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# **DIGIMAKER 6.0**



## **Digimaker 6.0 How to guides**

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# 1 LIBRARY

This section we will learn in details about options available under the **Library Menu**. The **Library Menu** allows you to add and manage various kinds of assets in Digimaker. Through the library, you can add and manage images, documents links and banner within Digimaker. The Library also has an option to Bulk upload all your files.



Figure 1-1: Library Menu

## 1.1 Adding and Managing Images

Using images enhances the look of your website. A good choice of graphics and interesting pictures will make your site not only interesting but also easy to use. To use images in a Digimaker site you first have to upload them to into the Digimaker administration interface. This adds the images to the Digimaker file system. After an image has been uploaded it cab be used on the website in a variety of ways.

To add a new image to the library,

- Step 1:** Click the **Library** from the **Main Menu Tab**. This displays the **Library Workspace**, which displays commonly used links. In **Library Workspace** click **Upload image**.

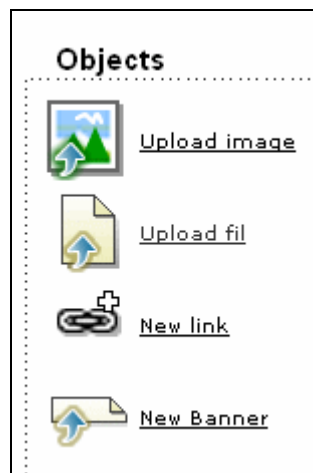


Figure 1-2: Upload Image

You can also access the **Add new image** command from the **Library Submenu**, position the mouse over **Image** under the **Library Submenu**. From the menu choose **Add new image**.

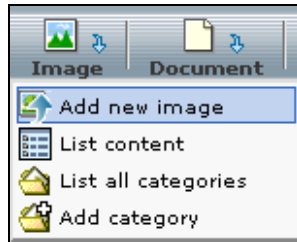


Figure 1-3: Add New Image – Library Submenu

Clicking the icon  next to the **Image Categories** element in **Library Explorer** displays a menu. From the menu choose **Add new image**.



