

Uploading photos via Guestlink (Page 1 of 1)

Log into Guestlink and go to > 'Update' > 'Details' > 'Images'

Step 1) Choose the property / venue / event / item you would like to work on.

Step 2) Select the 'images' box

(Diagram 1.0 – Option 2)

NEW images select bracket options (see diagram 1.1 below)

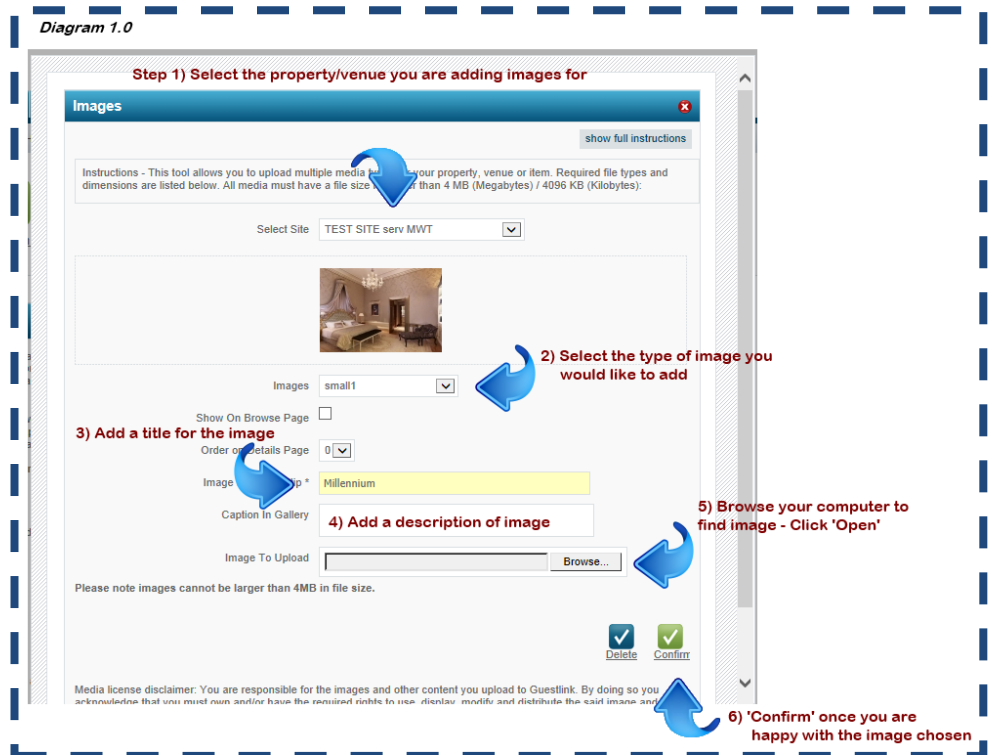


Diagram 1.1

Select bracket option to upload a NEW image.

- small1
- large1
- large2
- large3
- tiny1
- pdf
- (New Small)
- (New Large)
- (New iPhone)
- (New High Resolution)
- (New Panoramic)
- (New Video)
- (New Youtube)
- (New Sound)

If images have a number next to them e.g large 1, these are images you already have uploaded

- **Small:** 125 x 86 (Landscape – System will automatically resize if too large)
- **Large:** 300 x 225 Landscape – System will automatically resize if too large)
- **Iphone:** 640 x 340 (Landscape – Image needs to be exact prior to uploading)
- **Include PDF:** Any size

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Step 3) Add a **title** in the 'image hover tooltip' box e.g Twin Room at MWT Hotel

(See diagram 1.0 – Option 3)

Step 4) Add a description of the room/unit – 'Caption in Gallery' box

(See diagram 1.0 - Option 4)

E.g. The Twin room is located on the first floor and is decorated in stunning red and gold colours. This room as a seaview (Applicable for all websites other than Visit Wales)

