

## **Add/Delete Images**

**Note:** The aim here is to familiarize you adding, deleting and replacing images of your website.

**(First step – log into CMS.)**

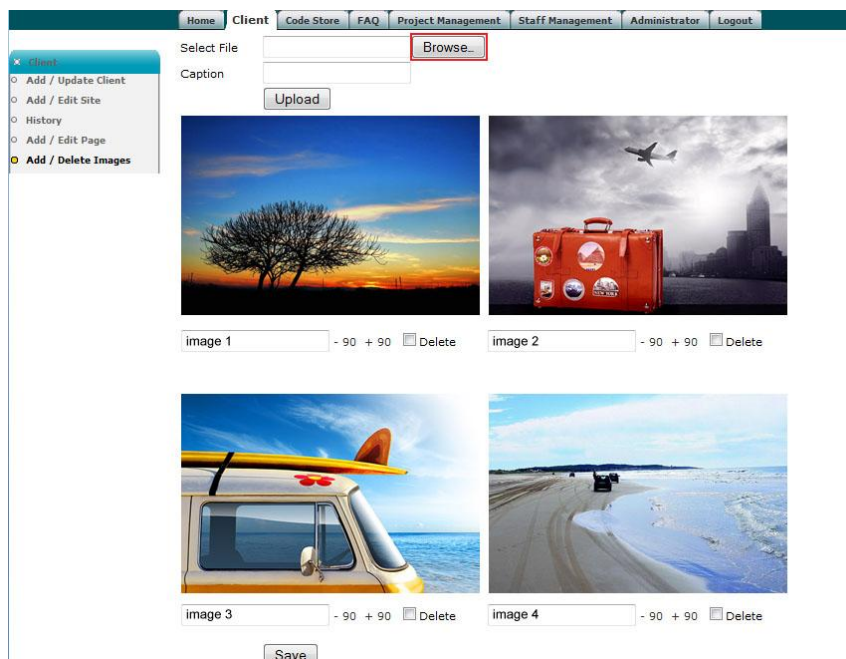
## **Image Uploads**

Upload your new images to the contact sever, so that you can load them into your website.

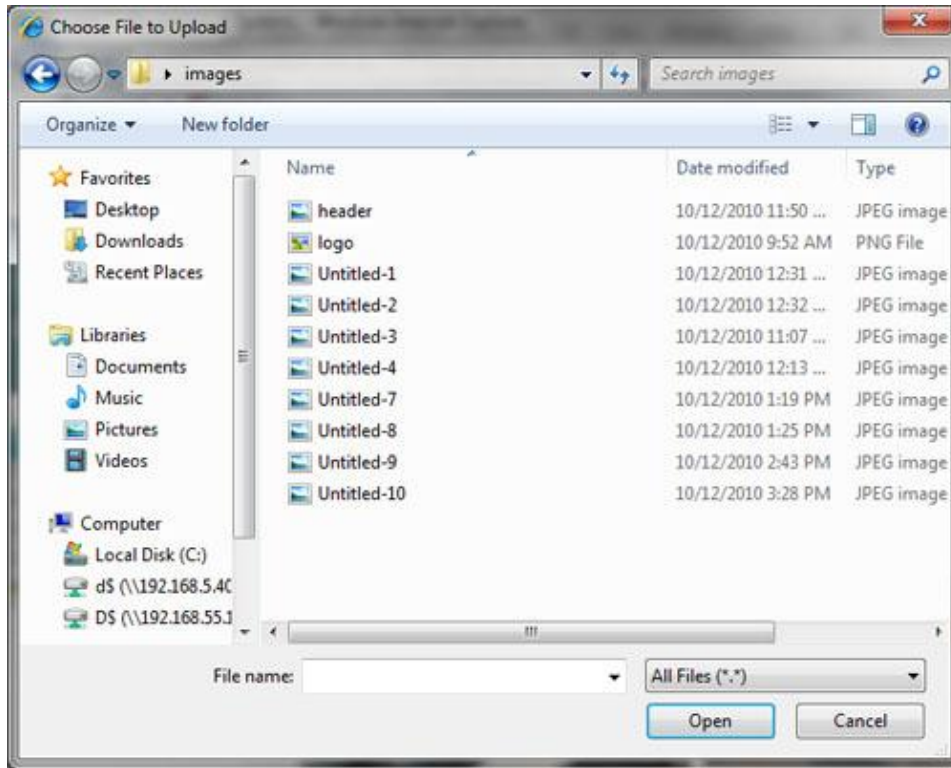
1. Click '**Add/Delete Images**' (Left of page).



2. At the top of the window there is a text box with a '**browse**' button next to it. Note: you can only upload one JPG image at a time.



