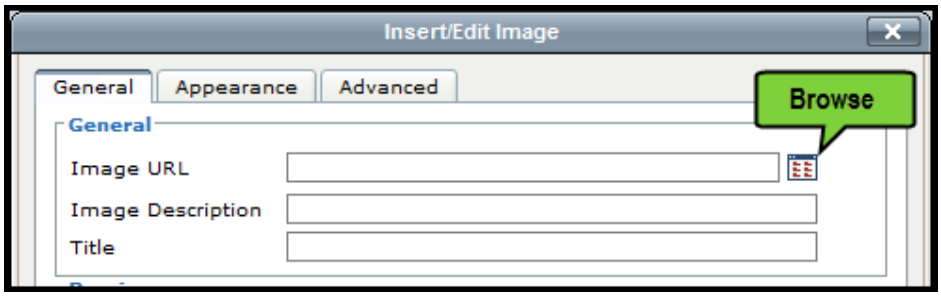
Inserting Images

All images must be uploaded to the image folder in the site directory to be used on a webpage. This section will demonstrate how to select a previously uploaded image from the image folder in the Production Server. The following sections will explain how to upload an image if it is not yet in the image folder, how to edit an image globally and how to delete an image.

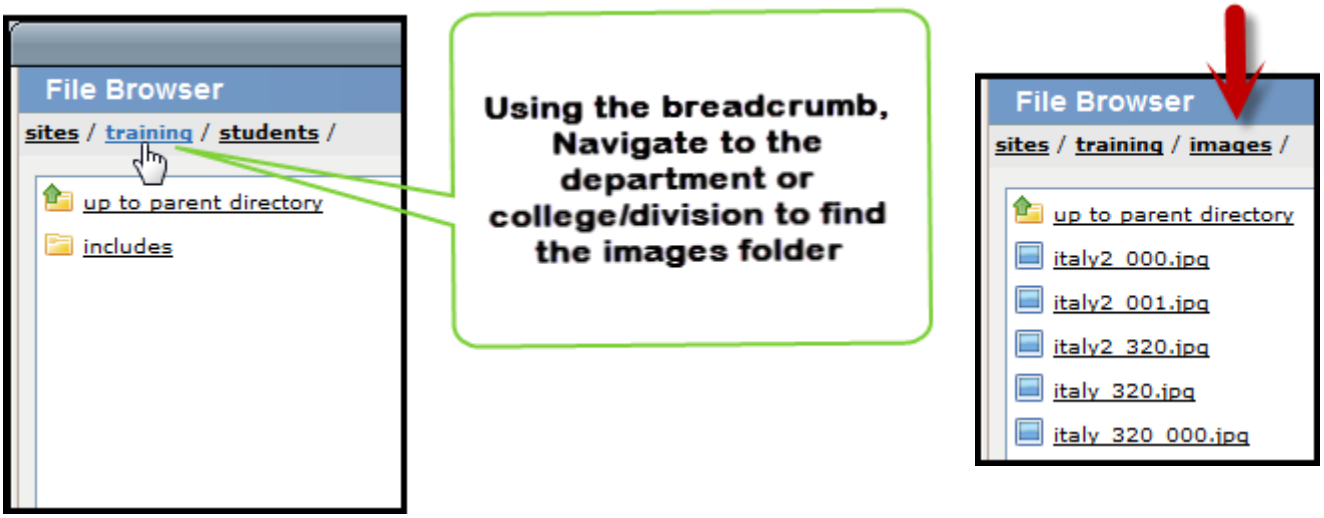
To insert an image:

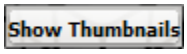
1. Place your cursor where you want the image to appear
2. Click on the "**Insert/Edit Image**" icon in the WYSIWYG editor
3. In the resulting pop-up window, enter the URL to the image (make sure you have permission from the author if using an outside source) or click the **browse button** next to the "Image URL" field to select an image already on the production server.

