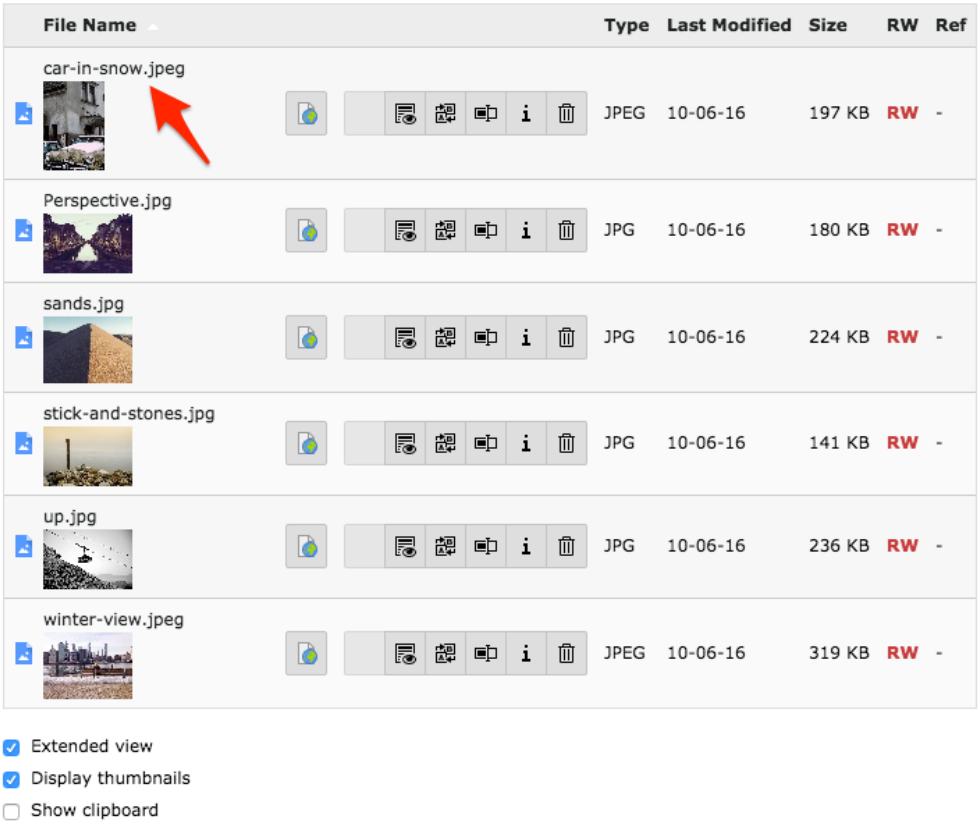
3.5 File Metadata

To gain ranking of your website on the search engines you can use metadata to your files. To access the file metadata, click the title of the file when you are in the folder. (Img. 3.5.1)

All fields, except for keywords, can be edited when the file is used in a content element. But by adding it through the Filelist, it is automatically pushed out to where the file is being used.



3.5.1

The metadata contains 4 fields (Img. 3.5.2) :

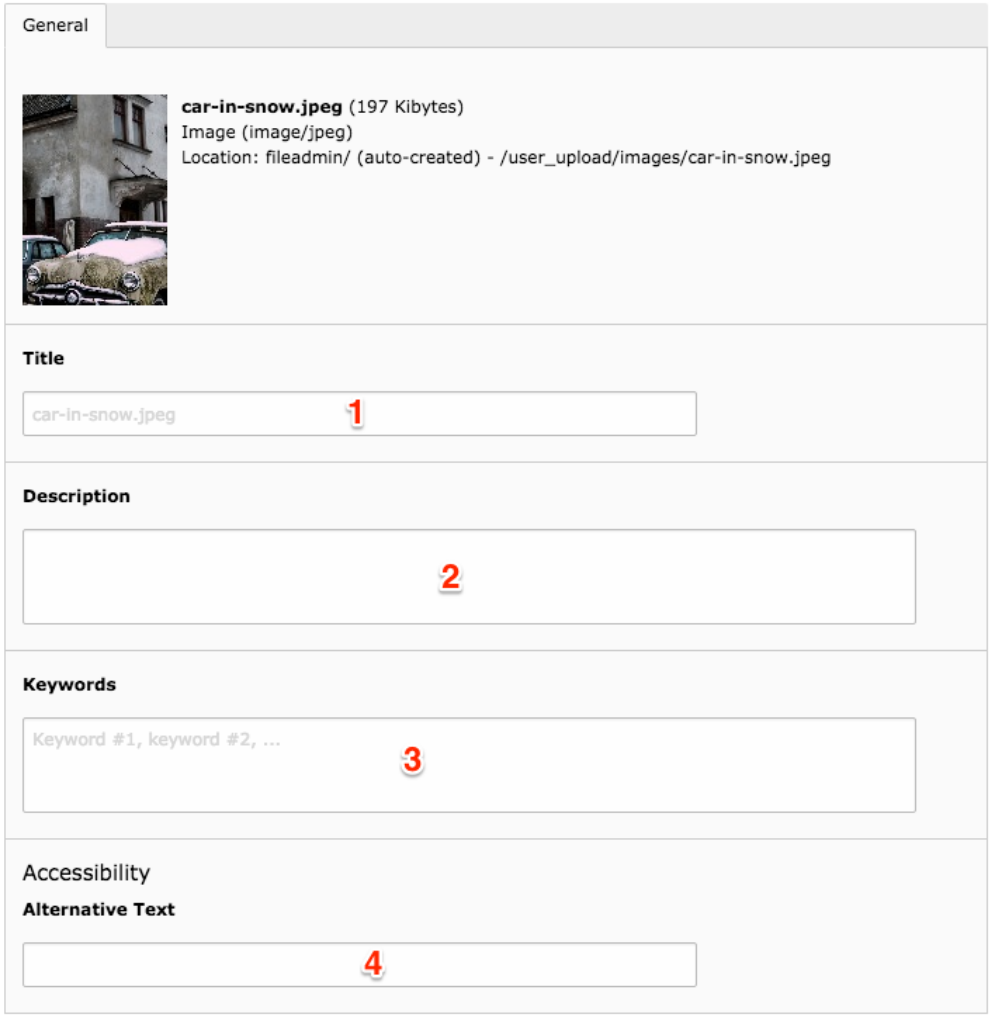
(1) - "Title" shows up on the front end when the visitors mouse over the image. It can also be used in the element type "File Links" as the title of a downloadable file, instead of using the file name.

(2) - "Description" is connected to the caption for images. In the

case of using a "File Links" element, the description text will appear below the link.

(3) - "Keywords" can be added to the file, comma separated, to enhance search results.

(4) - "Alternative text" is connected to accessibility of the file, meaning if the image can not be displayed on the front end or is the visitor is visually impaired (having a program read the information for them), this text will be used instead of the image. But it is also a good way to add more information to the page, that the search engines can use. In regular cases, this text is only visible in the HTML code.



3.5.2

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