Image Library

HOW TO ADD LOGO'S AND IMAGES TO YOUR ADVERTS

Introduction

Within TalentLink, you have access to functionality which allows you to easily add logos and images to your adverts to make them stand out and help with your employer branding.

This guide will go through the following;

Throughout the guide, you will see the following icons which indicate the WMJobs Team's recommendations which will help you with all your [title] queries.
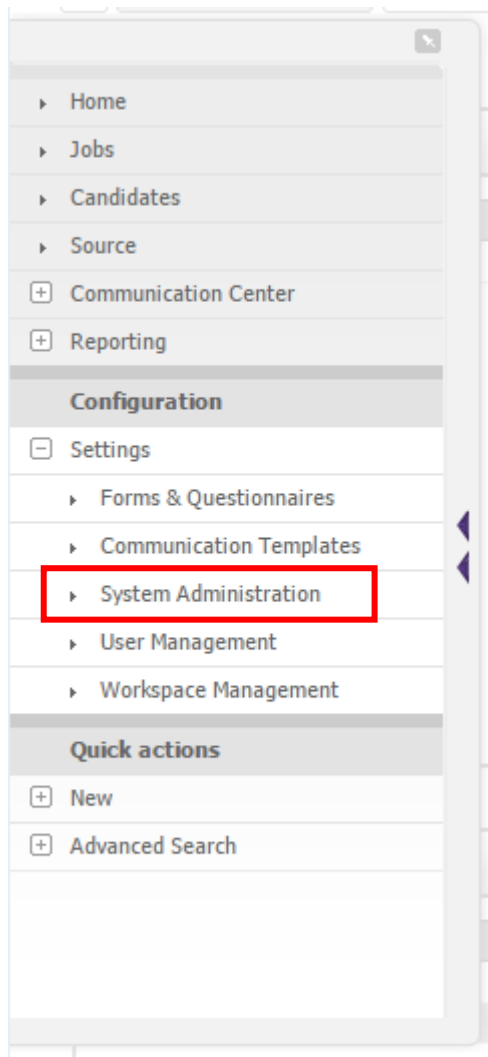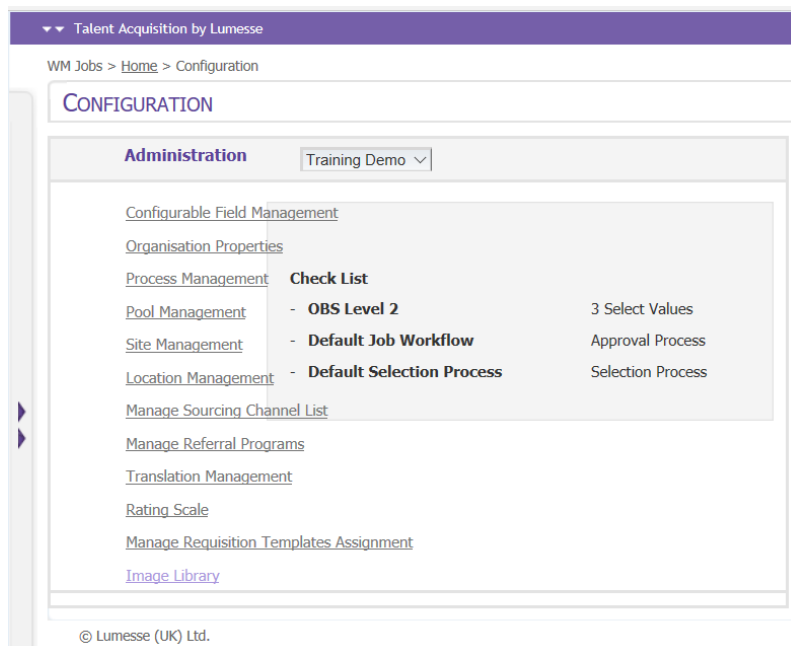
Top tips