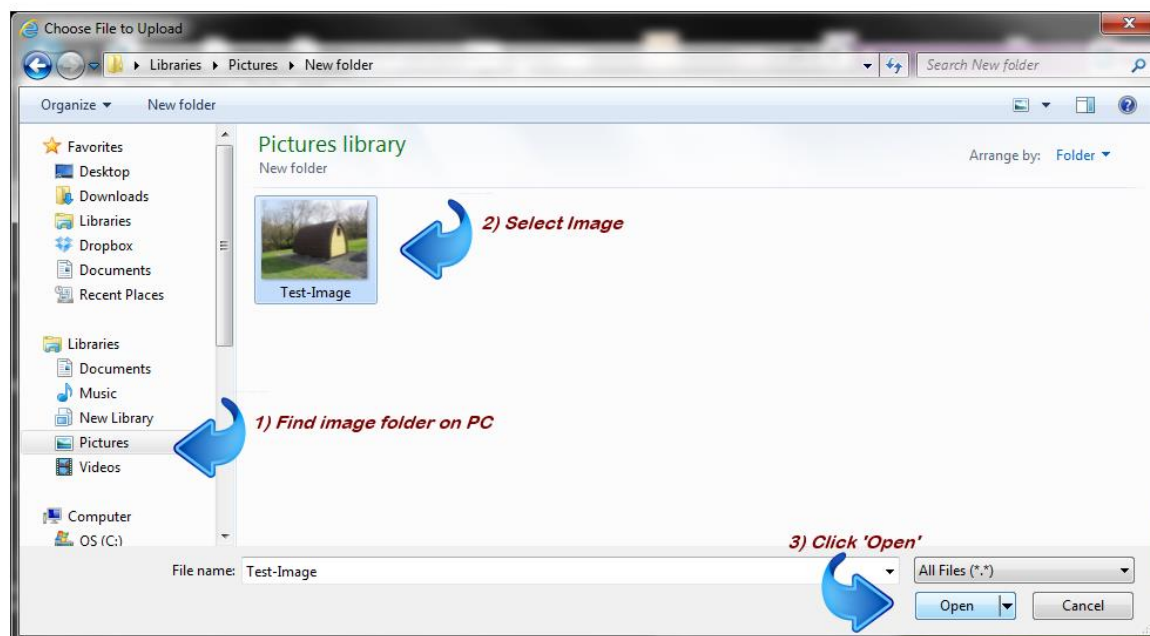
Step 5) Browse your computer/disk to find image

(See diagram 1.0 – Option 5)

Step 6) Select the image and click open

(See diagram 1.2 below)

Diagram 1.2



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Step 7) Large/iphone images: Type number into the 'Order in Gallery Box'

1-6 - For Visit Wales

1-20 - For www.visitmidwales.co.uk / www.showmewales.co.uk

If large image are numbered with a '0' these will not be displayed on any channel/website

(See diagram 1.3 below)

Diagram 1.3

Instructions - This tool allows you to upload multiple media types for your property, venue or item. Required file types and dimensions are listed below. All media must have a file size no larger than 4 MB (Megabytes) / 4096 KB (Kilobytes).

Update Successful: Image updated.

Select Site: TEST SITE serv MWT

New Image View

Images: large3

Product: Twin

Order on Details Page: 0

Order In Gallery: 0 *

Use as iPhone Small Image (if applicable): No

Image Hover Tooltip *: test

**Ensure you have a Gallery Number * (Large & iphone only)*

Select the 'Room / Unit' if applicable (Large Images Only)

Ensure that image has been successfully updated/uploaded

Diagram 1.4 - Small Image

Images

Instructions - This tool allows you to upload multiple media types for your property, venue or item. Required file types and dimensions are listed below. All media must have a file size no larger than 4 MB (Megabytes) / 4096 KB (Kilobytes).

Select Site: TEST SITE serv MWT

New Image View

Select if you would like this to be your 1x small image

Images: small1

Show On Browse Page:

Order on Details Page: 0

Image Hover Tooltip *: Millennium

Caption In Gallery:

Image To Upload: Browse...

Please note images cannot be larger than 4MB in file size.

Delete Confirm

Media license disclaimer: You are responsible for the images and other content you upload to Guestlink. By doing so you acknowledge that you must own and/or have the required rights to use, display, modify and distribute the said image and/or

Small Image: Only 1 small image is required on any channel.

Please choose which small image you would like displayed by clicking the 'browse' image.

(See diagram 1.4 right)