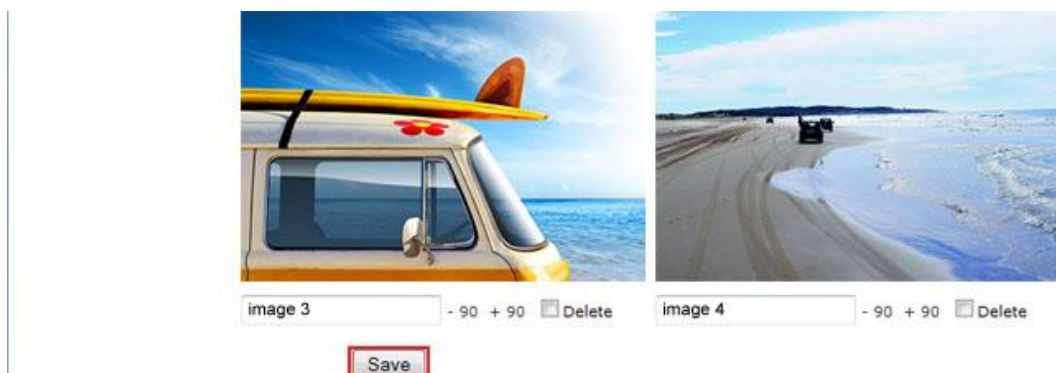
3. Locate your file, and then click '**open**'.



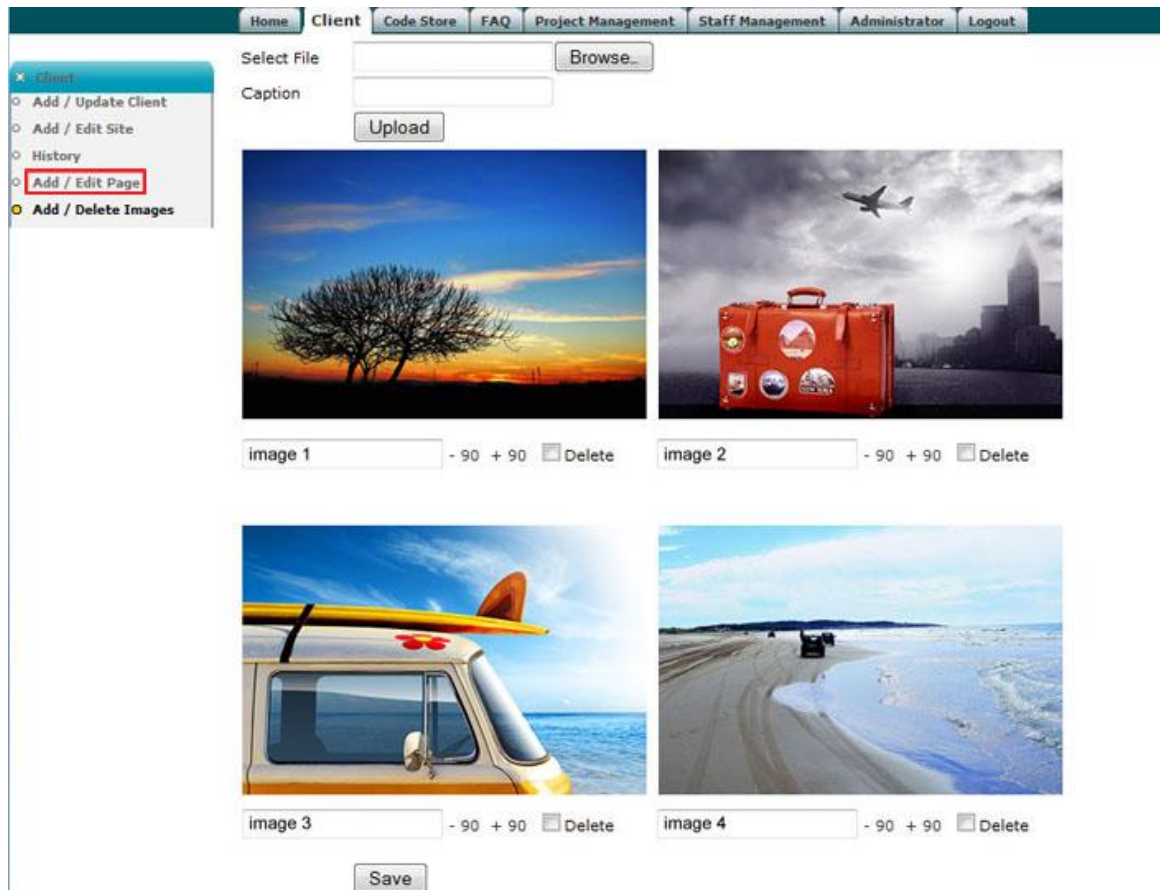
4. Add some text in the caption box if needed, then click '**upload**'.



