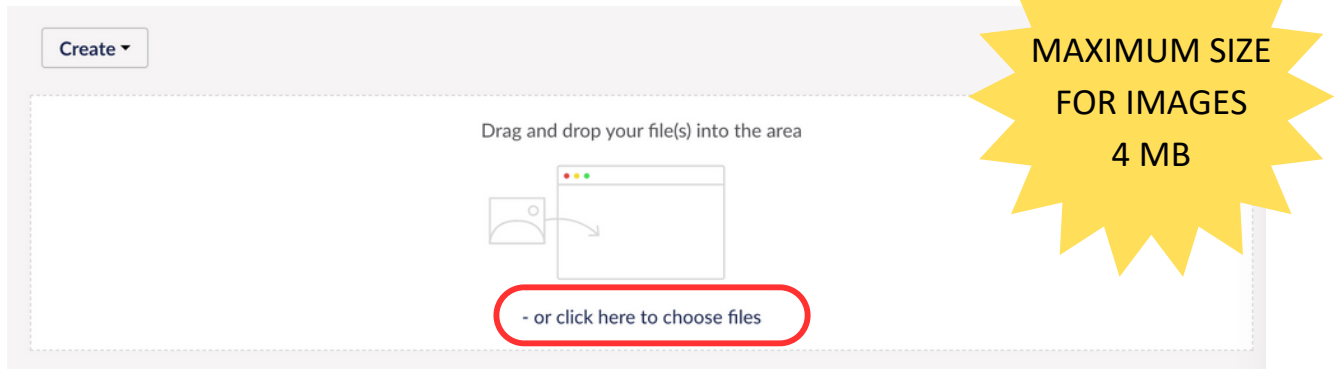# Guidance for the website

## Media archive.



The media archive is used as a storage place for images and documents that need to be used on the website.
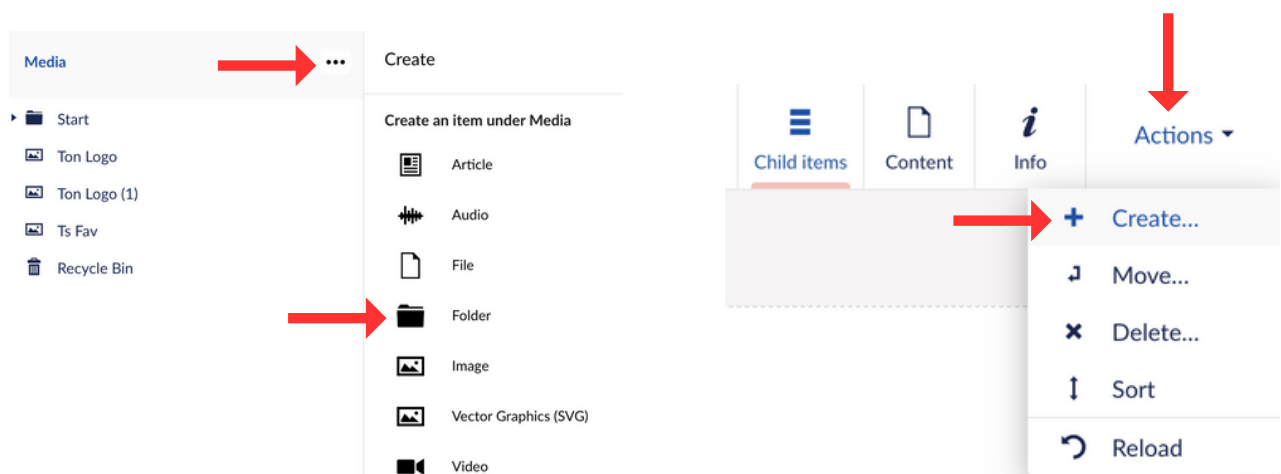
Images and documents are uploaded from your PC, Mac, or drive to the media archive, where they can be organized into folders or directories.

An image/document can be uploaded in two ways. The easy way is to use "Drag and Drop", where you drag and drop an image/document or a folder into the drop zone. Make sure you are in the folder where you want to place the image.
If you need to select multiple files, you can also use the "-or click here to select files" option. A new window will open, and you can now select multiple files at once or an entire folder.



MAXIMUM SIZE
FOR IMAGES
4 MB

To create a new folder, click on the three dots next to the Media Archive or click on "Actions" and select "Create." Give the folder a name, and it's ready.
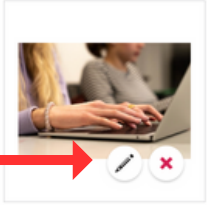
Images can be edited by clicking on the pencil icon when the image is used in a component.

