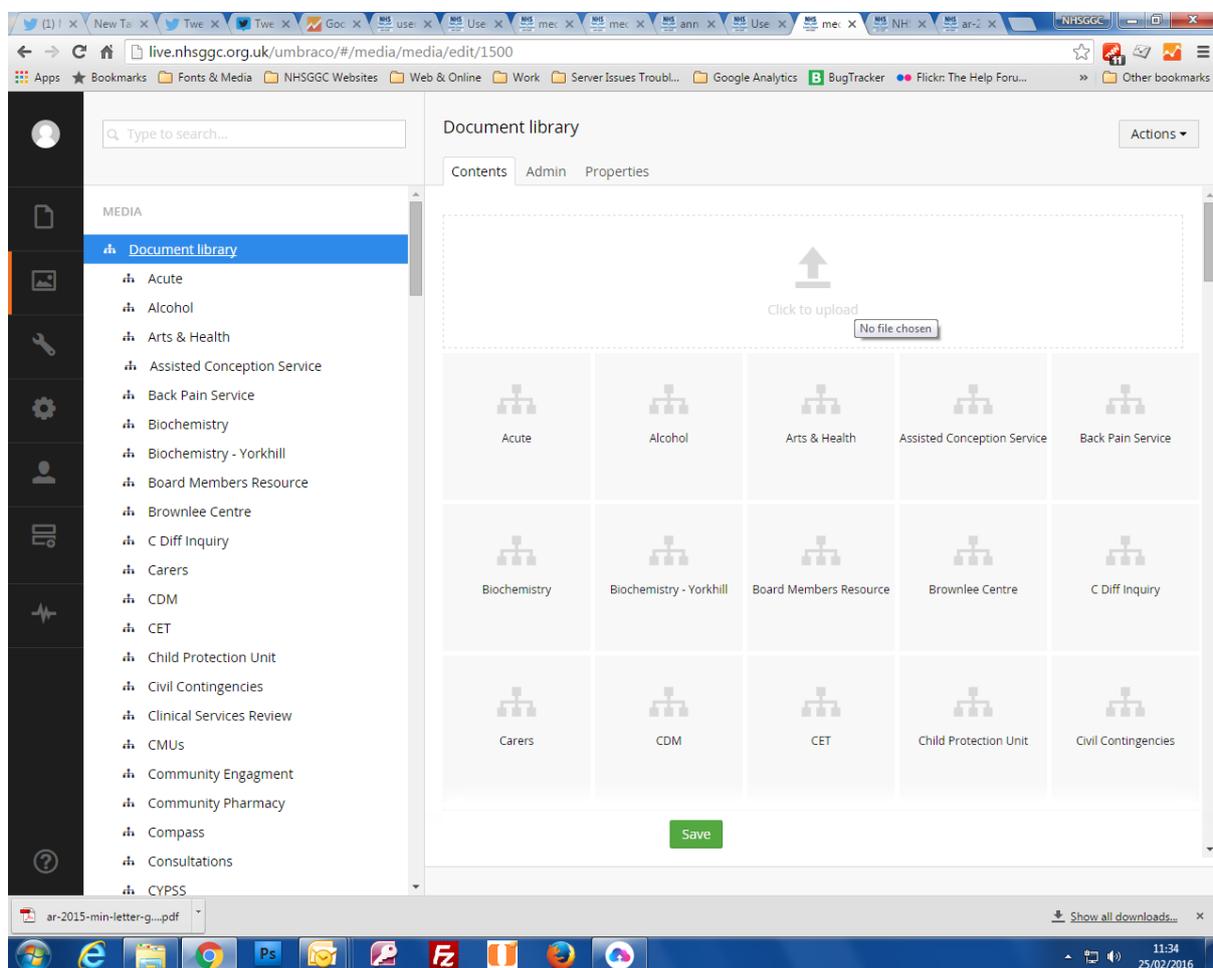


Guide to uploading files and images for www.nhsggc.org.uk in Umbraco7

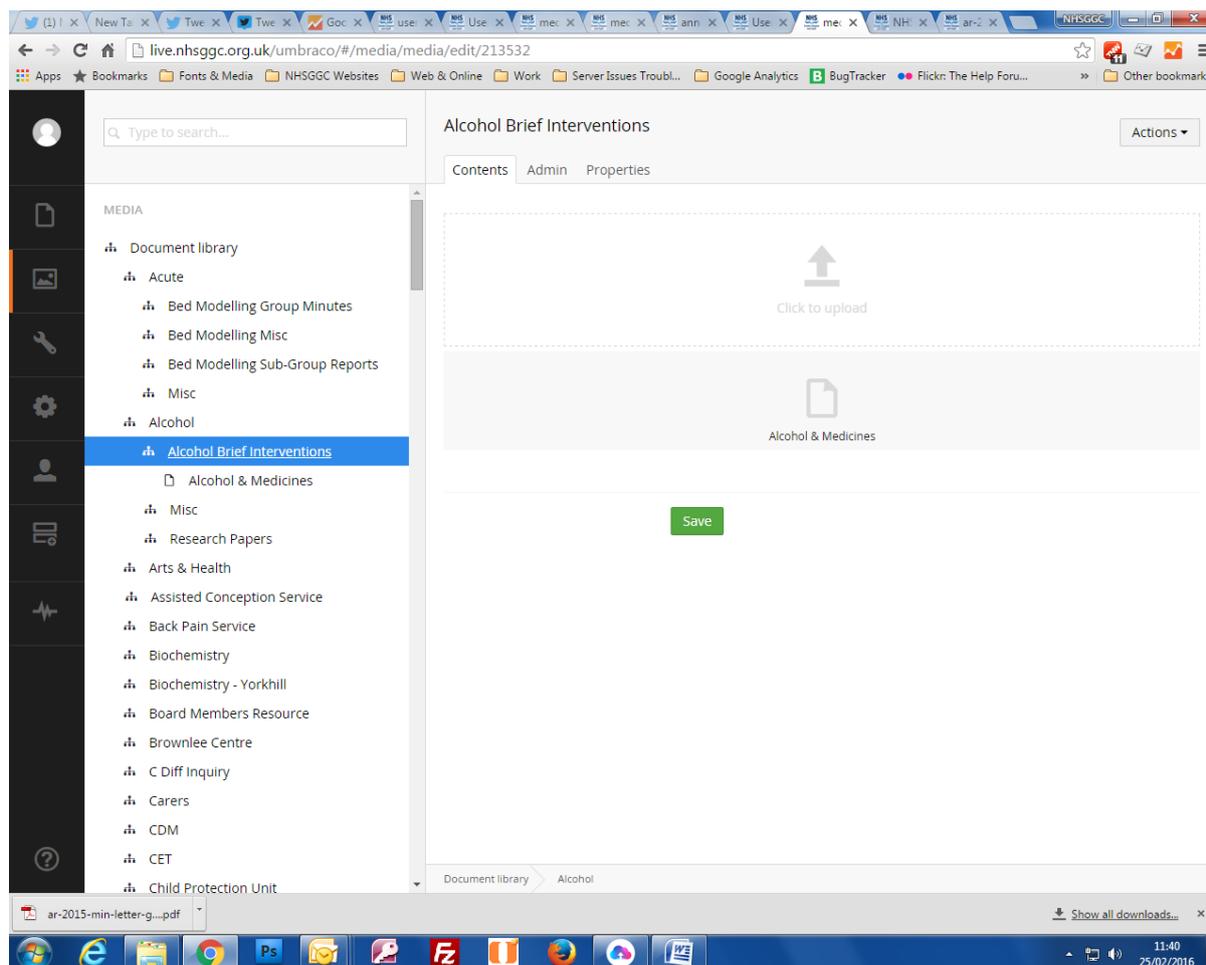
Be wary when uploading your documents and images. We have become aware that the instructions for file and image upload on p31 of the Umbraco v7 editors users manual are not valid for www.nhsggc.org.uk We are working with our suppliers to have this issue remedied.

If you click on the Document library button you will get this screen - and if you use the click to upload box your document WILL NOT be uploaded to the correct folder. See below for instructions on how to upload documents and images to the correct place.



Instead, use the tree view to navigate to the folder>subfolder where your document needs to sit. In the example below this is Document Library > Alcohol > Alcohol Brief Interventions. **Then click on the options icon and follow the instructions below.** This is the process

outlined in our LearnPro module.



Document library

Before you start

- All document files must conform to the NHS GGC Accessible Information Policy. Details are on Staffnet with advice on how to create accessible information and accessible document formats.
<http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/AIP/Pages/AIPPortal.aspx>
- Document file format should always be accessible PDFs. Microsoft Word, Excel and PowerPoint should be converted to PDF. Adobe help and Staffnet give advice on creating accessible PDFs.
- You must have the legal right to use the document file and contents. If you wish to post material that is not copyright owned by NHS GGC then you must check with the copyright owner. Be cautious when publishing presentations or posters that have been produced by individuals not employed by NHS GGC and obtain written consent to publish such material in any format. Staffnet has more on copyright at <http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/Library/Pages/Copyright.aspx>

webteam@ggc.scot.nhs.uk

Upload a new document

Once you have a suitable document file saved to your PC/network folder then, in Umbraco

