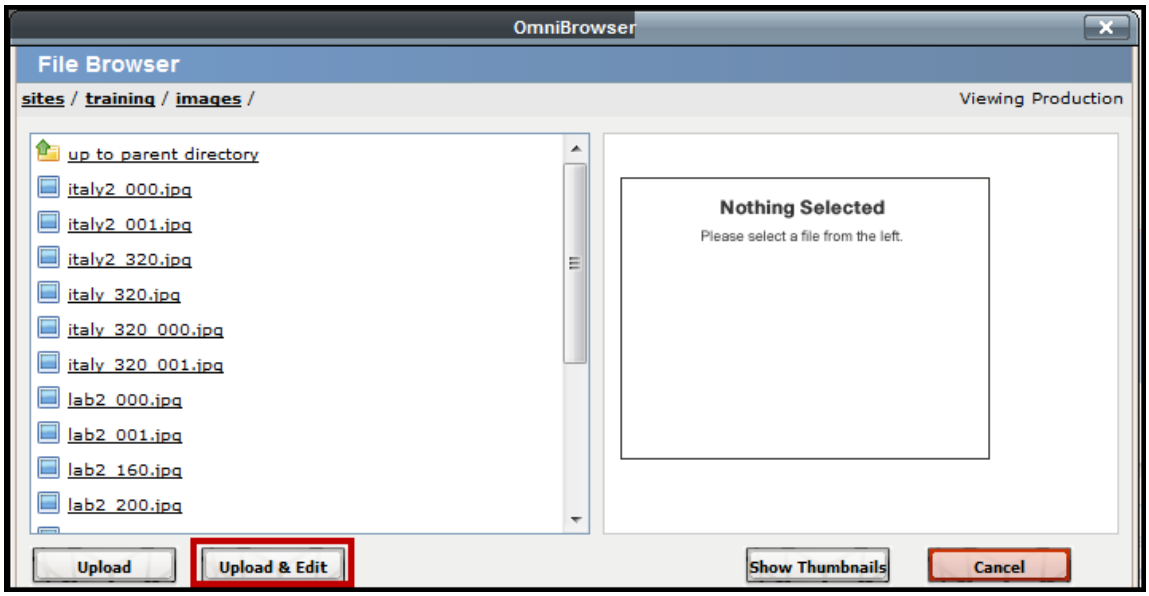
EDITING IMAGES

It is best practice to edit an image before uploading it to the production server. Only rotating, resizing and cropping are allowed when editing an image in OU Campus. Also, if you resize a very large in OU Campus, there will be significant degradation and the image will appear blurry. So it is best to make major image changes in other image editing software like Photoshop.

Changes made to an uploaded image may affect every instance of the image if the file name is overwritten. Only Level 8 users can overwrite filenames. E.g. Denise uploads "Image1" to the Production server on Monday and uses it in her Linguistics webpage. On Friday Brian decides to edit "Image1" and use it for a conference page he is creating. If Brian saves the edited image by overwriting the file Denise is using, the changes will occur on both of their webpages.

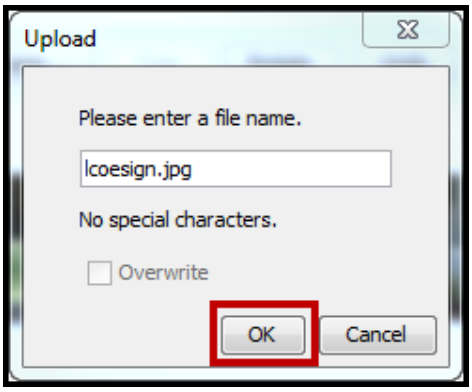
To edit an image:

1. Follow **Inserting Images steps 1 through 4**
2. Click on the **Upload & Edit button**



3. **Select the image** to be edited
4. Click the **Open button**
5. In the new window that appears, make the necessary changes to the **size, cropping, and orientation**
6. Click on the **Upload As…** button

7. **Name the edited image.** Only Level 8 users will have the ability to overwrite the existing file with the newly edited file. Remember, overwriting the file affects all pages on which the image has been placed and a file extension has to be used when renaming a file.
8. Click **OK**



9. The image can now be **selected** and **inserted** as a modified image, see steps 5-8 of Inserting Images