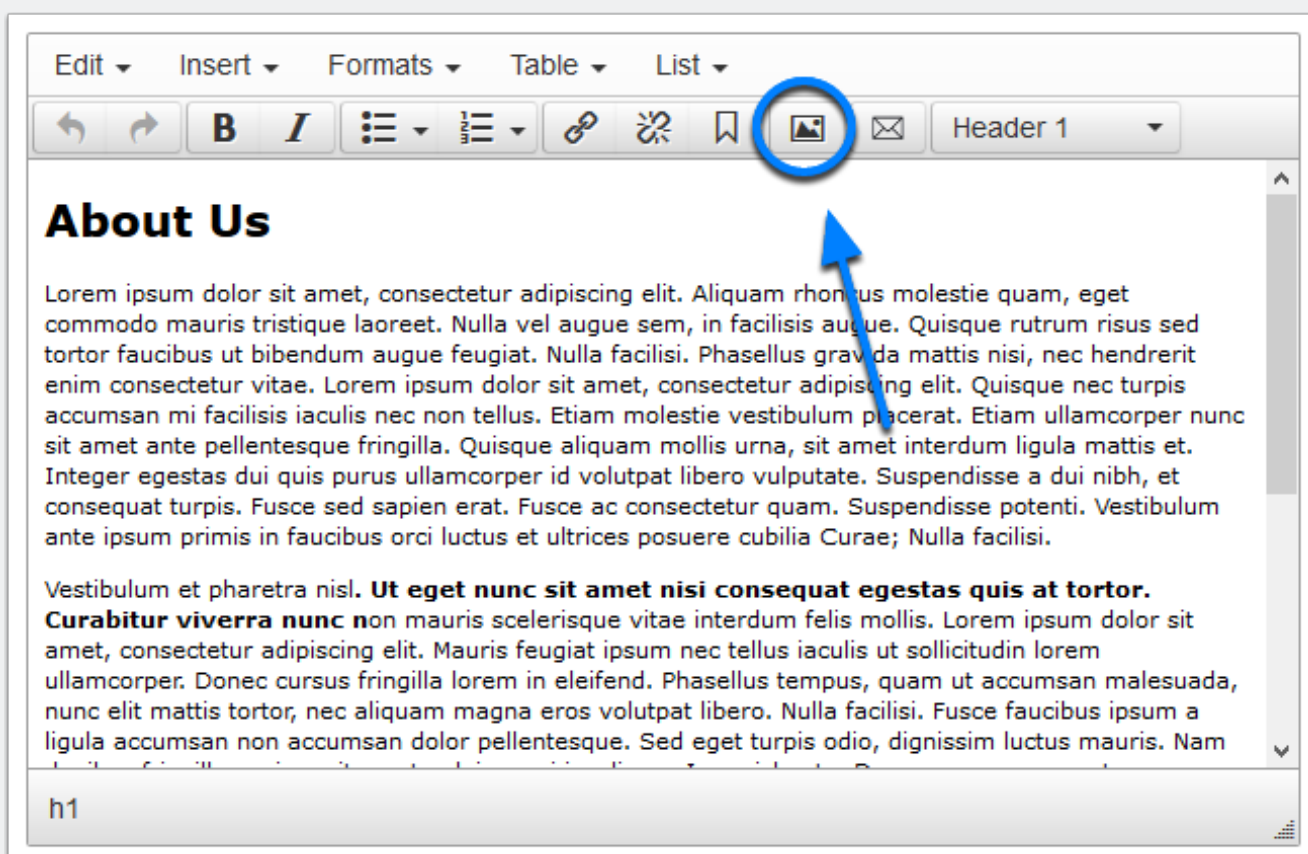


Inserting images

This tutorial will briefly explain how to insert an image on a web page. First, place the cursor where you you'd like the image located and click on the Insert Image icon.