Important Information

Best Practice

T: 0121 569 2070   E: helpdesk@wmemployers.org.uk W:www.wmemployers.org.uk
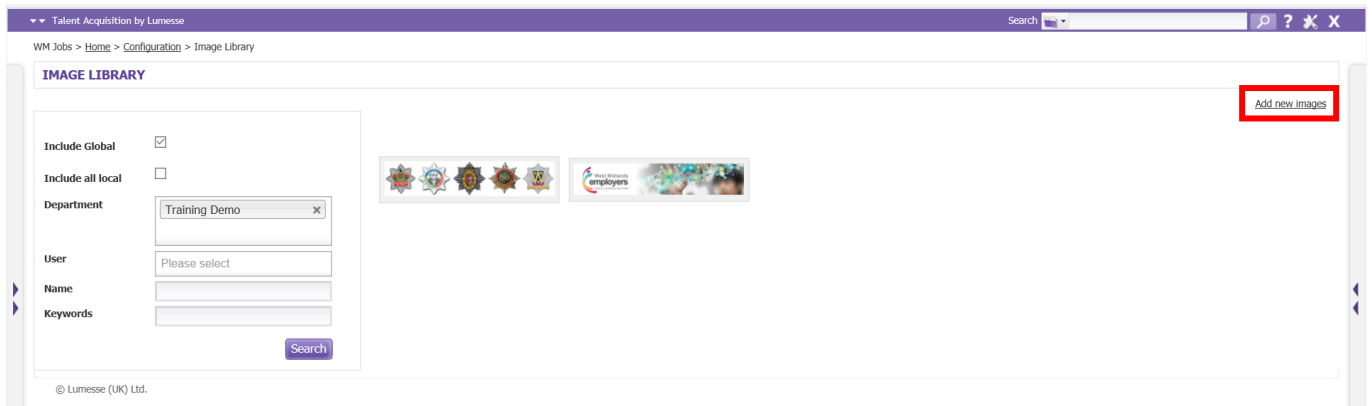
1. Adding an image

To navigate to 'Image Library', log-in to Talentlink, and from the left-hand toggle menu, under '**Settings**', select '**System Administration**';
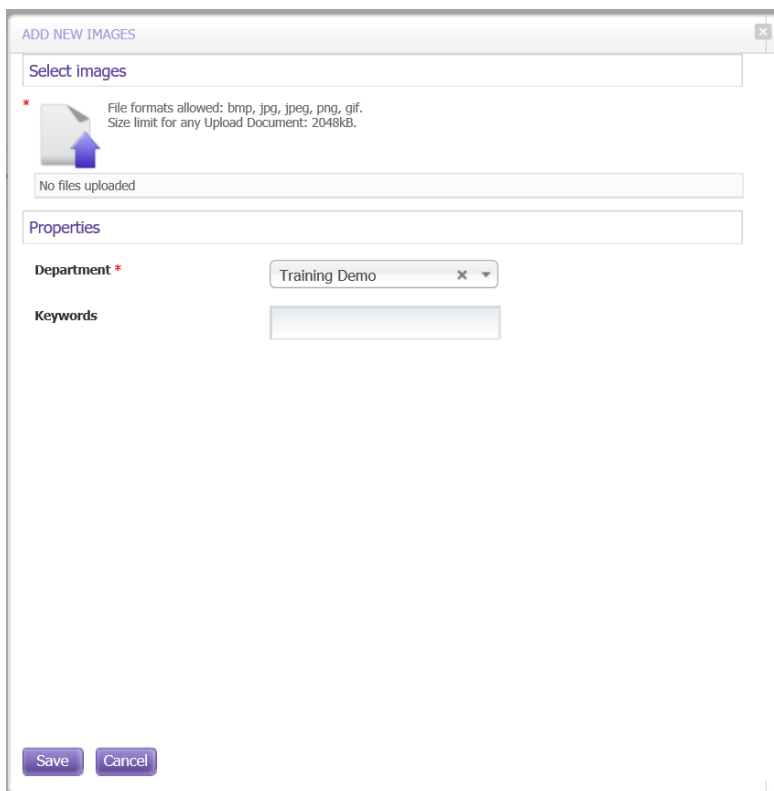

From the list, select '**Image Library**';

You will then see your 'Image Library'. At the top-right corner of the page, select '**Add new images**';

A window will pop-up for you to add a new logo;

Here, next to the document upload logo, the system tells you what format of images are supported along with the size limit for any images uploaded.

