

## How to upload images and files for articles

We're using the JCE editor here on the am site. It's a really easy to use WSIWYG editor.Â

If you can edit email or compose a Word document then you can edit web content as well.

On the tool bar of the JCE editor are a number ofÂ icons which perform familiar functions such as "BOLD" text , indent and so on. If you hover over each one with a mouse the tool tip will pop-up with a breife descirion of its function.

Some of the more useful functions are the image editor, media editor and file manage. Which in short, allow authors to insert the appropriate media into content.

Key to any web site is file organization. The image, media, and file manager are configured to work out of pre defined directories. The names of the directories are self-explanatory.

The ideology here is that files to be uploaded and eventually placed in articles are sorted into two types

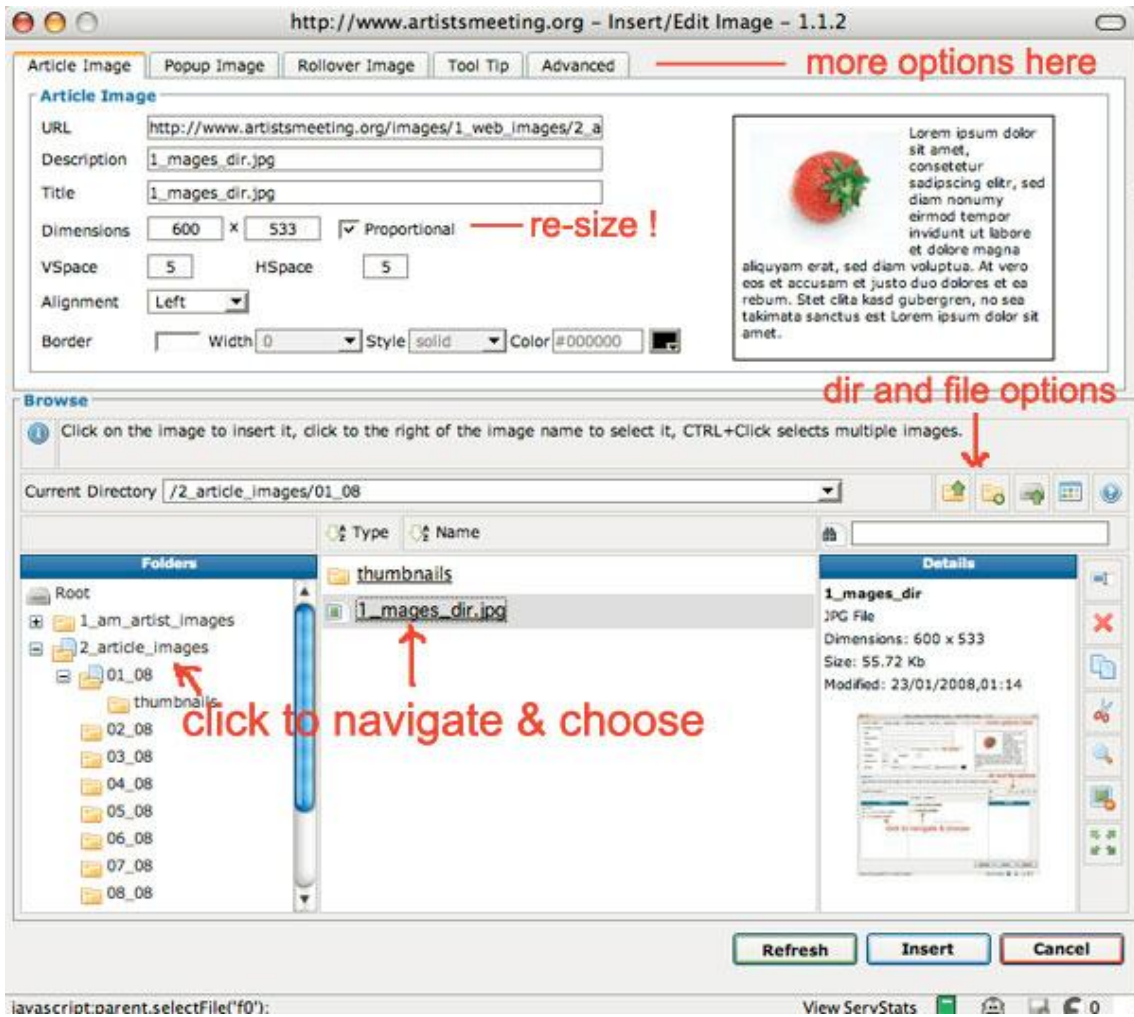
- directories for AM artists personal for images artwork, media and files
- directories for articles such as this oneÂ

Within the "1\_am\_artist\_images" directory are subdirectories for each artist, here artist can place their images and artwork that are intended for an article.

