

# How to Upload and Insert Images

GTP iCommerce instructions on how to upload and insert images through the CMS system



# Login to the CMS



Simply enter your username and password and you will be able access all your GTP iCommerce facilities

Username:

Password:

Login

[Forgot your Password?](#) [Need Support?](#) [Wrong CMS?](#)

GTP iCommerce Est. 1996. Copyright © 2014. All Rights Reserved.

# Go to the List of Web Pages

The screenshot shows the GTP iCommerce admin dashboard. At the top, there is a navigation bar with the GTP iCommerce logo on the left and user information on the right: "Logged in terravac - 0427531119 - 24<sup>th</sup> March, 2014 - 14:40:48" and "You are using Chrome Version 33.0.1750.154 on Windows". Below the navigation bar is a menu with items: Products, Images, Orders, Reports, Marketing, Contacts, Emails & SMS, Web Pages, Config, GTP Tools, Help, and Log.

The main content area is divided into several sections:

- Office Hours:**
  - Opening Hours:** Monday - Friday 9:00am to 4:30pm AWST +08:00. Weekend and After Hours Support on 0411 352 766 (Mobile). Send ALL work requests to [support@gtp.com.au](mailto:support@gtp.com.au).
  - PLEASE NOTE:** GTP will be closed for all Western Australian public holidays for 2013 as follows:
    - Queen's Birthday - Monday 30 September
    - Christmas Day - Wednesday 25 December
    - Boxing Day - Thursday 26 December
  - Christmas Break:** GTP will close for business at 4:00pm Friday Dec 20th 2013 and re-open at 9:30am on Monday Jan 6th 2014. Standard emergency contact details apply during this period.
  - Scheduled Holidays:**
    - Dale - None currently scheduled
    - Bruce - None currently scheduled
    - Cleyton - Fri Nov 29th to Mon Jan 6th
    - James - Nov 22nd, Dec 6th, Dec 20th
    - Daniel - None currently scheduled
    - Gary K - None currently scheduled
    - Gary M - None currently scheduled
    - Janina - None currently scheduled
- GTP News:**
  - GTP Hours:** GTP iCommerce will re-open at 9:30am on Monday Jan 6th 2014. emergencies during this period.
  - The last day we can receive orders is received after this date.
  - GTP would like to thank you for your support and a profitable 2013.
- Web Pages:**
  - Add a Page**
  - List and Edit Pages** (highlighted with a red arrow and a callout box that says "Click on List and Edit Pages")
  - Search for a Page**
  - Picture Gallery:**
    - Add New Picture
    - View Images in Gallery
- Import/Export:**
  - Import Pages
  - Export Pages
- Advanced:**
  - Add Multiple Web Pages
  - List Deleted Web Pages
- Blogs:**
  - List Blogs
  - Create New Post

Below the main content area is a section titled "GTP on Social Networks" with the text: "Did you know that GTP is also on Twitter and Facebook? Stay even more up to date with developments at GTP, the web, eCommerce and more by [following us on Twitter](#) and liking our [Page on Facebook](#). Regular and important updates will still continue through here but we hope you'll connect with us on Twitter and Facebook and get involved in the conversation more!"

At the bottom of this section, it says "--The Team at GTP" and features icons for Facebook and Twitter.

The bottom of the page features a blue silhouette of a city skyline.

# Choose a Page to Edit

gtpcommerce Logged in terravac - 0427531119 - 24<sup>th</sup> March, 2014 - 14:41:01  
You are using Chrome Version 33.0.1750.154 on Windows

Products Images Orders Reports Marketing Contacts Emails & SMS Web Pages Config **GTP Tools** Help

iNews **LIST**

[Add New Story](#) | [Reload Page](#)  
[List Stories](#)

There are 253 pages in the database

Category:	Subcategory	Low Level Cat	No. Stories
Calls to Action	All Pages		2
	Custom Pages		2
	Products		24
	Web Pages		6
Checkout	Cart Contents	Quote	2
		Sale	2
	Checkout Final Page		2
	Customer Usage Agreement		2
	Trust Elements-Quote	All	2
		Page 1	2
	Trust Elements-Sale	All	2
		Page 1	2
Forms		Page 2	2
	Affiliate		2
	Anti-spam		2
	Brochure		2
	Catalogue		2
	Competition		4
	Contact		3

# This will open up a new window

gtp commerce Logged in terravic - 0427531119 - 24<sup>th</sup> March, 2014 - 15:13:46  
You are using Chrome Version 33.0.1750.154 on Windows

Products Images Orders Reports Marketing Contacts Emails & SMS Web Pages Config **GTP Tools** Help Logout

iNews **LIST PAGES**

[Add New Story](#) | [Reload Page](#)

[List Stories](#) | [List Stories By Navigation » Top Navigation](#) | [List Stories By Navigation » Top Navigation » What is Vacuum Excavation](#)

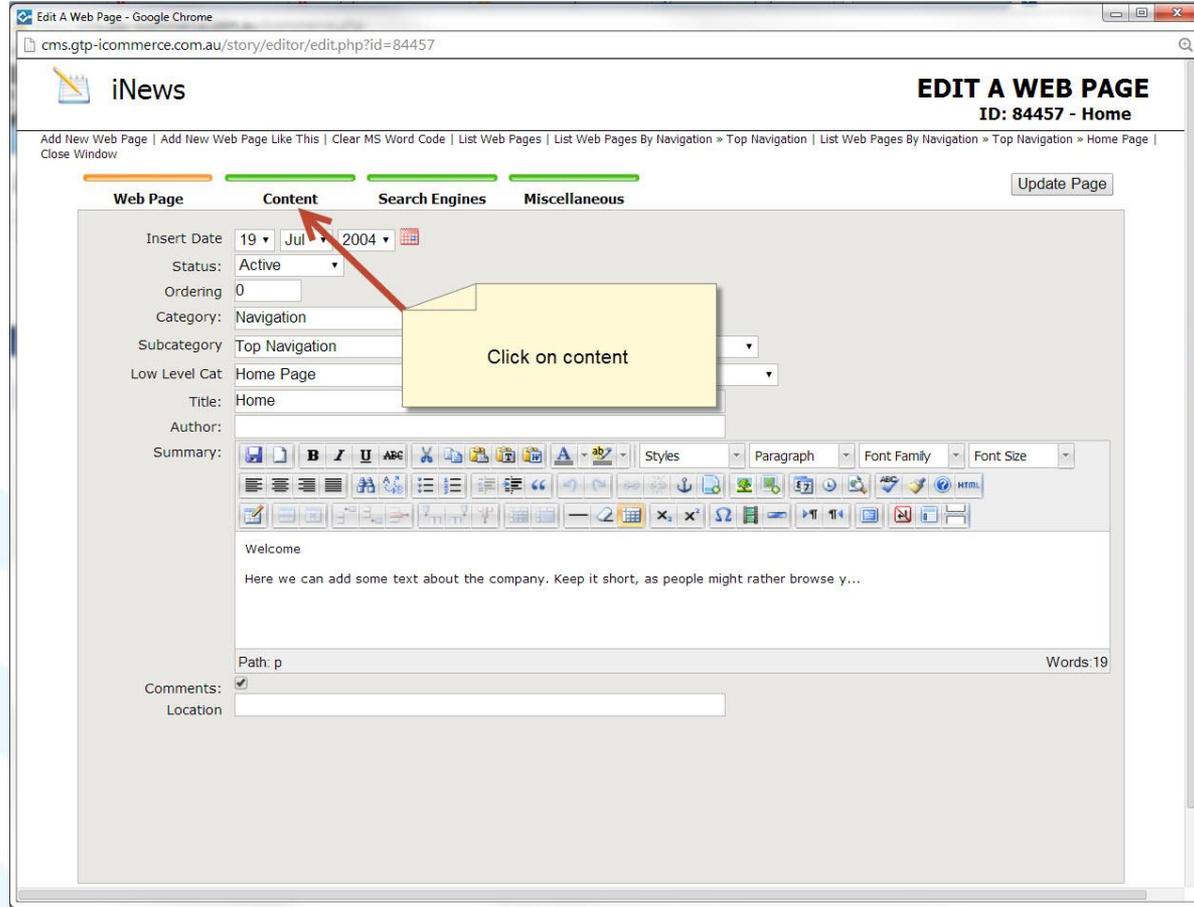
There is 1 web page in the [Navigation » Top Navigation » What is Vacuum Excavation](#) category

**TIP:** To change the order of the pages, click on the heading you wish to sort by

ID	Insert Date	Last Updated	Title	File	Status (change status by clicking type)	Order	Comments	
87359	28-Jan-2014	23-Mar-2014 14:21:53	What is Vacuum Excavation		Inactive <b>Active</b> Archived	10	<a href="#">Add Like</a> <a href="#">Plain Edit</a> <a href="#">RollBack Web Page</a> <a href="#">Delete</a>	