Insert Image window

Once in the Insert Image window, you will find three ways of adding images to your page. First way is to place an already uploaded image. To do so:

1. Select the Library where the image is inserted, and then
2. Select the image from that library

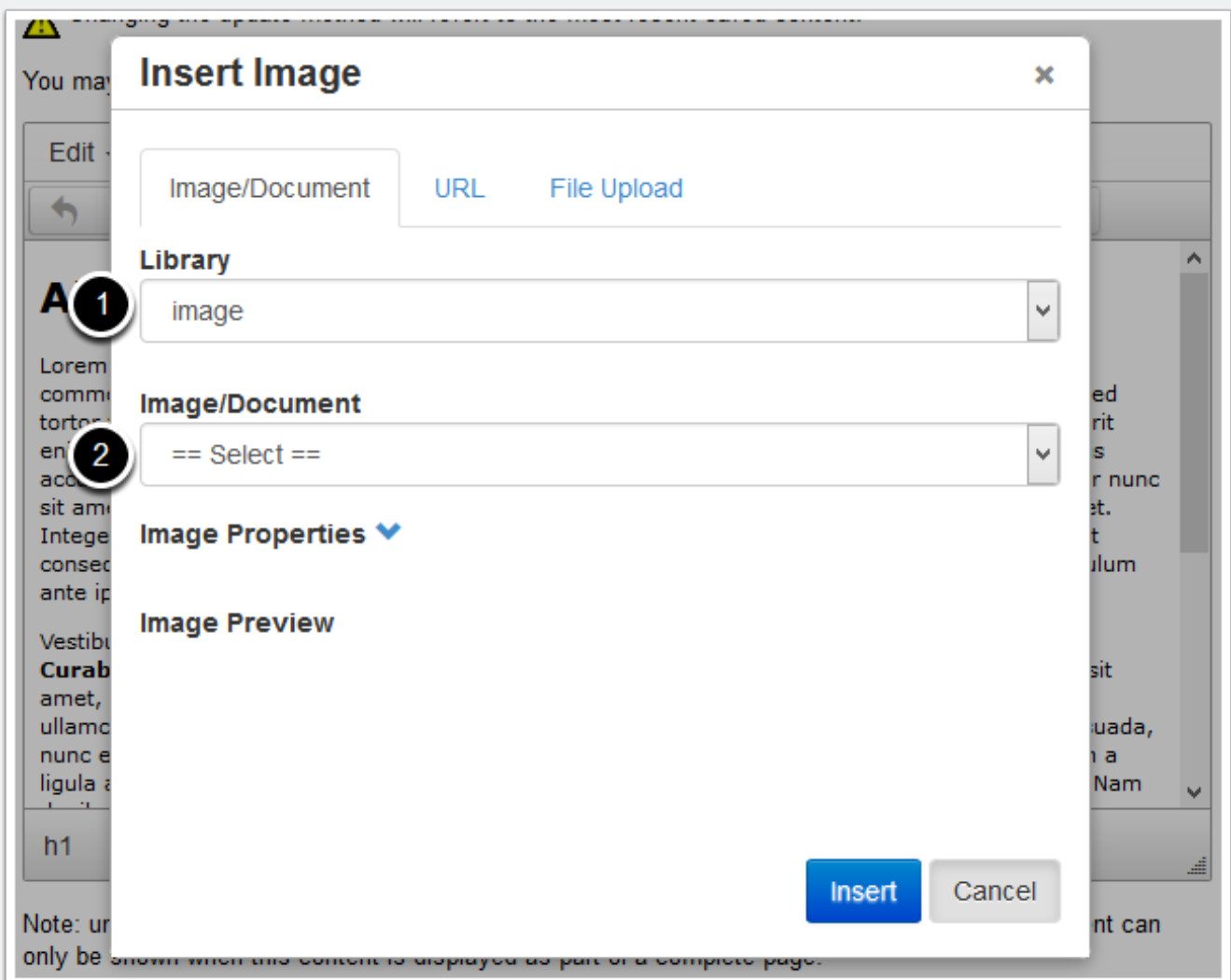
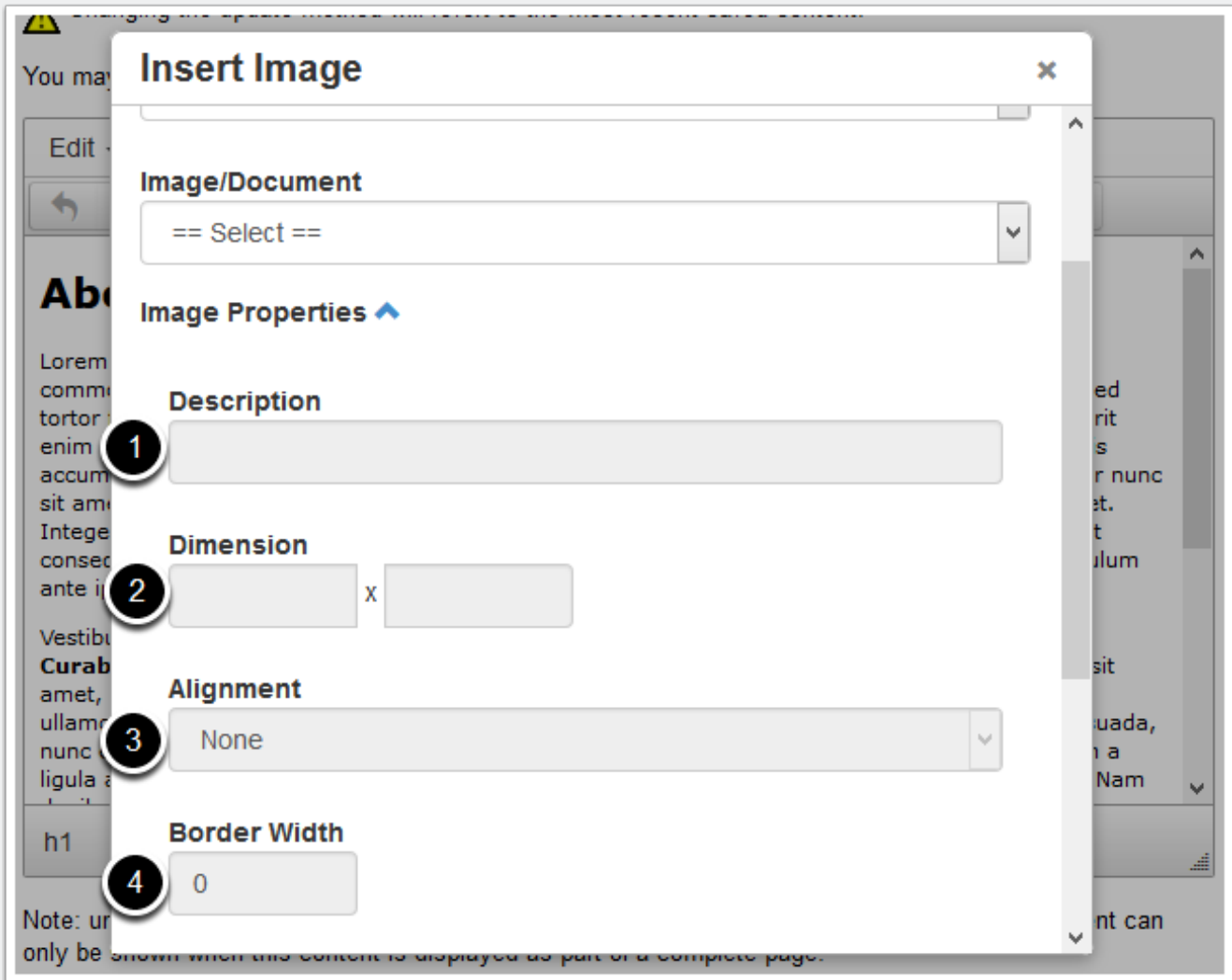


