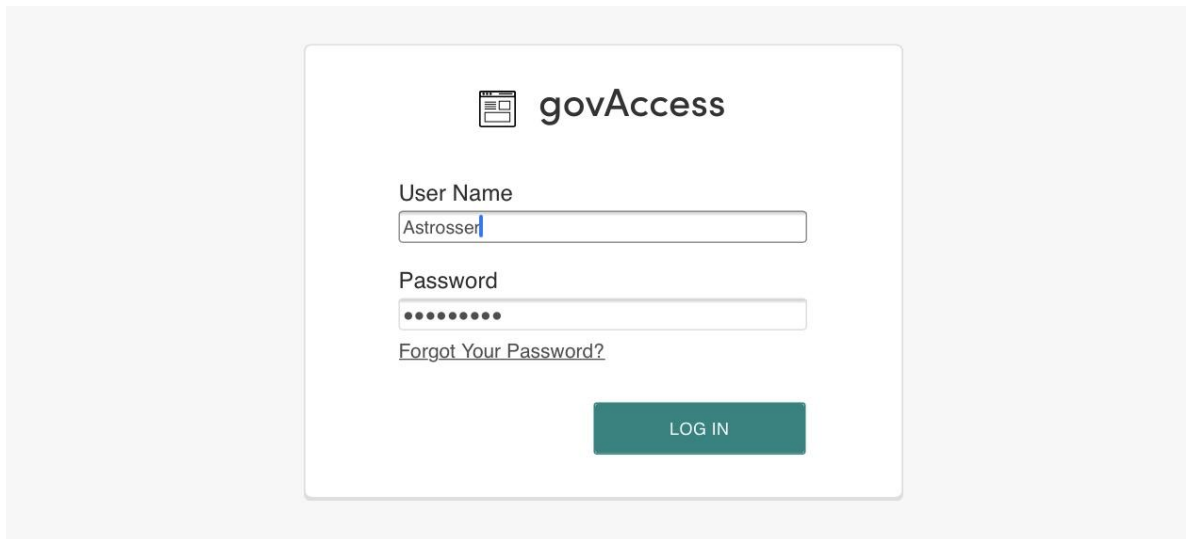


How to Add an Image onto the City of Stamford Website.

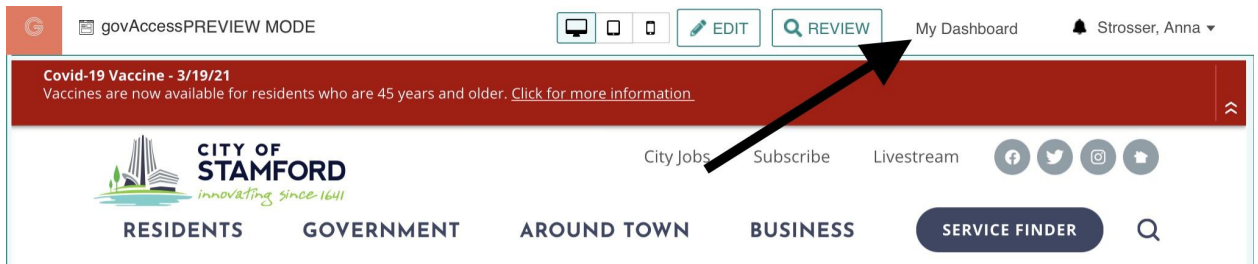
Please use this guide to learn how to publish an image onto the city website.

1) Log into the website.



