

# INSERTING MEDIA AND OBJECTS

This section describes how to insert media and objects using the RS Store Website Editor.



Basic Insert features grouped on the toolbar.

## LINKS

The **Link** feature of the Editor is a powerful option that lets you add clickable hyperlinks or e-mail addresses to your documents as well as control the way they look and work.

To insert a link to you document, press the  button on the toolbar or use the *Ctrl+L* keyboard shortcut. If you want the link to be assigned to a text fragment, select it first. If no text is selected, the link URL or e-mail address will appear in the document as-is.

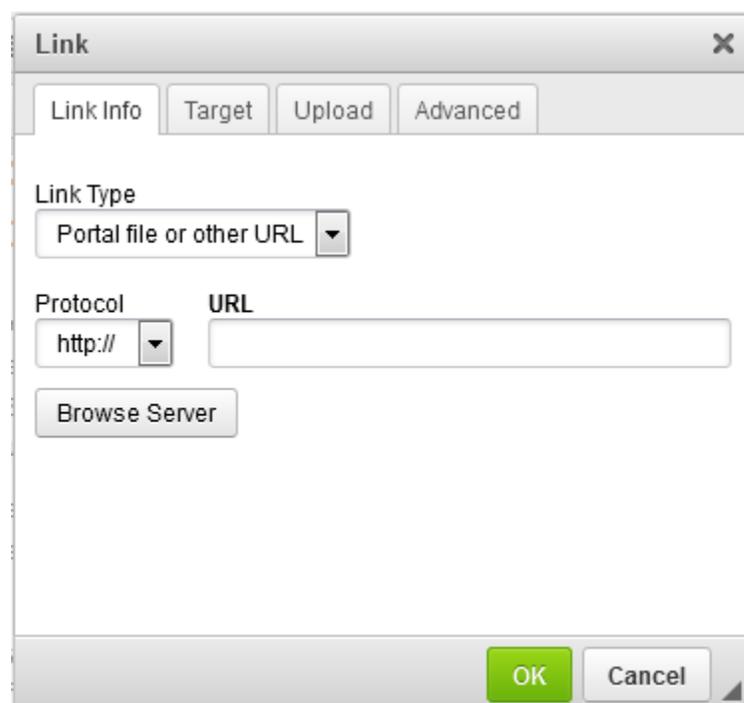
The **Link** dialog window that will open lets you choose the link type and configuration options pertaining to your choice. It contains two or four tabs that group link options, depending on the link type:

### Link Type: URL

**URL** is the default link type that lets you add a website address to your document. For this sort of link all four tabs of the **Link** dialog window are available.

### Link Info

The **Link Info** tab is the default tab that opens after you press the  button on the toolbar. It allows you to choose the link type as well as set the link protocol and URL.



Below is an overview of all **Link Info** tab elements:

- **Link Type** – the category of the link that will be inserted into the document. You can choose between the following options:

- **URL** – the web address of any resource available in the Internet, like a website, a PDF document, or an image.

Example: `http://example.com/images/image1.jpg`

- **Link to anchor in the text** – an internal link pointing the reader to a designated point in your document.

Example: `#anchor1`

- **E-mail** – an e-mail address.

Example: `myname@example.com`

- **Protocol** – the communication protocol used with the web address. You can choose between the following options: `http://`, `https://`, `ftp://`, `news://`, or `<other>`.

- **URL** – the web address of the resource that the link is pointing to. It may be located on the same server as the web site you are currently in or on an external server.

- **External server: If you want to use an external address, use the full absolute path.**

Example:

`http://example.com/about.html`

`http://example.com/images/image1.jpg`

- **Local server: If the resource is located on the same server, you can use a relative path that omits the domain name and starts with a slash.**

