

9. Including documents and images in articles

You will probably want to include images, PDFs, wordprocessing documents, spreadsheets and other filetypes in some of your articles. You can attach and import files in many formats, and even attach files that are for recordkeeping purposes, and are not to be published with the article.

9.1 OBJECTIVES

By the end of this chapter you should be able to:

- attach files that you want to be published with your article
- attach files that you do NOT want to be published with your article but that you want to retain as a record of the original copy
- attach images to your article
- import an image into your article
- place an image in a required position in your article
- align your images in your article.

9.2 WHAT IS THE DIFFERENCE BETWEEN ATTACHED AND IMPORTED FILES?

Attach

Keeps your attached files separate to the article. You have an icon and filename that indicate that a file has been attached, but you cannot see the contents of the file when you are editing the article.

Can attach files in any format.

Import

Incorporates your files into the article. You can see the contents of your files as you edit your article.

Limited range of filetypes can be imported. Cannot import PNG filetypes (a fairly common graphics format).

9.3 ATTACHING FILES

Attached files are published with your article. You can attach files in any format, but the most common are wordprocessing, images, PDFs and spreadsheet files.

There are a couple of ways to attach files to your article:

- Using the **File > Attach** menus
- Using the **Import** menu from the article toolbar.

i **File > Attach menu**

File > Attach lets you attach a file of any filetype to your article.

1. Open the article to which you want to attach files.
2. Go into **Edit** mode and put the cursor wherever you want the attachment to be placed.
3. Click on the **File** menu.
4. Select *Attach...*
5. The **Create Attachment(s)** dialogue box opens, listing files in the directory from which you last attached files.
6. Navigate to the required directory (the one your attachments are currently in).
7. Select the files to attach.

Selecting several files to attach

If the files are listed in a group (no other files between them) click on the first file then hold down <Shift> while you click on the last file to be attached.

If the files are listed separately (with other files between them) click on the first file, then hold down <Ctrl> while you click on each file to be attached.

8. Click on <*Create*>. Your files are attached to your article.

ii **Import menu**

Note

Despite of being called **Import**, this menu gives options to both import and attach files.

1. Open the article to which you want to attach files.
2. Go into **Edit** mode and put the cursor wherever you want the attachment to be placed.
3. Click on the **Import** menu.
4. A list of options displays. Choose the option that allows you to import the required file.
 - *Import article from file* – this adds the text (and some formatting) from your source file to your article. The file becomes incorporated into your article rather than just being attached separately.
 - *Attach original WP file* – attaches the original wordprocessing file to your article. This file is listed in the **Log** tab and does not appear in the article's content. The file is attached with all formatting (and is not incorporated into your article text).
 - *Paste text from clipboard* – uses Paste Special to insert any text on your clipboard into your article. Your inserted text is incorporated into the article and some formatting from the source will be

removed. ① see [section 7.7: Pasting from complex documents – using “Paste special...”](#)

- *Attach pics* – attaches images that you want to be used by the print production team only. Images imported here are listed in the **Paper** tab. They are not published on the web version of your article.
5. If you selected the *Import article from file*, the **Import** dialogue box opens. If you selected to *Attach original WP file*, or *Attach pics*, the **Create Attachment(s)** dialogue box opens. Both dialogue boxes list files in the directory from which you last attached or imported files.
 6. Navigate to the required directory (the one your attachments are currently in).
 7. Select the files to attach or import.

Selecting several files to attach

If the files are listed in a group (no other files between them) click on the first file then hold down <Shift> while you click on the last file to be attached.

If the files are listed separately (with other files between them) click on the first file, then hold down <Ctrl> while you click on each file to be attached.

8. Click on <Create>.

9.4 ATTACHING WP FILES THAT YOU DO NOT WANT TO PUBLISH WITH YOUR ARTICLE

If you want to keep a copy of the original wordprocessing document for a story and do not want that copy published use the **Import** menu.

1. Open the article and go into **Edit** mode.
2. Go to the **Import** menu.
3. Select *Attach original WP files*.
4. The **Create Attachment(s)** dialogue box opens, listing files in your default directory.