Within the "2\_article\_images" directory are sub directories for each month, so these images which are simply for an article being published in January 2008 belongs in the "01\_08" sub directory.

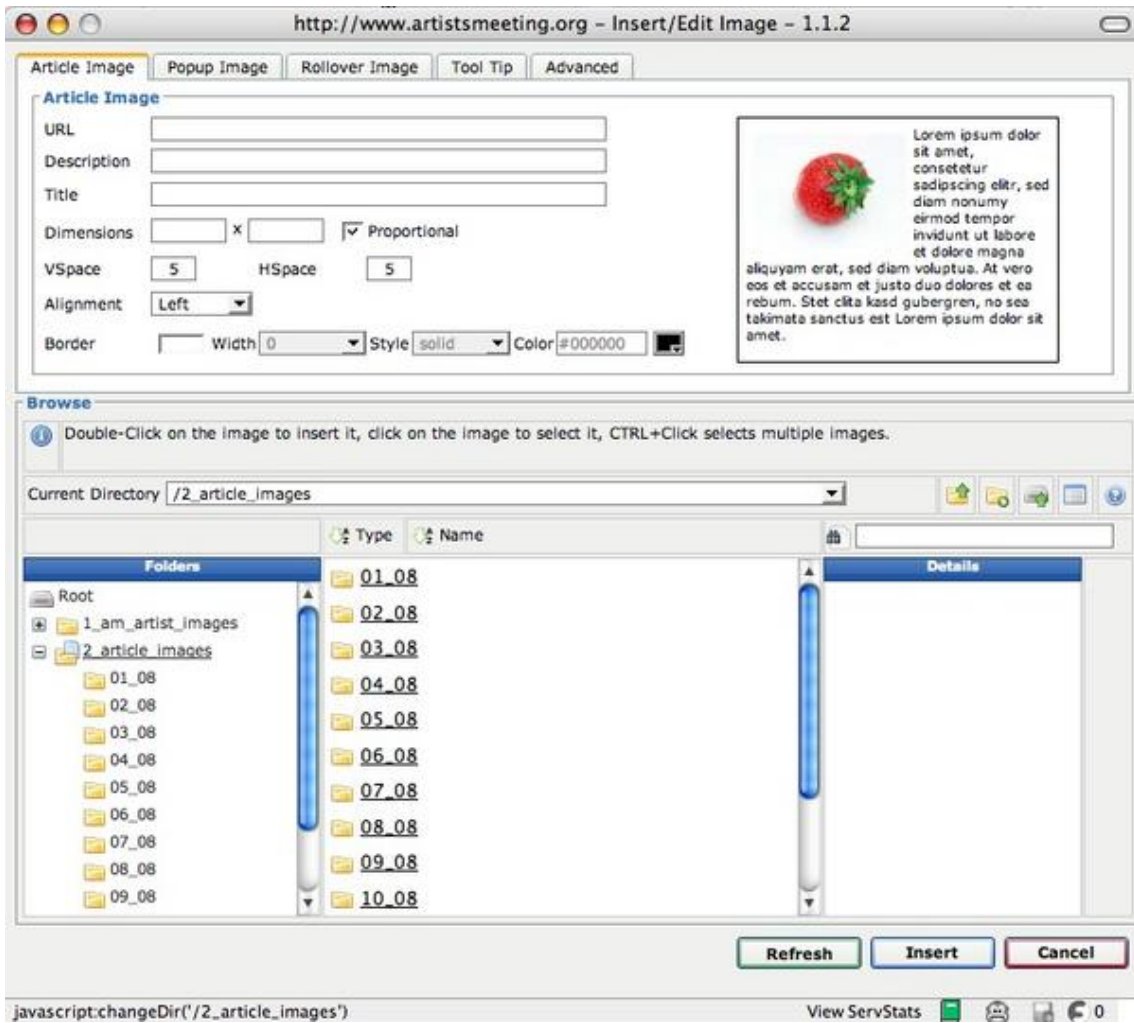
To strive for consistency the media manager (quicktime, flash, etc) and file managerÂ (PDF, doc, XLS, etc) have been set up in the same manor.

