

CAF Archaeology *for all*

The CBA's Community Archaeology Forum

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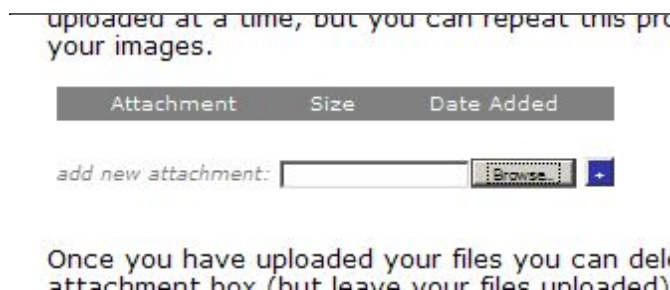
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Adding Images

If you wish to add images to your page, you must first make sure that your user account has been granted permission to do this. If you are unsure whether you have permissions to add images, or wish to request permission, please contact us at caf@britarch.ac.uk with your username.

To place images on a page of the CAF site, you can use the image action. This can be broken down into four steps

1. Firstly, you need to put an 'upload' box on your page so you can get images (or other kinds of attachments) into the page. To do this, first log in, go to your page, and hit the 'edit' button. Then type simply: `{{files}}` somewhere on the page (it doesn't matter where but at the bottom is probably best) which, when you store your changes, will bring up a handy upload box.



2. Once you have your upload box in place, use it to browse your own files, pick an image from your hard drive, USB stick or wherever, and upload it. Once this is uploaded (you can upload lots of pictures if you like), you can get rid of the `{{files}}` text from your page.

Please make sure that the image you are wanting to upload is not too large – we recommend images to be around 300 pixels wide, and definitely no wider than 610 pixels. It should also be in jpeg (.jpg) format.

There is no reason not to offer higher resolution images if you wish, but please make these available for download only rather, than for appearing on the page.

3. You then need to place your image in the right place in the page. To do this, just type the following instruction:

```
{{image class="centre" alt="TYPE A DESCRIPTION OF YOUR PICTURE" title="TYPE THE TITLE OF YOUR PICTURE" url="uploads/YOURPAGENAME/YOURFILENAME.jpg"}}
```

Replacing the words in capitals with your real information. For example, to incorporate an uploaded image in your page, the 'url="..."' part of the image action should read as follows: url="uploads/PageName/filename.extension" where PageName is the name of your page and filename.extension is the file you have uploaded.

If you don't want your image to appear in the centre of the page, replace the word "centre" with "left" or "right" to move the picture in either direction.

4. You should see your image on the page when you click 'save'. If you have any problems adding images at all, contact us on caf@britarch.ac.uk and we'd be happy to help.

Images with links

If you would like your picture also to act as a link to another page, add 'link="TYPE WEB ADDRESS"' to the end of the instruction, before the closure of the curly brackets. See how this works in the following example:

```
{{image class="centre" alt="Bronze Age jar burial - Lebanon" title="Bronze Age jar burial - Lebanon. © Guy Hopkinson" url="uploads/HelpBasics/burial_43.jpg" link="HomePage"}}
```

...which will show as:



Links can be external or internal links.

If you wish, you can offer higher resolution images (wider than 610 pixels – see point 2 above) for download only, using the `{{files}}` code as described above but adding as an attachment as described in the [Adding other Attachments](#) section.

[GettingStarted](#)



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