

Working with media guide

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Uploading media

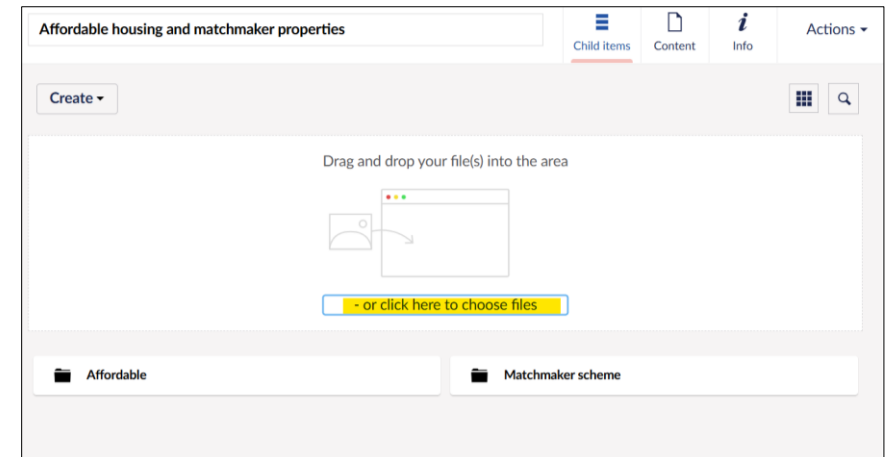
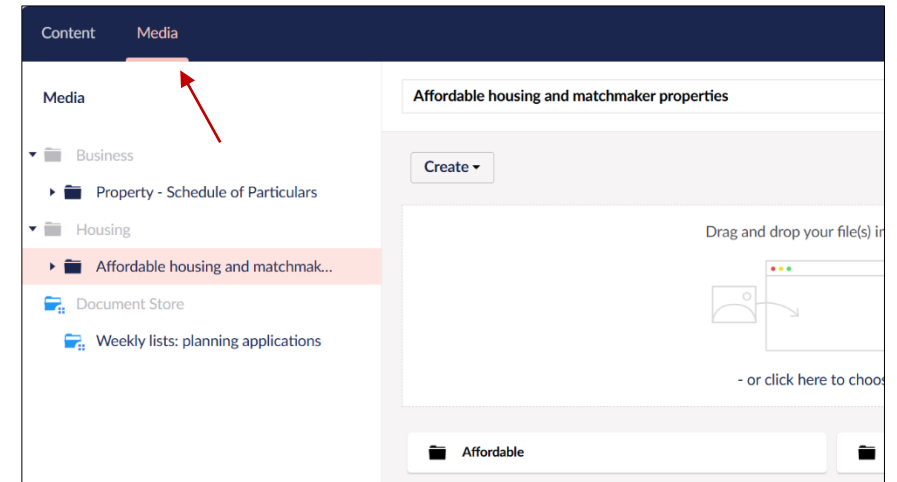
You might need to upload media, such as a document or image, depending on your content.

There are two ways to upload media.

Before publishing any media make sure [documents are accessible](#) and that [images are optimised for web](#).

Option 1: from media folder

1. Go to the **Media** tab inside Umbraco.
2. Find the relevant folder in the media section and select it. This is important to keep the folders organised and help you find the relevant files if you need to replace or delete them in the future.
3. To upload a media file, you can drag and drop it in the white container or select the “**click here to choose your files**” to search within your computer
 - 3.1. If you chose click here, a pop up will appear, navigate to where the media is saved on your computer and select open.
 - 3.2. Once it is uploaded select **Save** from the bottom right of your screen.



4. If you have uploaded a new image, you will also need to add alternative text to it (this is a legal requirement):

4.1. Find the image you uploaded in the relevant folder and click it to open.

4.2. Scroll down to the **Alternative Text** field and type in description of the image ([find out how to write effective alt text](#)).