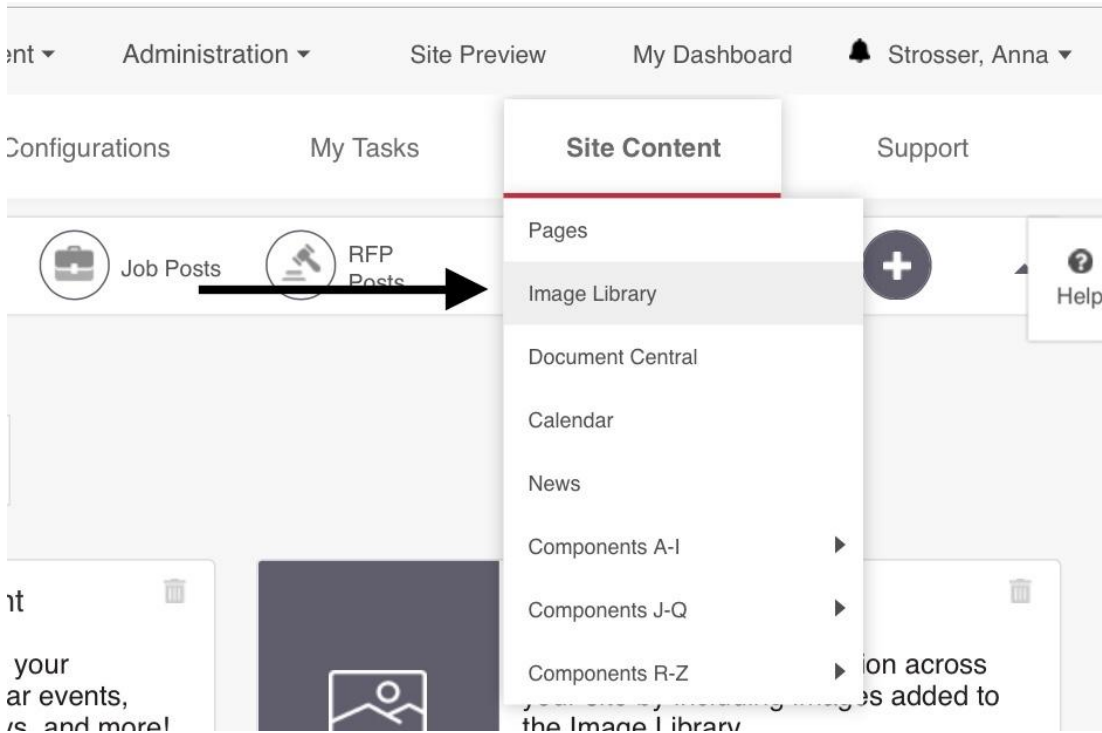
The screenshot shows the govAccess login interface. At the top center is the govAccess logo, which consists of a small icon of a document with a checkmark and the text "govAccess". Below the logo are two input fields: "User Name" with the text "Astrosser" entered, and "Password" with a masked password of ten dots. Below the password field is a link that says "Forgot Your Password?". At the bottom center of the form is a teal button labeled "LOG IN".

2) Click "My Dashboard."