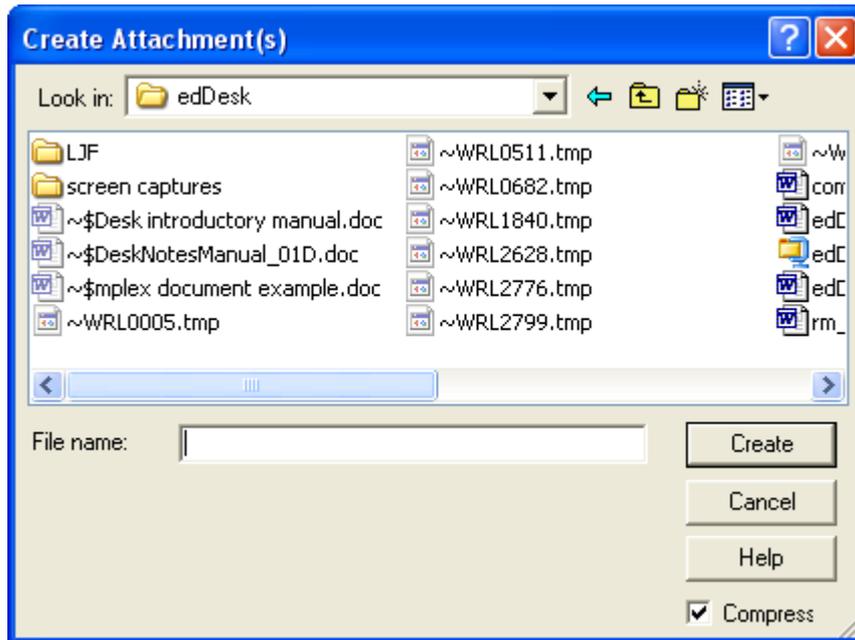


Figure 67: List of files to attach to an article

5. Navigate to the directory that contains the file(s) you want to attach to your article.
6. Click on the filename of the file to attach.

Selecting several files to attach

If the files are listed in a group (no other files between them) click on the first file then hold down <Shift> while you click on the last file to be attached.

If the files are listed separately (with other files between them) click on the first file, then hold down <Ctrl> while you click on each file to be attached.

7. Make sure the **Compress** box is ticked (that way your attached file will be as small as possible).
8. Click on <Create>.
9. Your selected files are attached to the article.

i To see WP files that have been attached to your article

WP files that are not to be published with your article are not visible when you are editing the article. To see a list of those attached files do the following:

1. Open your article and go into **Edit** mode.
2. Click on the **Log** tab.



Figure 68:Log tab with one attached WP file

3. Your attached WP files are listed in the Original attachments field.

9.5 IMAGE PREPARATION

Images must be prepared in the requested format, pixel size and quality in an image editing program before you add them to your edDesk articles. Your editor should specify the image qualities of any image to be used in an article and include these in the brief.

9.6 ATTACHING IMAGES THAT ARE TO BE USED IN PRINTED PUBLISHING ONLY

Sometimes you may want to publish your article on the web and on paper. If you have images that are **only** to be used in the printed version of the article you can store them separately to the images that are to be used in the web version. This makes them easy to manage.

You can also enter specific illustration instructions for those print images.

1. Open the article and go into **Edit** mode.
2. Go to the **Import** menu.
3. Select *Attach Pics*.
4. The **Create Attachment(s)** dialogue box opens, listing files in the directory from which you last attached files.