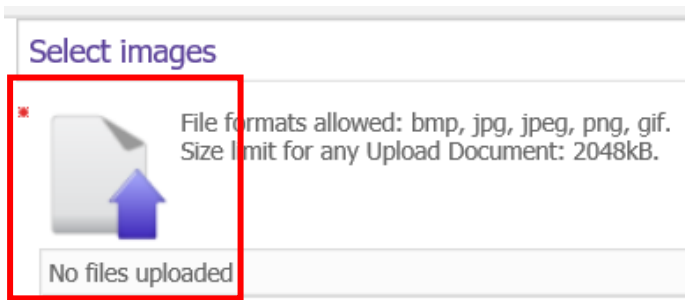Underneath, you will see '**Properties**'.

You will see the **Department** you are uploading the image to and underneath, a field for '**Keywords**'.

You can enter a word here which will be assigned to your image, which you'll then be able to use as search criteria when trying to search for logos within your library.
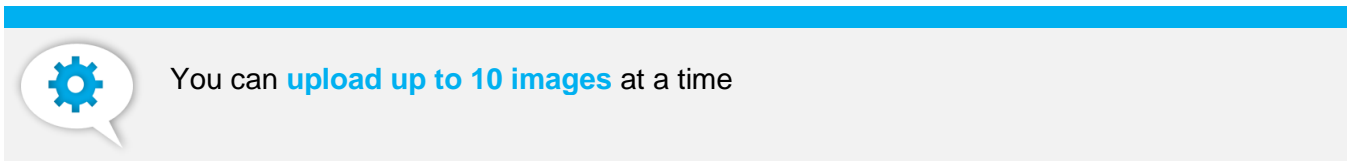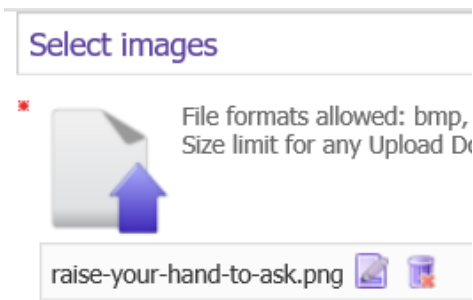
Keywords are helpful if you have a large image library – makes images easier to find!

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Click on the document upload logo to add an image;

Select images

File formats allowed: bmp, jpg, jpeg, png, gif.
Size limit for any Upload Document: 2048kB.

No files uploaded

A prompt will appear which will ask you to find on your local drive the image you wish to upload. Select your file and click 'Open'.

Once you have uploaded the file, the name will appear in the window;
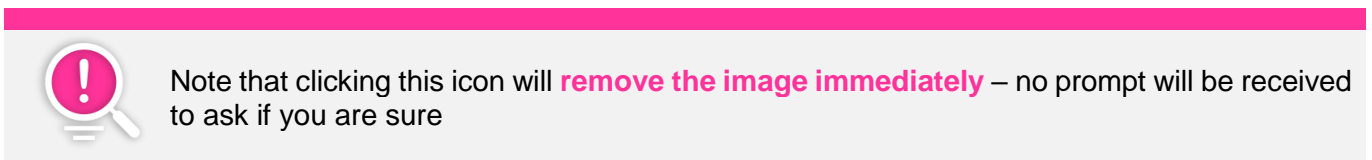
Select images

File formats allowed: bmp,
Size limit for any Upload D

raise-your-hand-to-ask.png

You can **upload up to 10 images** at a time

You can edit the name of the image, by selecting the icon.

By clicking the icon, you can add a new file name;

raise-your-hand-to-ask.png ×
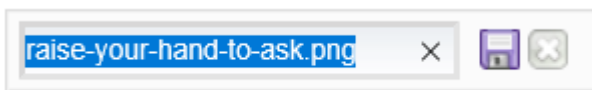
Click the 'Save' icon if you change the file name.

You can remove the image by selecting the icon.