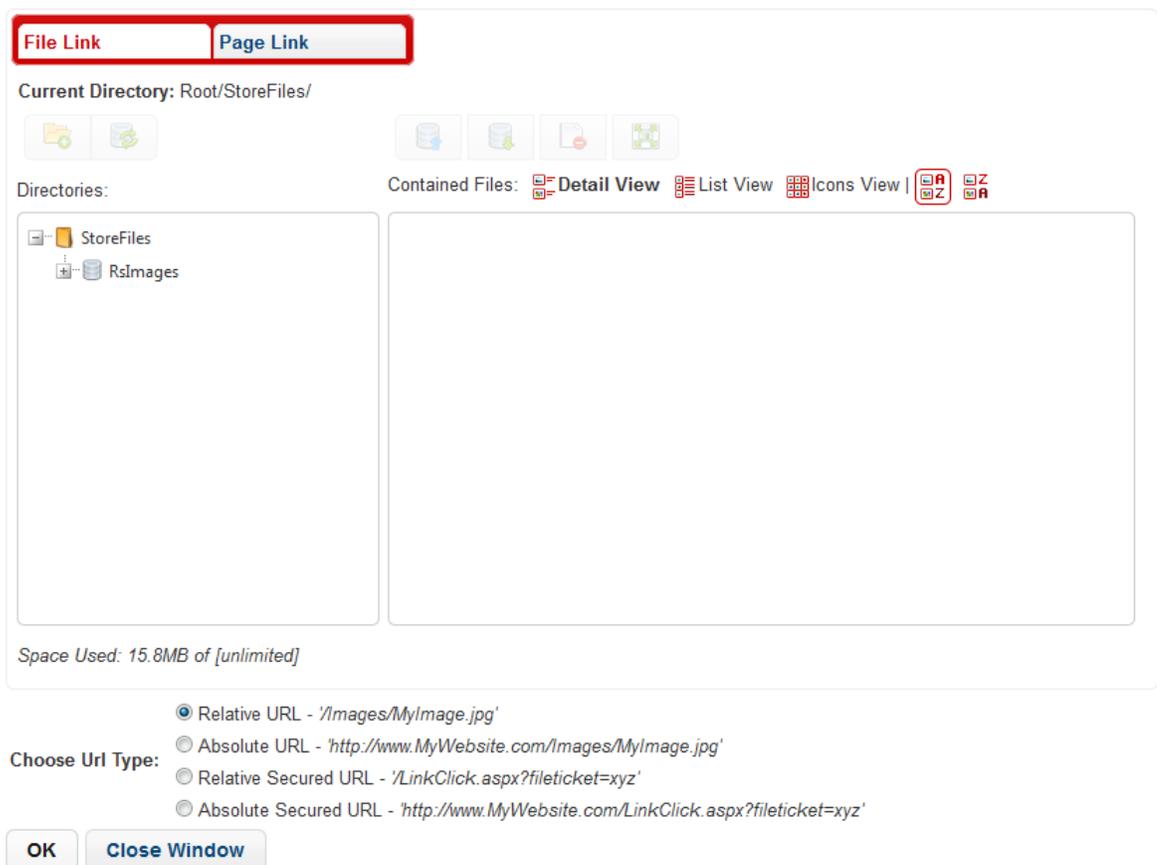
Example:

`/about/mission.html`

`/howto/printing.avi`

You can also use the **Browse Server** button to select a resource from the ones that are available on the server.

- **Browse Server** – This option lets you browse your storage area on the website server to find files and or upload files to be linked, find website pages to link too, find RSA Stock Images to link too etc.



- **StoreFiles Folder** – In this folder you can create sub-folders or store files that you upload.
  - To create a sub-folder click on the StoreFiles folder then click on the  Create a new Sub Folder button. Give the folder a name and click the Create Now button.
  - To upload a file to your storage area, first click on the folder you want to place the file. Then click on the  Upload a new File button. A dialog window will open for you to select the file you want to upload. Either drag & drop the file onto the “Drop files(s) here” area or use the Add File(s) button to browse to the file. Then click “Start upload(s)” button.
- To select a file to link to, select the file, choose a URL type and then click the OK button. You will now be at the previous dialog with the desired URL entered.
- Rsmages folder. This folder contains stock images provided by RSA to use in your website. You can select any file in this folder and it’s subfolders to use in your website. You will not be allowed to delete any of these files or add your own files to these folders.

## Target

The **Target** tab is only available for the URL link type. It specifies the location where the link will open after you click it. By default the target of the URL is not set and the link will open in the same browser window or tab as the document.

This tab contains only one element: a drop-down **Target** list that lets you choose the location where the link will open. The list contains the following options:

- **<not set>** – the default setting that opens the link in the same browser window or tab as the document.
- **<frame>** – the setting that opens the link in the frame specified in the Target Frame Name text box. The text box is only visible after you choose **<frame>** as the target.
- **<popup window>** – the setting that opens the link in the pop-up window specified in the Popup Window Name text box. The text box is only visible after you choose **<popup window>** as the target.
- **New Window (\_blank)** – the setting that opens the link in a new window.
- **Topmost Window (\_top)** – the setting that opens the link in a window that is positioned on the top.
- **Same Window (\_self)** – the setting that opens the link in the same window as the document.
- **Parent Window (\_parent)** – the setting that opens the link in the window that the document window is nested in.