Figure 1-4: Add New Image – Library Explorer

**Step 2:** This displays the **Add new Image Workspace**.

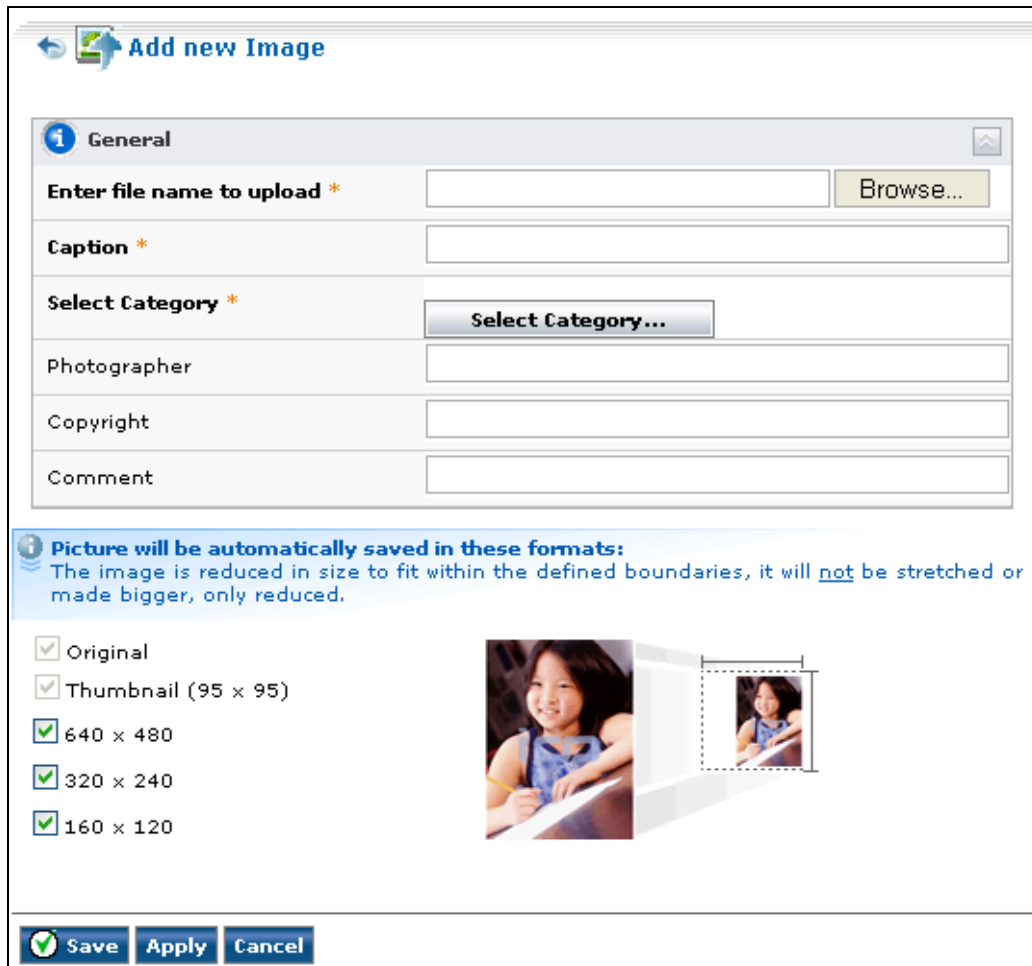


Figure 1-5: Add new Image Workspace

The **Add new image Workspace** allows us to upload an image and enter general information about the image.

**Step 3:** Click **Browse** beside the **Enter file name to upload** field and find and select an image on your computer. Digimaker allows you to permit specific image file types to be uploaded. File types not mentioned here will not be allowed into Digimaker. Common file types you should consider allowing are, jpg; jpeg; jpe; gif; png; bmp; ico; tif; tiff.

## GENERAL

**Enter file name to upload** displays the full path of the image you are uploading from your computer.

**Caption** help in categorising the image for future reference. The contents of the caption are also form the image's 'Alt-tag' once it is published. Alt-tags are briefly displayed as a tool-tip when a

user hovers over an image in the browser. They are also used for describing an image to visually impaired users who are using a screen reader.

**Select category** allows you place the image in a category by clicking on the select category button and choosing an appropriate location for the image. This will help you group related images apart from maintaining directory structure.

In **Photographer** field, enter the name of the photographer, if necessary.

In **Copyright** field, enter the name of the image copyright holder.

In **Comment** field enter thoughts, reason or ideas appropriate for the image.

### Image sizes

The bottom of the **Add new image workspace** displays a list of the different image sizes available for your website. Uncheck the box next to the image sizes shown if you do not want to apply this size during an upload. If the image uploaded is smaller than the available image sizes, Digimaker uploads the original image without any size changes.

**Note! Image formats have to be configured during the implementation of your system (Digimaker system. You may not be able to upload images in all formats available to you.**



Click **Save** when you finish entering all the information. This uploads the image and the screen switches to another view.

To add multiple images, Click **Apply** when you finish entering all the information. This uploads the image but you remain on **Workspace**.

If you do not want to add an image at this time click **Cancel**.

**Note! All the fields that are marked with a \* are required.**

## 1.2 Managing images using the Image Library

Select **Library** from the **Main Menu Tab**. This displays the **Library Workspace**. In the Library Explorer navigate to image categories and click on a image category.

You will be able to see all the images under the chosen category as thumbnails in the **Search image in... Workspace**.