Note that clicking this icon will **remove the image immediately** – no prompt will be received to ask if you are sure

Once you have uploaded your logo, at the bottom of the window, click '**Save**';

Save

You will then see the image(s) you have uploaded sitting in your Image Library.

# 2. Editing/Deleting an image

If you wish to edit of delete a logo within your Image Library, navigate to the Library, and hover over the image you wish to amend or delete. You will see the image pop-out and an 'Edit' icon appear. Click on the icon;
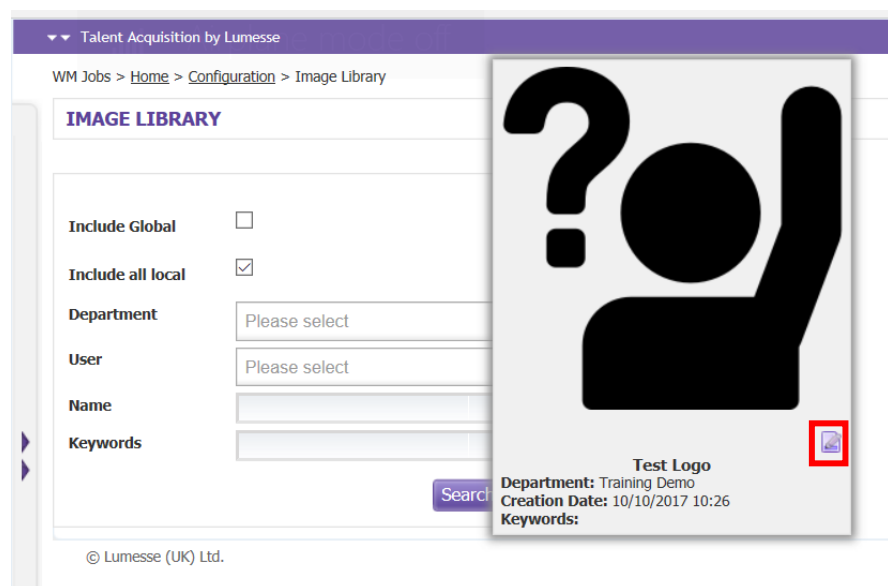
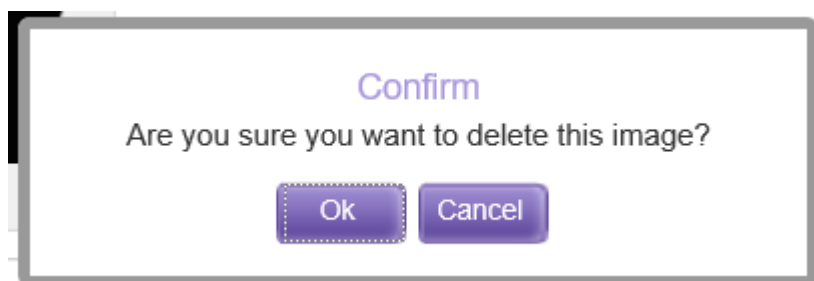The '**Edit Image**' window will appear;
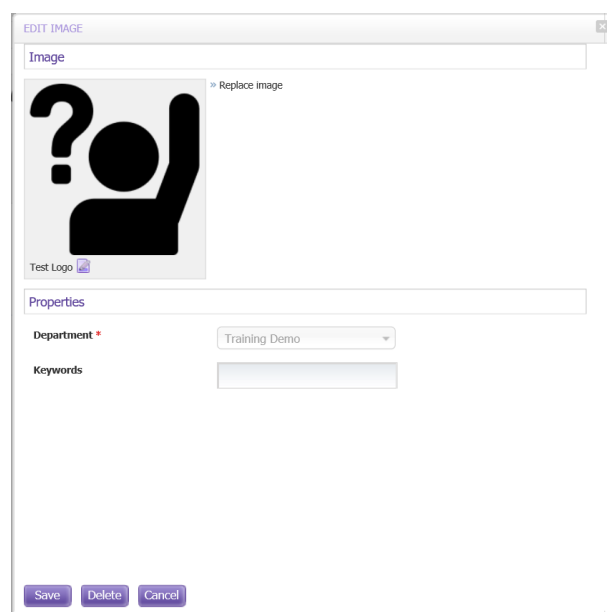
You can change the image by click '**Replace image**'. This will present you with the document upload icon again;
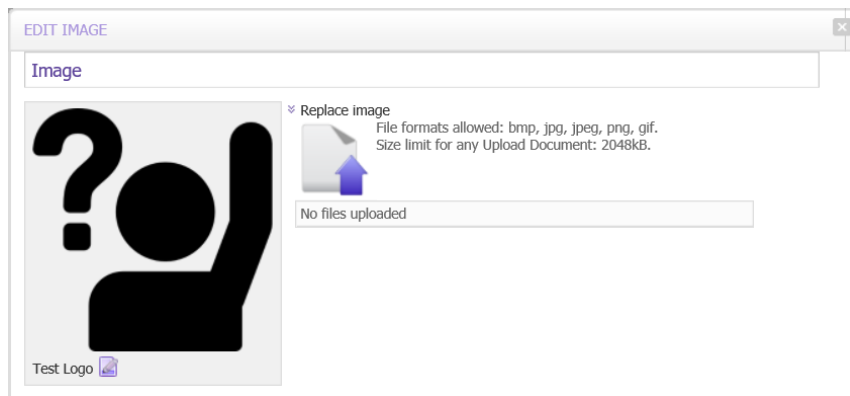
To delete the image, at the bottom of the screen, click '**Delete**';