## Upload

The **Upload** tab is only available for the URL link type.

We do not recommend the use of the Upload Tab. **Browse Server** on Link Info tab should be used to upload files.

## Advanced

The **Advanced** tab lets you configure additional link options such as assigning it an ID, a class, a tab index, a tooltip, or CSS style properties. It is meant for advanced users with knowledge of HTML and CSS and gives nearly endless possibilities as far as the presentation of the link is concerned.

## Link Type: Link to anchor in the text

If you want to point to an [anchor](#) previously set in the document, select **Link to anchor in the text** from the **Link Type** drop-down list. When you choose this link type, two **Link** dialog window tabs will become available: the **Link Info** tab and the **Advanced** tab.

Please note that if you do not have any anchors defined in your document, a message telling you so will be displayed in the **Link Info** tab.

When you add an anchor to your document, you will be able to select it from the drop-down lists of the **Link Info** tab.

Link Info tab of the Link window for the Link to anchor in the text link type

The **Link Info** tab contains the following options that make selecting an anchor an easy task:

- **By Anchor Name** – a drop-down list containing the names of all anchors established in the document.
- **By Element Id** – a drop-down list containing the identifiers of all anchors established in the document that contain the `id` attribute. Note: in order to add an id to an anchor, you need to modify the document source.

For a detailed description of all **Advanced** tab elements, refer to the Advanced section above.

## Link Type: E-mail

The Editor makes it easy to insert clickable e-mail addresses to your documents and even add a subject and body of the e-mail message that will be created when you click the link. If you want to add a hyperlinked e-mail address to document, select **E-mail** from the **Link Type** drop-down list.

When you choose this link type, two **Link** dialog window tabs will become available: the **Link Info** tab and the **Advanced** tab.

The **Link Info** tab contains the following fields that let you configure the recipient and the message content:

- **E-Mail Address** – the address of the recipient of the e-mail message. This field is obligatory for the e-mail link to work.
- **Message Subject** – the default text that will be pasted into the subject line of the e-mail message.
- **Message Body** – the default text that will be pasted into the e-mail message as its content.

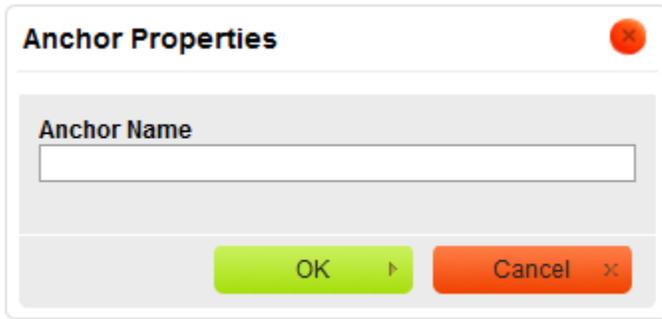
For a detailed description of all **Advanced** tab elements, refer to the [Advanced](#) section above.

## Removing a Link

Removing a link is just as easy as adding it. When the cursor is placed in a link, the  button on the toolbar becomes active. Pressing the button removes the link and leaves plain text. Alternatively you can also open the element's context menu by pressing the right mouse button or using the *Menu/Application* key on your keyboard, and choose the **Unlink** command.

## ANCHORS

The Editor supports placing anchors in document text. To insert an anchor, press the  button on the toolbar. The following **Anchor Properties** window will appear:

The image shows a dialog box titled "Anchor Properties" with a red close button in the top right corner. Inside the dialog, there is a text input field labeled "Anchor Name". Below the input field, there are two buttons: a green "OK" button with a right-pointing arrow and an orange "Cancel" button with a close symbol.

In order to create an anchor, enter its name in the **Anchor Name** text box. Once you click **OK**, the anchor icon will appear in the document.

Please note that the anchor may either lead to a point in a document (when nothing was selected while creating it), and look like in the example below:

Or if it leads to some content that was selected in the document, this selection will be displayed with a blue dotted border around, like in this example:

You can now [create a link to your anchor](#) with the  button. Once it is ready, the link will take the reader of your document to the section marked with the anchor.

### Removing an Anchor

Removing an anchor is just as easy as adding it. When the cursor is placed in an anchor, the **Remove Anchor** context menu command becomes available. Open the element's context menu by pressing the right mouse button or using the *Menu/Application* key on your keyboard, and choose the **Remove Anchor** command. This option removes the anchor from the document and leaves plain text.