4.3. Select **Save**.

21 Wellington Drive Peterhead

Content Info Actions

Height 575
in pixels

Size 61608
in bytes

Type jpg

Alternative Text

The alt attribute holds a textual replacement for the image, which is mandatory and incredibly useful for accessibility – screen readers read the attribute value out to their users so they know what the image means.

Front of property at 21 Wellington Drive, tarmac driveway with two cars parked and low wood

Add description

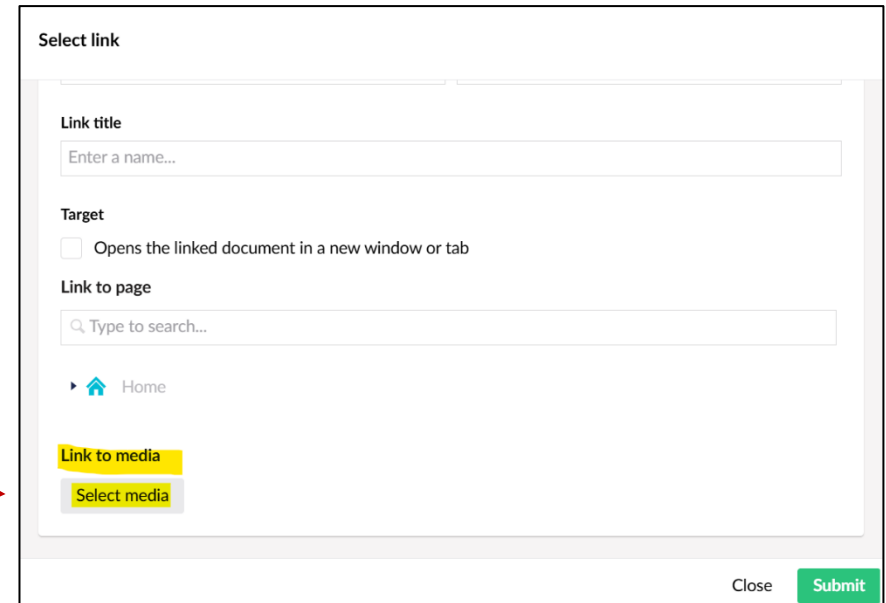
Affordable housing and... / Affordable / Low cost homes images / 21 Wellington Drive Pet... Save

Option 2: from the page you're editing

The instructions are different for images and documents.

Documents

1. In the text editor highlight the text that needs to be linked, right click on it and select **Insert link**.
2. Scroll to the **Link to media** section and click on the **Select media** button.
3. Find and open the relevant media folder, then select the **Upload** button from the top right.



Select link

Link title
Enter a name...

Target
☐ Opens the linked document in a new window or tab

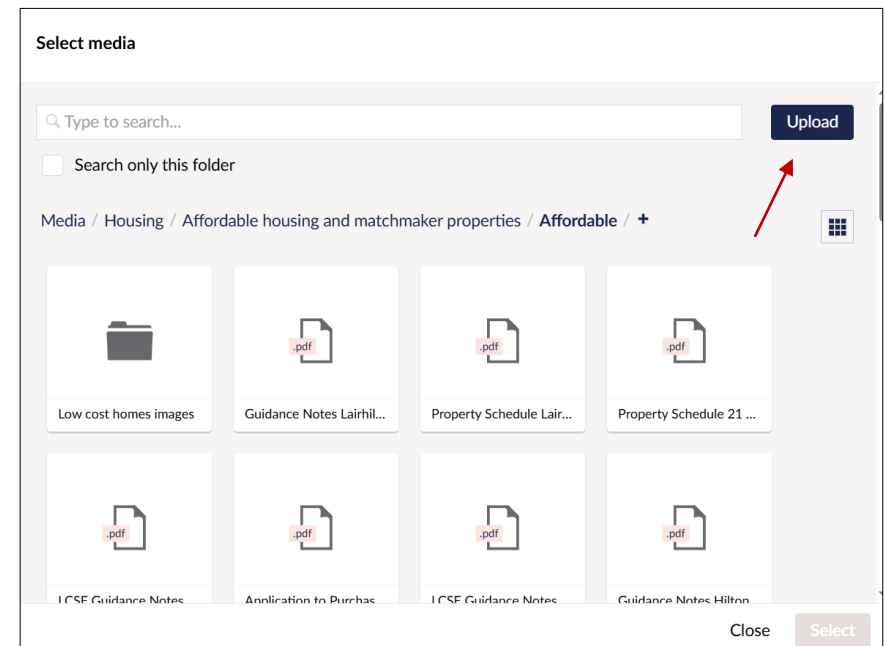
Link to page
Type to search...

