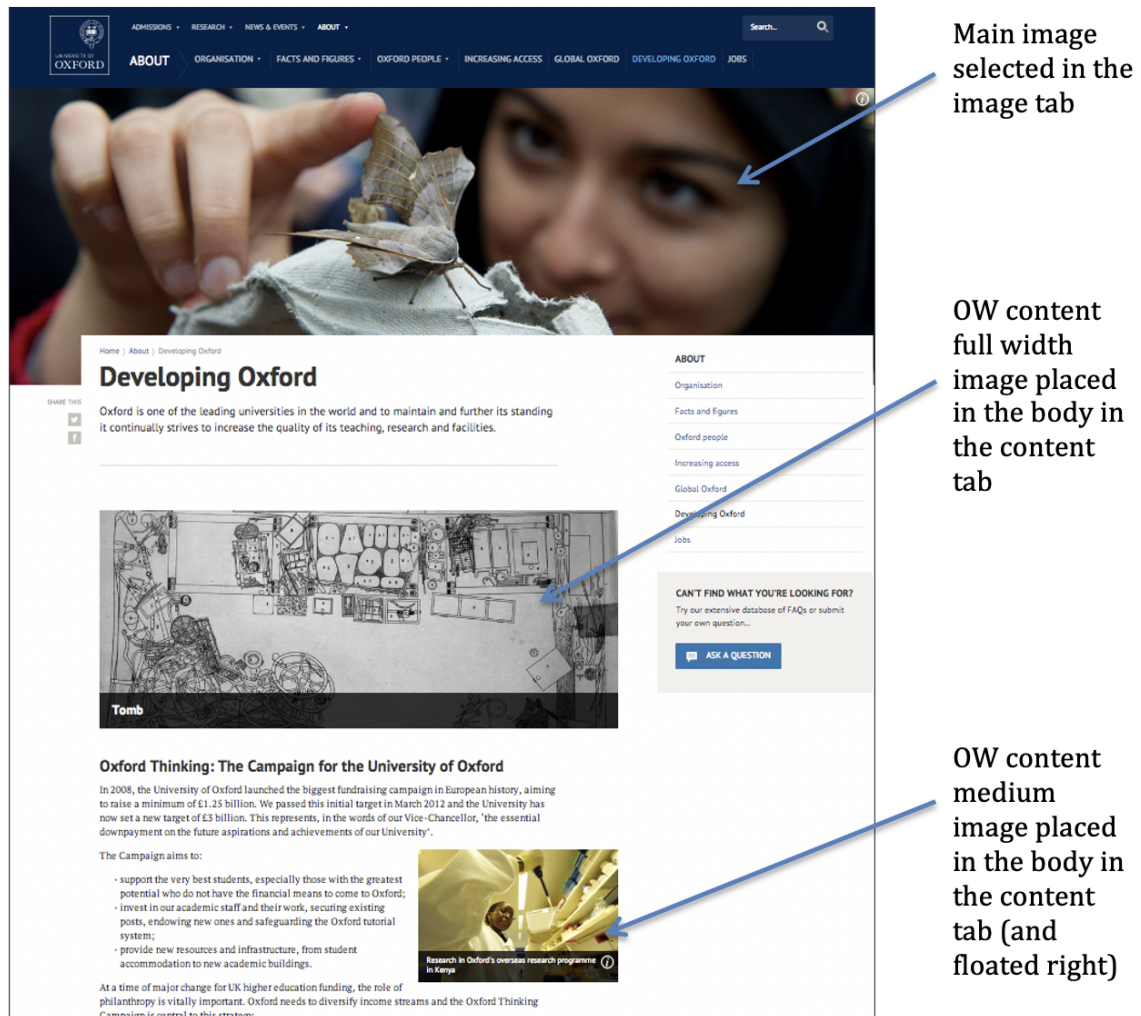


Images

Please note that only moderators and administrators have access to the media library and can upload an image.



The screenshot shows the University of Oxford website with several annotations:

- Main image selected in the image tab:** A large image of a person holding a moth is at the top of the page. A blue arrow points to a small icon in the top right corner of this image, indicating it is selected in the image tab.
- OW content full width image placed in the body in the content tab:** A large architectural drawing titled "Tomb" is placed in the main content area. A blue arrow points to the image, indicating it is full-width content placed in the body of the page.
- OW content medium image placed in the body in the content tab (and floated right):** A smaller image titled "Research in Oxford's overseas research programme in Kenya" is placed in the main content area, floated to the right. A blue arrow points to the image, indicating it is medium-sized content placed in the body of the page.

Images can be uploaded to many content types through the “Images” tab. This ensures they are displayed at the right place, in the right size (though it is still best practice to upload at the desired size).

For the “main image”, displayed at the top of a page, the size is 1,600 x 550 px. This size should also be used for section highlights (as this is the maximum size they could be displayed at if used as primary highlight full width, and gives you maximum flexibility in moving around section highlights with a section index).

Moderators can use images in pages (as described in the “In page styles” section later).