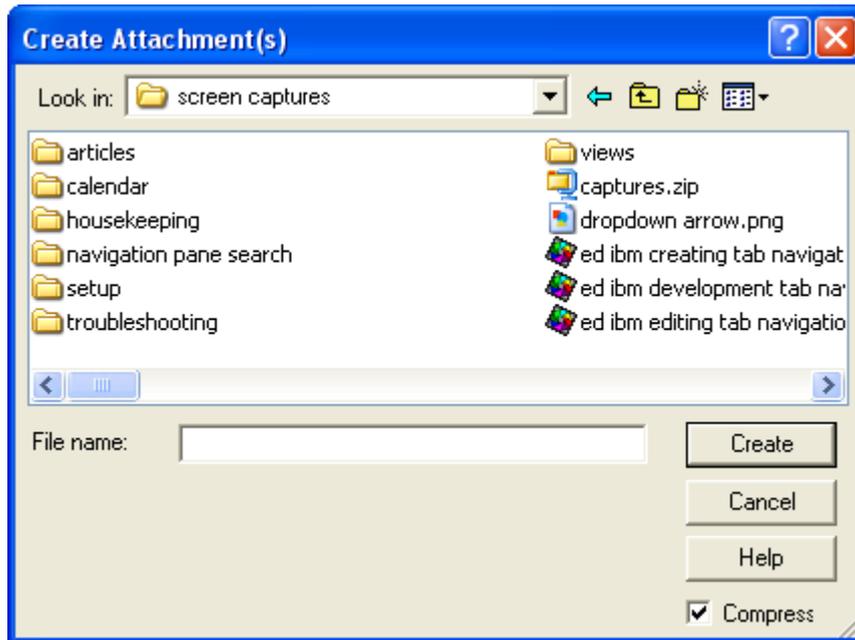


Figure 69: Create Attachments(s) dialog box listing directory from which files were last attached

5. Navigate to the directory that contains the file(s) you want to attach to your article.
6. Click on the filename of the file to attach.

Selecting several files to attach

If the files are listed in a group (no other files between them) click on the first file then hold down <Shift> while you click on the last file to be attached.

If the files are listed separately (with other files between them) click on the first file, then hold down <Ctrl> while you click on each file to be attached.

7. Make sure the **Compress** box is ticked (that way your attached file will be as small as possible).
8. Click on <Create>.
9. Your images are now attached to your article.

i To list images that have been attached to your article

Images that are only to be published on paper are not visible when you are editing the article. To see a list of those attached images do the following:

1. Open your article and go into **Edit** mode.
2. Click on the **Paper** tab.

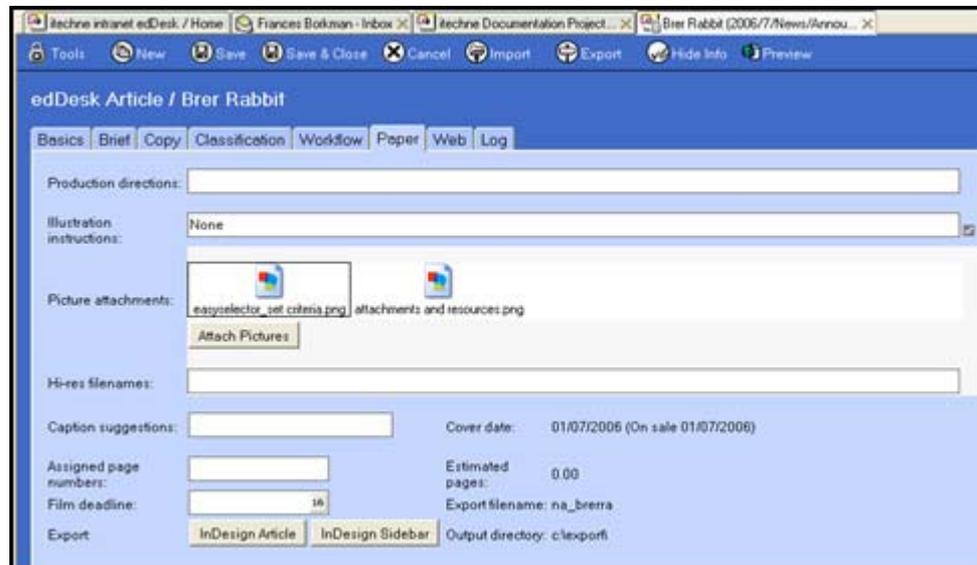


Figure 70: Paper tab listing attached images in the Picture attachments field

3. Picture attachments: Your attached images are listed in this field.

To view an attached image

1. Double-click on the image icon.
2. The **Attachments** dialogue box opens.
3. Click on <View>. Your image is opened in a new window tab.

9.7 IMPORTING AN IMAGE INTO AN ARTICLE

Importing images incorporates the image into your article – that is, it becomes part of your article, rather than just being attached to it. Importing gives you control over the image size on the page, physical position of the image, and properties such as borders, text wrapping and captions.

