

# EMBED IMAGES AND VIDEO LINKS

Site Setup gives you the ability to embed images and video links directly into Contact Info and Paragraph widget elements, along with FAQ answers, and on pages devoted to Committees, Events, Amenities, and Calendars. Throughout your website, this feature gives you much greater flexibility to showcase your community images beyond the designated image box areas throughout website template pages. The addition of both photos and video greatly enhances your Members' visual experience.

## Embed Images

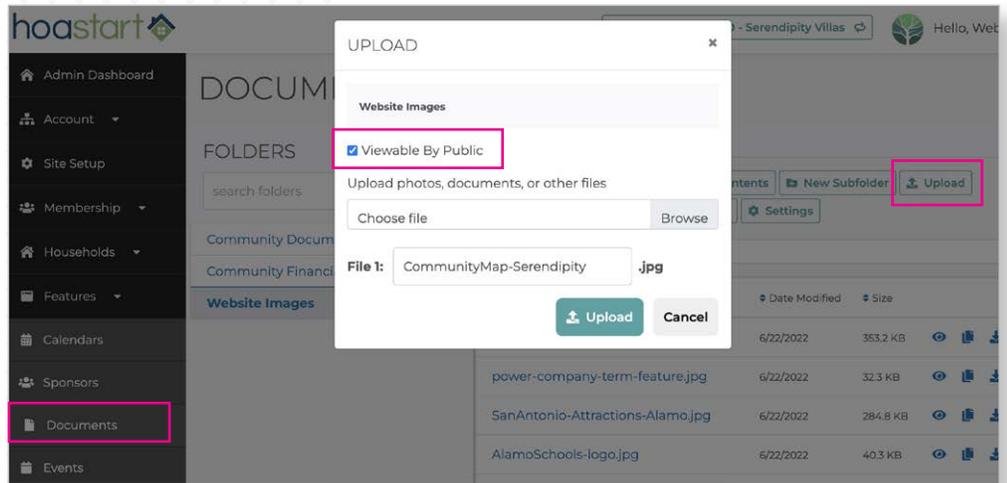
All images that you plan to incorporate into text areas need to exist in your Document Repository first. To get started, upload these images to the Document feature page.

To begin the process, click on the “Features” tab to open it, and the “Documents” tab to upload the image(s) you would like to embed.

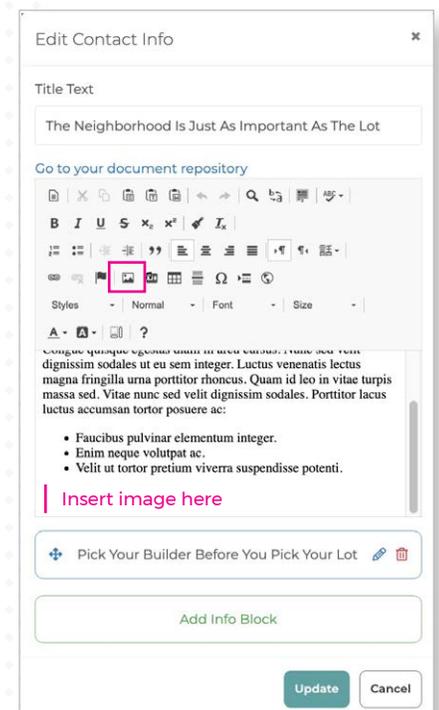
- ◆ **To stay organized, create a unique folder specifically for images that you display throughout your website. If you plan to upload images to many web pages, create subfolders to help you organize your photos and make them easy to use.**
- ◆ **If you plan to use these images on pages that the public can see, be sure to activate the “Viewable by Public” checkbox in the folder settings.**

Once you upload an image, click on the “Copy File Link” action icon to obtain the URL of the document you would like to embed.