Home

Link to media

Select media

Close Submit



Select media

Type to search...

☐ Search only this folder

Media / Housing / Affordable housing and matchmaker properties / Affordable / +

Low cost homes images

Guidance Notes Lairhil...

Property Schedule Lair...

Property Schedule 21 ...

LCSE Guidance Notes

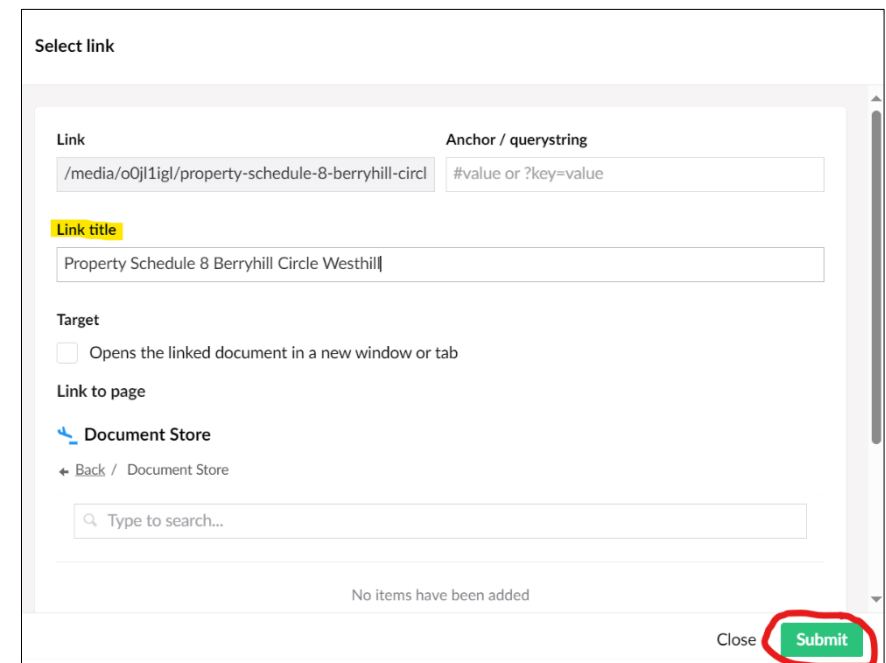
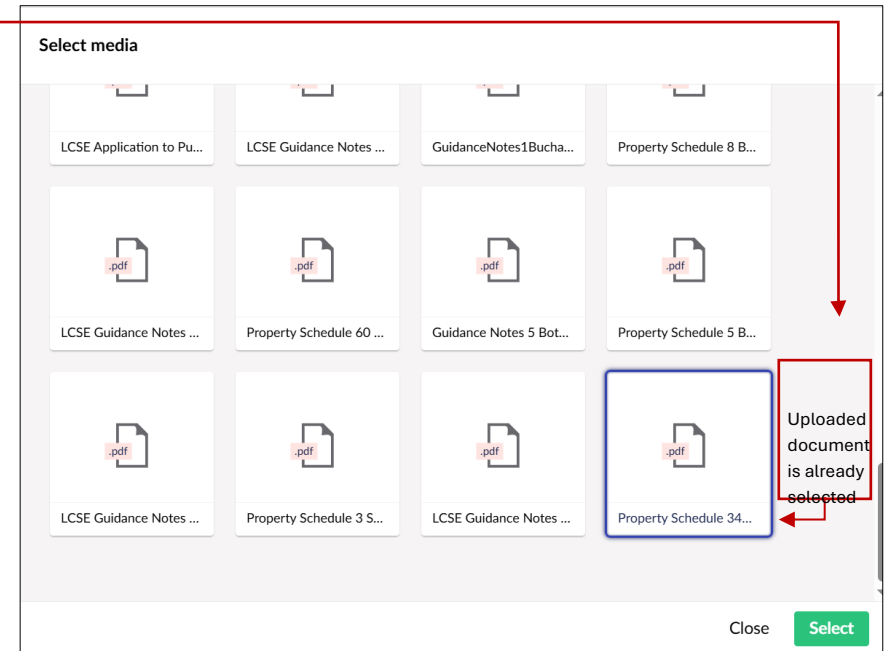
Application to Purchas...

