

LIBRARY v2

ACCESSING AND ADDING COPYRIGHT FREE IMAGES

WHEN 'GET NEW FILE' IS CLICKED THIS MENU IS DISPLAYED. CLICKING ON 'FREE PICTURES' WILL ACCESS THE LIBRARY OF COPYRIGHT FREE IMAGES' DIGITAL FIFE HAS ACCESS TO THIS LIBRARY UNDER LICENCE. THESE IMAGES ARE COPYRIGHT FREE TO USE ON YOUR WEBSITE

Add files to library

There are three ways you can add pictures, documents, videos etc. to your library:

- 1. Upload files:**
You can simply upload files from your computer.
This works for any file type.
- 2. Free pictures:**
You can choose a picture from our free library of over 750,000 high quality pictures.
- 3. Create banner:**
You can make a base gradient image for a banner then add coloured text.

Buttons: Upload files, Free pictures, Create banner, Get new file, Manage categories, Clean up library, List library files, Cancel

Image thumbnail	Action
	Cats Move

Free picture library



Our free picture library is provided by Pixabay and contains over 750,000 searchable high quality images that you can freely download and use on your website.

Restrictions on use are minimal and sensible and described on the **Pixabay website**.

Search for pictures

Enter search terms separated by spaces:

Select type of pictures to search for:

Tick this box if you wish to limit your search to "Editor's choice" pictures ☐

Cancel

Search

WHEN 'FREE PICTURES' IS CLICKED
THIS IS THE MENU DISPLAYED

SELECT * FROM DialogHelp WHERE LOWER(FilePath)=LOWER('/library/freelib1.asp')

Free picture library

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Search for pictures

Enter search terms separated by spaces:

Select type of pictures to search for:

photo
photo
illustration
vector
all

If you wish to limit your search to "Editor's choice" pictures ☐

Search

SEARCH TERMS ARE ENTERED IN THIS CELL. FOR EXAMPLE THE TERM COMPUTERS IS INSERTED IN THIS BOX

Manage categories

THE IMAGE SEARCH CAN BE MADE EITHER FOR 'PHOTO', 'ILLUSTRATION', 'VECTOR' OR DISPLAY 'ALL' THE RESULTS OF THE SEARCH

YOU CAN LIMIT THE RESULTS PRODUCED BY THE SEARCH TERM TO THE 'EDITORS CHOICE' OF THE SUBJECT BEING SEARCHED FOR. THIS WILL DISPLAY ONLY THE MOST POPULAR IMAGES

AFTER MAKING YOUR SELECTIONS CLICK 'SEARCH' TO SHOW THE RESULTS. A LIMIT OF 500 IMAGES ARE SHOWN

Select a picture

Total 500 pictures found, shown 50 at a time. This is page 1 of 10. All pictures are provided by [Pixabay](#) under its [license terms](#). Your use implies acceptance of these terms. Click a picture to put it in your library.



WHEN THE TERM COMPUTER IS SEARCHED FOR IN FREE PICTURES THIS SELECTION IS DISPLAYED

NOTE: THERE ARE TEN PAGES OF IMAGES ACCESSIBLE

WHEN A SUITABLE IMAGE HAS BEEN LOCATED CLICKING ON IT WILL OPEN THE IMAGE AND PLACE IT IN THE WEBSITE LIBRARY

Image thumbnail

Action

Cats | Move

Picture added to library

You have successfully added the following picture to the library.



File name: WS1282241.jpg
Description: apple, smartphone, desk
File size: 28646 bytes

THE CHOSEN IMAGE HAS BEEN CLICKED AND IS NOW DISPLAYED AND AUTOMATICALLY SAVED TO THE WEBSITE LIBRARY. THESE IMAGES ALL BEGIN WITH 'WS'. BY USING THE SEARCH FACILITY '*LIST LIBRARY FILES*' THE FILE CAN BE LOCATED IN THE LIBRARY AND RENAMED IF REQUIRED

se to list only files of a particular type, files with particul

All file types ▾

All categories ▾

Image thumbnail

Bring a new file to your library

Click
Follow

WS HAS BEEN INSERTED IN THE CELL 'INCLUDE THIS TEXT IN THE NAME OR DESCRIPTION'.
WHEN THE BUTTON 'LIST LIBRARY FILES' IS CLICKED THE FILE IS DISPLAY.
THE NAME OF THE FILE CAN BE CHANGED BY CLICKING ON 'EDIT'. SEE TUTORIAL 'OTHER
LIBRARY ACTIONS'

Get new file

List the contents of your library

This section is useful if you have many files in your library - otherwise you can ignore it! You can choose to list only files of a particular type, files with particular words in the description or files belonging to a particular category.

List files of the following type:

All file types

Include this text in the name or description:

ws

List files from this category:

All categories

List library files

There are 1 matching entries

File type: **all file types**, Description match: **ws**, Category: **all categories**

No	Type	File path, name, Description	Image thumbnail	Action
1	images 28k 640px x 426px	webs/64/images/WS1282241.jpg <i>Tags: apple, smartphone, desk</i>		Cats Move Crop Text Hotspot Rotate Edit Delete