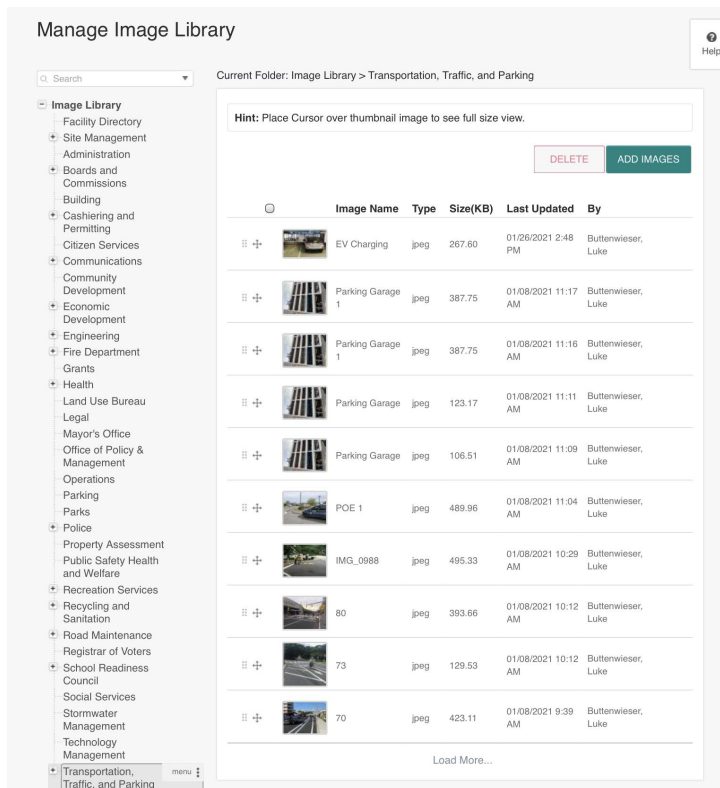


The screenshot shows the top navigation bar of the City of Stamford website. On the left, there is a red "G" icon and the text "govAccessPREVIEW MODE". In the center, there are icons for desktop, tablet, and mobile, followed by "EDIT" and "REVIEW" buttons. On the right, there is a "My Dashboard" link and a user profile for "Strosser, Anna". Below the navigation bar is a red banner with the text "Covid-19 Vaccine - 3/19/21" and "Vaccines are now available for residents who are 45 years and older. Click for more information." Below the banner is the City of Stamford logo and the text "CITY OF STAMFORD innovating since 1641". To the right of the logo are links for "City Jobs", "Subscribe", and "Livestream", along with social media icons for Facebook, Twitter, Instagram, and YouTube. Below the logo and links are the main navigation categories: "RESIDENTS", "GOVERNMENT", "AROUND TOWN", and "BUSINESS". At the bottom right is a "SERVICE FINDER" button and a search icon. A black arrow points from the "REVIEW" button in the navigation bar to the "My Dashboard" link.

3) Highlight Site Content > Image Library



4) Navigate the image library and select the appropriate folder. For this example, we will be using Transportation, Traffic & Parking.



5) Click “Add Images.”

Manage Image Library

Current Folder: Image Library > Transportation, Traffic, and Parking

Hint: Place Cursor over thumbnail image to see full size view.


DELETE ADD IMAGES

	Image Name	Type	Size(KB)	Last Updated	By
+	EV Charging	jpeg	267.60	01/26/2021 2:30 PM	Buttenwieser, Luke
+	Parking Garage 1	jpeg	387.75	01/08/2021 11:17 AM	Buttenwieser, Luke
+	Parking Garage 1	jpeg	387.75	01/08/2021 11:16 AM	Buttenwieser, Luke
+	Parking Garage	jpeg	123.17	01/08/2021 11:11 AM	Buttenwieser, Luke
+	Parking Garage	jpeg	106.51	01/08/2021 11:09 AM	Buttenwieser, Luke
+	POE 1	jpeg	489.96	01/08/2021 11:04 AM	Buttenwieser, Luke
+	IMG_0988	jpeg	495.33	01/08/2021 10:29 AM	Buttenwieser, Luke
+	80	jpeg	393.66	01/08/2021 10:12 AM	Buttenwieser, Luke
+	73	jpeg	129.53	01/08/2021 10:12 AM	Buttenwieser, Luke
+	70	jpeg	423.11	01/08/2021 9:39 AM	Buttenwieser, Luke

Load More...

6) Drag the image into the space titled “Drag & Drop HERE” or press the space and find the image in your folders.

Current Folder: Image Library > Transportation, Traffic, and Parking

 **Drag & Drop HERE**

Or Browse any .jpg, .jpeg, .gif, .png, .bmp, .tiff, .tif, .svg file

- 7) Select the appropriate content group, type the desired name for your image, select the image, then click “Save & Publish.”

Add Images

BACK

OPTIONS FOR BULK PROCESSING OF IMAGES

Content Group *

Transportation, Traffic, and Parking

SAVE SAVE & PUBLISH

Select all

Select

Image Name *

Transit

Alternative Tag *

D90B20E0-C779-4C53-8383-CF9D334C1276

SAVE

SAVE & PUBLISH

REMOVE

BACK

- 8) Click “Stamford, CT” to return to the site’s front end and navigate to the page where you’d like to upload an image.

govAccess Development Administration Site Preview My Dashboard Strosser, Anna

Stamford, CT Configurations My Tasks Site Content Support

Content Shortcuts Pages Forms Job Posts RFP Posts + Help

- 9) Click “Edit.”

govAccess PREVIEW MODE EDIT REVIEW My Dashboard Strosser, Anna

Covid-19 Vaccine - 3/19/21
Vaccines are now available for residents who are 45 years and older. [Click for more information.](#)