LCSE Guidance Notes

Guidance Notes Hilton

Close Select

4. Find the file from your computer, select it and click **Open** to upload it. The uploaded document will appear at the bottom of the list and will be already selected.
5. Click on the **Select** button in the bottom right corner, this will close the current side panel.
6. Check the **Link title** field, make sure what's entered is appropriate, there aren't any typos, and spaces are included between words.
7. Click **Submit**.



Images

Most pages don't need images as they don't add value to textual content. When justified to add images, it can be done in different ways depending on the page template used. That's why the instructions aren't included in this document.

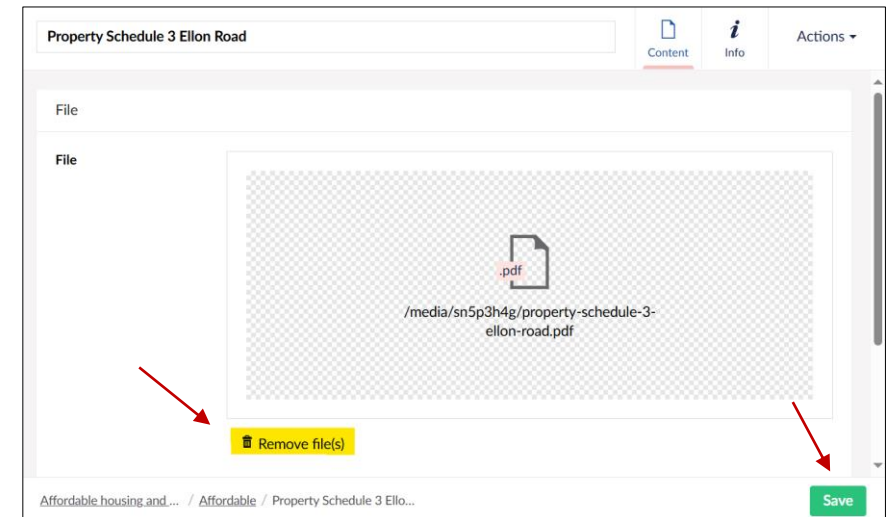
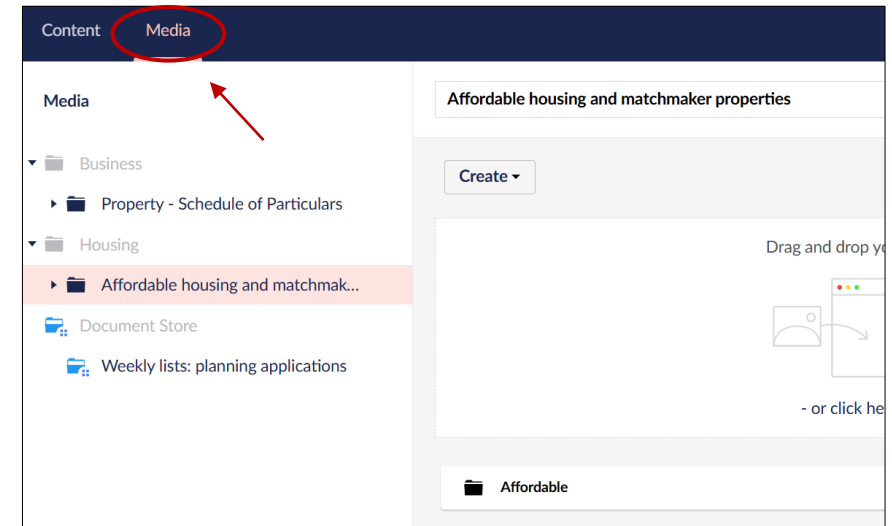
Please view our [page template guides](#) for instructions.

