



# PANDUAN UNGGAH GAMBAR PADA WEB PROFIL UNESA

DIREKTORAT TIK DAN KERJASAMA

# PERUBAHAN FITUR

- Penggunaan fitur multi bahasa pada web profil unesa menyebabkan konten bergambar tidak bisa diterjemahkan secara sempurna.
- Hal ini dikarenakan gambar yang diunggah secara langsung (copy paste atau upload file pada text area) akan diubah oleh sistem menjadi ribuan karakter yang melebihi batas maksimal sehingga gagal diterjemahkan oleh Google.
- Oleh karena itu tim pengelola web profil unesa melakukan penyesuaian pada fitur unggah gambar agar konten yang dibuat berhasil tersimpan dan tidak mengalami error karena gagal diterjemahkan Google.

A blue-tinted background image showing several hands pointing at a large sheet of paper, likely a blueprint or architectural drawing, spread out on a table. The hands are from different people, suggesting a collaborative work environment.

# CARA UNGGAH GAMBAR

# 1. UNGGAH MELALUI GALERI

Pilih **Menu Gallery** pada halaman admin, kemudian klik tombol Tambah berwarna hijau.

The screenshot shows an admin dashboard with a dark blue sidebar and a light gray main content area. The sidebar has a 'Master' header and a 'Menu' section. The 'Menu' section lists various options: Beranda, Pengguna, Berita, Halaman, Agenda, Informasi, Slider, Gallery, Dokumen, and Menu. The 'Gallery' option is highlighted. The main content area shows the 'Gallery' page with a 'Tambah' button. Below the button, there is a table with two entries. Each entry has a thumbnail image, a status indicator (green checkmark), and two buttons: 'Edit' (orange) and 'Hapus' (red). The table has columns for 'No', 'Gallery', 'Status', and 'Aksi'. The first entry has a thumbnail of two people, and the second entry has a thumbnail of a person with a large green arrow. The table shows 'Showing 1 to 2 of 2 entries' and pagination controls for 'Previous', '1', and 'Next'.

Master

ppti admin  
admin

Menu

Beranda

Pengguna

Berita

Halaman

Agenda

Informasi

Slider

Gallery

Dokumen

Menu

Beranda > Gallery

Gallery Tambah

Show 10 entries Search:

No	Gallery	Status	Aksi
1		✓	Edit Hapus
2		✓	Edit Hapus

Showing 1 to 2 of 2 entries

Previous 1 Next

## 2. PILIH GAMBAR

Klik tombol **Unggah** berwarna merah untuk memilih gambar dari komputer Anda. Kemudian isikan nama atau judul dari gambar yang diunggah.

The screenshot shows the 'Master Admin' interface with a dark blue sidebar and header. The sidebar contains a 'Menu' section with icons for Beranda, Pengguna, Berita, Halaman, Agenda, Informasi, Slider, Gallery, and Dokumen. The main content area is titled 'Tambah Gallery' and includes a form with a 'Nama Gallery' input field, a large gray image placeholder, and a red 'Unggah' button. To the right of the form is a 'Terbitkan' section with a 'Status' toggle switch. At the bottom right of the form area is a green 'Simpan' button.

Master

ppti admin  
admin

Beranda > Tambah Gallery

Tambah Gallery

Nama Gallery

Unggah

Terbitkan

Status

Simpan

## 2. PILIH GAMBAR (CONT.)

Pilih status Terbitkan. Jika gambar diunggah sebagai konten di **GALERI** pilih warna **HIJAU**. Namun, jika gambar diunggah sebagai konten di **HALAMAN LAIN** pilih warna **MERAH**. Selanjutnya, klik tombol Simpan.

The screenshot shows a web application interface for adding a gallery item. The sidebar on the left contains a menu with items: Menu, Beranda, Pengguna, Berita, Halaman, Agenda, Informasi, Slider, Gallery, Dokumen, and Menu. The main content area is titled 'Tambah Gallery' and includes a breadcrumb trail 'Beranda > Tambah Gallery'. A form field labeled 'Nama Gallery' contains the text 'people illustration'. Below this is a preview image of five people with speech bubbles containing the words 'HOLA', 'CIAO', 'HEJ', 'BUNÄ ZIUA', and 'ПРИВЕТ'. Below the image is a red button labeled 'galeri.jpg'. To the right of the form is a 'Terbitkan' section with a status toggle switch. At the bottom right is a green 'Simpan' button.


