

Working w/ Files (PDFs, Images)

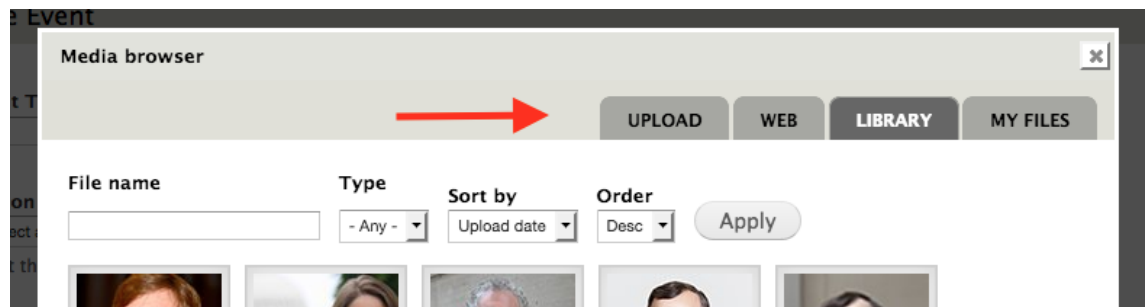
Adding an Image to an Event or Story

An image can be added to a story or event using the "Image" field. Click the "Browse" button to launch the Media Browser.



The form contains several fields: "Event Date/Time *", "Location *", "Image *", "Sponsoring Department or Organization *", and "Description *". A red arrow points to the "Browse" button next to the "Image *" field.

Follow the prompts to upload an image or choose an existing image from the Media Browser's "Library" or "My Files" tabs.



Adding an Image to the Body/Description Section

An image can be added to a story's "Body" field or an event's "Description" field or any text area that has a WYSIWYG toolbar. In the toolbar, click the "Add Media" button to launch the Media Browser and follow the same instructions above.

Description *(Edit summary)

This description will appear on the web site.

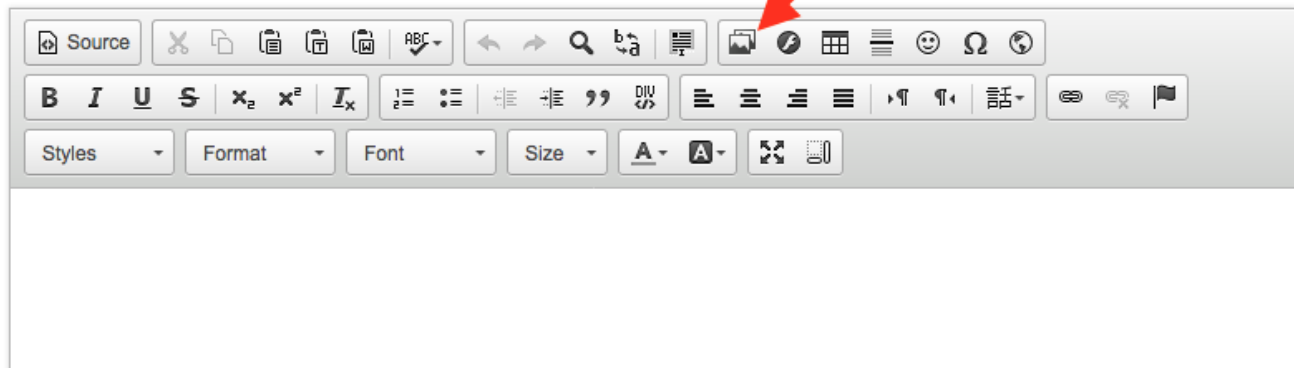



Image Alt Text

- Every image is **required** to have meaningful "alternate" text that will show if an image is not displayed, or if a visually impaired user is using a text-to-speech browser.
- The alt text should describe the image and, if possible, incorporate page keywords. The
- It is not necessary to include the words "Image of" or "Photo of" in the alt text.

Name *

Alt Text 

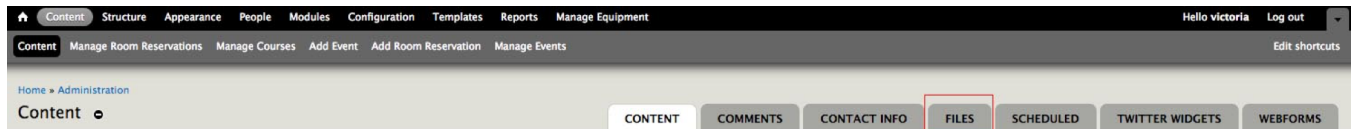
Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.

Adding Files Without the Media Browser

To upload or find a file for use in other places (such as a right rail link) where the Media Browser is not available follow this process.

Accessing Files

On the Content screen, choose Files from the selection of left-hand tabs.



Finding a File

On the following screen, you can filter existing files—much like on the content screen. Please avoid uploading duplicate files. Using the same file facilitates updates and keeps the size of our website manageable.

Name

Type ☐

User

Apply **Reset**

OPERATIONS

Execute

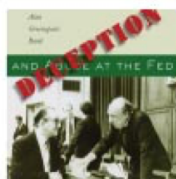
Replacing a File

If a file exists on the website, such as a PDF with instructions or a photo of a particular professor, it can be updated in just one place by adhering to the following process. Then that file will be automatically updated across the website.

1. Find the file you wish to update, and select it.
2. Click the Edit tab.
3. Replace File.

Name *

deception_fed.png



Leave the title as-is so as not to break links across the site.

Alt Text

Robert Auerbach's book, Deception and Abuse at the Federal Reserve

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve a

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the

Replace file

Choose File No file chosen

Upload the file you'd like to use as a replacement.

This file will replace the existing file. This action cannot be undone.

Files must be less than **8 MB**.

Allowed file types: gif ief jpeg jpe jpg pcx png svgz svg tif tiff djvu djv ico wbmp ras cdr pat cdt cpt art jng bmp psd pnm pb

NOTE: The name of the new file MUST MATCH EXACTLY the name of the old file to keep all links across the site functional.

Adding a New File

1. On the Content screen, with the Files tab selected, click "+ Add File"
2. Select "Choose File," find the file you wish to upload, and click "Upload," then "Next."

For PDFs, the process is now complete. Some tips on adding PDFs: **Do NOT** use files with spaces in the name (e.g., MGPS Internship Requirements.pdf).

For images, move on to step 3:

3. The Alt Text field **MUST** be completed. See Accessibility section for more information. Then, click "Save."

For all files, **DO** ensure the name of the file is meaningful so you and/or others can find it with ease in the future.