Replacing documents

You must make sure documents are accessible before making any changes. This is a legal requirement. Find out [how to make documents accessible](#).

When a document is replaced, it is likely that the link to it will change, even if the name is still the same. This means you might also need to update links to these documents on the relevant pages.

1. Inside Umbraco go to the **Media** tab and find the existing document you want to update by browsing through the relevant folder.
2. Once you have located the current document, remove the old file and upload the new one:
 - 2.1. Click on the document name to open its details and select **Remove files(s)** then click on **Save**.

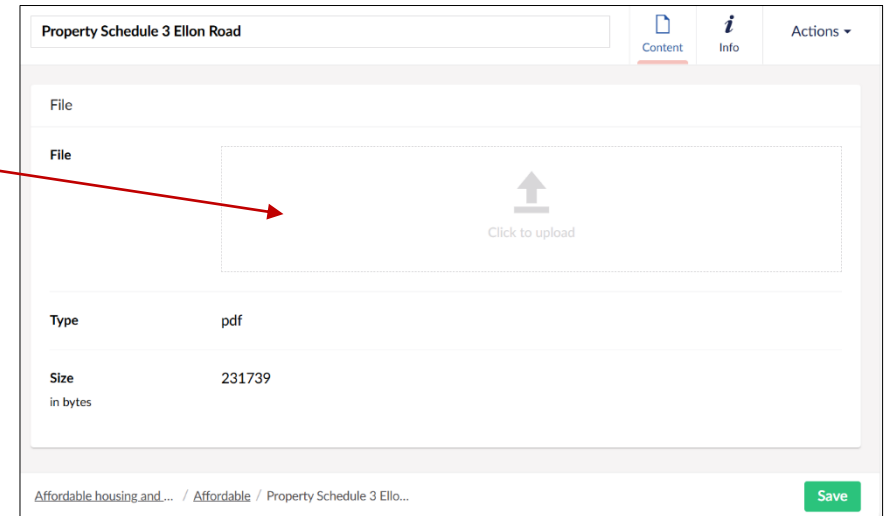


2.2. To upload the new document, you can drag and drop it in white container or select the **Click to upload** field and find the file from your computer.

2.3. Click **Save** in the bottom right corner.

3. Check the links to the document on your page are still working and open the updated version of the document. If the link is not working, you will need to update it. Find out how to update links in the [rich text editor guide](#).