### Content

**Image***
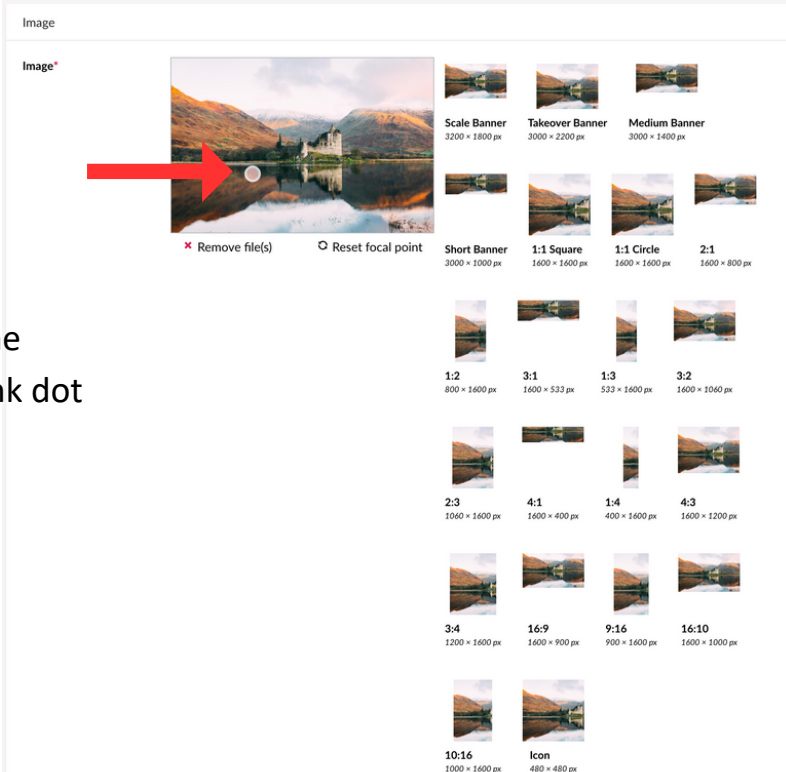
Focal point is defined within your "Media" section.

The original image you upload will be displayed within the light window uncropped.

Image

**Image***

✕ Remove file(s)    ↻ Reset focal point

**Scale Banner**
3200 × 1800 px

**Takeover Banner**
3000 × 2200 px

**Medium Banner**
3000 × 1400 px

**Short Banner**
3000 × 1000 px

**1:1 Square**
1600 × 1600 px

**1:1 Circle**
1600 × 1600 px

**2:1**
1600 × 800 px

**1:2**
800 × 1600 px

**3:1**
1600 × 533 px

**1:3**
533 × 1600 px

**3:2**
1600 × 1060 px

**2:3**
1060 × 1600 px

**4:1**
1600 × 400 px

**1:4**
400 × 1600 px

**4:3**
1600 × 1200 px

**3:4**
1200 × 1600 px

**16:9**
1600 × 900 px

**9:16**
900 × 1600 px

**16:10**
1600 × 1000 px

**10:16**
1000 × 1600 px

**Icon**
480 × 480 px

Afterwards, you can adjust the focus by moving the small pink dot within the image.

Scotland

Indhold    Info

**Links**

↗ scotland.jpg

**Referenced by the following items**

| Node Name | Status | Type Name | Type | Relation |
|---|---|---|---|---|
| Alert Box | Udgivet | Page | document | Related Media |
| Banners | Udgivet | Page | document | Related Media |
| Call to Action Strip | Udgivet | Page | document | Related Media |
| Gallery | Udgivet | Page | document | Related Media |
| Pods | Udgivet | Page | document | Related Media |
| Text | Udgivet | Page | document | Related Media |
| Windows | Udgivet | Page | document | Related Media |

**Generelt**

Oprettet den
30. marts 2023 21:14 by Haug-IT ApS

Sidst redigeret
30. marts 2023 21:36

Medietype

🖼 Image                          Åben

Id
1499
f01d58c6-b528-41a0-962d-38fbc294579d

Click on "Info" in the top right corner, and a box will appear showing where the image is used on the website. This function can be used, for example, to clean up the media archive - if the image is not used, it can be deleted.

You can also choose the size of the image used on the page and then adjust the image. Finish by clicking "Accept."



This is also where you can write an alternative text - which is read aloud for people with visual disableties.