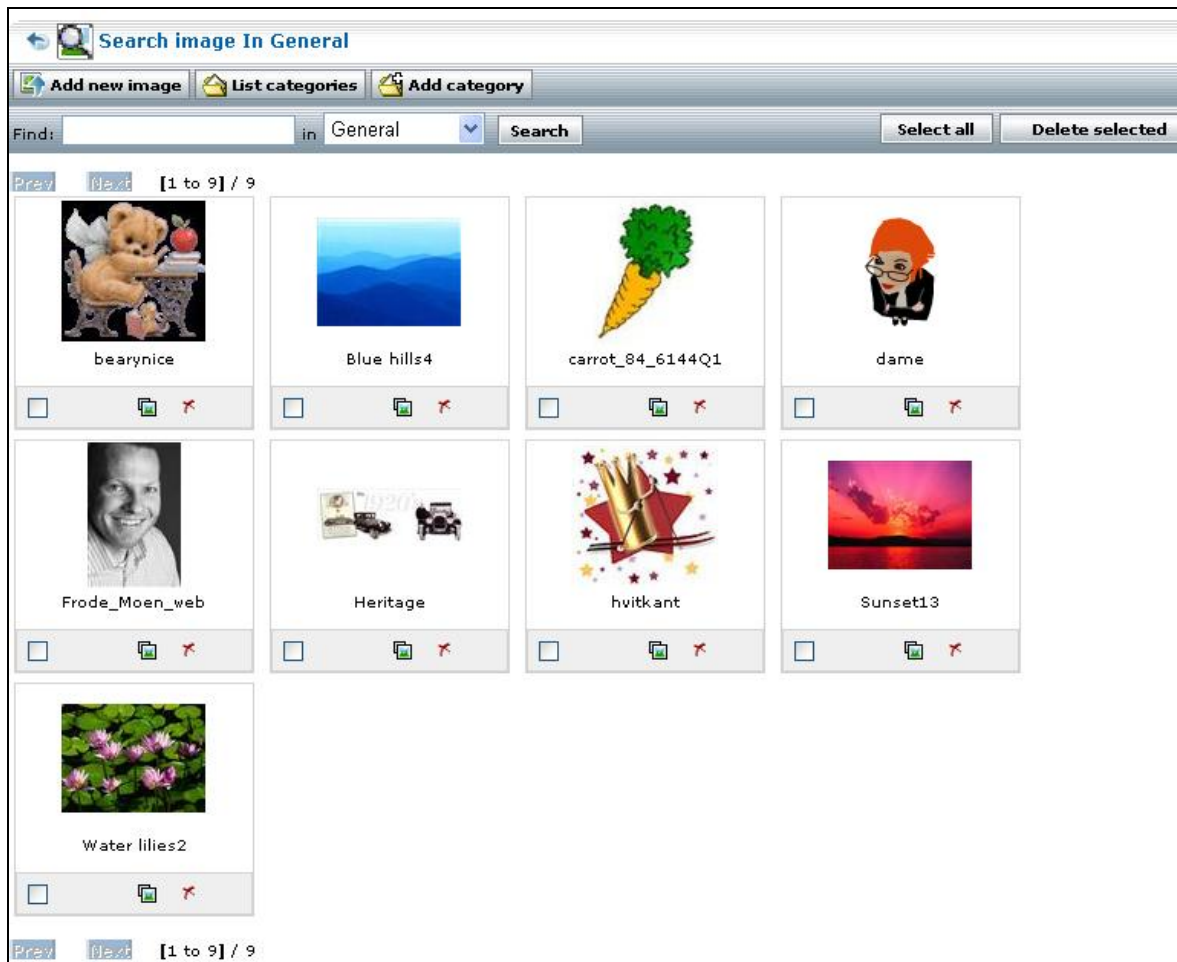




Figure 1-6: Search Results for Image

### Delete image

Click the  icon to delete an image. To delete several images at a time, choose the image by marking the check box under the thumbnail and then click **Delete selected**.

### Edit image

Click the  icon to enter the image editing window, or you can also click image to go to the editing window.