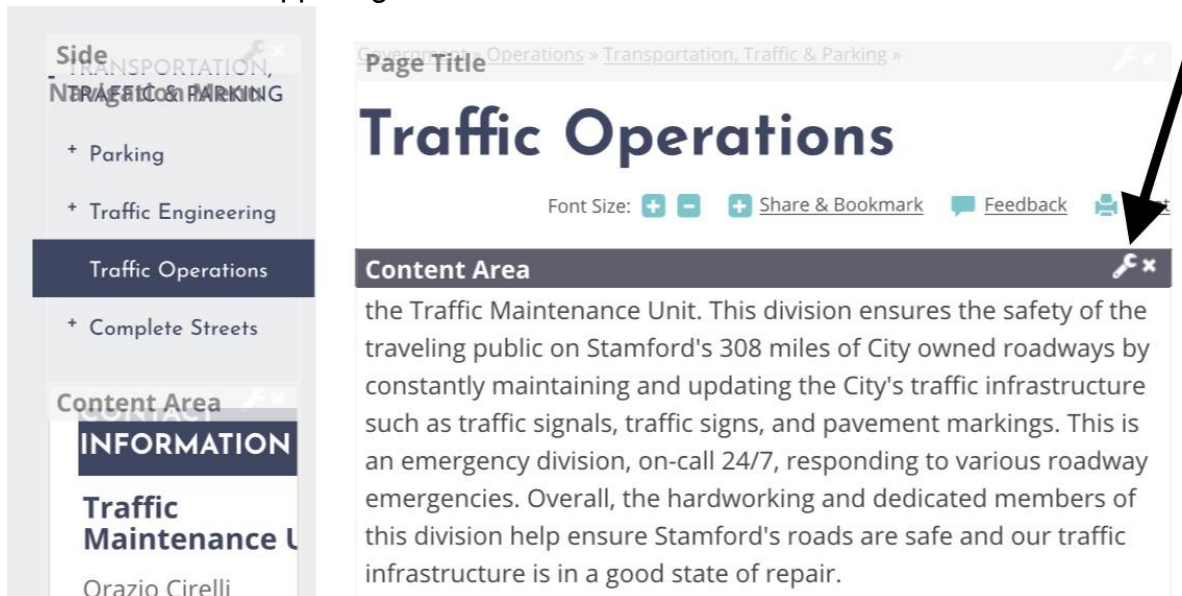
CITY OF STAMFORD
innovating since 1641

RESIDENTS GOVERNMENT AROUND TOWN BUSINESS

City Jobs Subscribe Livestream

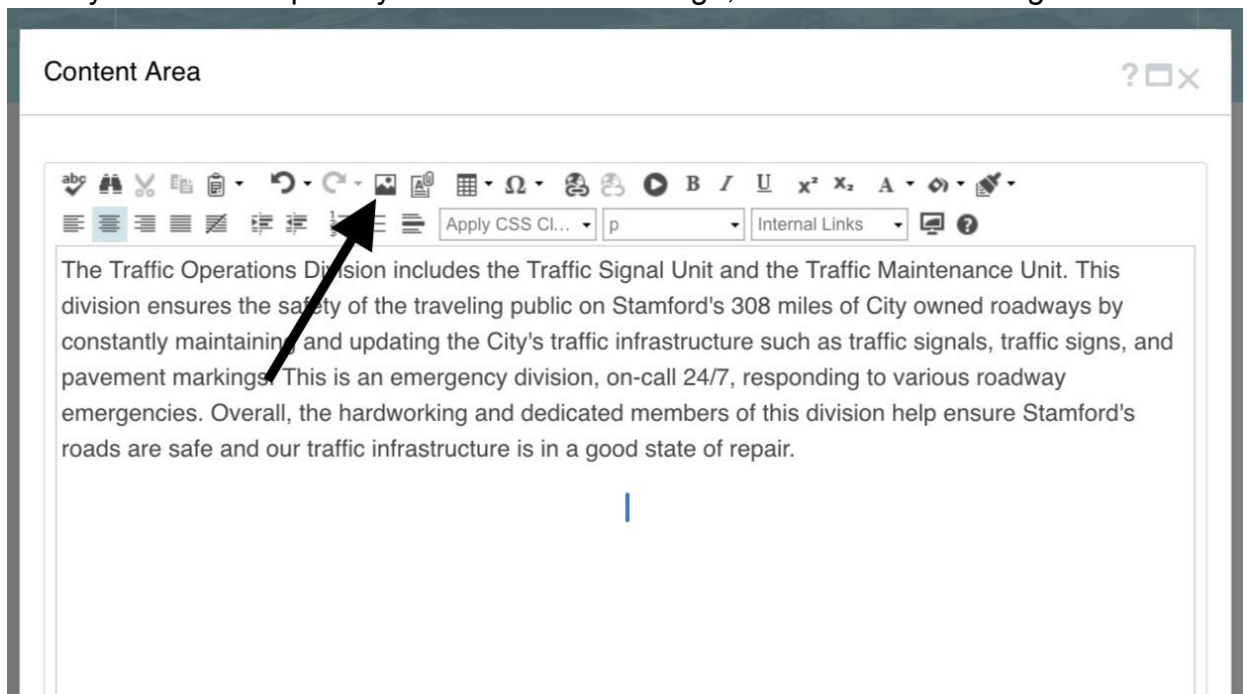
SERVICE FINDER

- 10) Click on the content area where you'd like to upload the image and click on the wrench tool in the upper right.



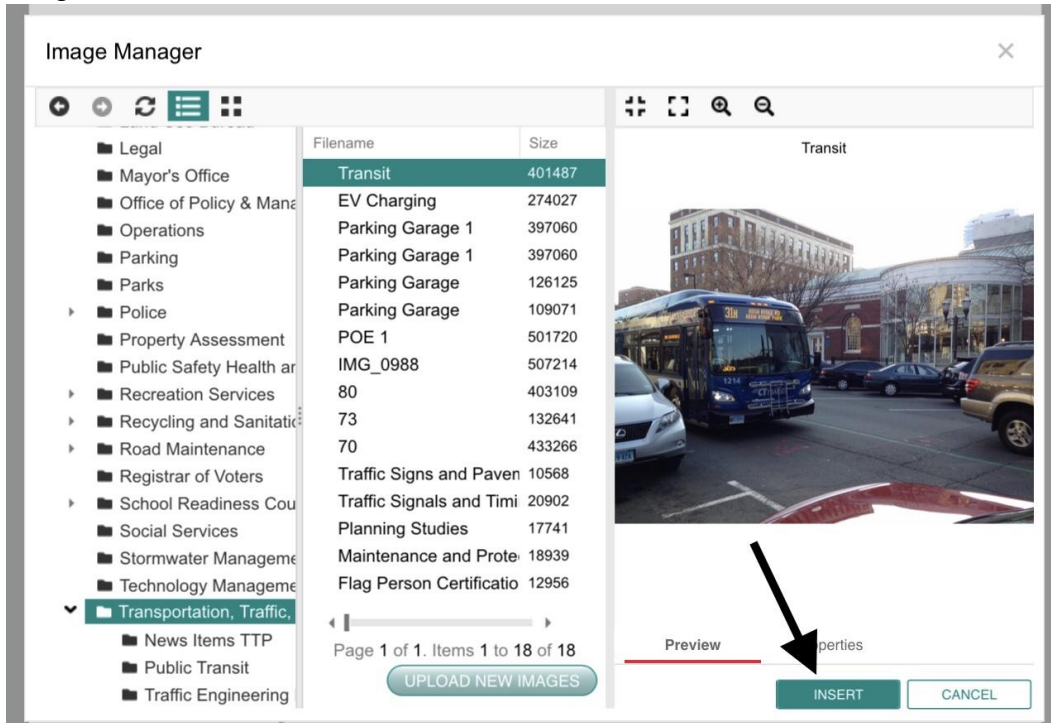
The screenshot shows a web editor interface. On the left is a sidebar with a 'Side Navigation' menu containing items like 'TRANSPORTATION, TRAFFIC & PARKING', 'Parking', 'Traffic Engineering', 'Traffic Operations' (highlighted), and 'Complete Streets'. Below the sidebar is a 'Content Area' section with 'INFORMATION' and 'Traffic Maintenance Unit' by 'Orazio Cirelli'. The main content area has a 'Page Title' 'Traffic Operations' and a 'Content Area' header with a wrench icon. The text below the header reads: 'the Traffic Maintenance Unit. This division ensures the safety of the traveling public on Stamford's 308 miles of City owned roadways by constantly maintaining and updating the City's traffic infrastructure such as traffic signals, traffic signs, and pavement markings. This is an emergency division, on-call 24/7, responding to various roadway emergencies. Overall, the hardworking and dedicated members of this division help ensure Stamford's roads are safe and our traffic infrastructure is in a good state of repair.' A black arrow points to the wrench icon in the top right of the content area.

