

**TISCOVER  
Extranet  
User Guide  
For  
Serviced Accommodation  
Providers**

**Image Archive**

**Image Gallery  
and  
Photo Gallery**

## Image Archive

The Extranet allows you to add a significant number of different images relating to your business to display on your web-entry. These are stored in the image archive.

Within the data pages relating to your business you can change the images as often as you like. This will allow you to ensure that the images displayed are relevant to the time of year the customer is viewing your web-entry. For example you may have winter and summer images and change them according to the selling season.

All images should be saved in the archive; they can be saved under category headings for ease of reference. Images will stay in this archive and can be assigned to the data pages as required. An image removed from a data page will no longer display on the website, but will still be stored in the image archive to be used again at another time. An image removed from the image archive will also be removed from associated section on your website entry.

Good images of your business, within your profile, on our website will promote your business in the best light. They will also help the contact centre and Tourist Information Centre staff to promote your business to customers who are visiting the area.

For many of the images, particularly those in the galleries, you can add text descriptions to explain the images and further sell the benefits of your business.

The image archive allows you to add all of your images. When you setup your data, at any point where an image can be used, you can select the appropriate one from the archive and assign it within the data page. A summary of the image sections of your web entry and the images sizes that are allowed is shown below:

- On the Main Guide Page
  - Two images and a business logo can be added to this page. (The logo can be an additional image if you prefer). The thumbnail that displays in the search results is also added in this section.
    - § Thumbnail 100 x 100 pixels
    - § Logo 175 x 175 pixels
    - § Image at top of page 210 x 175 (homepage image 1)
    - § Image at bottom of page 210 x 175 (homepage image 2)
- In the Image Gallery
  - 15 images can be added here together with selling text relating to the image. Images of 210 x 175 pixels can be added to the image gallery.
- In the Photo Gallery
  - 15 images of a much larger size can be added here, 640 x 480 pixels. Text can also be added for each image.
- In Getting There
  - One route image can be added to this section, the image size for this section is 407 x 350 pixels.
- Facilities, Health & Fitness and Type of Board
  - One image can be loaded in each of these sections; the image size for each is 407 x 115 pixels.

Before you start to add your business data it is advisable to upload all of your images into the image archive.

To load all of the images, go to:

## Data

### Image Archive

The image archive will open with a search window.


To add new categories or images use the icons in the left hand navigation bar.



### Image Categories

Before you add all of the images, you have the option of creating categories for the images you are adding. This will allow you to save the commonly themed images together. Examples of categories could be winter, spring, summer, autumn, internal, external, rooms, reception, gym etc.

If you wish to do this:

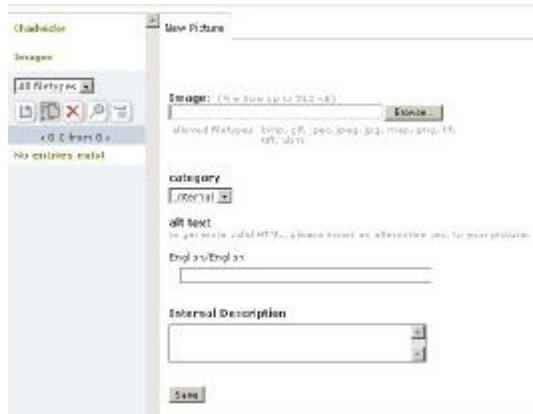
- click on the categories icon 
- the new Category tab will now be available
- Click on this tab
- Name the Category
- click on Save.
- View the categories list by clicking on the Categories tab at the top of the screen.

Repeat this for all categories you wish to create.


## Importing New Images

Ensure that the images are readily available either saved to your PC, or on a disk. You can also upload images that are saved on a digital camera if your camera is connected to your PC.

You can only add images that are of file size 512kb in size or below. If they are larger than this you will need to resize them in an application such as Microsoft Photo Editor.



To import a new image:

- click on 
- click on the browse button to find an image, and navigate to where the images are located – please note, you will not see a preview of your image until you click save
- select an image
- choose a category where to store the image (if applicable)
- insert the description/name of the picture name in the Alt Text field. (This is the description that will display for the image on the website if a visitor moves the mouse over the image).
- Internal Description:  
This would be used for notes about the image e.g. what it is, when it was taken etc (for your ref only).
- Click save.