### 3. COPY LINK GAMBAR

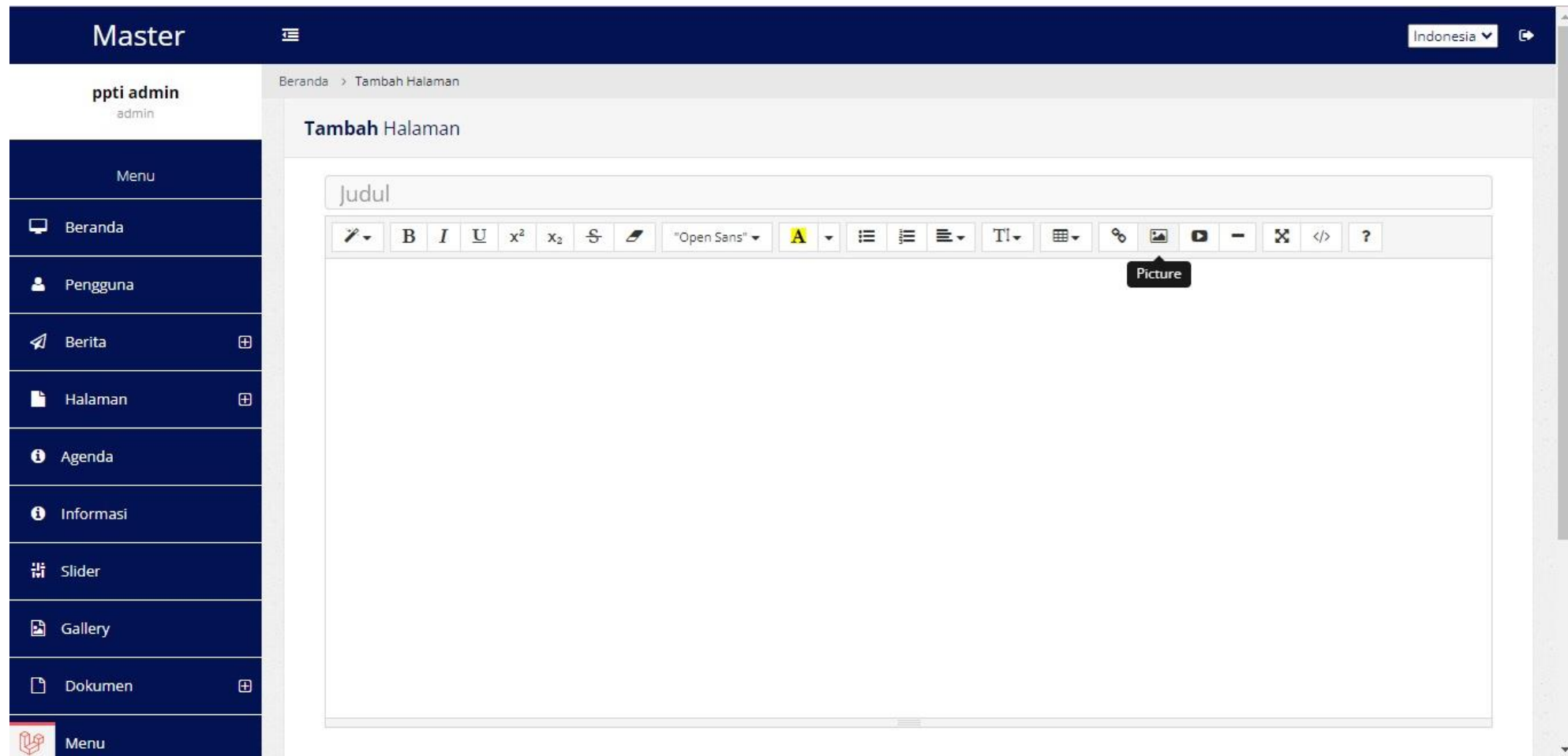
Setelah gambar tersimpan di galeri, klik kanan gambar yang akan digunakan pada halaman lain. Pilih **copy image address**.

The screenshot shows a web application interface with a dark blue header and sidebar. The header contains the text "Master" and a language dropdown set to "Indonesia". The sidebar lists various menu items: "Menu", "Beranda", "Pengguna", "Berita", "Halaman", "Agenda", "Informasi", "Slider", "Gallery", "Dokumen", and "Menu". The main content area is titled "Gallery" and shows a list of three images. A context menu is open over the second image, displaying options: "Open image in new tab", "Save image as...", "Copy image", "Copy image address" (highlighted), "Create QR Code for this image", "Search image with Google", and "Inspect". The gallery table has columns for "No", "Image", "Status", and "Aksi". The first image has a status of "x", the second and third have a status of "✓". The footer of the gallery section shows "Showing 1 to 3 of 3 entries" and navigation buttons for "Previous", "1", and "Next".