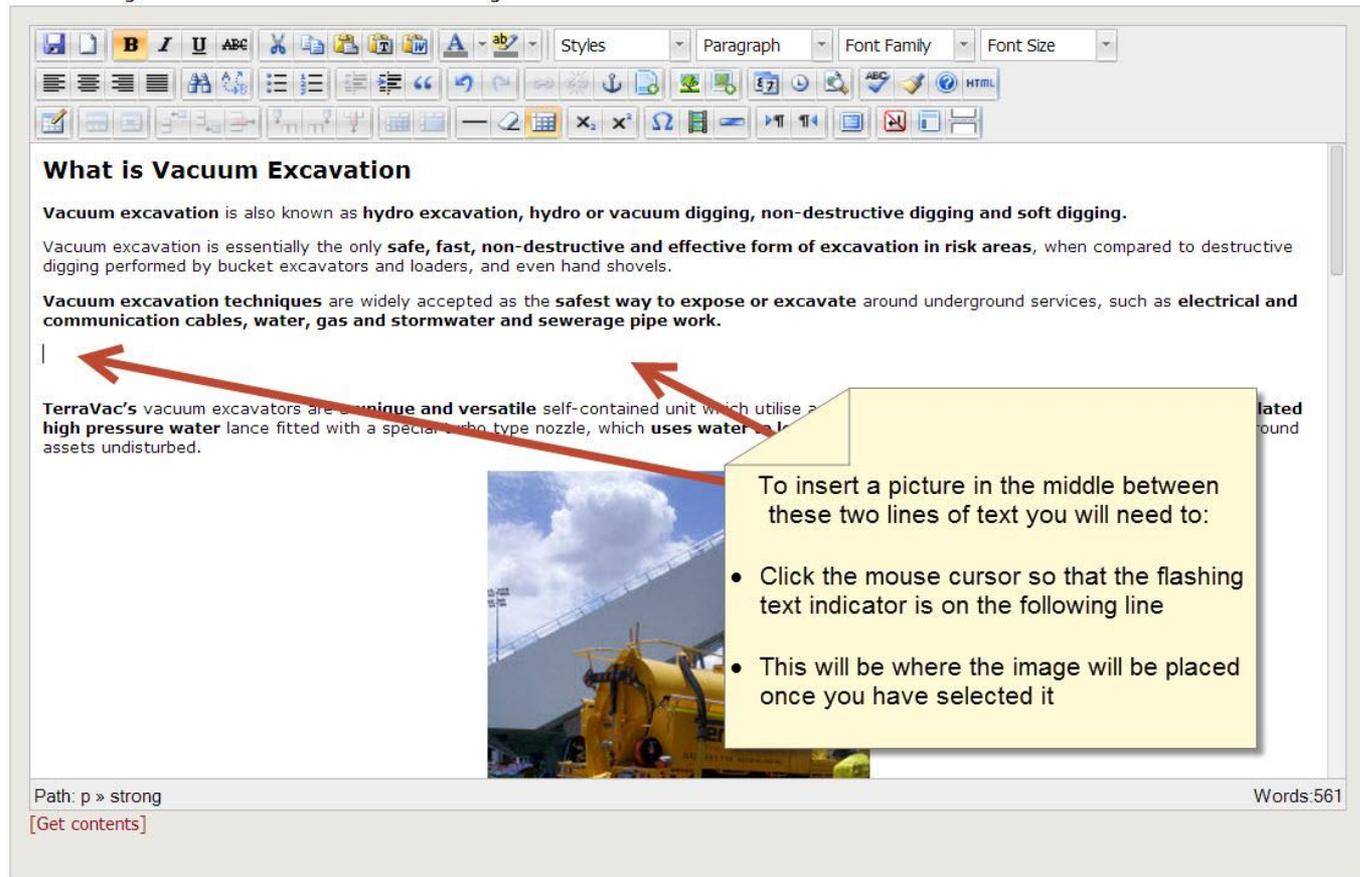
Click on the title

# Select the content tab



The screenshot shows a web browser window titled "Edit A Web Page - Google Chrome" with the URL "cms.gtp-commerce.com.au/story/editor/edit.php?id=84457". The page header includes the "iNews" logo and the text "EDIT A WEB PAGE ID: 84457 - Home". A navigation menu at the top has four tabs: "Web Page", "Content", "Search Engines", and "Miscellaneous". The "Content" tab is highlighted with a green bar and a red arrow points to it. A yellow callout box with the text "Click on content" is positioned over the "Content" tab. Below the tabs, there is a form with various fields: "Insert Date" (19 Jul 2004), "Status" (Active), "Ordering" (0), "Category" (Navigation), "Subcategory" (Top Navigation), "Low Level Cat" (Home Page), "Title" (Home), "Author", and "Summary". A rich text editor toolbar is visible below the form, and the main content area contains the text "Welcome" and "Here we can add some text about the company. Keep it short, as people might rather browse y...". At the bottom, there is a "Path" field (p), a "Comments" checkbox (checked), and a "Location" field.

# Click on the Web Page where you want to insert the image



**What is Vacuum Excavation**

Vacuum excavation is also known as **hydro excavation, hydro or vacuum digging, non-destructive digging and soft digging.**

Vacuum excavation is essentially the only **safe, fast, non-destructive and effective form of excavation in risk areas**, when compared to destructive digging performed by bucket excavators and loaders, and even hand shovels.

**Vacuum excavation techniques** are widely accepted as the **safest way to expose or excavate** around underground services, such as **electrical and communication cables, water, gas and stormwater and sewerage pipe work.**

TerraVac's vacuum excavators are a **unique and versatile** self-contained unit which utilise **high pressure water** lance fitted with a special turbo type nozzle, which **uses water** to excavate around assets undisturbed.

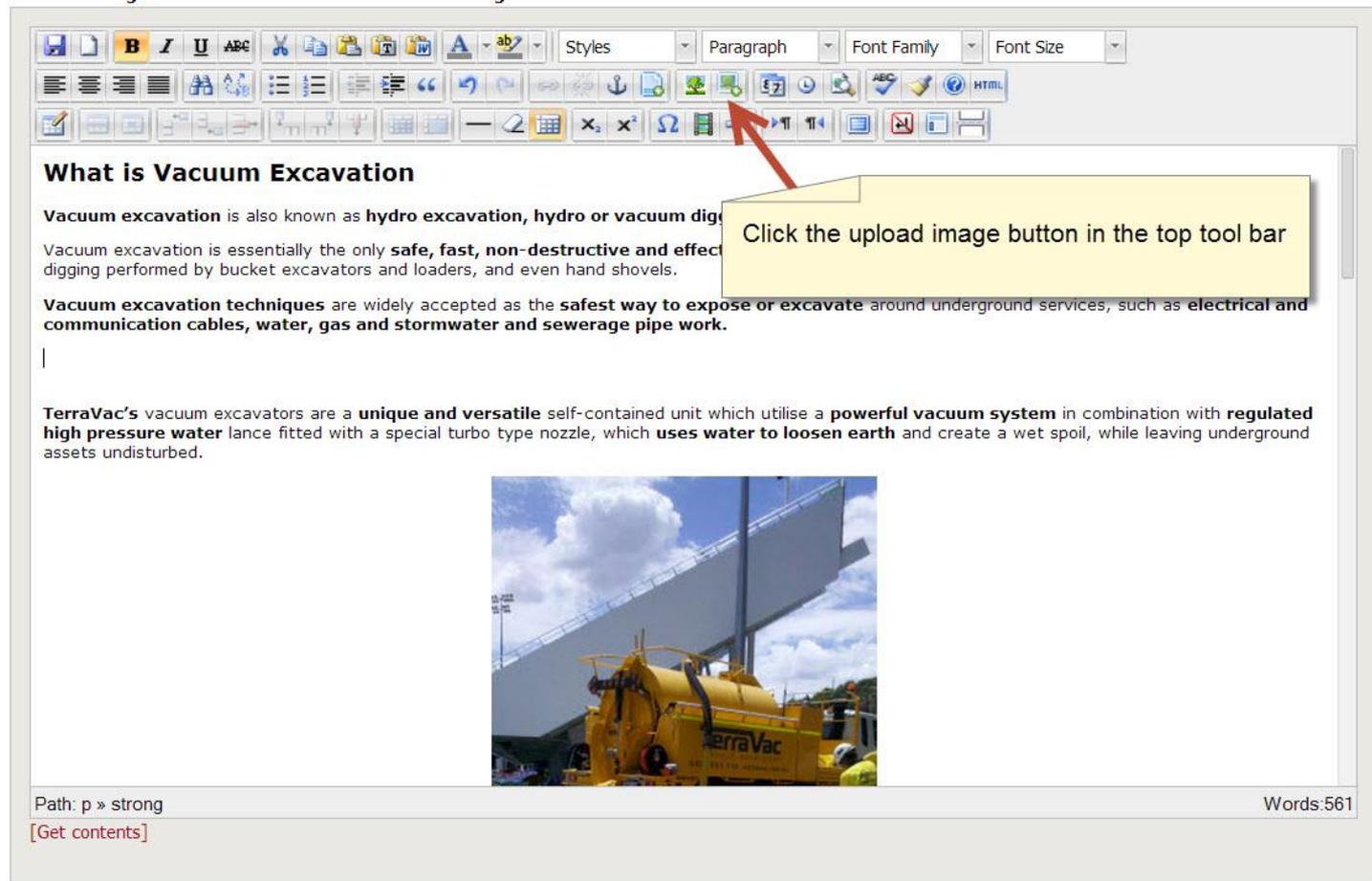
To insert a picture in the middle between these two lines of text you will need to:

- Click the mouse cursor so that the flashing text indicator is on the following line
- This will be where the image will be placed once you have selected it

Path: p » strong Words:561

[\[Get contents\]](#)

# Click on the Insert Image Button in the Top Tool Bar



The screenshot shows a web editor interface. At the top, there is a tool bar with various icons for text formatting, alignment, and insertion. A red arrow points to the 'Insert Image' icon, which is highlighted by a yellow callout box. The callout box contains the text: 'Click the upload image button in the top tool bar'. Below the tool bar, the main content area displays a page titled 'What is Vacuum Excavation'. The page contains several paragraphs of text and an image of a yellow TerraVac vacuum excavator. The page footer shows the path 'Path: p » strong' and the word count 'Words:561'. A red link '[Get contents]' is also present.

## What is Vacuum Excavation

Vacuum excavation is also known as **hydro excavation, hydro or vacuum digging**.

Vacuum excavation is essentially the only **safe, fast, non-destructive and effective** digging performed by bucket excavators and loaders, and even hand shovels.

**Vacuum excavation techniques** are widely accepted as the **safest way to expose or excavate** around underground services, such as **electrical and communication cables, water, gas and stormwater and sewerage pipe work**.

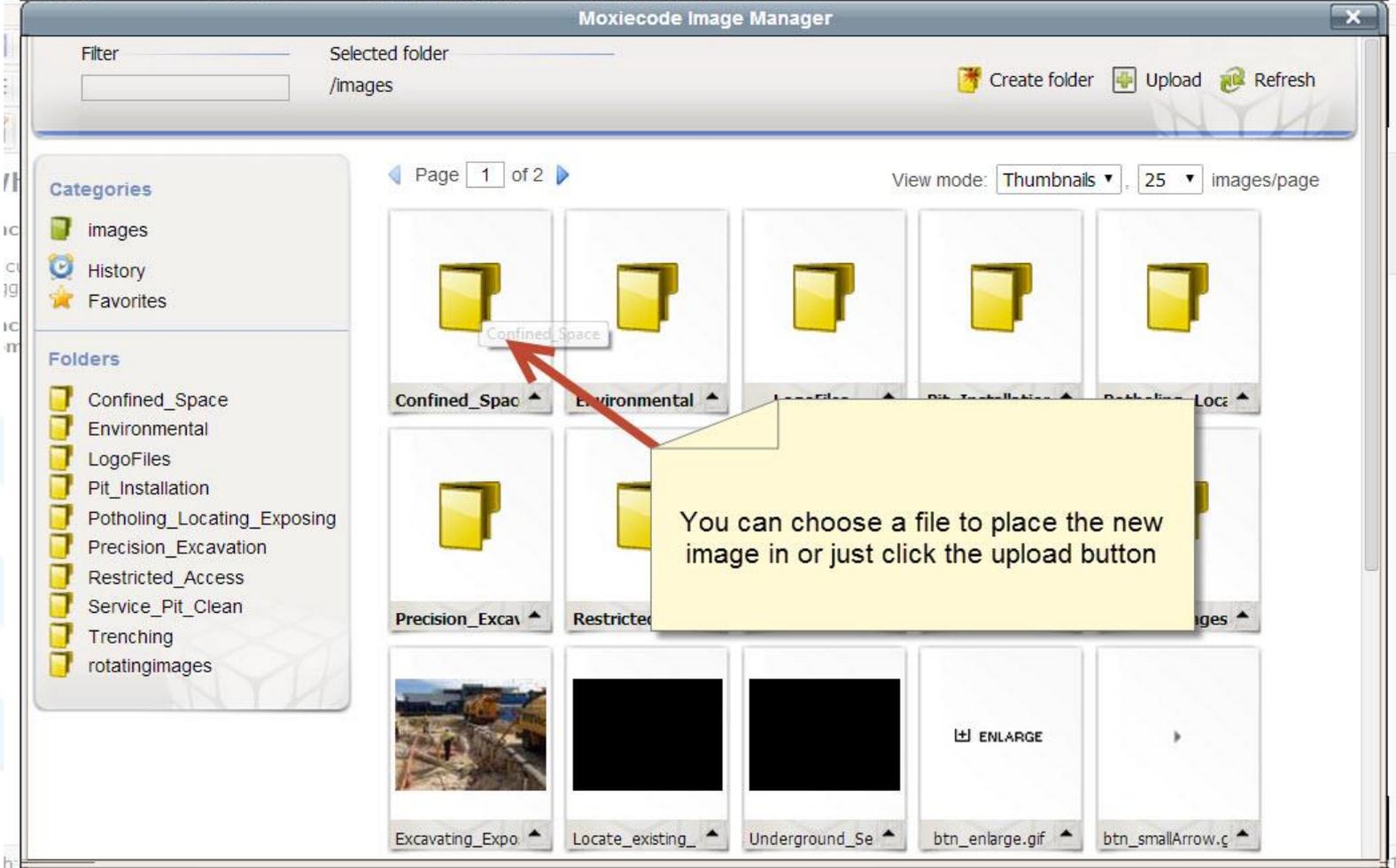
TerraVac's vacuum excavators are a **unique and versatile** self-contained unit which utilise a **powerful vacuum system** in combination with **regulated high pressure water** lance fitted with a special turbo type nozzle, which **uses water to loosen earth** and create a wet spoil, while leaving underground assets undisturbed.



Path: p » strong Words:561

[\[Get contents\]](#)