1. Prepare your image in your image editing program.
2. Open your article and go into **Edit** mode.
3. Position your cursor where you want the image to appear.
4. Go to the **File** menu.
5. Select **Import**.
6. The **Import** dialogue box displays showing you the directory you last used to import files from.

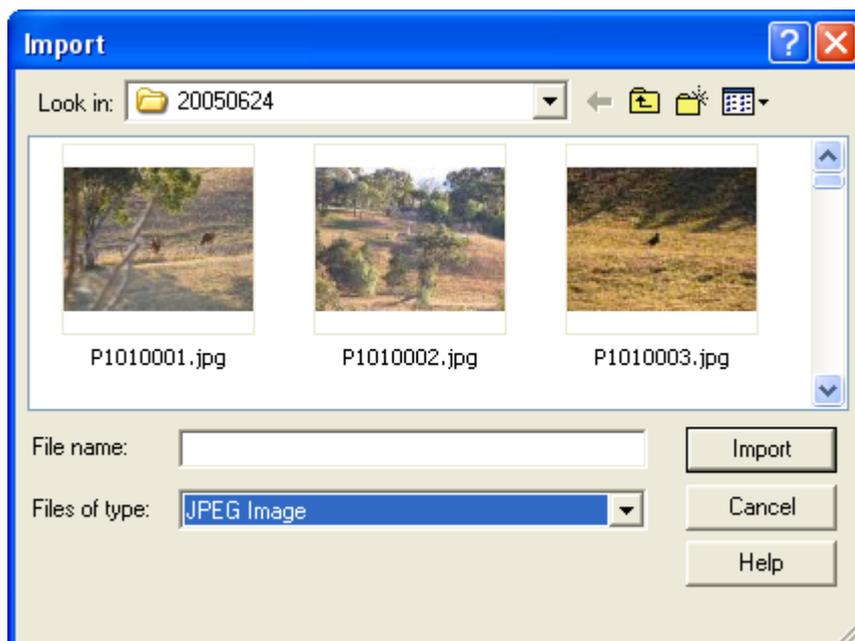


Figure 71: Import image dialogue box with image type of JPEG selected

7. Files of type: select the image type for the image you want to import.
8. Click <Import>.
9. The image is placed at the current cursor location in its original format and is rendered inline.

9.8 IMAGE PROPERTIES

When you have placed your image in your article you can set various properties to control the display of your image.

1. Click once on your image.
2. Select the **Picture** menu (from the Lotus Notes menus at the top of your screen).
3. Select *Picture Properties...*

4. The **Picture** properties dialogue box displays.

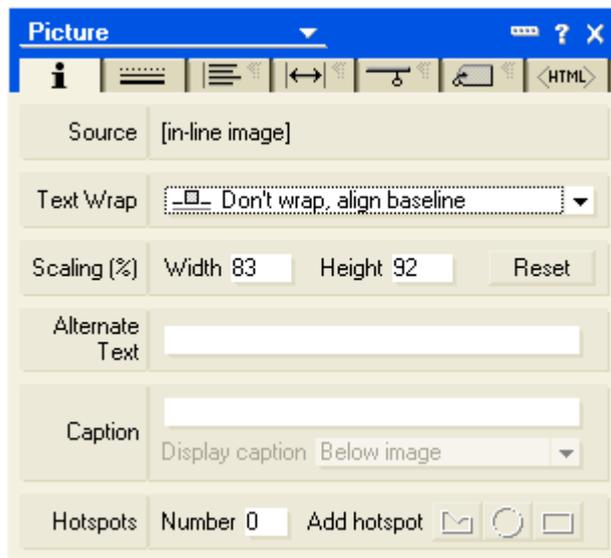


Figure 72: Picture properties dialogue box

5. **Text Wrap:** Select the down arrow next to this field. You see a list of choices, each with a diagram displaying the effect your choice will have on your image and its relation to the text in the next paragraph. Select the desired wrap.

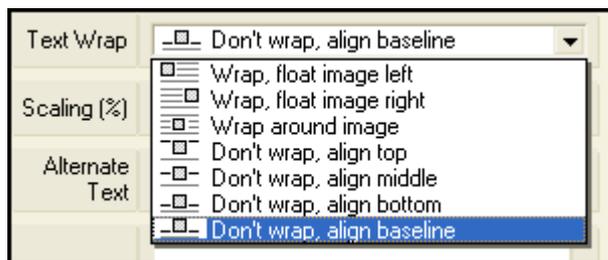


Figure 73: Text wrap options, showing layout of each option

Note

Images rendered inline are treated as part of a paragraph. Any wrapping will be within that paragraph only.