No	Image	Status	Aksi
1		x	Edit, Hapus
2		✓	Edit, Hapus
3		✓	Edit, Hapus

## 4. PASTE LINK GAMBAR

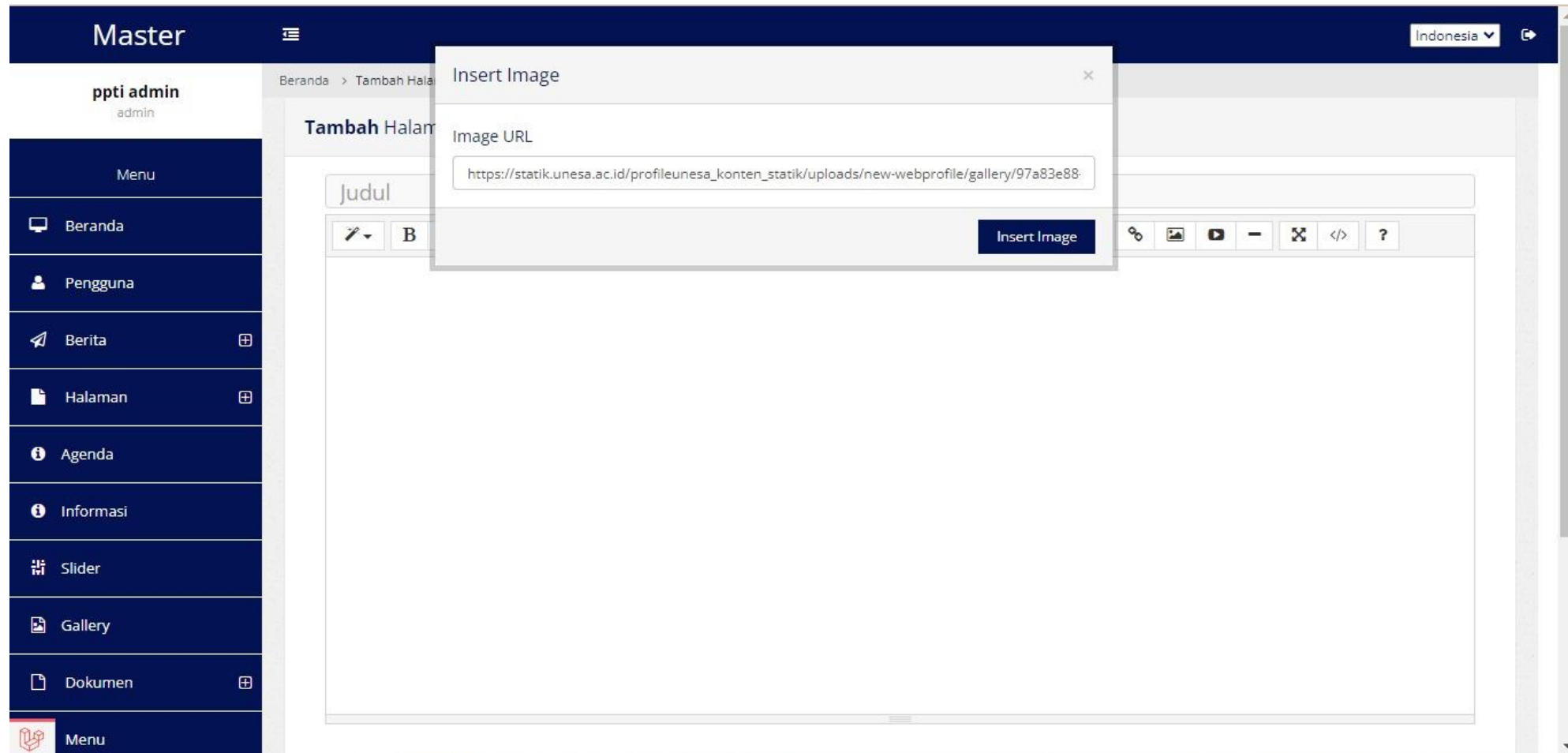
Pilih menu dimana gambar akan ditampilkan. Misalnya: Tambah Berita atau Tambah Halaman. Pada text area untuk mengisikan konten, pilih icon **gambar (Picture)** 