The system will upload your image (this may take a few seconds) and a preview of your image will appear.

- If the image is correct click Save Image and Assign button.

If your image needs to be resized this will happen automatically. However if you try to upload a panoramic view, although the application will resize your image it will become distorted.

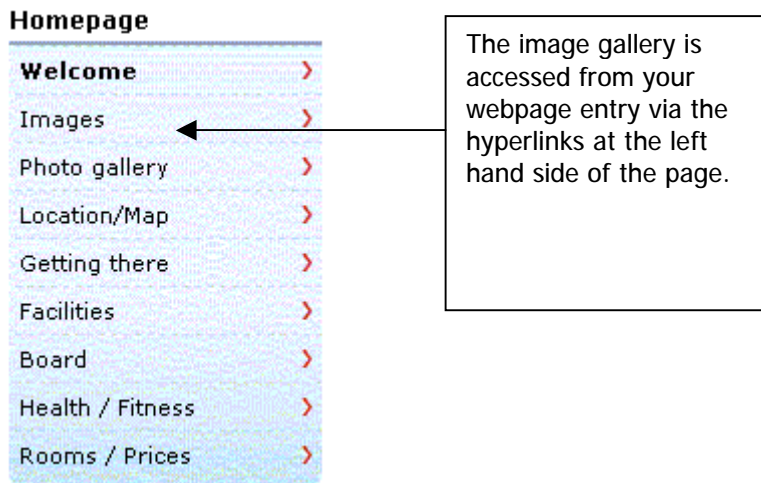
**Repeat this for all images you need to add to the archive.**

## Image Gallery

Your Image Gallery allows you to add up to 15 images to represent your business on our website. These images will help the visitor decide which property will best suit their needs. Good images can help persuade a visitor to make a decision.

Together with the images the Extranet allows you to add text to further promote/explain the image. This text can be displayed with a heading in bold and descriptive text below.

Before starting to add your image gallery please ensure that you have loaded images to the Image Archive – see the section on Image Archive for details on how to do this.



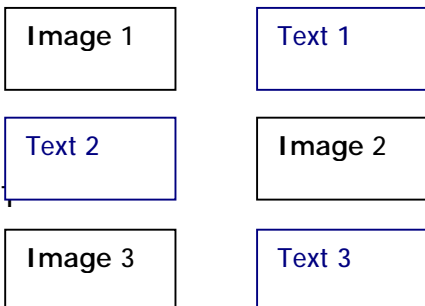
Both .jpg and .gif formats are accepted (.jpg is the preferred format).

The size of the image is important, as TISCOVER will shrink the image if it's larger than the allowable size. This can distort the quality and proportions of the image.

The image size for images in the Image Gallery is 210 x 175 pixels.

The images appear automatically at alternate left and right positions, with the image text displayed next to its associated image.

e.g.



To enter your images and the corresponding text select:

Data

Master Data  
Images

Select View all

Enter your introductory text that will display at the top of the Image Gallery to introduce this section. Use benefits and key selling words here.

Click Assign Image. (full details below)

Enter here the descriptive heading and text for the first image.  
Heading  
Text

Below each image you have the opportunity to enter two website links. The text entered in the Linktext field will be the text that is displayed beneath the image on the gallery. Use this to add website links that will be useful to the visitor, e.g. Ferry information.

## To add an image

- Click View all to display all fields.

The example describes how to add Image One. Follow the same instructions for the other images in this section.

- Click Assign Image button

The image archive will open in a separate window.

- Click on the name of the image you wish to use

The screen will refresh and display the image in the main section of the page. Ensure the ALT text for the image has been entered.

- Click Save and Assign image

The page will refresh and return you to the image gallery page in the Extranet. The image you have uploaded will display on this page under Image 1.

## Text

Beneath this heading are two fields; the Teaser and the Text. Information entered into the Teaser section will display as a heading and information entered in the Text section will show in normal text.


Continue for Images 2 – 15 to add any further images and text you require.


Once you have completed all of your images and text click Save.

An example, of a section, of a completed image gallery on the website is shown below.