From Site Setup, load the page you want to edit and click on the “Edit Contact Info” or “Edit Paragraph” widget element to access the editor window and add your image. Place your cursor at the appropriate spot in the body copy where you would like to insert the image. Click on the “Image” icon to open the Image Properties window. Note that your image either can accompany text in the widget element or replace all the text.



Name	Date Modified	Size	Actions
CommunityMap-Serendipity.jpg	6/22/2022	353.2 KB	View Copy Link Download Settings

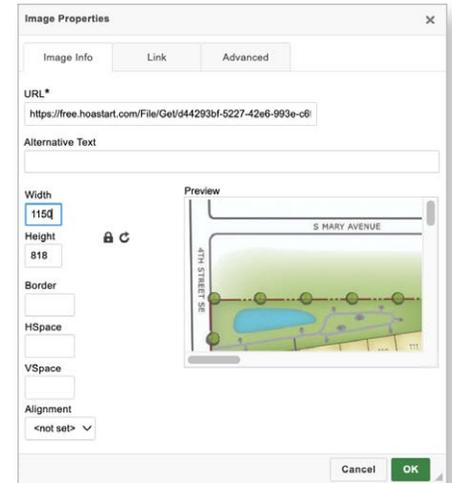


## EMBED IMAGES AND VIDEO LINKS - CONTINUED

On the Image Info tab of the Image Properties window, paste the link you copied from the Document Repository into the “URL\*” field.

Set the image width to the desired dimension in pixels. The image height will scale correspondingly. To add a black border around the image, enter a width (in pixels) in the “Border” box. Use the “HSpace” and “VSpace” fields to offset images within the widget space. Use Alignment settings to align an image to the left or right side of the widget area.

When you finish your setup process, click on the “OK” button to return to the widget element window, and then click on the “Update” button to confirm your settings. Now you can preview image size and placement within Site Setup.



- ◆ **You may need to return to the Image Properties window to adjust image size, offset, and/or alignment to achieve exactly the effect you want. To reopen Image Properties, open the “Edit Contact Info” or “Edit Paragraph” window, and double-click on the embedded image.**
- ◆ **When you size images, a 1/3-page column normally measures 400px wide; 1/2-page, 600px wide; 2/3-page, 800 wide; and a full-page image measures 1200px wide. To account for widget edge padding, subtract 30-50px from the overall width totals so the image will align with the text within the widget.**



## Embed Video Links

The new editor capabilities enable you to embed media-rich content from popular sites including YouTube, Vimeo, Hulu, and Flickr. Media files from these sites include videos, images, and audio formats that you can view directly on your website.

To begin the process, visit one of the supported sites (for example, YouTube) and copy the URL you want to share on your website (shorted URLs also are supported).



## EMBED IMAGES AND VIDEO LINKS - CONTINUED

From Site Setup, load the page you want to edit and click on the “Edit Contact Info” or “Edit Paragraph” widget element to access the editor window and add your image. Place your cursor at the appropriate spot in the body copy where you would like to insert the link. Click on the “Embed Media from External Sites” icon to open the Embed Media Content window.

From the Embed Media Content window, enter a name for your media file in the “Title” field. Paste the link you copied from the media-rich website into the “URL” field. Both of these fields are required.

The Embed Media Content window also enables you to resize the item you’re inserting. Select “Specific Resize” to enter a specific width and height in pixels. Use the Alignment settings to align the media to the left, center, or right side of the widget box.

- ◆ **The most-popular high-definition videos display at a 16:9 width-to-height ratio. This means that a 1/3-page column scales to 400px x 225px; 1/2-page, 600px x 338px; 2/3-page, 800px x 450px; and full-page content measures 1200px x 675px. When you use this ration to size your video content, you avoid presenting the video with black bars above and below its viewing area.**

When you finish your setup process, click on the “OK” button to return to the widget element window, and then click on the “Update” button to confirm your settings. Now you can preview media-file size and placement within Site Setup.



If you have additional questions about embedding image files and rich media links, please visit the Support Desk through your Admin Dashboard and open a support ticket.