- 11) Once you are in the place you would like the image, click on the add image icon.

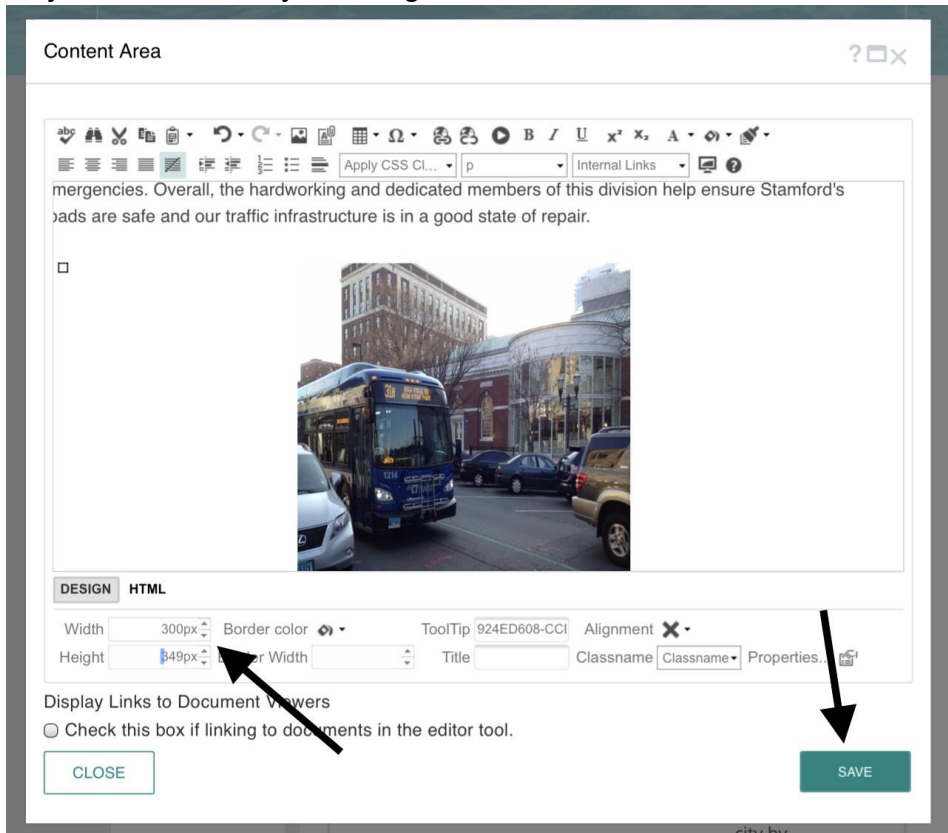


The screenshot shows a rich text editor interface. At the top is a 'Content Area' header with a help icon and a close icon. Below the header is a toolbar with various icons for text formatting, alignment, and insertion. A black arrow points to the 'Add Image' icon in the toolbar. Below the toolbar is a text area containing the same paragraph as in the previous screenshot: 'The Traffic Operations Division includes the Traffic Signal Unit and the Traffic Maintenance Unit. This division ensures the safety of the traveling public on Stamford's 308 miles of City owned roadways by constantly maintaining and updating the City's traffic infrastructure such as traffic signals, traffic signs, and pavement markings. This is an emergency division, on-call 24/7, responding to various roadway emergencies. Overall, the hardworking and dedicated members of this division help ensure Stamford's roads are safe and our traffic infrastructure is in a good state of repair.' A blue cursor is visible at the end of the text.

12) Click on the appropriate folder in the Image Manager, click on your uploaded image, then click “insert.”



13) Adjust the width of your image and click “Save.”



14) Click "Publish" for your image to be visible on the page.