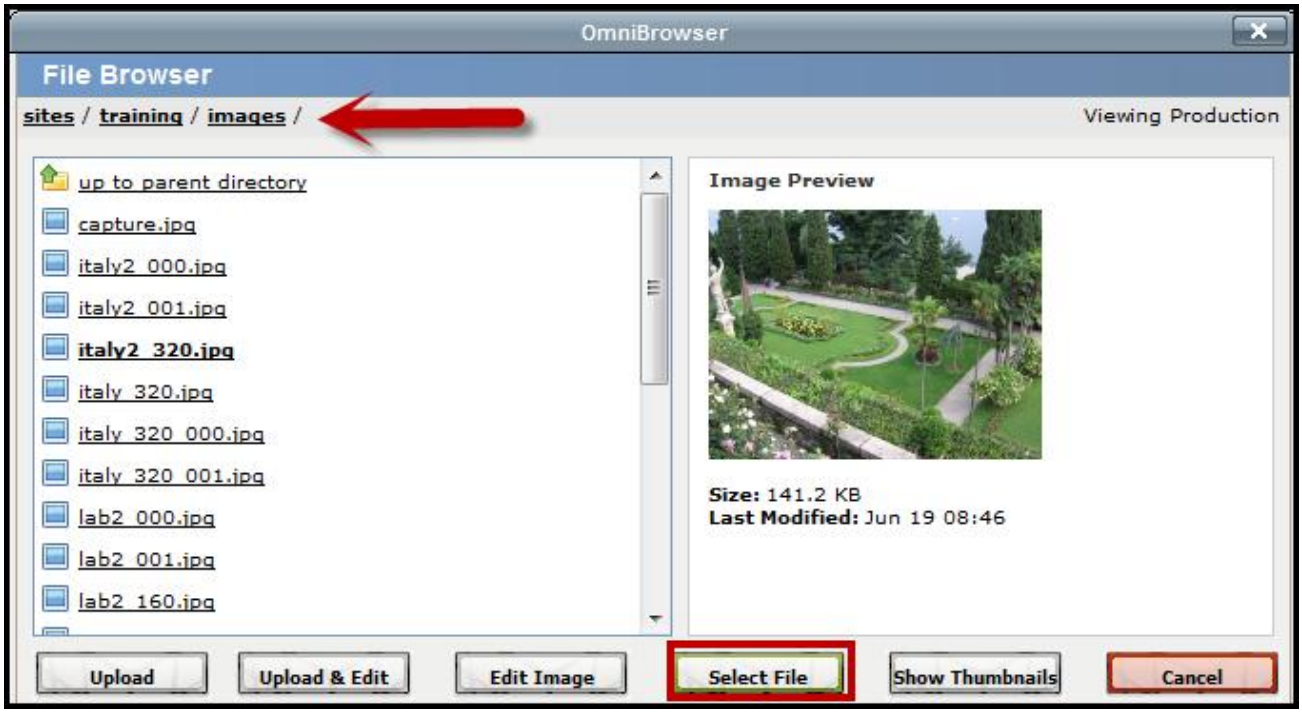


4. If browsing for an image in the File Browser**, you must first navigate to the images folder** of the site you are editing. To do this make sure the breadcrumb at the top of the file browser reads "sites/ <college or division>/<department>/images. The images folder will appear in the college or division folder and each department will have an images folder as well. Navigate to the appropriate images folder i.e. sites / kremen / lee / images.