Image properties

Once you've selected the image, there are a few properties you can edit when you click on the Image Properties arrow:

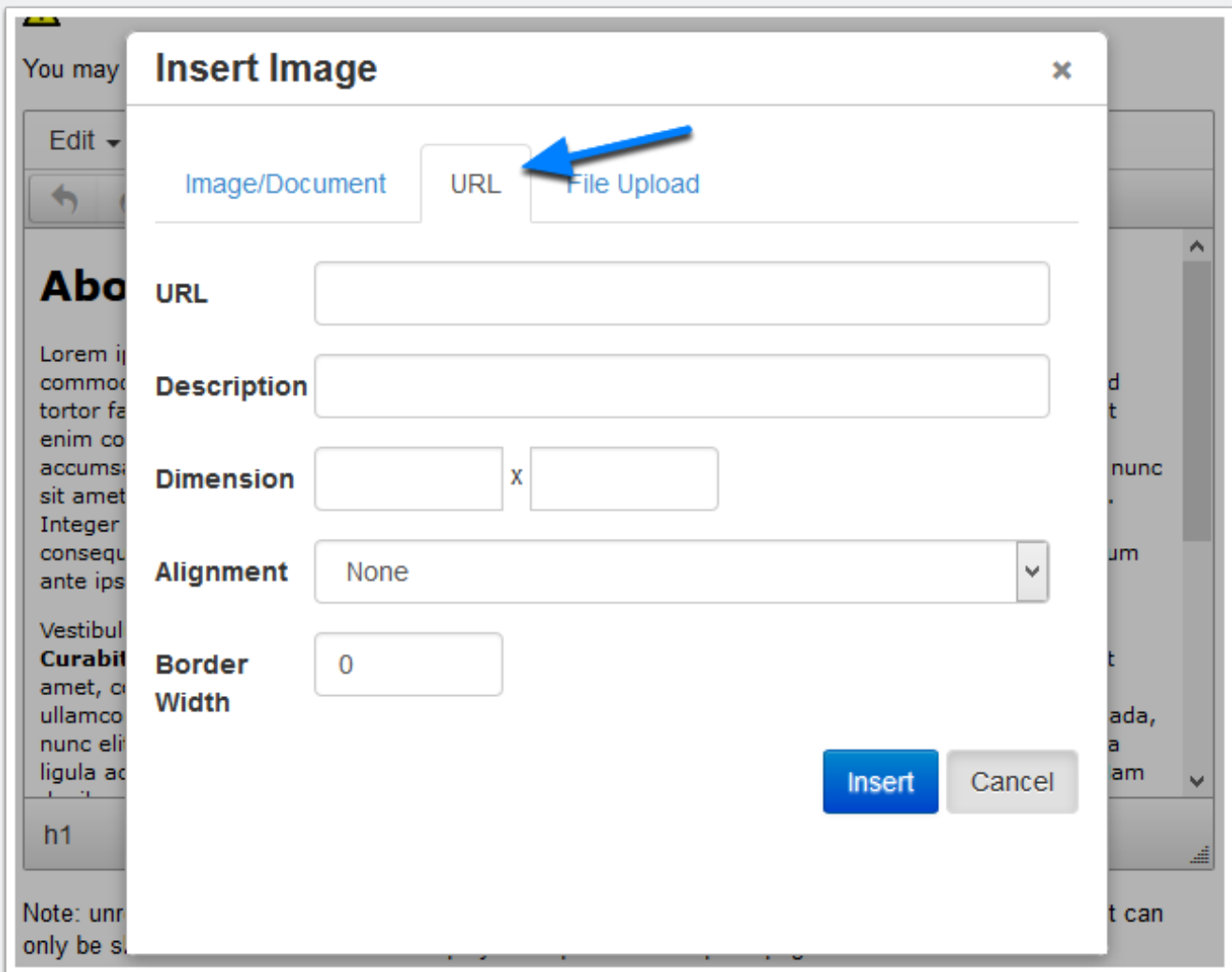
1. **Description:** text entered in this field will be added as an "alt" tag on the website. This can help with your website SEO.
2. **Dimension:** We give you the option of resizing an image, but highly recommend using the resize feature when importing the image into the Photo Album module.
3. **Alignment:** *None* - content will not flow around the image; *Left* - content will flow to the right of the image; *Right* - content will flow to the left of the image
4. **Border Width:** Lets you add a border around the image. ie: entering 1 in this field will add a 1 pixel thick border around the image.

Click on Insert when finished.



Insert image using an URL

The next method of inserting an image is using an URL. This gives you the option of placing an image on your page that is already published elsewhere on the web. To use, copy and paste the URL of the image in the URL field and adjust the properties as explained in the previous step.



Insert image using the File Upload tab

The third and final method is using the File Upload method. This gives you the option of uploading the image directly from your computer. To use:

1. Select the Library where you would like the image to reside
2. Click on the Browse button and select the image file from your computer.
3. Then click on Upload
4. Now click on the Image/Document tab and select the image you just uploaded