# Select a file to upload in or upload to the general image gallery

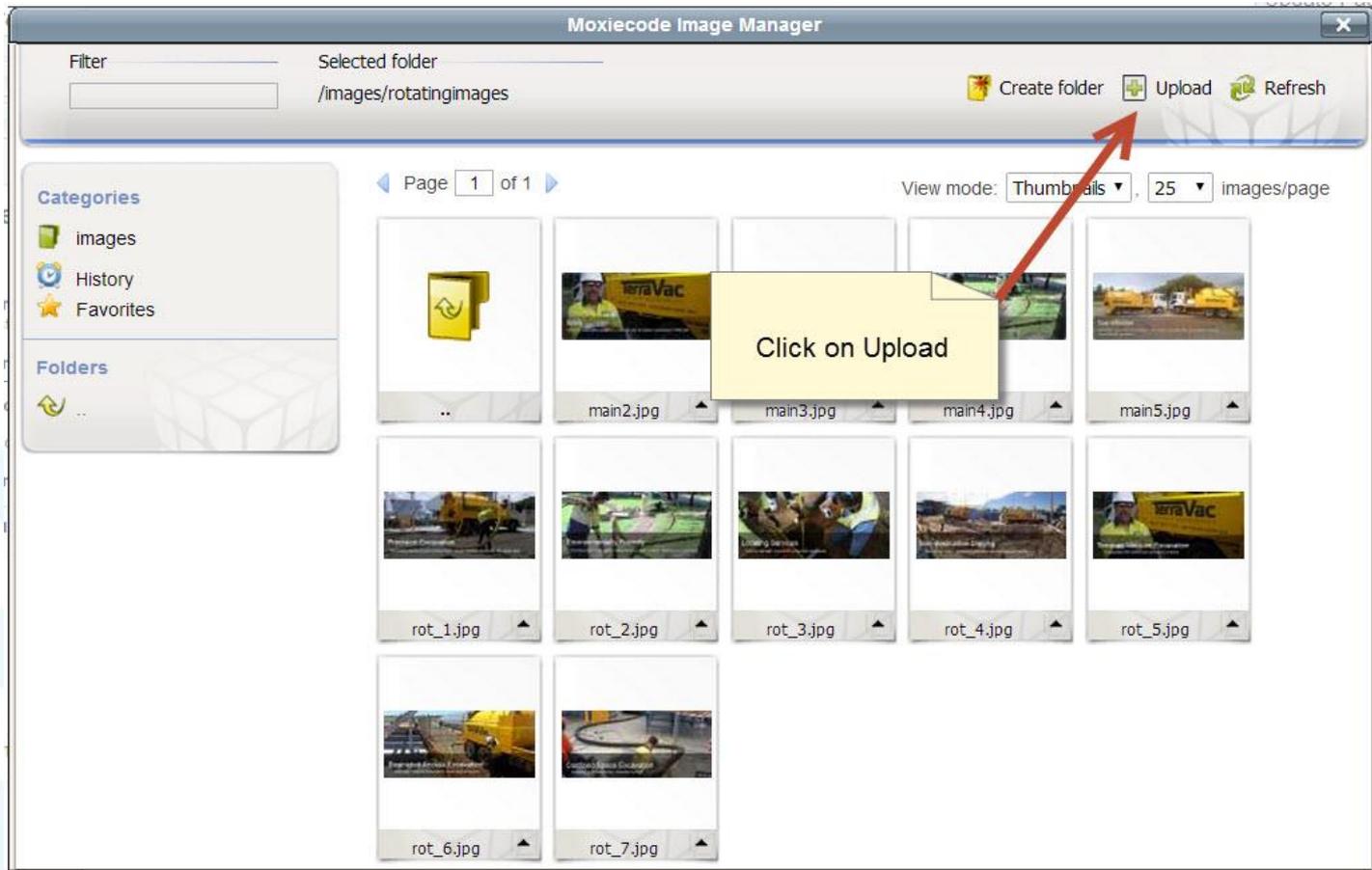


The screenshot displays the Moxiecode Image Manager interface. At the top, there are tabs for "Web Page", "Content", "Search Engines", and "Miscellaneous". The main window title is "Moxiecode Image Manager". Below the title bar, there is a "Filter" input field and a "Selected folder" dropdown menu set to "/images". To the right of these are buttons for "Create folder", "Upload", and "Refresh".

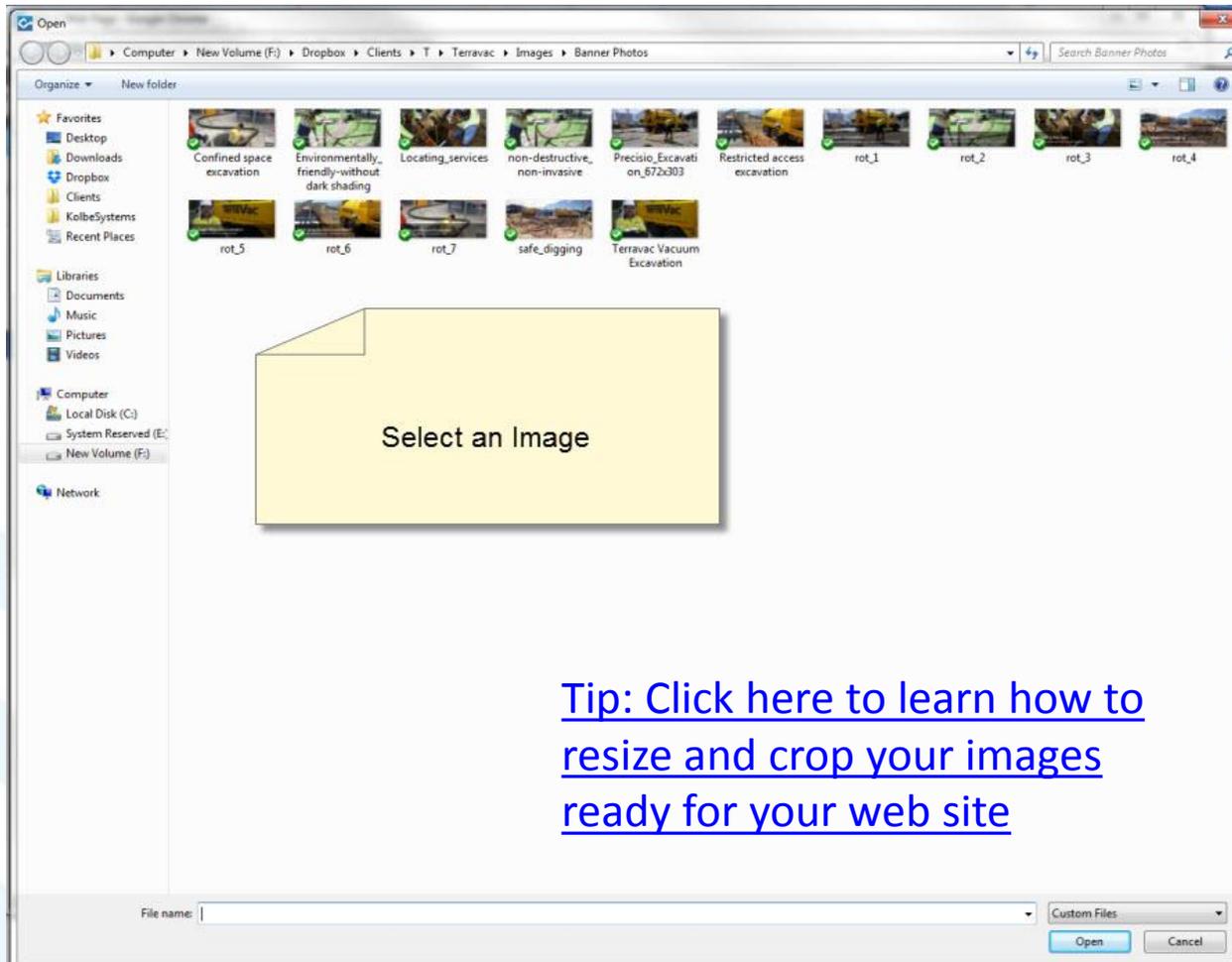
On the left side, there is a sidebar with "Categories" (images, History, Favorites) and "Folders" (Confined\_Space, Environmental, LogoFiles, Pit\_Installation, Potholing\_Locating\_Exposing, Precision\_Excavation, Restricted\_Access, Service\_Pit\_Clean, Trenching, rotatingimages). The main area shows a grid of folders and images. The first row contains five folders: "Confined\_Space", "Environmental", "LogoFiles", "Pit\_Installation", and "Potholing\_Locating\_Exposing". The second row contains "Precision\_Excavation" and "Restricted\_Access". The third row contains "Excavating\_Expo", "Locate\_existing\_", "Underground\_Se", "btn\_enlarge.gif", and "btn\_smallArrow.ç".

A red arrow points from a yellow callout box to the "Confined\_Space" folder. The callout box contains the text: "You can choose a file to place the new image in or just click the upload button".

# Click the Upload button



# Choose one or more images to Upload



# Click the Upload button Once you have selected one or more images

The screenshot shows the Moxiecode Image Manager interface. The main window has a title bar "Moxiecode Image Manager" and a toolbar with "Create folder", "Upload", and "Refresh" buttons. The "Selected folder" is "/images/rotatingimages". A sidebar on the left shows "Categories" (images, History, Favorites) and "Folders". An "Upload" dialog box is open in the foreground, titled "Upload" and containing the text "Use the form to upload files." Below this, it lists "Valid extensions: gif, jpg, png, swf, flv, wmv, mp4", "Max upload size: 30 MB", and "Path: /images/rotatingimages". A table lists the file "Terravac\_Vacuum\_Excavation.jpg" with a size of "57 KB" and a "Remove" link. Below the table, it says "You have 1 files (total 57 KB) eagerly waiting to be uploaded. [Add more?](#)". A button labeled "Upload to server" is highlighted with a red box and a red arrow pointing to it from a yellow callout box that says "Click the Upload to server button".

Filter: \_\_\_\_\_ Selected folder: /images/rotatingimages

Create folder Upload Refresh

Categories

- images
- History
- Favorites

Folders

Upload

Use the form to upload files.

Valid extensions: gif, jpg, png, swf, flv, wmv, mp4  
Max upload size: 30 MB  
Path: /images/rotatingimages