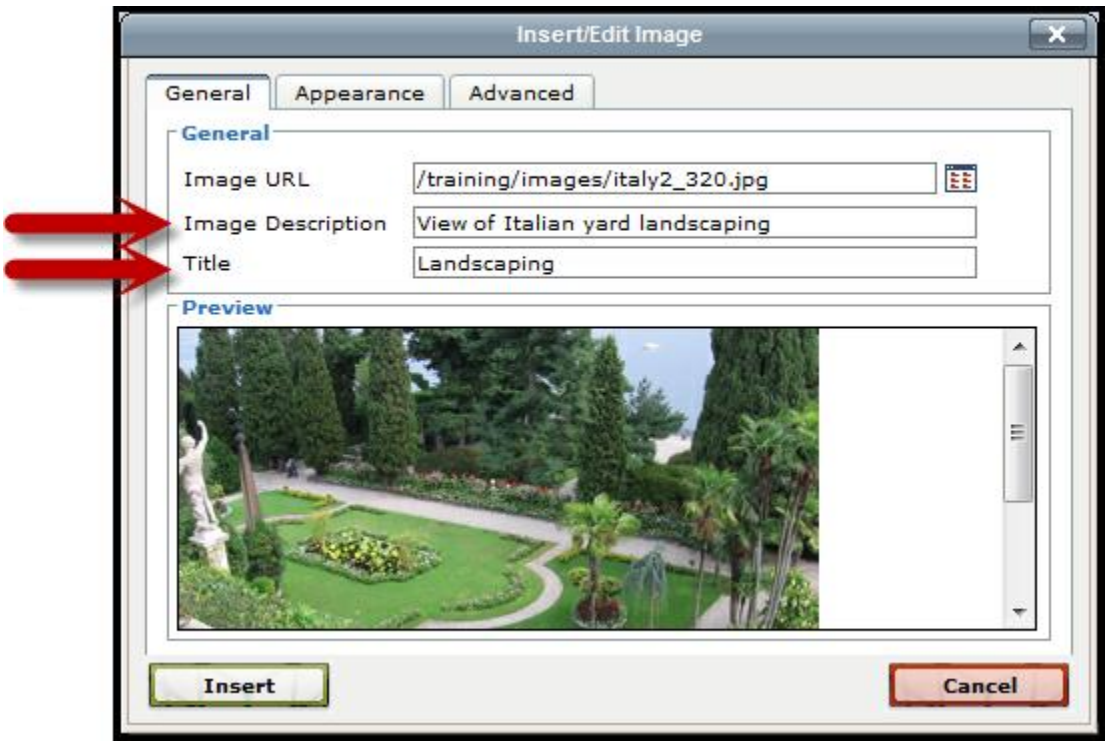
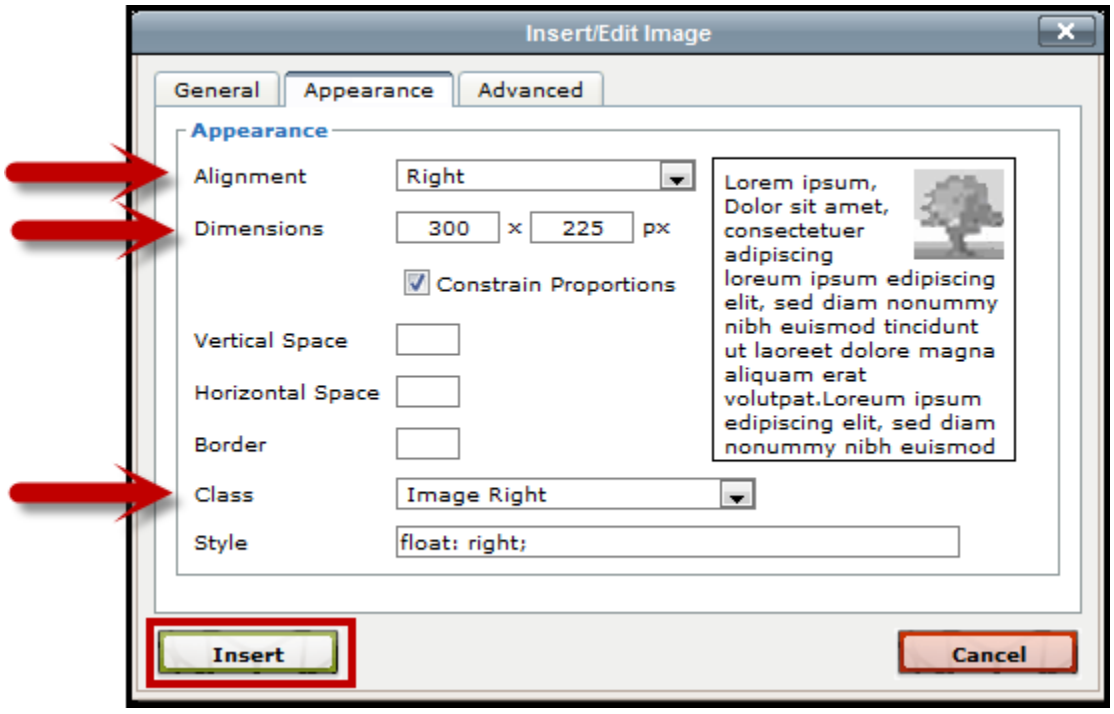
**NOTE: If you do not select the images folder you will not be able to select or upload an image*



5. Once in the **images folder**, click the desired image once to preview it. To view thumbnails of all the pictures choose the Show Thumbnails button  under the Image Preview.
6. Once you find the desired image, click "**Select File**."



7. After selecting the image, you must add an "**Image Description**", also known as an Alt Tag, for accessibility compliance. The image description must be at least 7 characters long. If you attempt to insert the image without the image description you will get an "Image description cannot be blank" error message.



8. To change the alignment of the picture, choose an option in the **Alignment** drop down menu.
9. If you want to change the dimensions, click the **Appearance tab** and modify the pixels in the **Dimension** width and height. Make sure to leave Constrain Proportions check marked to avoid distortion.
10. To make the text wrap around the image choose an option such as Image Right, Image Left or Image Center from the **Class** dropdown menu.
11. Click "**Insert**."