inadvertently using a copyrighted image. For these reasons, you should replace the images with your own, or remove them entirely.

Your LibGuides profile photo

We are not currently using profile photos of staff in LibGuides, but if we do in the future, they MUST be no wider than 140 pixels / no taller than 200 pixels

For more help - visit this Springshare help guide: LibApps – Profile Image (you must be logged into LibGuides first.)

Read more about image sizes

As far as web standards, the general recommendation is that any image meant for use on the web be no larger than 100KB (but that really, the smaller the size, the better). The reason for this is that images with larger sizes take longer to load in a standard web browser, and eat up more bandwidth. This can slow down your patron’s interactions on your website.

From Springshare Help: https://support.springshare.com/libguides/addingcontent/images

Web image size tips and tricks - Includes: Adjust the physical size, decrease the image resolution, and use JPEG format for images
Adding Images from the Web to a LibGuide

1. Locate the image you wish to link to and copy the URL.

   **How?** To copy the URL of an image on the web, in Google Chrome, right-click on the actual image and click on *Copy image address*.


2. In the text editor, place the cursor in the **Rich Text/HTML** box where you want the image to appear and click on the Image button:

3. The **Image Properties** dialog box displays.

4. Right-click and paste the URL of the image in the **URL** field. The dimensions of the image will display under **Width** and **Height**.

5. Depending on how you want to align the image, you can then either leave the alignment at "Not Set" or change it.

   **NOTE:** Remember that an image you link to from the Web may not stay there forever. It is usually best to save a copy of the image you want to display, taking into account copyright restrictions. When in doubt – don’t!