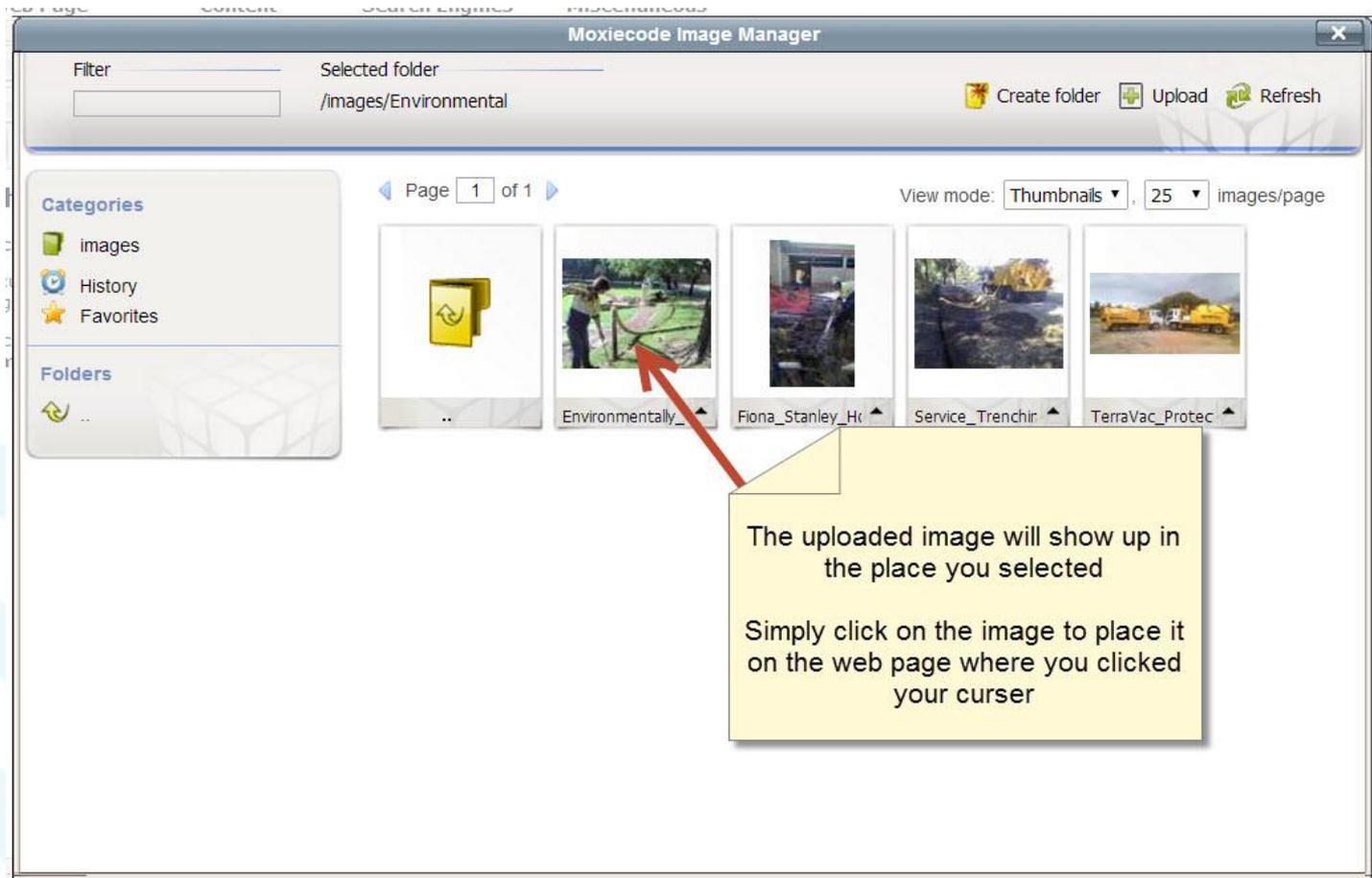
File	Size	Status
Terravac_Vacuum_Excavation.jpg	57 KB	Remove

You have 1 files (total 57 KB) eagerly waiting to be uploaded. [Add more?](#)

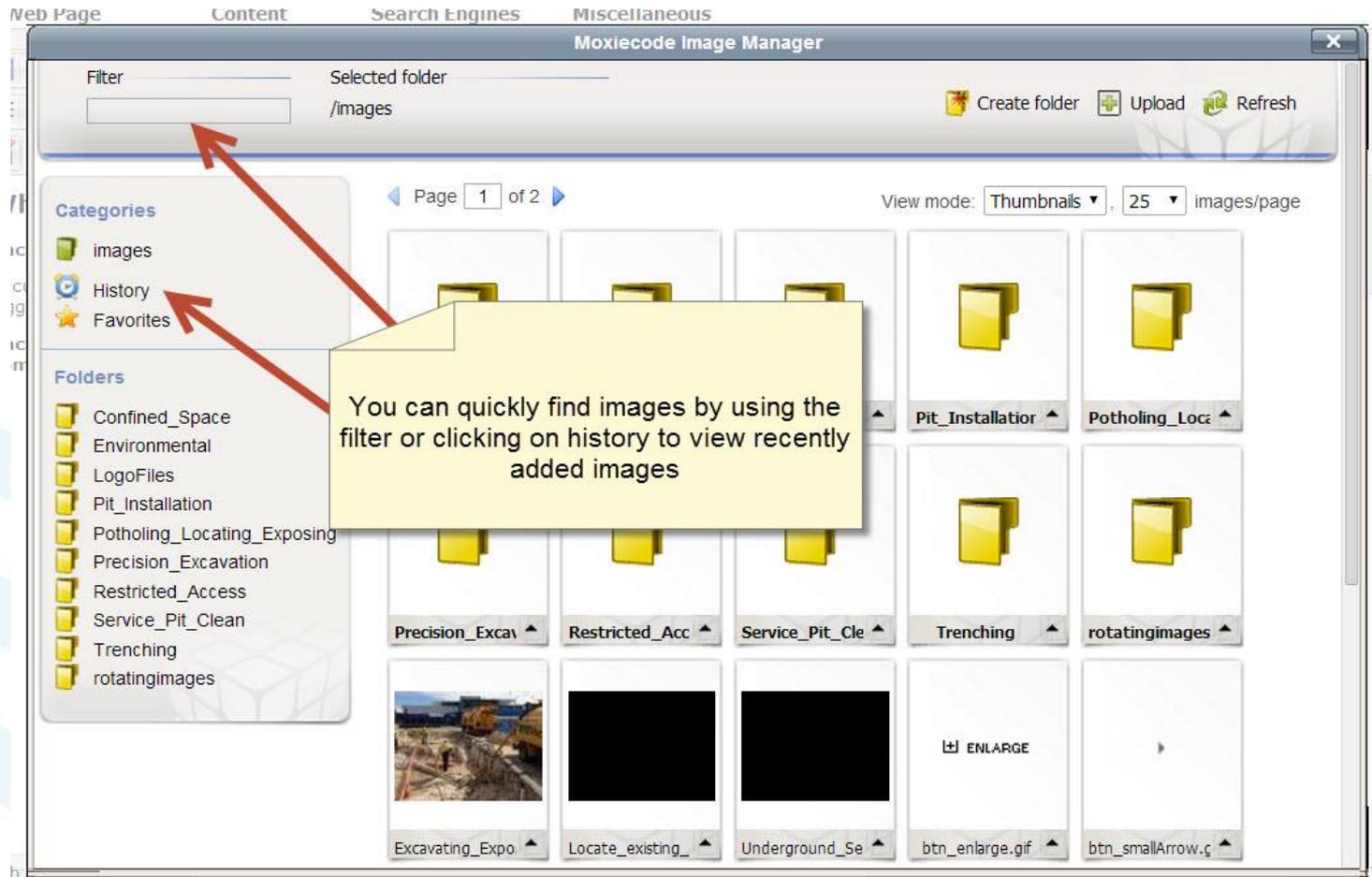
Upload to server

Click the Upload to server button

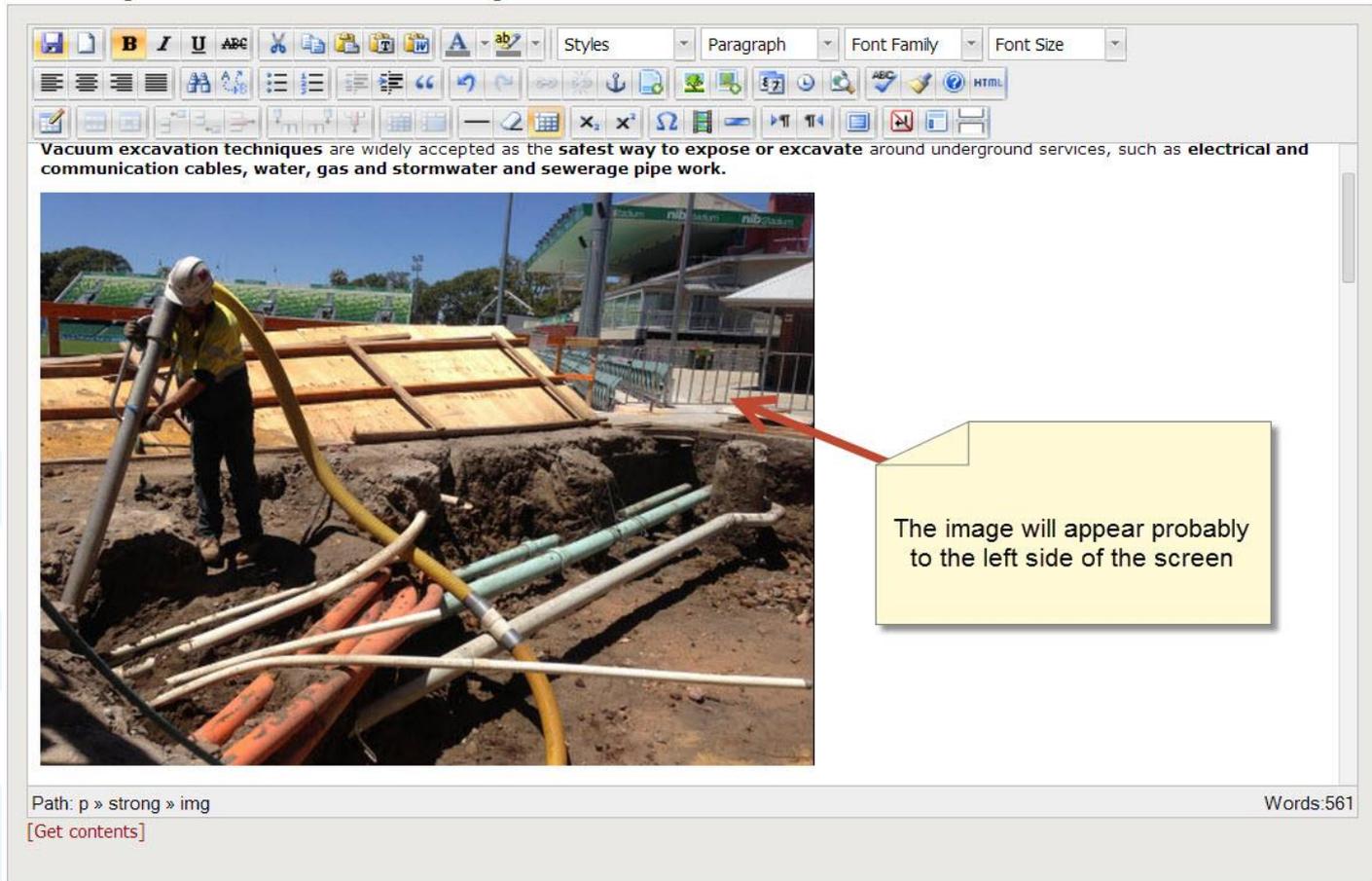
# You should see the images show up in the location you selected