By clicking 'Delete', a prompt will appear to confirm if you want to delete the image;

Click '**Ok**'.

3. Searching Image Library

If you have a large library, there are several criteria options you can use to search for images sitting in your library.

On the '**Image Library**' screen, on the left-hand side, you can see these options;

IMAGE LIBRARY

Include Global	☐
Include all local	☑
Department	Please select
User	Please select
Name	
Keywords	
	Search

See below a breakdown of what each option allows you to do;

| Field	Description
Include all local	By selecting this option, this will allow you to search all local images (local images are only available to users of the selected organisation)
Department	Filtering by department shows only images associated with that department when the image was uploaded. You can select multiple departments to filter on
User	Filtering images by user, shows images uploaded by that user. You can select multiple users to filter on
Name	This allows you to search for the file name of the image
Keywords	Filtering images by keyword shows images associated with than word. A keyword is determined when an image is uploaded to the library

✓ For management of your images, we recommend that for each organisation, to store **a limit of 50 images**

4. Using images in Image Library

Once you have uploaded images to your library, you can start using them on your vacancies.

Find a job you want to use an image for, navigate to the '**Posting**' tab for that vacancy, click on the **plus icon** and select '**Edit Job Advertisement**';
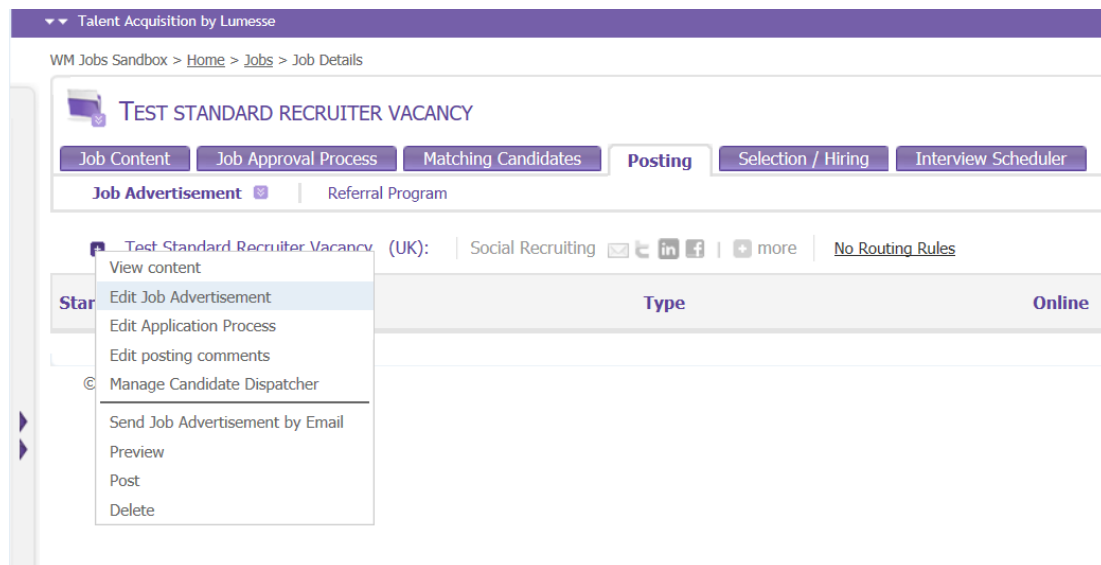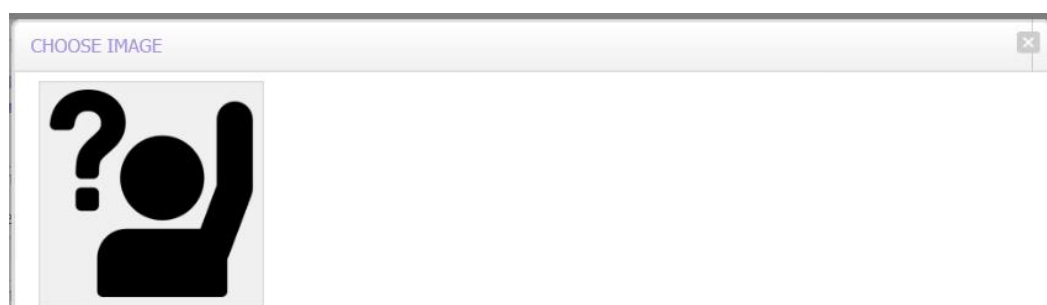