5. Repeat the 6 steps until you have all your images uploaded. Once all uploaded click '**Save**' at the bottom of the page.



- Click '**Add / Edit Page**' (at left on the page) to go back the list of all of your website pages.



- Click '**Manage Page Contents**' to access the page you want to Change.



The screenshot shows the 'Web Page Management For Site' interface. The title bar indicates the site URL is 'http://www.yourwebsiteaddress.com.au'. A sidebar menu on the left has 'Add / Edit Page' selected. The main area displays a table of website pages. The 'Manage Page Contents' link for the 'Home' page is highlighted with a red box.

Page Title	Page Type	Parent Page	Sort Order	Is Hidden	Manage Page Contents
GoogleAc	Normal page	Menu Root	1	False	Manage Page Contents
Home	Normal page	Menu Root	10	False	Manage Page Contents
Facilities	Normal page	Menu Root	20	False	Manage Page Contents
Local Attractions	Normal page	Menu Root	30	False	Manage Page Contents
Events Calendar	Event & Calendar	Menu Root	40	False	Manage Page Contents
Accommodation	Normal page	Menu Root	50	False	Manage Page Contents
-Studio Units	Normal page	Accommodation	51	False	Manage Page Contents
-Deluxe Units	Normal page	Accommodation	52	False	Manage Page Contents
-Family Units	Normal page	Accommodation	53	False	Manage Page Contents
-Ensuite Sites	Normal page	Accommodation	54	False	Manage Page Contents

8. Click '**Edit Text**' or the title of the page e.g. '**Facilities**'.

The screenshot shows the ContACT website editor interface. At the top, there is a navigation bar with links: Home, Client, Code Store, FAQ, Project Management, Staff Management, Administrator, and Logout. On the left, there is a sidebar menu with options: Add / Update Client, Add / Edit Site, History, Add / Edit Page, Add / Delete Images, and Normal Page (selected). The main content area has a page title 'Page Title [ Add New Section]' and a section titled 'Test 2 Sort Order - 1'. Below this, there is a text area with placeholder text: 'Another test Test Roll Back kjhdjkjdhkjdhjdA Line Cabins'. A red box highlights the 'Edit Text' button. Below the text area, there is a section titled 'Sort Order - 3' with a text area containing placeholder text: 'Go See Australia Directory, the place for all caravan parks, campervan, recreational vehicle (RV), motorhome, camping grounds, tourist parks, or holiday parks cabin adventure anywhere in Australia. Read Information Articles or use the powerful Caravan Parks Search to find over 2700 caravan parks Australia wide. The Plan a Trip mapping service has full driving directions and park information with travel distances. The public User's Forums is for questions and mutual help from people on the road and like caravan and motorhome travellers. Save with Discounted Park Specials. Use the Secure On-Line Accommodation Booking Service to book your trip. Participating Pet Friendly Caravan Parks show an easily identified pet's logo. The For Sale classifieds show anything caravan, tent, camping, recreational vehicle (RV) or motorhome related. GoSeeAustralia Directory is the largest caravan park, holiday park, tourist park and camping ground directory in Australia.' To the right of this text area is an image of a tree at sunset. Below the text area, there is a section titled 'Sort Order - 10' with a text area containing the text 'This is section 4'.

## Add an Image

9. Just drag the image from the right hand side image list box into the text area.

The screenshot shows the ContACT website editor interface. On the left, there is a sidebar menu with options: Add / Update Client, Add / Edit Site, History, Add / Edit Page, Add / Delete Images, and Normal Page (selected). The main content area has a page title 'Page Title' and a section titled 'Title' with a text area containing 'Sort Order' and '3'. Below this, there is a text area with placeholder text: 'Go See Australia Directory, the place for all caravan parks, campervan, recreational vehicle (RV), motorhome, camping grounds, tourist parks, or holiday parks cabin adventure anywhere in Australia. Read Information Articles or use the powerful Caravan Parks Search to find over 2700 caravan parks Australia wide. The Plan a Trip mapping service has full driving directions and park information with travel distances. The public User's Forums is for questions and mutual help from'. To the right of this text area is an image of a tree at sunset. Below the text area, there is a section titled 'Description' with a text area containing placeholder text: 'This is section 4'. To the right of the text area is an image list box with two images: a tree at sunset and a red suitcase. A red arrow points from the tree at sunset image in the list box to the text area, indicating that the image is being dragged into the text area.



## **Delete an Image**

10. Click on the image which you want to delete, and then press the '**Delete button**' on the '**Keyboard**'.

Note: **Do not** use the '**Delete**' on the screen! It is to delete the whole page webpage section.



## **Replace an Image**

11. Delete the image which you want to replace, and then drag the new one from image list box on the right into the same position of text edit box.