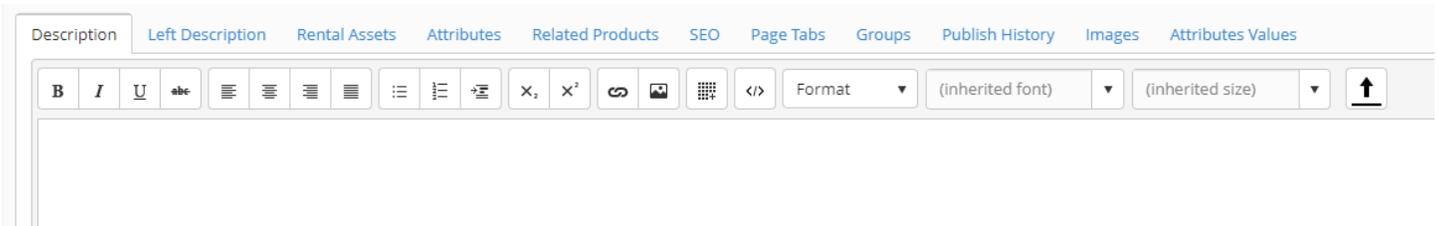


## Best Practices: Adding Images, Documents/PDFs, & Videos

Throughout the iNextAdmin tool, you will see areas that include this rich text editor, shown below. These are on the landing page, category pages, product code pages, and elsewhere. This guide will provide best practices for adding images, documents, videos, and pdfs.. as embedded files or URLs.

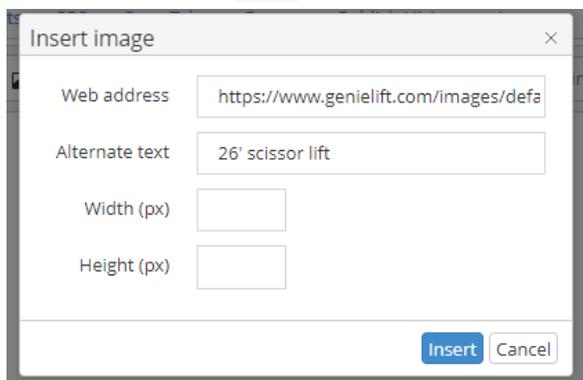


### Add Embedded Image from URL

Image URL (link) to add to the product code page:

[https://www.genielift.com/images/default-source/product-images/slab-scissor-lift/gS-2646-e-drive/gS-2646e-drive-cutout.jpg?sfvrsn=2b3ce047\\_33](https://www.genielift.com/images/default-source/product-images/slab-scissor-lift/gS-2646-e-drive/gS-2646e-drive-cutout.jpg?sfvrsn=2b3ce047_33)

By clicking the  symbol, you will see this popup to add an image in the editor



Note: Once a URL from another site has been embedded and published on your site, it will have a new URL and the image will be saved on your ecom server, so there's no worry about the image being removed from the original source and creating a broken link on your site.

**Web address:** the image url you want to embed

**Alternate text:** alt text for SEO purposes.. we'll call this: 26' Scissor Lift

**Width (px):** this determines the size (width) of the image

**Height (px):** this determines the size (height) of the image

Note: You can leave the width/height px (pixel) fields blank to use the image's default size, or choose a size for those fields that matches the image's current aspect ratio to make it larger or smaller.

For further documentation regarding image size and aspect ratios, please refer to the corresponding [support materials](#).

All usage of the integraSoft® logo or integraSoft® symbol must be authorized in writing by integraSoft, Inc.

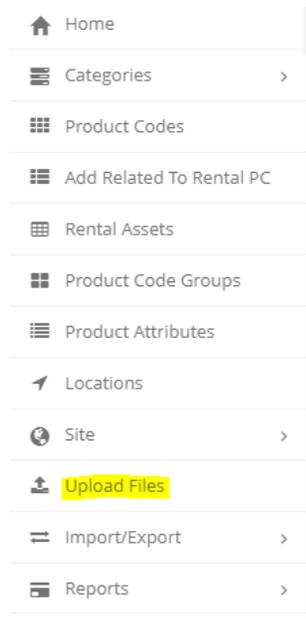


## Uploading an Image or File

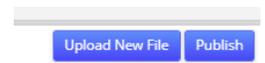
There are two ways upload files to the software.

(1) By clicking the  symbol, you will see the following popup to Upload File.

(2) By clicking the Upload Files main menu option on the left-hand side of the software.