# Quick Hint: to quickly re-find an image you can use the filter or the history button the left



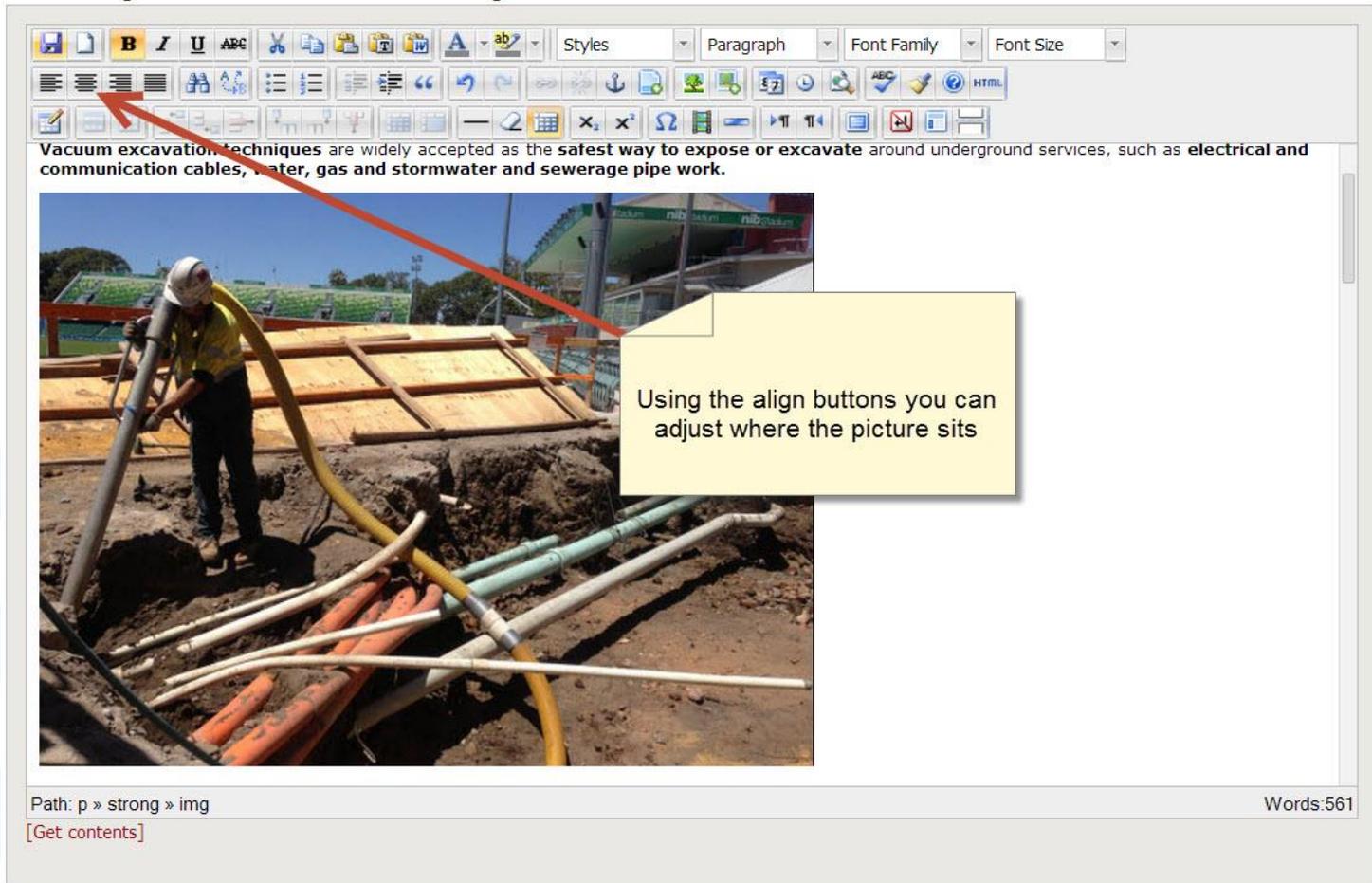
# Once you have inserted the image it will show up on the CMS Web page display



The screenshot shows a CMS editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, ABC), alignment, and other editing functions. Below the toolbar is a paragraph of text: "Vacuum excavation techniques are widely accepted as the **safest way to expose or excavate** around underground services, such as **electrical and communication cables, water, gas and stormwater and sewerage pipe work.**" Below the text is an image of a worker in a yellow safety vest and white hard hat operating a vacuum excavation machine. The machine is positioned over a large hole in the ground, and several pipes (orange, green, white) are visible. A yellow callout box with a red arrow pointing to the image contains the text: "The image will appear probably to the left side of the screen". At the bottom left of the editor, it says "Path: p » strong » img" and "[Get contents]". At the bottom right, it says "Words:561".



# Using the Align buttons you can change where your picture will sit on the page



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), and other functions. Below the toolbar, there are dropdown menus for 'Styles', 'Paragraph', 'Font Family', and 'Font Size'. The main content area contains a paragraph of text: "Vacuum excavation techniques are widely accepted as the safest way to expose or excavate around underground services, such as electrical and communication cables, water, gas and stormwater and sewerage pipe work." Below the text is a photograph of a worker in a hard hat and safety vest operating a vacuum excavation machine in a trench. The machine is connected to a large yellow hose. The trench contains several pipes of different colors (orange, white, green). A yellow callout box with a red arrow pointing to the alignment buttons in the toolbar contains the text: "Using the align buttons you can adjust where the picture sits".

Vacuum excavation techniques are widely accepted as the safest way to expose or excavate around underground services, such as electrical and communication cables, water, gas and stormwater and sewerage pipe work.