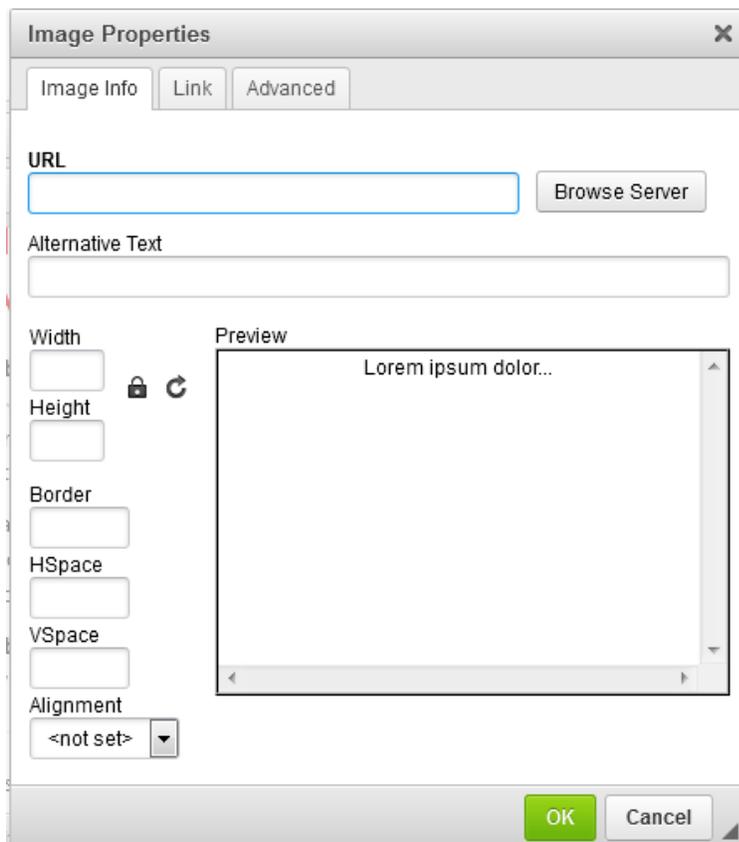
# IMAGES

The **Image** feature of the Editor is a powerful option that lets you add images to your documents as well as control the way they look and work.

To insert an image to you document, press the  button on the toolbar. The **Image Properties** dialog window that will open lets you set configuration options that define image source, its size, display properties, or other advanced properties. The **Image Properties** dialog window includes four tabs that group image options:

## Image Info

The **Image Info** tab is the default tab that opens after you press the  button on the toolbar. It allows you to set the image URL and configure the way it will appear in the document.



Below is an overview of all **Image Info** tab elements:

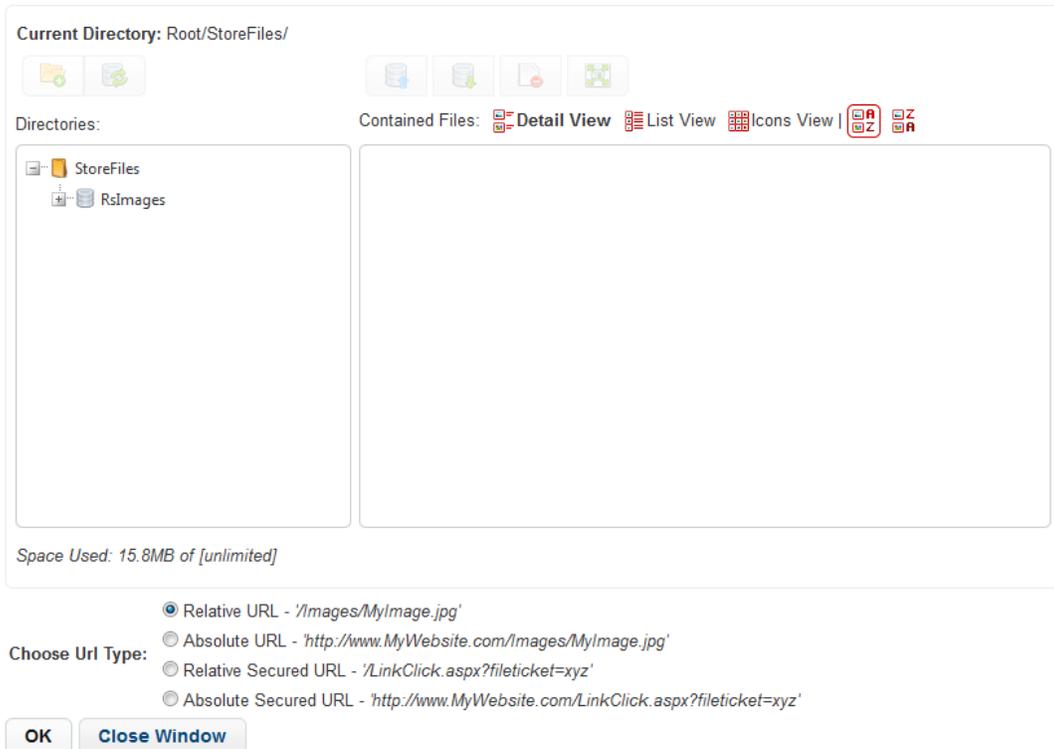
- **URL** – the web address of the image. The image may be located on the same server as the web site you are currently in or on an external server.
  - External server: If you want to use an external address, use the full absolute path.