Within your advert, you can use your images within several places. If you scroll down the page to 'Images', you can see boxes which pre-determine where your image will appear on your advert;
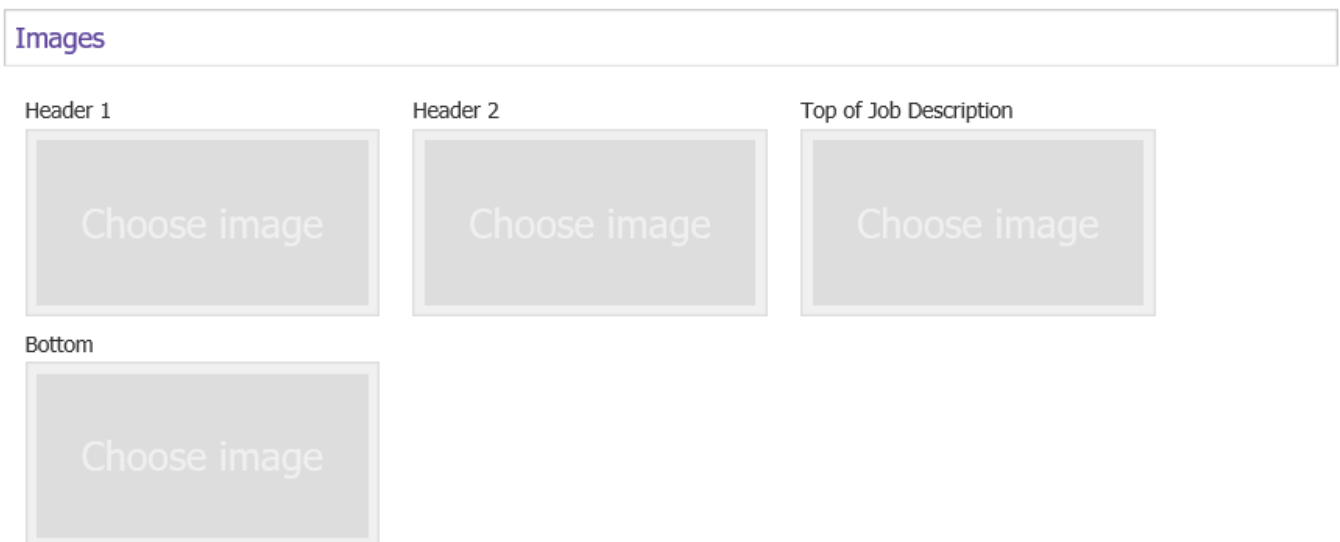
To add an image, click on the grey '**Choose image**' box underneath the title of where you want your image to appear.