In the top right, click "Upload New File"

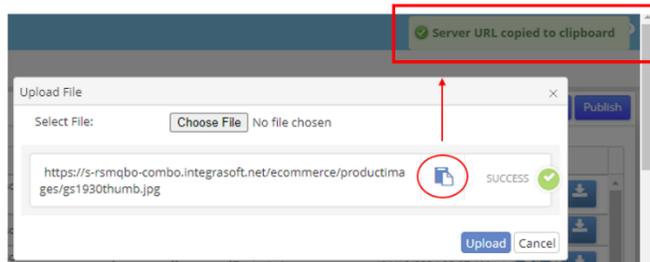


Choose File to Upload  
Click Upload

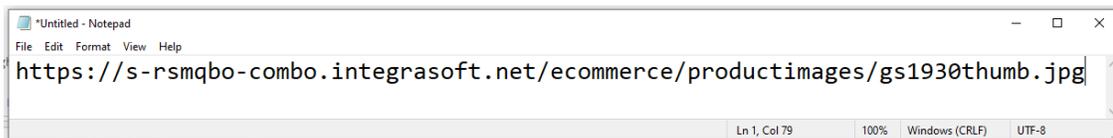


Click the Copy Icon

(this copies the image url to your clipboard, and the software shows a green success message in the top right of the screen)



You may want to paste that link to notepad if you are uploading multiple files and/or as a backup.



**Important!** If your site is not yet live, remove the `https://` and domain name from the link.

Instead of: `https://s-rsmqbo-combo.integrasoft.net/e-commerce/productimages/g1930thumb.jpg`

Use: `/e-commerce/productimages/g1930thumb.jpg`

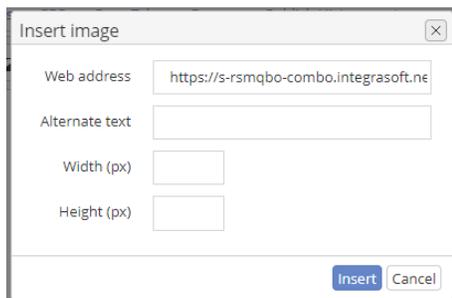


## Embedding an Image

There are two ways embed images into content fields in the software.

### Option 1

In any of the text editors throughout the software, click the image  symbol to load the Insert Image popup.



1. Paste in the (edited) link you copied to the web address field.
2. (optional) add alternate text for seo
3. (optional) add width and height parameters to adjust size and aspect ratio
4. Click Insert to add the image to the content

### Option 2

In any of the text editors throughout the software, click the html  symbol to load the View HTML popup

Replace the highlighted link in this code with the (edited) link of the image you uploaded  
..and paste it into the html editor.

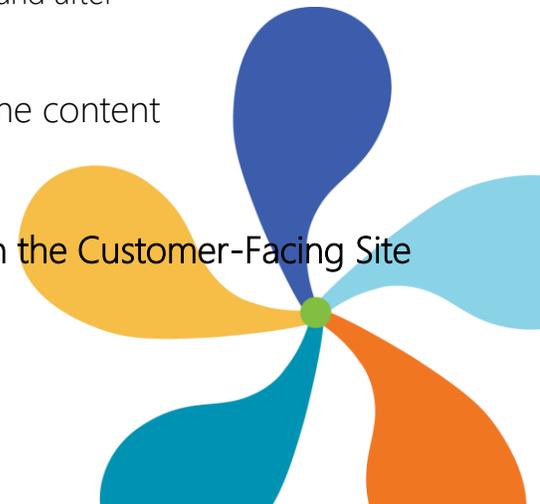
```

```

Make sure the URL has "quotation marks" before and after

Click **Update** and you will see your image in the content

Run a Page Publish or a Full Site Publish to See the Update on the Customer-Facing Site



## Linking to Documents (Spec Sheets, PDFs, etc)

You can use the link button to link to other websites' documents, but to avoid broken links in the future, it's best to upload the document directly to your ecom site and add the link from there.

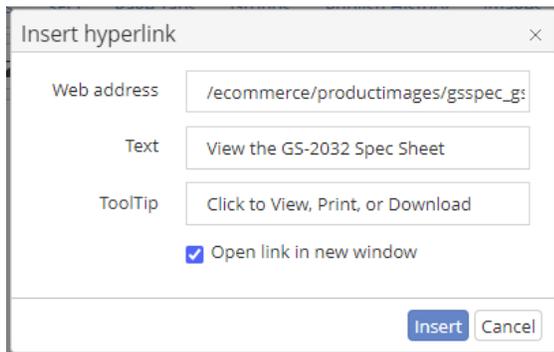
1. If you have a link to the document somewhere else, download it if possible. 