Example: `http://example.com/image1.jpg`

- Local server: If the image is located on the same server, you can use a relative path that omits the domain name and starts with a slash.

Example: `/images/image2.jpg`

You can also use the **Browse Server** button to select an image from the ones that are available on the server. To use this option click the **Browse Server** button. The following dialog window will open.



- **StoreFiles Folder** – In this folder you can create sub-folders or store files that you upload.
  - To create a sub-folder click on the StoreFiles folder then click on the  Create a new Sub Folder button. Give the folder a name and click the Create Now button.
  - To upload a file to your storage area, first click on the folder you want to place the file. Then click on the  Upload a new File button. A dialog window will open for you to select the file you want to upload. Either drag & drop the file onto the “Drop files(s) here” area or use the Add File(s) button to browse to the file. Then click “Start upload(s)” button.
- To select a file to display, select the file, choose a URL type and then click the OK button. You will now be at the previous dialog with the desired URL entered.
- RsImages folder. This folder contains stock images provided by RSA to use in your website. You can select any file in this folder and it’s subfolders to use in your website. You will not be allowed to delete any of these files or add your own files to these folders.

- **Alternative Text** – a short textual description of the image that tells users with assistive devices (like screen readers) what the image is about. You should always provide your images with meaningful alternative text in order to make it [accessible](#) to users with disabilities.
- **Width** – the width of the image in pixels. By default this is the size of the original image.
- **Height** – the height of the image in pixels. By default this is the size of the original image.
- **Border** – the size of the solid border around the image in pixels.

- **HSpace** – the horizontal spacing (or margin) between the image border (if present) or the image itself and other document elements that surround the image, in pixels.
- **VSpace** – the vertical spacing (or margin) between the image border (if present) or the image itself and other document elements that surround the image, in pixels.
- **Align** – the alignment of the image in the document. Available options are **Right** and **Left**.
- **Preview** – a preliminary view of the selected image formatted according to the options chosen on the left.

## Link

The **Link** tab lets you assign a link to an image inserted into the document, effectively converting the image into a clickable link. The link can point to any kind of object available in the Internet, like a simple URL address, a PDF document, or an online video.

To use the **Link** functionality, first you need to insert an image into a document using the **Image Info** tab. After you configure the display options, switch to the **Link** tab and configure the image target using the available options.

Below is the overview of all **Link** tab elements:

- **URL** – the web address that the image should be pointing at. This may be a plain website address, an image, or other file that is located on the same server as the web site you are currently in or on an external server.
  - External server: If you want to use an external address, use the full absolute path.

Example: `http://example.com/largeimage1.jpg`

- Local server: If the target location is on the same server, you can use an absolute path that omits the domain name and starts with a slash.

Example: `/images/largeimage2.jpg`

You can also use the **Browse Server** button to select an image or a file from the ones that are available on the server. See the Browse Server section of the Link topic.

- **Target** – the window where the assigned link will open after clicking the image. You can choose between **New Window** (`_blank`), **Topmost Window** (`_top`), **Same Window** (`_self`), or **Parent Window** (`_parent`).



If you want to edit an image that is connected to a link, use the context menu and choose the **Image Properties** option. The **Image Properties** window will let you modify both the image and the link that it is pointing to. If you double click such image instead, you will open the **Link** dialog window that will only allow you to edit the link properties and not the image itself.

## Upload

Upload tab of the Image Properties window

**We do not recommend the use of the Upload Tab. Browse Server on Image Info tab should be used to upload files.**

## Advanced

The **Advanced** tab lets you configure additional image options such as assign it an ID, a class, a longer description, a tooltip, or CSS style properties. It is meant for advanced users with knowledge of HTML as well as CSS, and gives nearly endless possibilities as far as the presentation of the image is concerned.