

Creating a Random Images Article

Note: replace the “/ops/random” folder name to something applicable to your department or organization.

Login to webgui
Turn Admin On

Create the folder to store the images

In the administrative functions dropdown at the top right, select "Manage collateral"

Navigate to your folder – e.g. Student Services, Office of Public Safety

In the grey area on the right side, click "Add a new folder"

Name - /ops/random

Description - Random images for xxxxx

Click save

Upload the images

Note that all of your images uploaded MUST be the size you want them to display on the screen. It's also a good idea to have all of them sized to the same size or close to it.

Click on the folder you just created (/ops/random)

On the right side, click "Add an image"

Give the image a name

Click Browse and select the image from your local PC

Click Save

Do this for all the images you want included in the random selection.

Remove an image

Sometimes you may just want an image included in the random selection for a short period - maybe to highlight an event. When you no longer want it in the list, you need to delete the image from the folder.

Navigate to your /ops/random folder

Click on the name of the image to delete

Click on Delete this collateral item from the grey area on the right

Confirm deletion.

Add the random images to the webpage

Once you have all of the images uploaded to the folder, you can add it to your webpage

Navigate to the webpage you wish to place the random images.

In the Add Content dropdown on the top left, select article.

Click on the ^#; icon on the second row far right.

From the collateral dropdown, select "Random image"

This inserts `^RandomImage("collateral folder");`

Replace "collateral folder" with "/ops/random"

Change your Title from "Article" to "Random Images Placeholder"

Select the layout tab and change the article to where it should go if necessary.

Click Save.