1. Go to the **section bar**.
2. Pick the **media** button from the black Section bar.
3. **Pick the folder** you want to store your document files in from those displayed in the tree view.
4. Click on the options icon (•••) and pick the **document library file** option.
5. In the content area '**Enter a name.**' at the top of this area. Make it meaningful
6. The **File** tab should be open in the content area, if not click on it to open.
7. Click **Save**. You can save as you go, the **Save** button is displayed at the bottom of the content area under each tab.
8. The **Actions** button at top right of your screen gives access to **Move, Delete** and **Sort** options for your document files.

Your document will now be saved into the folder you selected. It can be used in any of your pages. Further details on working with document files, including how to move files, are available in Umbraco 7 Editors Manual p32

Library structure, using folders

- **Pre 2015 users** - When you first access the Umbraco 7 CMS, your folder structure will be as it was before. However, you will be able to create more sub-folders to better organise your documents
- **New users** –you will have a minimum of one folder into which you can load documents. You will be able to create more sub-folders to better organise your documents.

Create a new document folder

1. Go to the **section bar**.
2. Pick the **media** button from the black Section bar.
3. Pick the folder you want to create your subfolder in from those displayed in the tree view.
4. Click on the options icon (•••) and pick the **document library file** option.
5. In the content area '**Enter a name.**' at the top of this area. Make it meaningful
6. Use the **Admin** tab
7. You can ignore the legacy id and Microsite root boxes
8. Tick the Active box to add this folder to searchable folders on the site.
9. Information is loaded automatically into the **Properties** tab
10. Click **Save**. You can save as you go, the **Save** button is displayed at the bottom of the content area under each tab.
11. The **Actions** button at top right of your screen gives access to **Move, Delete** and **Sort** options for your document folders. **Beware** - Deleting or Moving a folder will

delete or move all the contents of that folder and all subfolders and their contents.
Use with caution!

Document links

See the Umbraco 7 Editors Manual p20 'Link to a media file' for how to link to documents and files from page text.

Document lists - creating lists of related documents

You can use the **macro** function to insert a list of all the documents in one folder while creating page content.

(See the Umbraco 7 Editors Manual p23 section 3.1.8 for instructions on inserting a macro)

1. On your page - place the cursor in the content editor box where you want to insert your macro.
2. Click the **Insert Macro** button from the toolbar to open the macro properties dialog box.
3. Select a macro to insert from the **Choose a macro** drop-down list. In this case
4. select **DocLibListing**(document library listing) as the macro
5. Click on the **+** sign to navigate to the folder you want – this will expand the document library tree available to you
6. Click on the pale grey **tree icon** to expand a folder to show subfolders.
7. Click on the dark grey **select** bar to select the folder you want all documents listed from
8. Leave the **legacy id** and **simple list** boxes blank
9. Click **Select** and then **Save>Preview** or **Save and Publish** your page

You should have a list displayed on your page which users can order by date or A-Z to suit themselves.

Images

Your page will inherit the main banner images and adverts from its 'parent' page. There is no need to change these, but you can use the Main Image/Carousel box as above if you wish to add or change the image.

You can add images in the main content box, the secondary content box, in a panel, or as a side panel. In each of these Use the **+** buttons to open the dialogue area and select an image from tool >Site Images>choose folder>choose image and then click on the green 'Insert' button.

Upload a new image.

Before you start

- Your image must be a minimum of 271 pixels wide, to a maximum of 1024 pixels wide. Resolution must be 72dpi.
- You must have the legal right to use the picture
- We recommend that you use images from www.nhsscotlandphotolibrary.org which are freely available to NHS staff in Scotland
- You should choose images that meet uniform/dress code requirements when depicting staff in clinical scenarios or patient interactions

More advice at

http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/Communications/Pages/Communications_webdocs_bam_160207.aspx

Insert an image

Once you have a suitable image saved to your PC/network folder then, in Umbraco

1. Go to the **section bar**.
2. Pick the **media button** from the black Section bar.
3. **Pick the folder** you want to store your image in from those displayed in the tree view.
4. In the content area 'Enter a name..' at the top of this area. Make it meaningful
5. Click on the 'Click to upload' arrow and select the image required from your PC/network folders
6. Type a caption into the 'altText' box. This is an essential accessibility requirement and will be displayed by the user's browser. For example – 'picture of physiotherapist with adult male patient'.
7. Click Save.

Your image will now be saved into the folder you selected. It can be used in any of your pages.