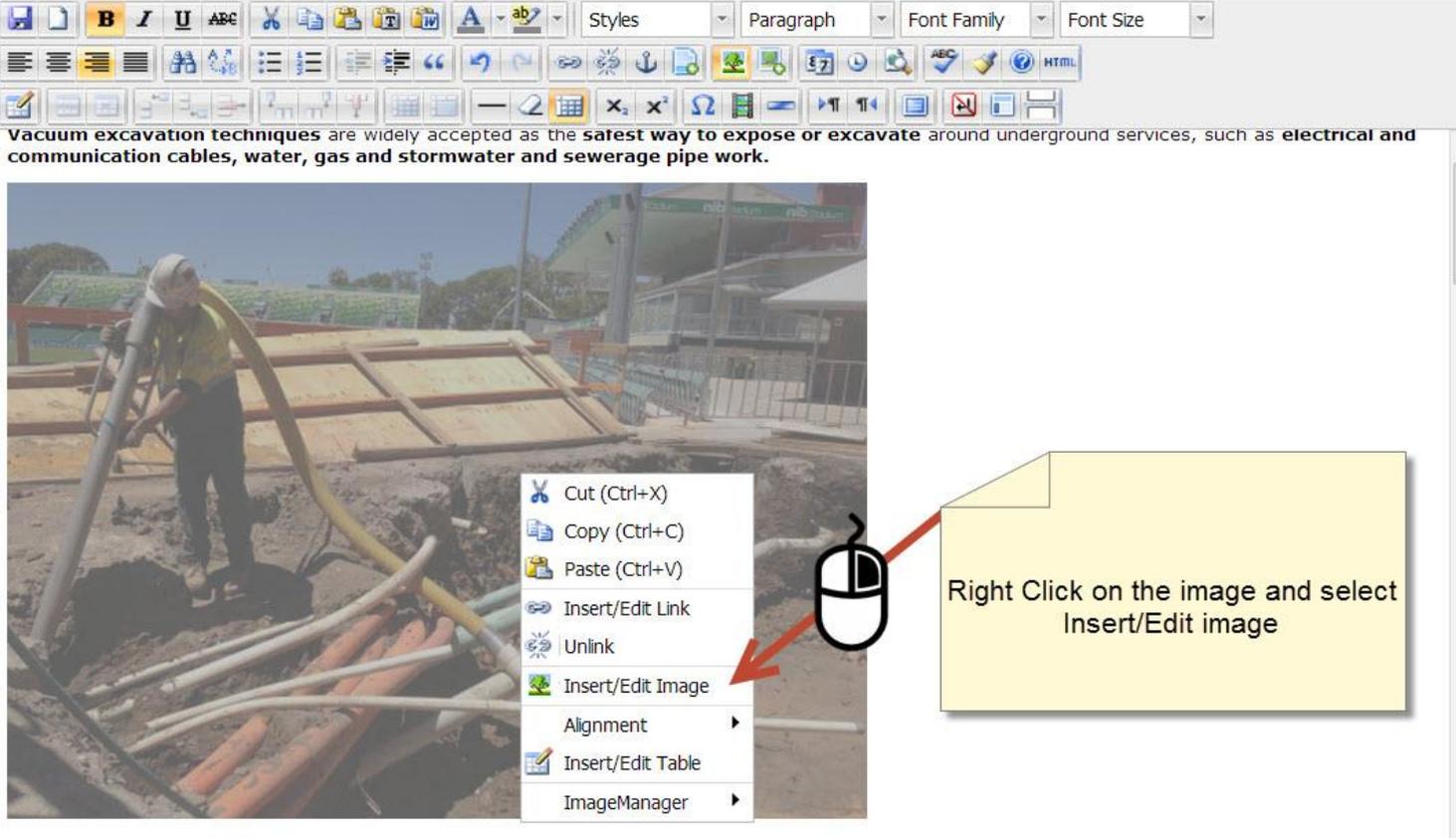
Using the align buttons you can adjust where the picture sits

Path: p » strong » img

Words:561

[\[Get contents\]](#)

# Right click on the Image



The screenshot shows a web editor interface with a rich text editor toolbar at the top. Below the toolbar is a paragraph of text: "Vacuum excavation techniques are widely accepted as the **safest way to expose or excavate** around underground services, such as **electrical and communication cables, water, gas and stormwater and sewerage pipe work.**" Below the text is an image of a worker in a yellow shirt and hard hat operating a vacuum excavation machine in a trench. A right-click context menu is open over the image, listing options: Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Insert/Edit Link, Unlink, Insert/Edit Image, Alignment, Insert/Edit Table, and ImageManager. A mouse cursor is positioned over the 'Insert/Edit Image' option. A yellow callout box with a red arrow pointing to the mouse cursor contains the text: "Right Click on the image and select Insert/Edit image".

Path: p » strong » img

[Get contents]

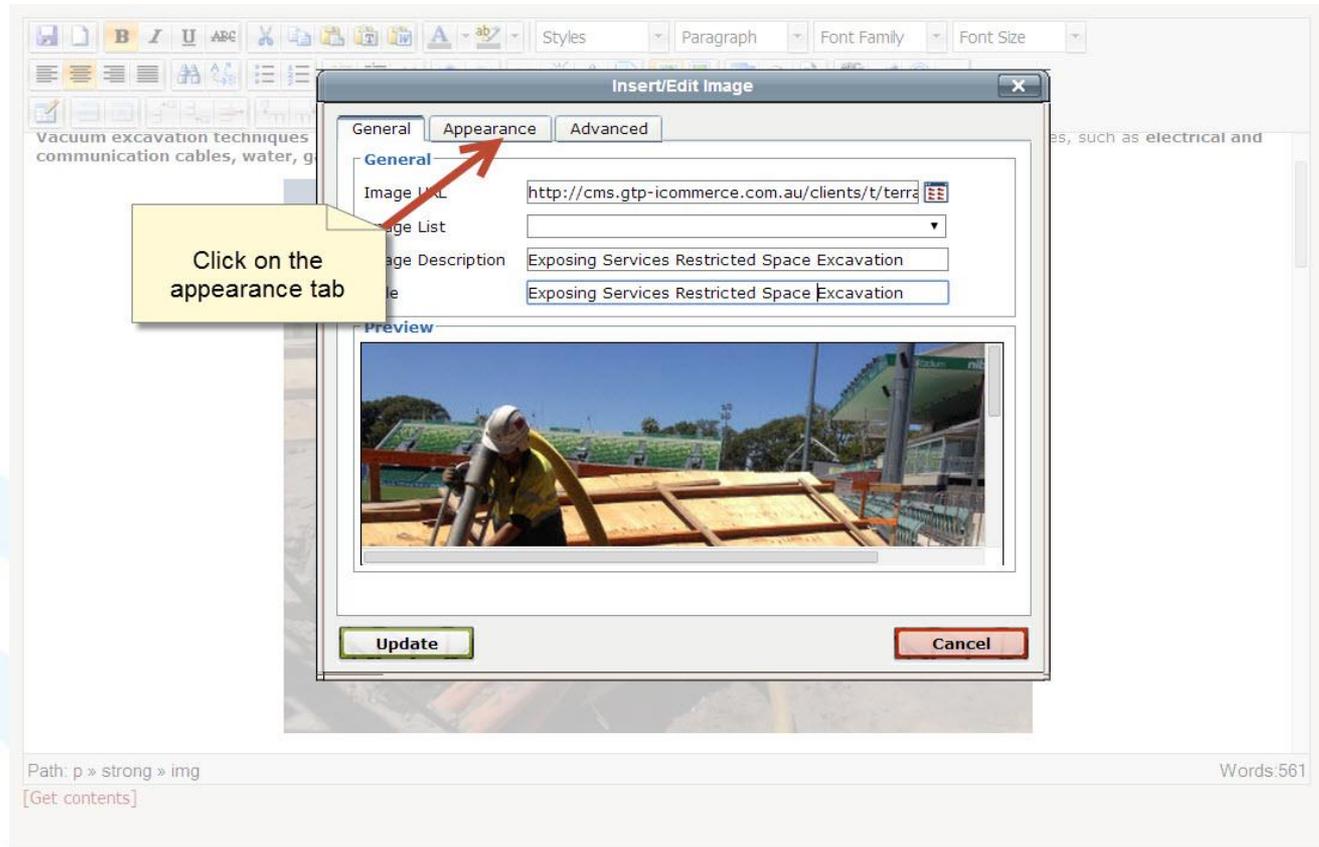
Words:561

# Add a Title and Image Description

The screenshot displays a CMS editor interface. A dialog box titled "Insert/Edit Image" is open, showing the "General" tab. The "Image URL" field contains the text "osing\_Services\_Restricted\_Space\_Excavation.jpg". Below it are fields for "Image List", "Image Description", and "Title". A red arrow points to the "Image Description" field, which is highlighted by a yellow callout box containing the text "Add a image description and title". The dialog also features "Update" and "Cancel" buttons. The background shows a blurred image of a worker in a trench.