If your paragraph is short and the image large you will still see blank spaces next to the image.

6. **Scaling (%):** When you first import an image this will be **Width 100 Height 100**. If you have resized your image you will see different percentages.
- Click on *<Reset>* to put the scaled image back to its original size.
7. **Alternate Text:** This is the text that appears when a person hovers their mouse over an image on the web. It is important to enter alternate text if your article is to be published on the web because visually impaired people and people who have images turned off on their browser rely on alternate text to “see” the image.

8. **Caption:** If you want a caption for your image, enter the caption in this field. Click on the tick icon to confirm your caption.
9. **Display caption:** Select where you want the caption to display. The option “Centred on image” does mean that your caption appears in the centre of your image (not centred underneath your image!).

9.9 IMAGE HOTSPOTS

Hotspots may be used when your article is published on the web. Hotspots are areas that people can click on in an image. When they click they are taken to another webpage.

Hotspots are often used in maps. For example, you have a web page with a map of Australia. If a person clicks on New South Wales they are taken to more details for New South Wales.

1. Click on the image.
2. Select the **Picture** menu. You will see a list of Hotspot shapes.
3. Select *Add Hotspot (shape)*.
Choose a shape that fits with the area you want to make a hotspot. If you want to select an irregular area then select *Add Hotspot Polygon*.
4. Position your cursor where you want your hotspot to be then drag your mouse to make the hotspot the required size.
5. The **Hotspot** properties dialogue box opens.

i To link to another article in your database

1. **Type:** this should be URL
2. **Value:**
 - a. Locate the article to which you want to link.
 - b. Open the article. Go into **Edit** mode.
 - c. Go to the **web** tab.
 - d. Copy the contents of the Human URL field.
 - e. Paste the Human URL contents into the Value field.
3. **Frame:** There are a few ways of displaying a link that is followed. This is determined by what you enter in the Frame field. Only the two most common ways are mentioned here.
 - **_new:** your link opens in a brand new browser window. Your page is left open in the old window.
 - **If you leave this field blank:** when a person follows the link the link contents will replace your article.

Using Human URLs

Human URLs (also known as human-readable, user-centred, user-friendly, spider-friendly or URL rewriting) not only makes your pages much clearer to site visitors, but goes a long way to help increase your visibility with Web search engines. Using Web addresses that echo keywords and content within the same page will directly benefit your page rankings in search engines like Google and Yahoo!. Not only do search engines "prefer" sites whose URLs have keywords in them, but they can penalize sites that contain such database-created URL characters as question marks.

Human-readable URLs are easier to remember, and importantly to marketers, easier to tell people. If you want to build a campaign around a specific page, you can name that page in a way that reinforces the campaign, and create a unique URL for campaign tracking.

From a visitor point of view, the human-readable URL is indicative of what the page is about. Web-savvy visitors will quickly grasp your naming scheme and use it to explore your site. A surfer who types in a URL that results in a "Page Not Found" message may be able to reach the page by checking for a typing error. Or they may try to "hack" the URL by removing the end segment. This is almost impossible if it is not human-readable.

(source - <http://www.brookgroup.com/Resources/Content-Management/Human-Readable-URL.html>)

ii To link to another website:

1. **Type:** this should be URL
1. **Value:**
 - a. Locate the website to which you want to link.
 - b. Copy the address field.
 - c. Paste the address contents into the Value field.
2. **Frame:** There are a few ways of displaying a link that is followed. This is determined by what you enter in the Frame field. Only the two most common ways are mentioned here.
 - **_new:** your link opens in a brand new browser window. Your page is left open in the old window.
 - **If you leave this field blank:** when a person follows the link the link contents will replace your article.
5. Close the **Hotspot** properties dialogue box.

iii To link to a larger image from the image on your webpage

1. Add the small image to the article, in the position in which you want it to display on the posted webpage.
2. Click on **Attachments and resource files** (this is at the bottom of your article). This section expands.

