MCPS Web Publishing System (Tron) Training

Working with Content – Basics of Content Blocks

Uploading & Including Images on Web Pages
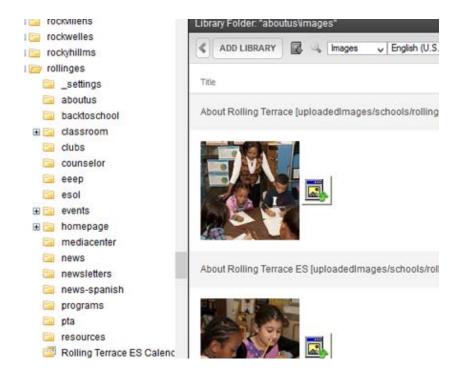
In this document:

   A. How to upload and include images on web pages
   B. Including thumbnails and linking to larger images from web pages

A. Uploading and Including Images

1. Once you are in the *content work area* for the content block you want to add an image to (see *How to Edit a Web Page*), place your cursor in the spot where you want the image to appear and click the library icon.

2. Your Tron library will open. The window will display images and/or files that are in the library for the folder (directory) in which the page you are editing is stored.

    In this example, we are editing the About Us of the Rolling Terrace ES site. The content block for this page "resides" in the */rollinges/aboutus/* folder on the Web and in the Tron database. Therefore the library window will display the images and/or files that are stored in the library for */rollinges/aboutus/*

3. To upload and insert (link to) a file you need to select "Images" from the pulldown menu in the library tool bar (if it is not already selected).
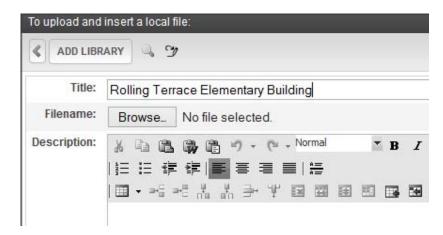
Library Folder: "aboutus\image "

ADD LIBRARY   Images ∨ English (U.S.) ∨

4. **If the image has already been uploaded to your Tron *library* you can select it.** Remember, this window is showing the *library* for the folder in which the page you are editing is stored. If you want to use an image from another directory (e.g. from mediacenter), navigate the files on the left-hand side of your screen to that directory and select your images from there.
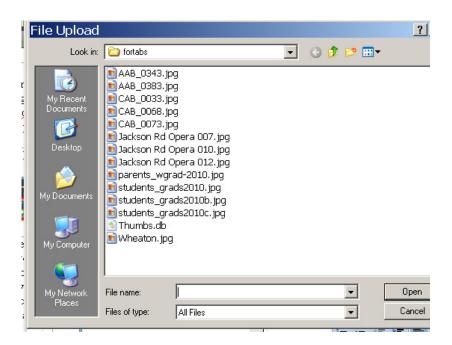
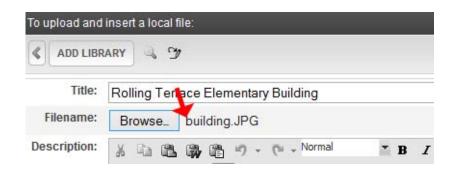5. **To upload a new image,** click the Add Library button.

Library Folder: "aboutus\images"

ADD LIBRARY   Images ∨ English (U.S.) ∨

6. On the next screen, give your file a title. Then click the "Browse" button next to the "Filename" field.

To upload and insert a local file:

ADD LIBRARY

Title: Rolling Terrace Elementary Building

Filename: Browse_   No file selected.