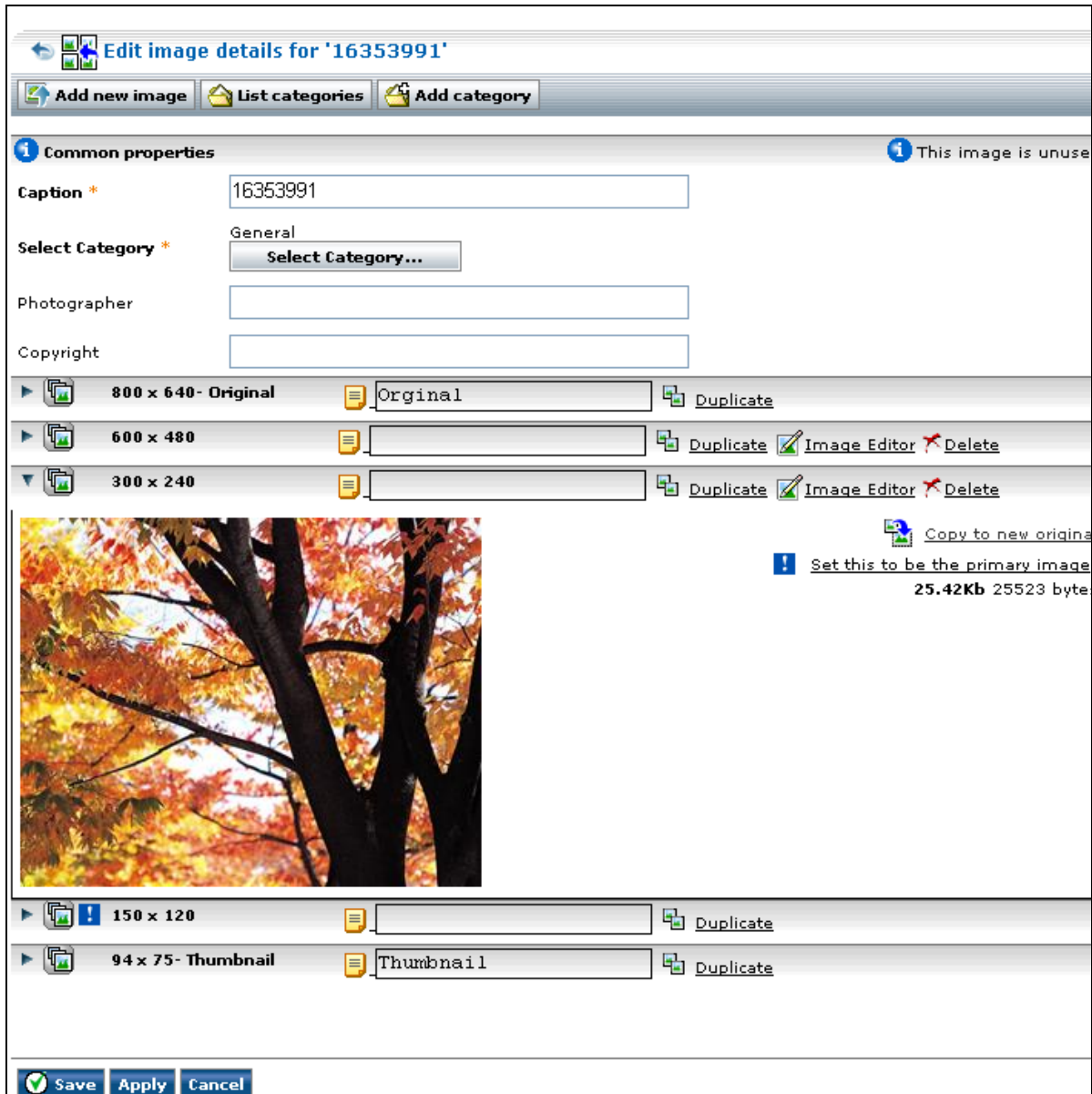





Figure 1-7: Edit image details workspace


The **Edit image details workspace** displays different image sizes. To open an image of a particular size, click the arrow  to the left.

Add a **Comment** in the field to the right of the  icon. You may enter a description for each of the different images sizes. Clicking  will give you a larger field for entering comments.

Click **Duplicate** if you want to make another version of the image based on an existing image. A new version of the image is created with the same properties as the original.

Click **Delete** to remove a version of an image.