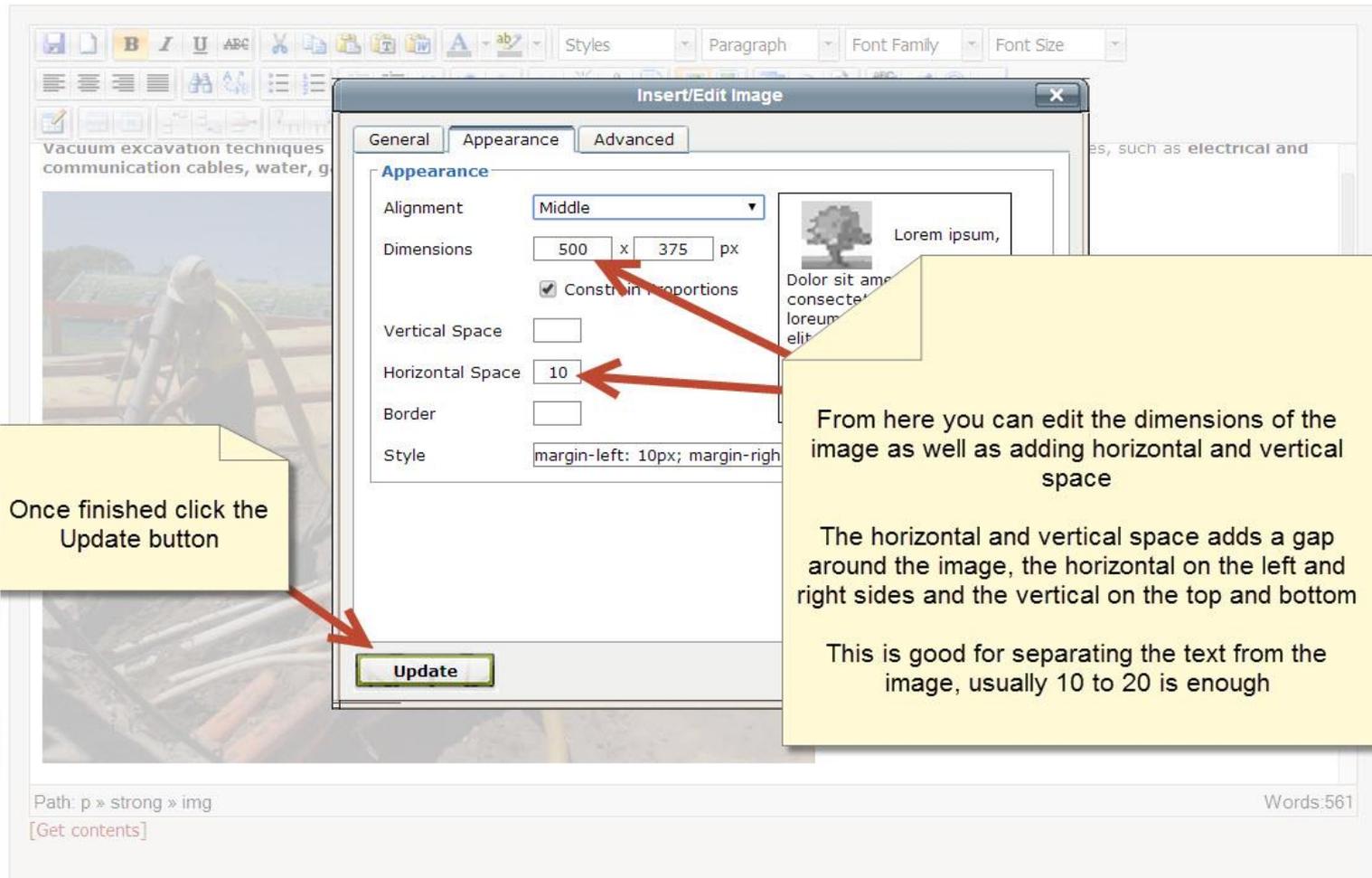
Path: p » strong » img  
[Get contents] Words:561

# Go to the appearance tab



The screenshot shows a web editor interface with a toolbar at the top. The main content area displays text about vacuum excavation techniques. A dialog box titled "Insert/Edit Image" is open, with three tabs: "General", "Appearance", and "Advanced". The "Appearance" tab is selected, and a red arrow points to it from a yellow callout box that says "Click on the appearance tab". The "General" section of the dialog contains fields for "Image URL" (http://cms.gtp-icommerce.com.au/clients/t/terra...), "Image List" (a dropdown menu), "Image Description" (Exposing Services Restricted Space Excavation), and "Image Title" (Exposing Services Restricted Space Excavation). Below these fields is a "Preview" section showing a photograph of a worker in a yellow safety vest and white hard hat working on a wooden structure. At the bottom of the dialog are "Update" and "Cancel" buttons. The status bar at the bottom of the editor shows "Path: p » strong » img" and "Words: 561".

# Editing Options



The screenshot shows a web editor interface with a toolbar at the top. The main content area displays a text block with an image placeholder. The 'Insert/Edit Image' dialog box is open, showing the 'Appearance' tab. The dialog has three tabs: 'General', 'Appearance', and 'Advanced'. The 'Appearance' tab is active and contains the following settings:

- Alignment: Middle
- Dimensions: 500 x 375 px
- Constrain Proportions
- Vertical Space: [empty]
- Horizontal Space: 10
- Border: [empty]
- Style: margin-left: 10px; margin-right: 10px

Annotations include:

- A yellow callout box on the left pointing to the 'Update' button: "Once finished click the Update button".
- A yellow callout box on the right pointing to the 'Dimensions' and 'Horizontal Space' fields: "From here you can edit the dimensions of the image as well as adding horizontal and vertical space".
- A second yellow callout box on the right pointing to the 'Horizontal Space' field: "The horizontal and vertical space adds a gap around the image, the horizontal on the left and right sides and the vertical on the top and bottom".
- A third yellow callout box on the right pointing to the 'Horizontal Space' field: "This is good for separating the text from the image, usually 10 to 20 is enough".

At the bottom of the editor, the path is shown as "Path: p » strong » img" and the word count is "Words:561". A "[Get contents]" link is also visible.

If you didn't add a title or image description this message will show, you can just click Ok and add one in later

The screenshot shows a web editor interface with a toolbar at the top. The main content area displays a paragraph of text: "Vacuum excavation techniques communication cables, water, g...". Below the text is a placeholder image of a worker in a trench. An "Insert/Edit Image" dialog box is open, showing the "Appearance" tab. The dialog box contains a warning message: "Are you sure you want to continue without including an Image Description? Without it the image may not be accessible to some users with disabilities, or to those using a text browser, or browsing the Web with images". Below the message are "Ok" and "Cancel" buttons. A red arrow points to the "Ok" button, and a yellow callout box with the text "Click OK" is positioned next to it. The dialog box also shows "Alignment" set to "Middle" and "Dimensions" of "500 x 375 px". At the bottom of the dialog box is an "Update" button. The bottom of the editor shows the path "Path: p » strong » img" and a word count of "Words:561".

# Update the Page

uum Excavation | Close Window

Web Page    Content    Search Engines    Misc

Make sure to click the update page button

## What is Vacuum Excavation

Vacuum excavation is also known as **hydro excavation, hydro or vacuum digging, non-destructive digging** or **jetting**. Vacuum excavation is essentially the only **safe, fast, non-destructive and effective** form of digging performed by bucket excavators and loaders, and even hand shovels.

**Vacuum excavation techniques** are widely accepted as the **safest way to expose or excavate** underground utilities such as **electrical and communication cables, water, gas and stormwater and sewerage pipe work**.

Image inserted into page



Path: h2    Words:561

[Get contents]

Update Page

# Check the changes on the Web Site



Safe, Efficient, Non-destructive  
vacuum excavation™

Phone : 0427 531 539

info@terravac.com.au

## What is Vacuum Excavation

Vacuum excavation is also known as **hydro excavation, hydro or vacuum digging, non-destructive digging and soft digging.**

Vacuum excavation is essentially the only **safe, fast, non-destructive and effective form of excavation in risk areas**, when compared to destructive digging performed by bucket excavators and loaders, and even hand shovels.

**Vacuum excavation techniques** are widely accepted as the **safest way to expose or excavate** around underground services, such as **electrical and communication cables, water, gas and stormwater and sewerage pipe work.**



TerraVac's vacuum excavators are a **unique and versatile** self-contained unit which utilise a **powerful vacuum system** in combination with **regulated high pressure water** lance fitted with a

### Get an Estimate

Full Name

Company

Phone

Suburb

Email

Suburb

Your Message

**SUBMIT**

### Contact Details

**Address:** Terravac  
26 Lakehill Garden,  
Edgewater WA 6027

# Video Links on How to Upload Images

## Rich Text Editor Basics – Images (Videos)

- Uploading your images
  - <http://www.webdesign4perth.com.au/videos/iNews-HowToUploadImages.htm>
- Images Video 1 - Inserting an Image to the right of text
  - <http://www.webdesign4perth.com.au/videos/iNews-Images-InsertingIntoPage1.htm>
- Images Video 2 - Inserting an Image at the top of a page
  - <http://www.webdesign4perth.com.au/videos/iNews-InsertingImagesAtTheTopOfAPage.htm>
- Cropping and Resizing Images Online
  - <http://www.webdesign4perth.com.au/videos/iNews-CroppingAndResizingYourImagesOnline.htm>
- How to delete an image file off the server:
  - <http://www.webdesign4perth.com.au/videos/Images-HowToDeleteFilesOffTheServer.htm>
- Keyword Optimising Your Images for Search Engines
  - <http://www.webdesign4perth.com.au/videos/iNews-KeywordOptimisingYourImages.htm>

# End of Presentation

- GTP iCommerce Support
- Email [support@gtp.com.au](mailto:support@gtp.com.au)
- <http://gtpsupport.gtp-icommerce.com.au>
- Ph: 1300 853 533
  
- [www.gtp-icommerce.com](http://www.gtp-icommerce.com)
- [www.gtphub.com](http://www.gtphub.com)