Description: [toolbar] Normal   B *I*

7. Once you've clicked "Browse," select the file you want to upload via the Choose file window. Click "Open".

File Upload

Look in: fortabs
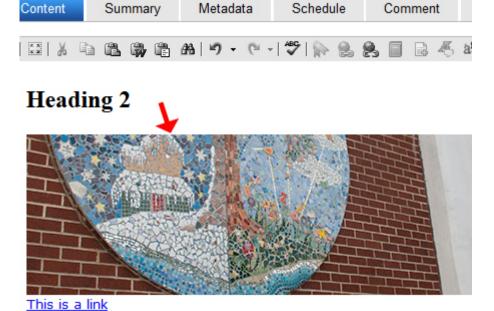
My Recent Documents
Desktop
My Documents
My Computer
My Network Places

AAB_0343.jpg
AAB_0383.jpg
CAB_0033.jpg
CAB_0068.jpg
CAB_0073.jpg
Jackson Rd Opera 007.jpg
Jackson Rd Opera 010.jpg
Jackson Rd Opera 012.jpg
parents_wgrad-2010.jpg
students_grads2010.jpg
students_grads2010b.jpg
students_grads2010c.jpg
Thumbs.db
Wheaton.jpg

File name:
Files of type: All Files

Open
Cancel

8. Back in the Tron *library*, the "Filename" field is filled in.

To upload and insert a local file:

◀ ADD LIBRARY 🔍 ✍

Title: Rolling Terrace Elementary Building

Filename: Browse... building.JPG

Description: ✂ 📋 📋 📋 📋 ↶ ▾ ↷ ▾ Normal ▾ **B** *I*

9. Click the Add Library button. ADD LIBRARY

10. Your image is now inserted into your content block

| Content | Summary | Metadata | Schedule | Comment |

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Heading 2

This is a link

11. To save your change and publish it to your web page, click the publish icon as described in *How to Edit a Web Page*. PUBLISH
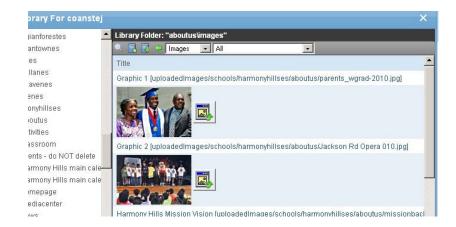
12. Your image is now included on your web page.

B. Including thumbnails and linking to larger images from web pages

There is an option in Tron to upload images wider than your site's template, and have site visitors click on smaller images (thumbnails) in order for them to view the larger images,
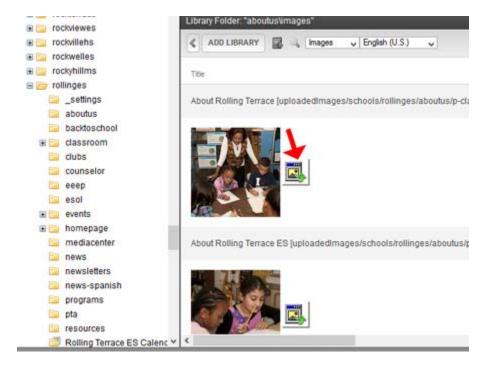
1. Follow the instructions in Section A on how to upload an image to your Tron *library*

2. Once your image is uploaded, click the library icon

3. Your Tron library will open. The window will display images and/or files that are in the library for the folder (directory) in which the page you are editing is stored.

   In this example, we are editing the About Us of the Rolling Terrace ES site. The content block for this page "resides" in the */rollinges/aboutus/* folder on the Web and in the Tron database. Therefore the library window will display the images and/or files that are stored in the library for */rollinges/aboutus*
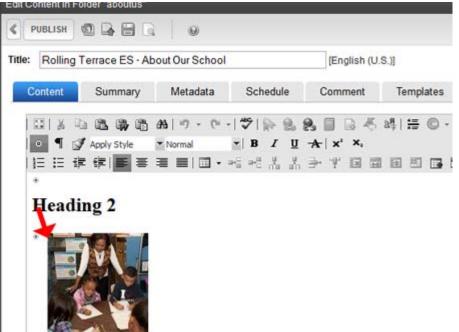
4. Click on the thumbnail icon next to the image you want on your page.

5. The thumbnail of your image is now inserted into your content block

6. To save your change and publish it to your web page, click the publish button as described in *How to Edit a Web Page*. PUBLISH

7. The thumbnail is now included on your web page. If you click on the thumbnail, the full-sized image appears in a pop-up window.