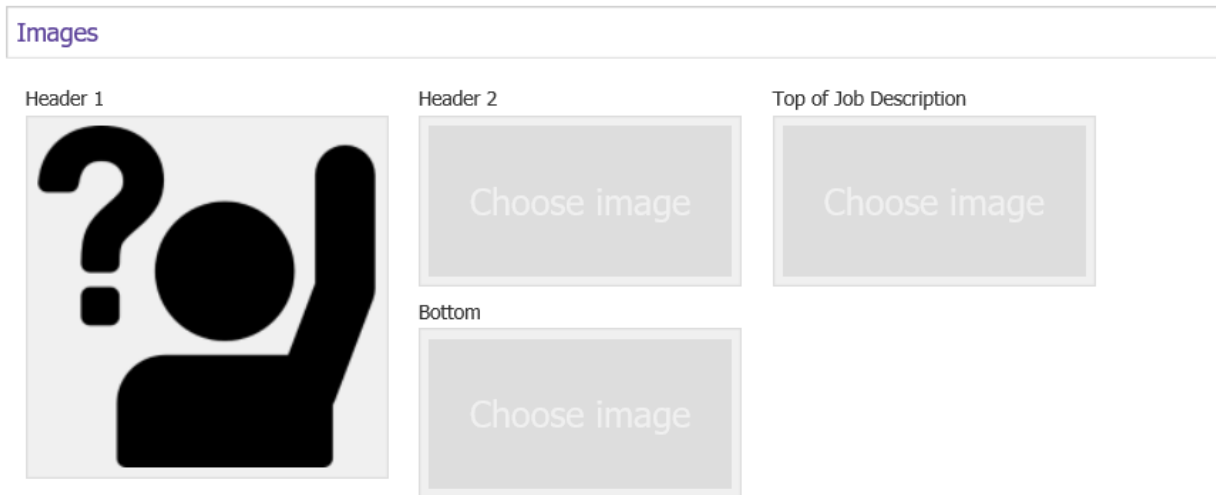This will open your library and the images you have access to;

Hover over the image you want – the image will highlight and click on the '**Select**' icon;

Your image will then appear in the box;

You can add images into your advert text fields.

Scroll to one of your fields and ensure **HTML** is selected as your format and you will see your formatting bar for that field. Click on the '**Image Library**' logo;

Again, you will be asked to choose your image. Once you have selected your image, this will appear in the field.

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5. Troubleshooting/FAQ's

I'm receiving an error message when I'm uploading an image

If the system is telling you that it's unable to upload an image, this could be because the image is in a format which is not supported by the system or the file is too big.

When uploading an image, the system advises what formats are supported and the file size allowed;

File formats allowed: bmp, jpg, jpeg, png, gif.
Size limit for any Upload Document: 2048kB.

Try changes the format of your image and reducing the size.

Also, depending on where the image has come from, sometimes the file that's trying to be uploaded can be corrupted – this could be if you've received the image via email or it's protected. If you change the format of your source image, this should resolve the issue for you.

My image is too small/big

When you upload an image to your library, this will be uploaded in the size of the source image. If you find that an image is too small/big, you will need to change the size of your image and re-upload this to the library as you are unable to edit this within TalentLink.

Images that you upload will be different sizes depending on what it is, however, for a banner image, we would recommend a size of 1772 x 413 pixels, and for a logo 360 x 180 pixels. Please note – these sizes are estimates and may not work for your images, but should help you when re-sizing the image.

I can't preview my image

Unfortunately, you are unable to preview your image before this makes it way to the website, however, if you ensure your images are the right size before uploading, this will help.

You can now add images to Image Library!

We have outlined in this guide the essential information you need to upload logos and images to your library within TalentLink so that you can make your adverts stand out and help with your employer branding.

We have created several resources for you to use which sit on the **Solution tab on the Service Centre** to help you.

You can visit the Service Centre at http://wmemployers.freshdesk.com/helpdesk