**Sunset at Valasay**

This fantastic photo of Valasay shows the view over to the Uig district of Lewis. Don't you wish you were here?






**The beautiful Bosta beach**

This stunning place is home to the remains of an Iron Age round house village. The site was excavated in 1996 and since then the Community raised enough funds to build a reconstruction. In the summer there is live interpretation.

**On the coastal Walk**

From our house you can enjoy a circular walk to Bosta. The walk follows the coastline to Tobson and round to Bosta, a beautiful place to stop for your picnic. The walk will take around 4 hours to complete depending on fitness.



## Photo Gallery

The Photo Gallery allows you to add up to 15 images with Text for each image. The photo gallery allows you to add larger images than the image gallery – the maximum size for the photo gallery is 640 x 480 pixels.

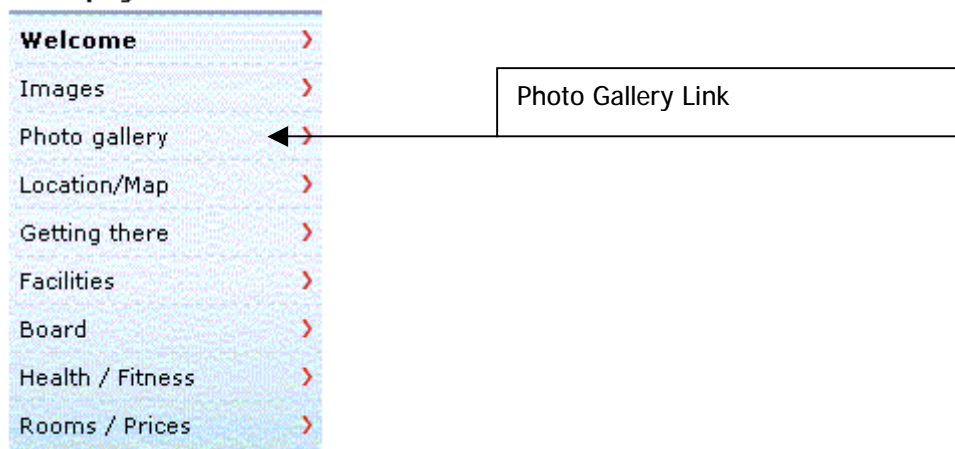
If you are using the photo gallery the visitor will see a link to it under the Thumbnail image on the results page of a search in the VisitScotland.com website.



The link is displayed as More images.... – if you do not have any images in the photo gallery then this link will take the visitor to your Image Gallery. If you do not have any images in the Image Gallery or the Photo Gallery then the link More Images.... will not be displayed.

In addition, once the customer in viewing your entry they will be able to access the photo gallery from the left hand navigation bar.

### Homepage



To access the photo gallery in the Extranet go to:

### Data

Master Data  
Photo Gallery



A snapshot of the photo gallery screen is shown below:

<p><input type="checkbox"/> <b>Picture for gallery 12</b> (Maximum Size 640x480 Pixel)</p> <p><input type="checkbox"/> <b>Text for gallery 12</b></p> <p><input type="checkbox"/> <b>Picture for gallery 13</b> (Maximum Size 640x480 Pixel)</p> <p><input type="checkbox"/> <b>Text for gallery 13</b></p> <p><input type="checkbox"/> <b>Picture for gallery 14</b> (Maximum Size 640x480 Pixel)</p> <p><input type="checkbox"/> <b>Text for gallery 14</b></p> <p><input type="checkbox"/> <b>Picture for gallery 15</b> (Maximum Size 640x480 Pixel)</p> <p><input type="checkbox"/> <b>Text for gallery 15</b></p> <p>Text (Maximum Length: 800)</p>	<p><b><u>Picture for gallery</u></b></p> <p>Click on the Pencil Icon to open up the menu item and add your image. This is done in the same way that images were added to the image gallery explained previously.</p> <p><b><u>Text for Gallery</u></b></p> <p>Type your text in this section. This will complement the picture that has been loaded.</p>
---	--

- Click Save at the foot of the page.

An example of the photo gallery is shown below:

Click thumbnail to enlarge photo.



When the visitor clicks on the image it will load at full size in a separate window that will allow them to navigate through the entire gallery.