2. Upload File Option in Main Menu or Click the Upload File Button 

3. Copy the NEW URL of the document to your clipboard 

- a. Paste link into notepad as a backup
- b. Remove the **https://** and **domain name**, so only **/ecommerce/productimages/your-file-name.pdf** remains

4. Click the link icon to load the Insert Hyperlink popup 



**Web address:** your link that starts with /ecommerce

**Text:** the clickable underlined blue text that will show on the page

**ToolTip:** shows when a user hovers above the link

**Open link in new window:** recommended so users stay on your site

5. Click Insert and the link will be in the content. You will need to **Save & Publish** and hard refresh (CTRL+F5) to see the update as live on your customer-facing site.



[View the GS-2032 Spec Sheet](#)

Click to View, Print, or Download

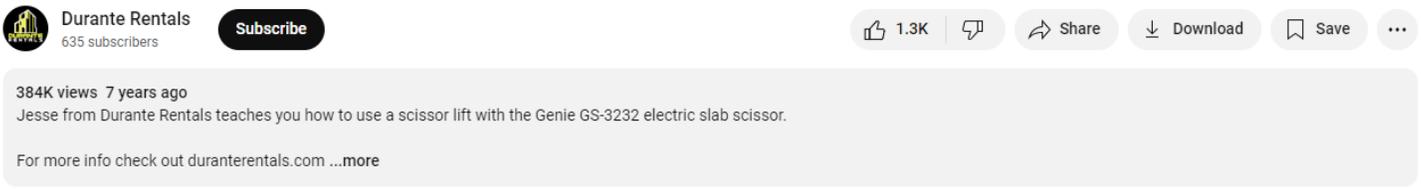
## Embedding a YouTube Video

For other online services, you may be able to find embed code on that host's site or via Google search.

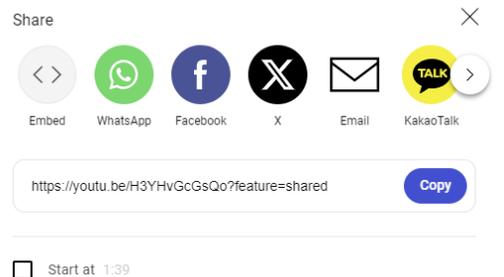
1. Find the video you want to use.

Example: <https://www.youtube.com/watch?v=H3YHvGcGsQo>

### How To Operate A Genie Scissor Lift

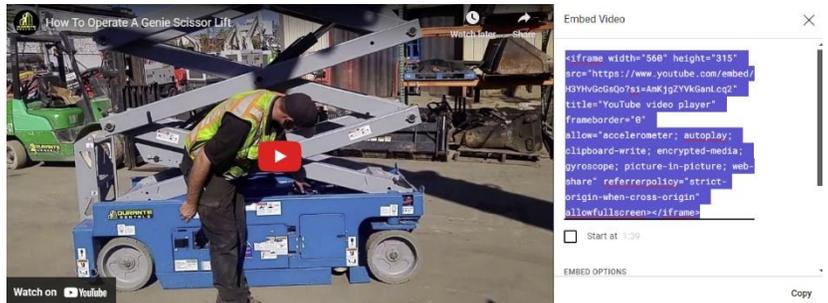


2. Click Share, then Click Embed

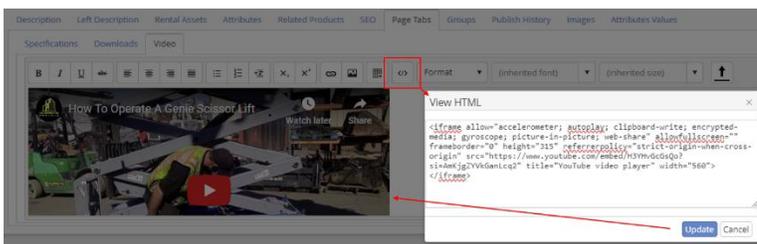


3. Copy the iframe code

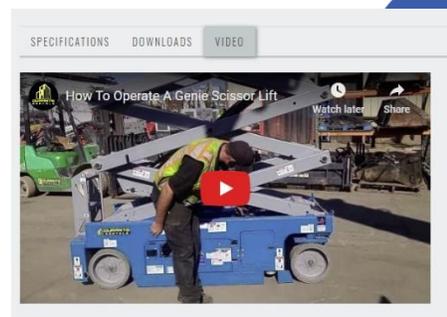
4. Paste into html code



5. Save & Publish



->





Run a full site publish via iNextAdmin > Site > Publish UI > Publish Selling Site

- Verify changes show on your customer-facing site (you may need to hard refresh with CTRL+F5 or clear your cache / open in an incognito window).

If you have any issues, please reach out to your Digital Experiences consultant or the support team through the usual channels.