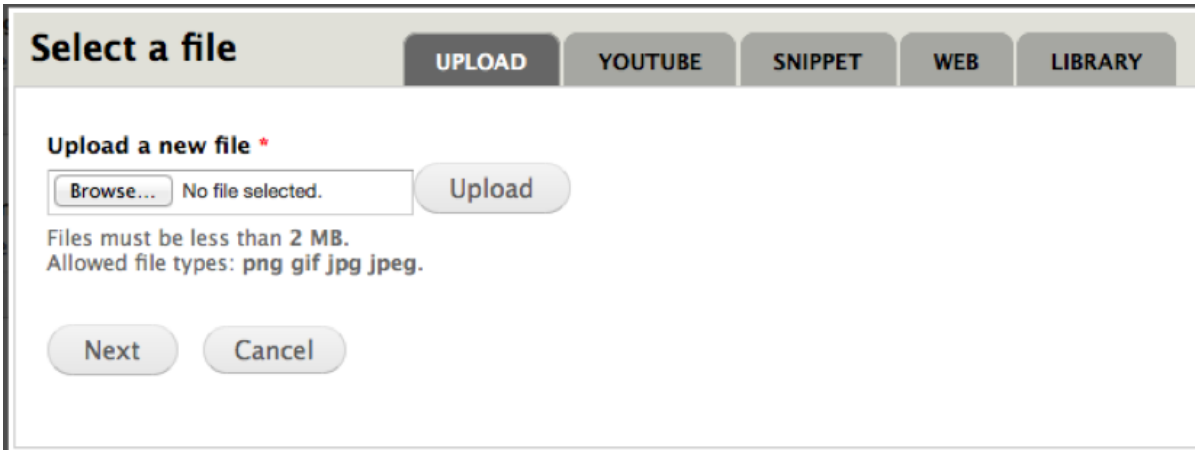
Images should be uploaded at the correct size. The different dimensions currently being used are:

OW Content full width - full-width of the content body – 860 x 515 px

OW Content medium - half-width of the content body – 370 x appropriate height px

Finally, there is a fourth size, original, which should be used very sparingly. This can take images of any size and will not display a caption. This is generally used for something like a partner logo, where the image is small, doesn't meet the above dimensions and needs no caption or credit.

To upload a main image, select the Images tab and click the “select” button under the title “main Image”.



Select a file

UPLOAD YOUTUBE SNIPPET WEB LIBRARY

Upload a new file *

Browse... No file selected. Upload

Files must be less than 2 MB.
Allowed file types: png gif jpg jpeg.

Next Cancel

Under the “upload” tab (the default tab) you can browse your machine for the desired file and then upload it. Alternatively, select the “Library” tab to browse through the library of images. However, remember, you may only use images you have permission to use. If using the library select the desired image and click “submit”.

Other common images sizes are:

Section highlights 370 x 222 px

Primary highlight 1600 x 550 px

If uploading, after finding the file and pressing “upload”, when the file has uploaded press “Next”. Note there is a 3MB limit on images.

You'll then need to complete fields of:

Alt text*: This should be a description of the image to be read by screenreaders and other site readers as an alternative to the image. For example: A photograph of students working in a library.

Description*: The description is displayed when users click on the *i* symbol on main images, or as a caption on in-page images. For example: Students working in a library.

Copyright owner*: Please enter who owns the copyright for this image. For many images the University doesn't own the copyright and it is a condition of their use that the copyright owner be acknowledged. This is not displayed on the website, so you may also have to enter it as an "Additional description" below.

Additionally, you may wish to enter:

Title text: This text will appear in many browsers when the user hovers their mouse over the image.

Additional Description: This appears beneath the Description when the *i* symbol is clicked. As mentioned in "Copyright owner" it may be a condition of use that you cite the copyright owner. For image from the University image library we suggest:
(Image credit: XXXX. This image comes from Oxford University Images

Author: stored internally, not show on the website

Date: stored internally, not show on the website

Then click "save".

To remove an image from the "Images" tab press the "Remove" button. Note that this only removes it from the page, it is still in the library.

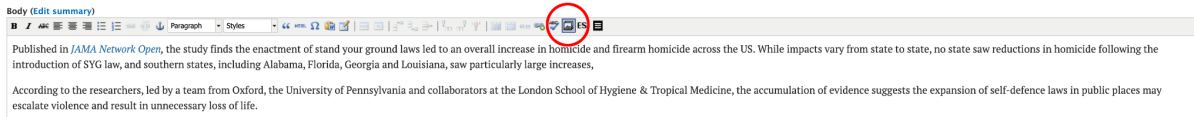
Image in text

Only those with access to the full html wysiwyg editor (usually moderators) can add images within the text.

First, ensure the wysiwyg editor text format is set to "Full HTML" in the text editor field.

Click the "Add media" button





If uploading an image, follow the instructions above. If selecting an image from the library click on the “Library” tab, locate the desired image, select it and press “Submit”.

There are four options for the size at which to display images on OxWeb:

Name	Width (px)	Reason to use	Caption
OW Content full width	860 (x 515 height)	An image spanning across the full content area	Yes
OW Content medium	370(x proportional)	A smaller image taking up part of the content width	Yes
OW 75px wide	75 px	For college crests on college pages	No
<i>Use the below with caution: Excessive use will spoil design consistency</i>			
Original	Size it was uploaded at	Small partner logos or awards	No

Leaving the wysiwyg editor in “Full HTML” format will display the image, but it means an editor cannot edit this field (which is where you may want to use the body – post content). Setting the format back to “Filtered HTML” will mean an editor can edit around the image code.

Float right or Float left

Add the image as above. Highlight the image and select “float right” or “float left” from the “styles” dropdown.