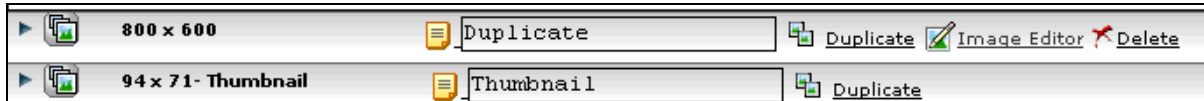
Click **Copy to new original** if you want to copy a new version from an existing image. From the pop-up window, choose a different name and image size. You can only generate formats smaller than the original.

**Set this to be the primary image** allows you select the standard size for the current image. It is indicated by the  icon. When you add an image to an article the standard size is applied if no other size is specified.

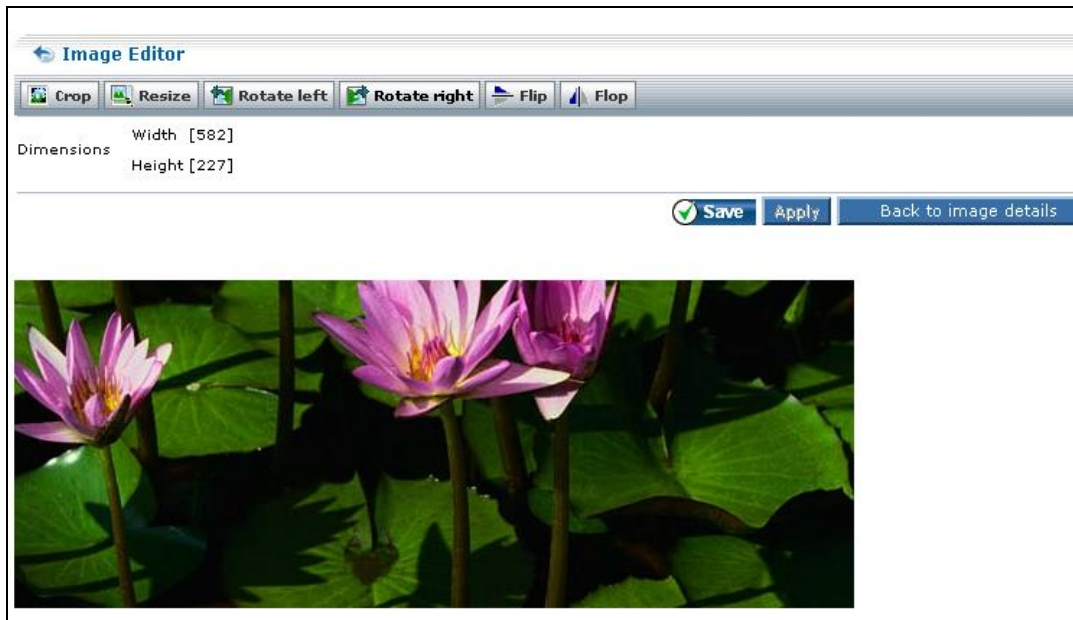
The **“This image is used/unused”** message at the top-right of the view indicates if a version of the image is in use or unused on the site. Click on an image to see it used/unused status.

### 1.2.1 Image Editor

Click **Image Editor** to alter image properties. This displays the Image Editor window.



**Click Image Editor**



**Figure 1-8: Image Editor**

The **Crop** button allows a part of an image to be saved as a new version of the image. After clicking **Crop**, two arrows appear on the image. Use the upper left and lower right arrows to create the new image selection.

## **Image Cropping**

**Resize** button allows an image to be resized and saved as a new version of the image. After clicking **Resize**, a lower right arrow appears on the image. Use the lower right arrow to resize the image.

**Rotate left** button will rotate the image by 90 degrees to the left.

**Rotate right** button will rotate the image by 90 degrees to the right.

**Flip** button will flip the image vertically.

**Flop** button will flip the image horizontally.

**Note! You cannot enter Image editor from a version of an image that is in use, a thumbnail or the original. To work on such an image simply duplicate it.**