4. After you have finished and saved your changes, to make them live you will need to [request publishing](#).

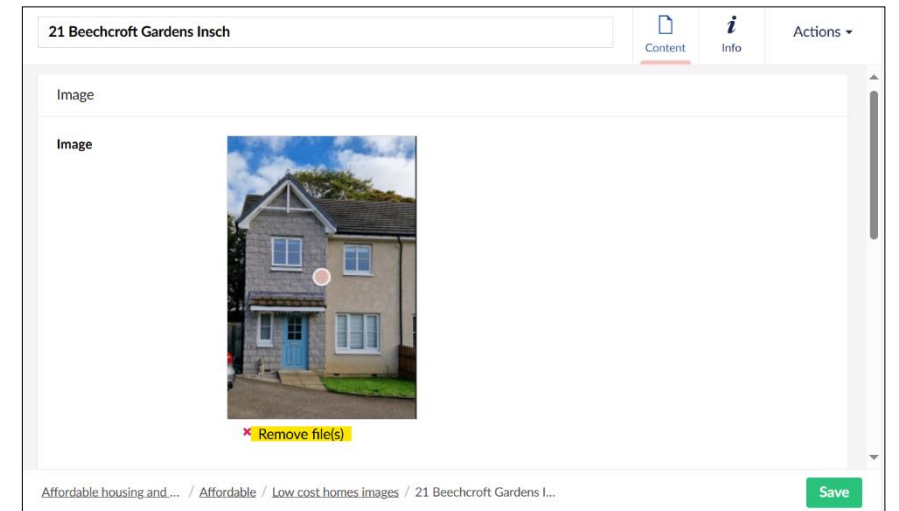
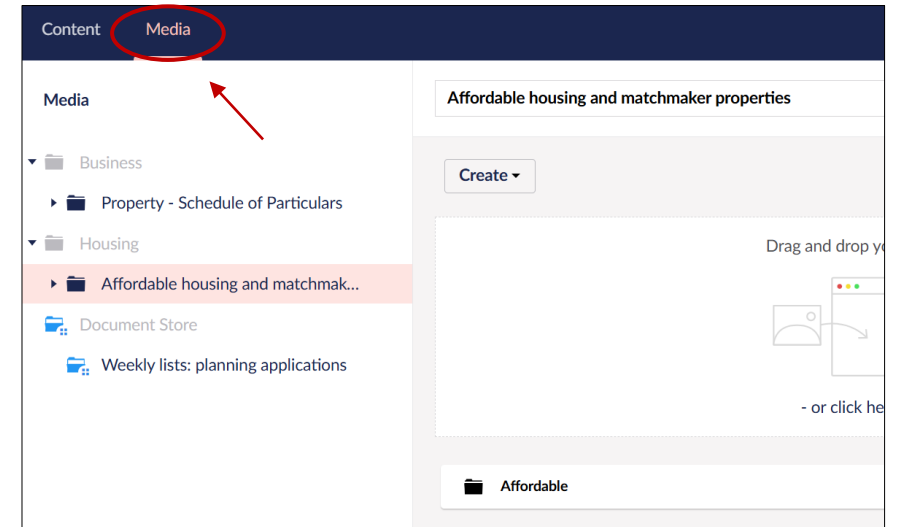


Replacing images

The best way to update images is to first delete the current image, then upload the updated image as new.

Deleting images

1. Go to the **Media** tab and find the relevant folder where the image is stored.
2. Find the image that needs to be removed and click on its name to open the image details.
3. In the new window that has opened, under the image, select **Remove file(s)** then select **Save**, this will remove the image, but it has not been deleted yet.