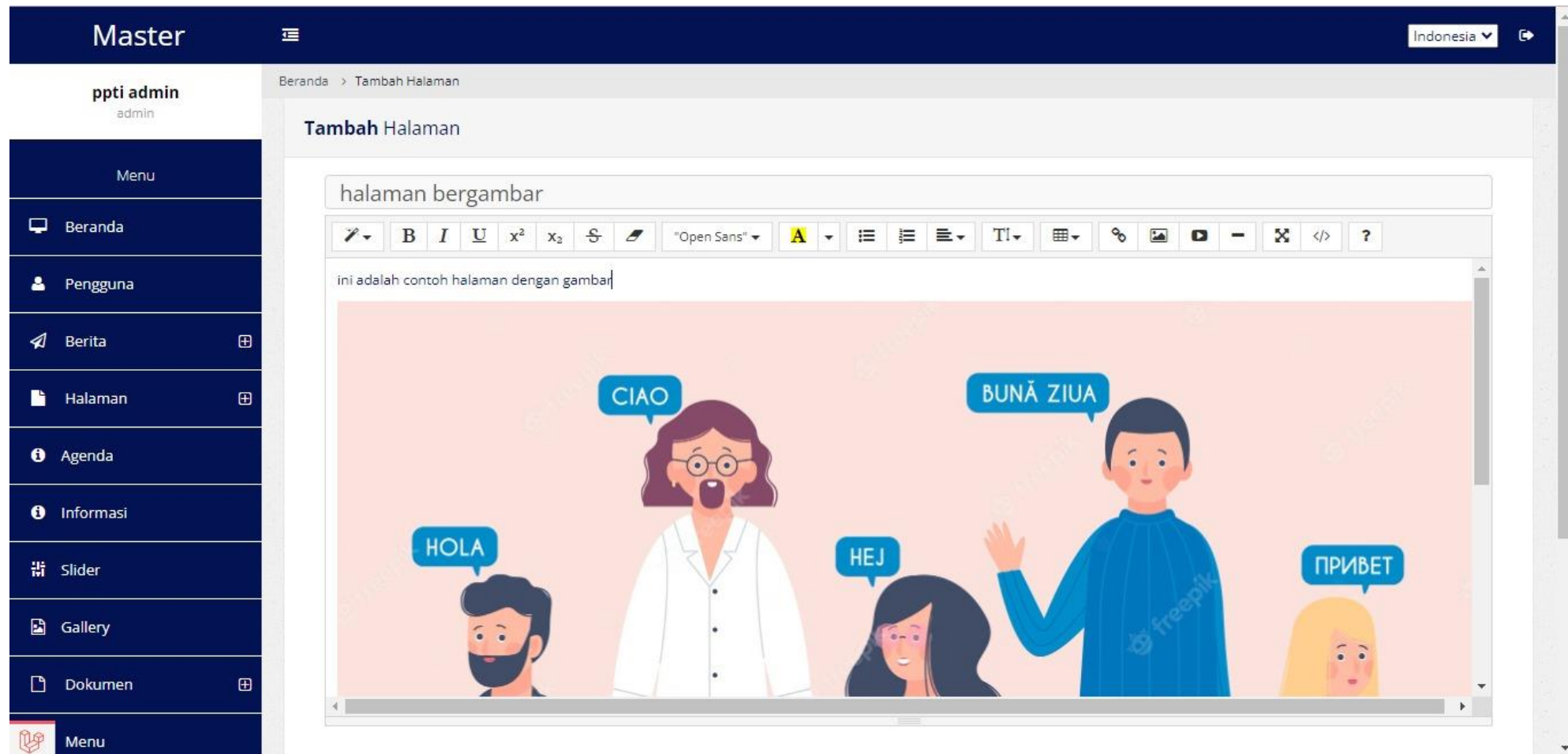
## 4. PASTE LINK GAMBAR (CONT.)

Selanjutnya, Paste (CTRL + V) link gambar pada pop up dialog Insert Image yang muncul, kemudian klik tombol Insert Image.



## 5. SELESAI

Jika berhasil diunggah, gambar akan muncul pada text area. Silakan modifikasi konten sesuai kebutuhan dan ulangi langkah yang sama untuk mengunggah gambar lain.



# TERIMA KASIH

Apabila ada pertanyaan atau kendala silakan hubungi call center berikut:

Layanan Direktorat TIK dan Kerjasama

0811-3577-890 (WhatsApp)