Here's a visual aid of the image editor inserting an image from the "/2\_article\_images"01\_08" directory

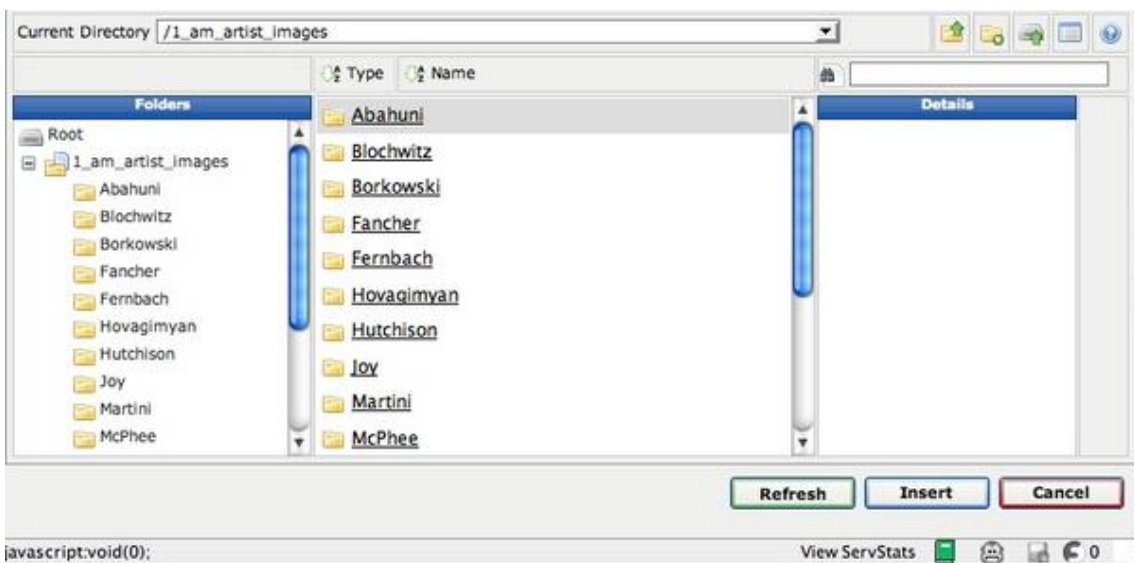


This author is writing an article being published in January 2008 so all images for this article are placed in the "01\_08" folder. Next month's articles will all have their images placed in the "02\_08" folder and so on and so forth until the very end of time. Got it ?

Here's the directory structure of "2\_article\_image" folder.



Here's the directory structure of "1\_am\_artist\_image" folder.  
Put your images in the folder with your name on it.



The same directory structure has been used for "file" and "media" both of which are separate from the images folder and placed elsewhere on the webserver.

Lastly, when inserting images in to articles make sure that each image resides all by itself in a row or column. HTML is slippery business - this is a sure-fire way to make the layout flow right. Here's a visual aid.

The screenshot shows a web editor interface. At the top, there is a toolbar with various icons and a red arrow pointing to a table icon with the text "Tables ! Use them !". Below the toolbar is a table with three columns. The first column contains a text box with the text: "Good practice to put images in their very own row / cell . You go to keep them separated !". Below the table are buttons for "Refresh", "Insert", and "Cancel".

Below the table, there is a text box with the text: "This author is writing an article being published in January 2008 so all images are placed in the '01\_08' folder. Next month's articles will '02\_08' folder and so on and so forth until the very end of time. Got it ?".

Below the text box, there is a text box with the text: "Here's the directory structure of '2\_article\_image' folder.".

Below the text box, there is a text box with the text: "this is a row /cell and its border guides".

Below the text box, there is a window titled "http://www.artistsmeeting.org - Insert/Edit Image - 1.1.2". The window has tabs for "Article Image", "Popup Image", "Rollover Image", "Tool Tip", and "Advanced". The "Article Image" tab is selected. The window contains a form with the following fields: "URL", "Description", "Title", "Dimensions" (with "Proportional" checked), "VSpace" (set to 5), "HSpace" (set to 5), "Alignment" (set to Left), and "Border" (with "Width" set to 0, "Style" set to solid, and "Color" set to #000000). To the right of the form is a preview of an image (a tomato) with a text box containing Lorem Ipsum text.