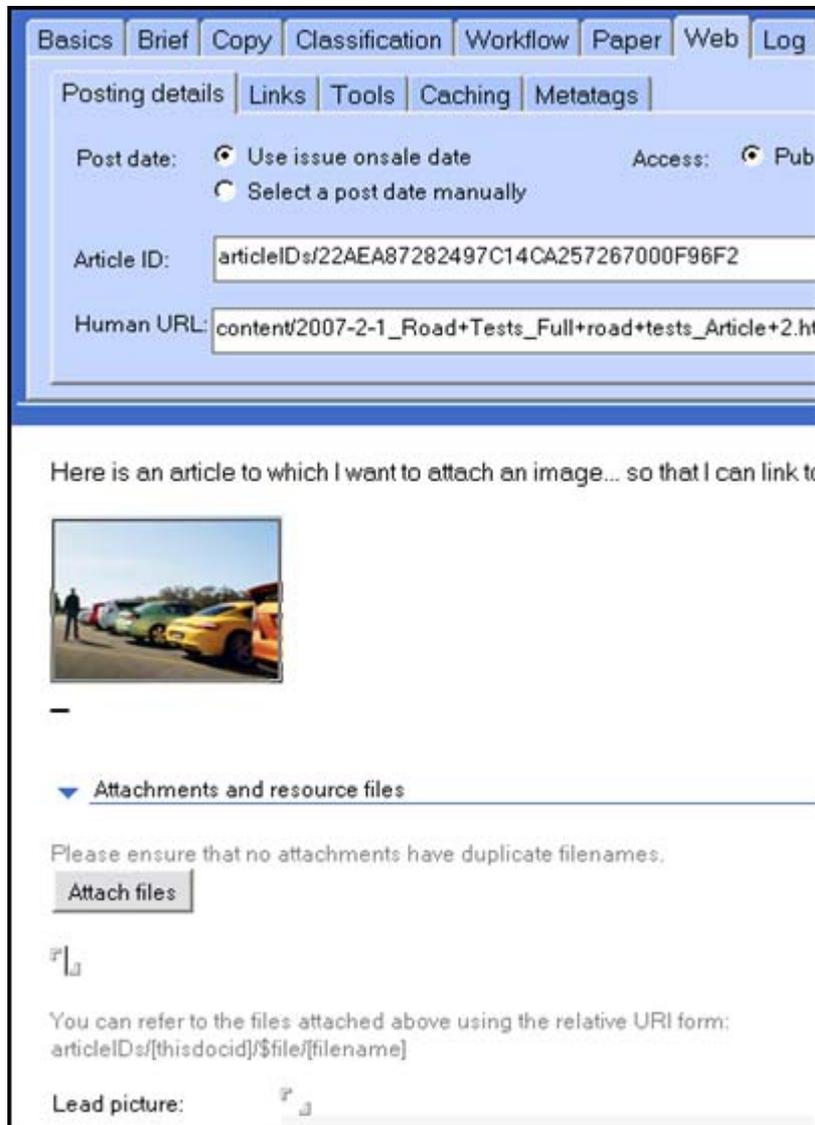


Figure 74: Expanded Attachments and resource files section of the article

3. Click on the *<Attach files>* button.
4. The **Create Attachments** dialogue box displays. Locate the image you want to link to.
5. Double-click on the image. It is now added to the article (in the Attachments and resource files section).
6. Click once on the small image.
7. Select *Add Hotspot (shape)*.
8. Choose a shape that fits with the area you want to make a hotspot. If you want to select an irregular area then select *Add Hotspot Polygon*.

9. Position your cursor where you want your hotspot to be then drag your mouse to make the hotspot the required size.
10. The **Hotspot** properties dialogue box opens. There are a couple of fields that you need to complete:

- **Type:** leave this as URL
- **Value:** This must be in the format
articleIDs/[thisdocid]/\$file/[filename]
WHERE
[thisdocid] is the article ID and
[filename] is the filename of the image.

Important

The square brackets just indicate that variable information goes here - make sure that you don't put them in your value field.

- **Type:** enter `_new` . This opens the linked image in a new browser window.