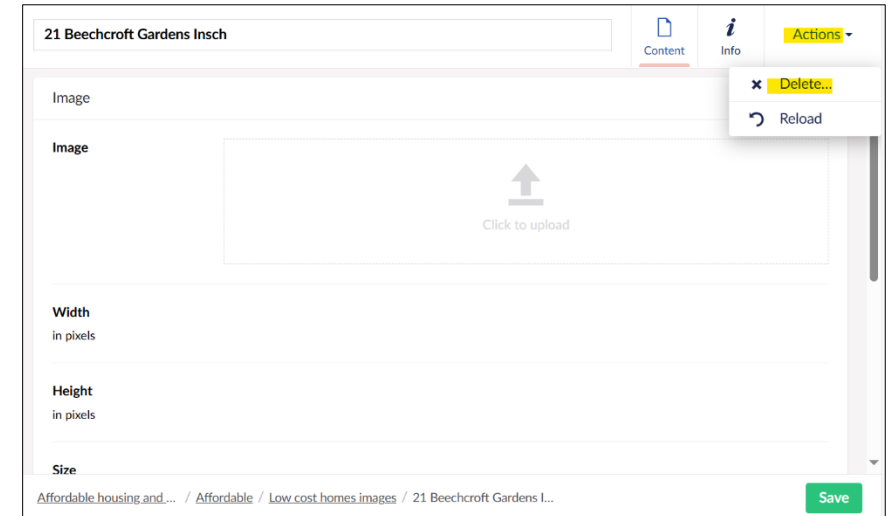


4. To delete the image, select **Actions** from the top right corner, then **Delete**.

5. A pop up will appear asking you to confirm you want to delete the image, click on the **OK** button.

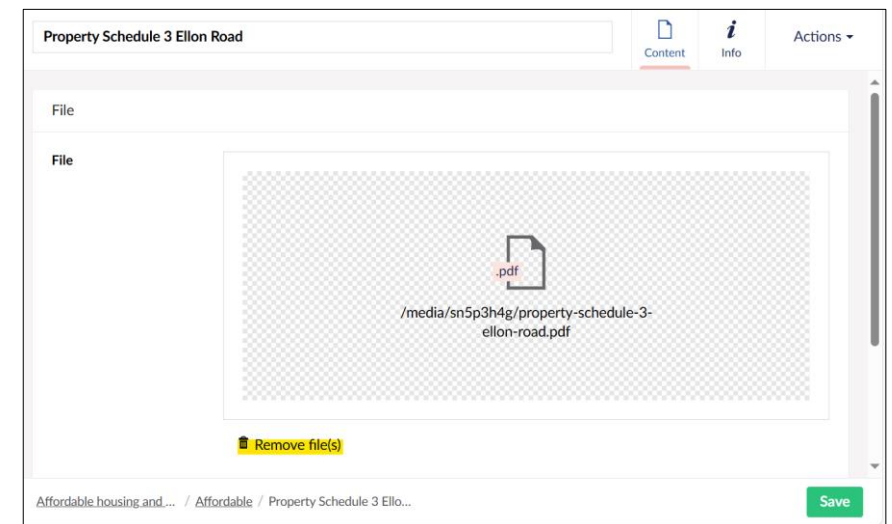
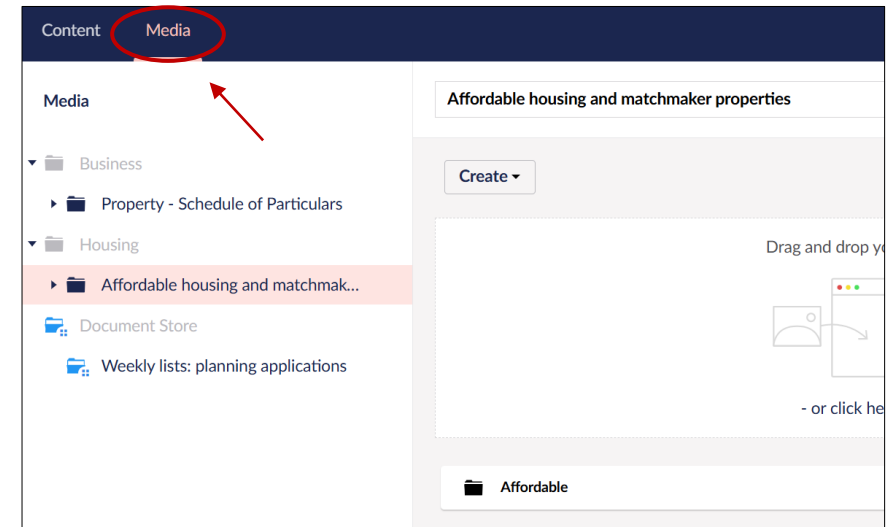
This will have deleted the image from the stage website.

6. After you have finished and saved your changes you will need to [request publishing](#) so the image is removed from the live website as well.



Deleting documents

1. Go to the **Media** tab and find the relevant folder where the document is stored.
2. Find the document that needs to be removed and click on its name to open the document details.
3. In the new window that has opened, select **Remove file(s)** then select **Save**, this will remove the document, but it has not been deleted yet.



4. To delete the document, select **Actions** from the top right corner, then **Delete**.
5. A pop up will appear asking you to confirm you want to delete the file, click on the **OK** button.

This will have deleted the document from the stage website.

6. After you have finished and saved your changes you will need to [request publishing](#) so the document is removed from the live website as well.