To get the article ID:

1. Go to the **web** tab.
2. Copy the contents of the **Article ID** field.

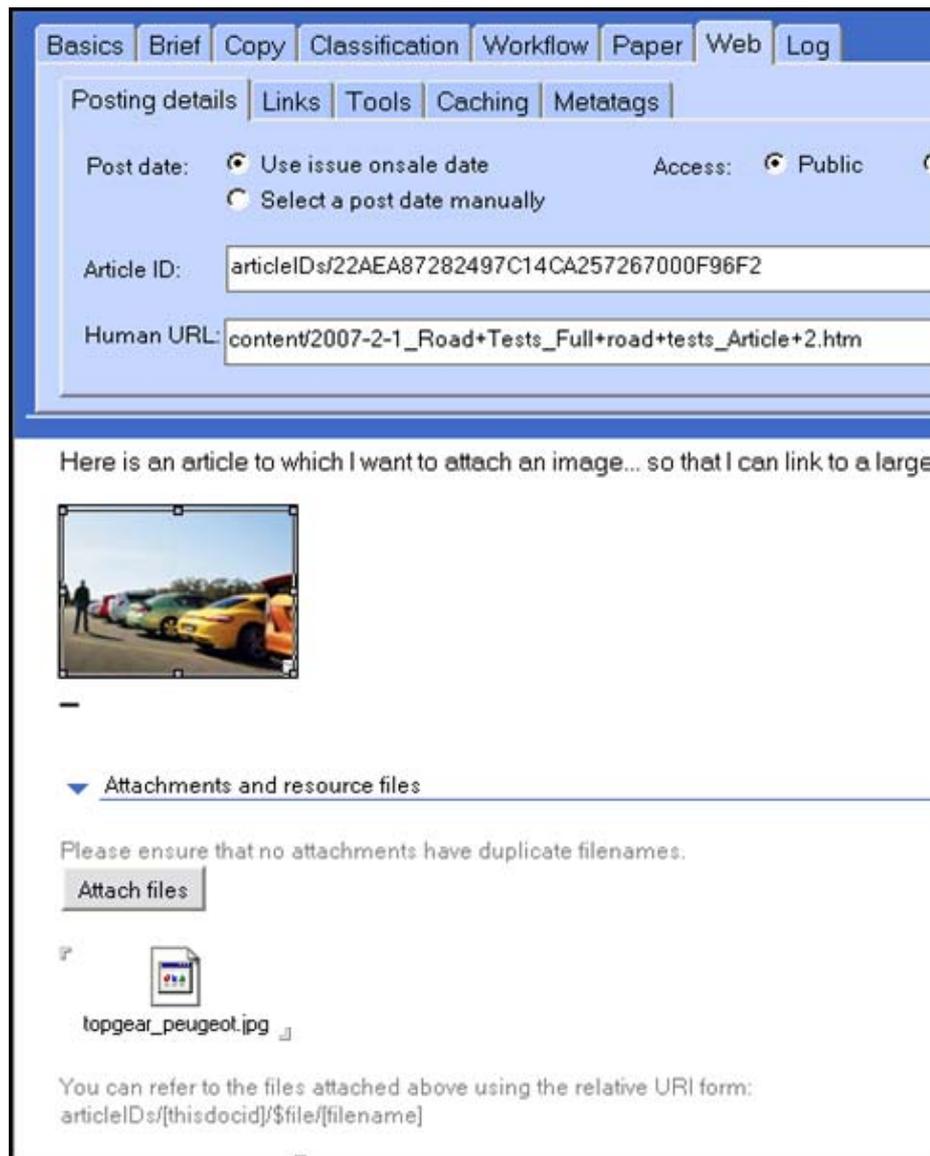
About the images used in this screen capture

Figure 75: Image in body of article, with Attach files listing image linked to by a hotspot set in the body image.

This article has an image in the body of the article. It also has an attached file `topgear_peugeot.jpg`.

A hotspot was created around the image in the body of the article. The hotspot properties Value field contains the following:

```
articleIDs/22AEA87282497C14CA257267000F96F2/$file/
topgear_peugeot.jpg
```

WHERE

`22AEA87282497C14CA257267000F96F2` is the articleID (from the **Web** tab) AND

`topgear_peugeot.jpg` is the name of the attached file