

IMAGES – ADDING

INTRODUCTION

The purpose of this document is to provide guidance for client website administrators who create and maintain content on how to add images to content.

RELATED IMAGE NOTES

- Only use JPG and PNG files
- Image files must be copyright and royalty free
- Website owner are responsible for content and liable if there are infringements of copyright
- Recommended image sizes are 400px (width) X 250px (height)*
- Recommended alignment – Align Left*

* to ensure consistency of styling throughout the website



TUTORIAL OBJECTIVE

This tutorial will provide step by step guidance of how to use the CMS to add an image to a page.

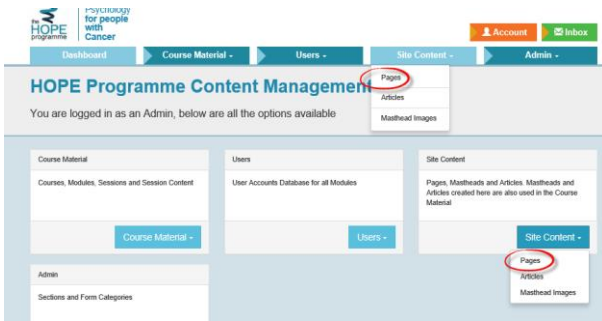


Example Disclaimer Page with Image

GUIDANCE

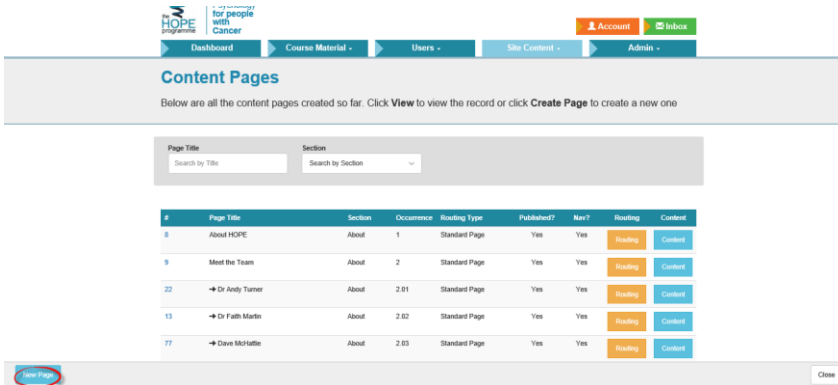
Follow the following steps to locate the Disclaimer page:

- A. Log in to CMS (Administrators Only)
- B. Select Pages option from the Navigation Bar or Site Content panel as shown below:

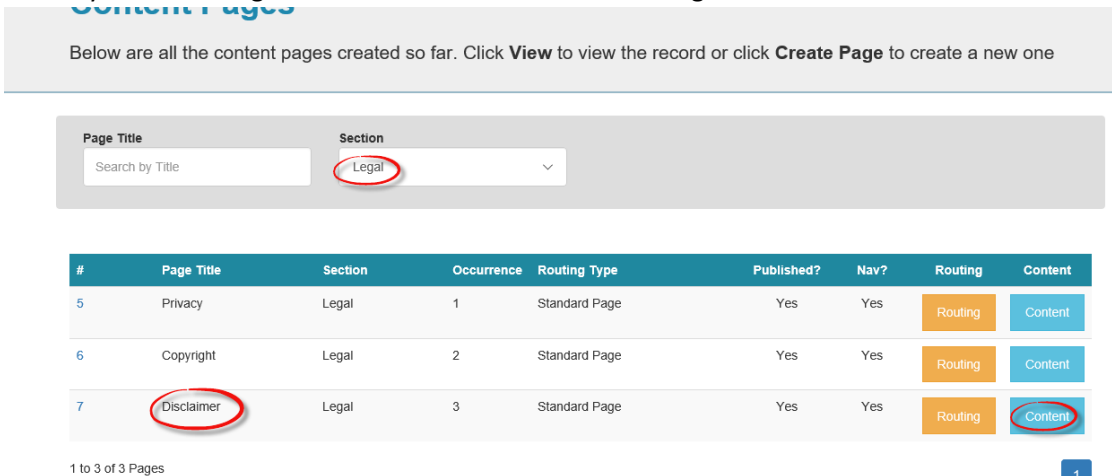


CMS Landing Page – Select Pages Option from Site Content

- C. This action will produce a list of **Content Pages** - refer to diagram below:

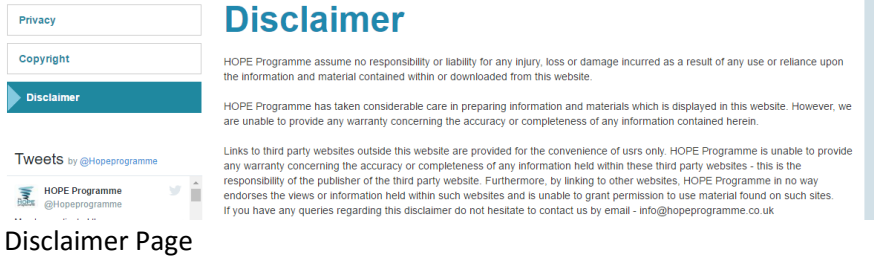


- D. Filter by Section – Legal to locate and select Disclaimer Page



Using Section Search Filter to Find Page

E. Click on Content Button to Open Disclaimer Page

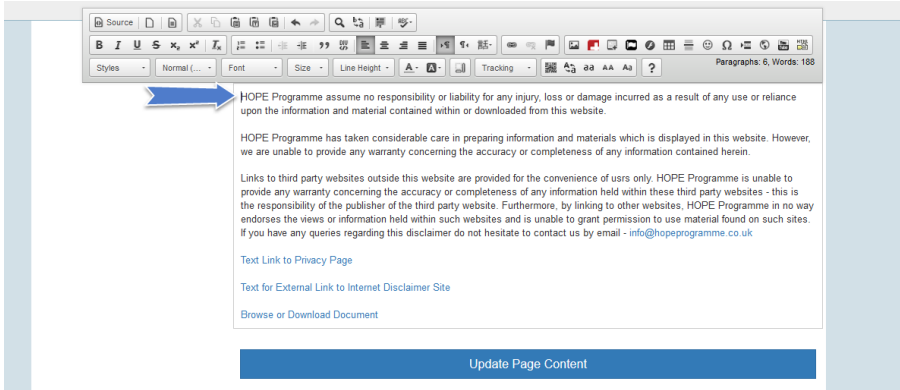


Disclaimer Page

F. Click Edit Page > Content

ADDING AN IMAGE FILE

G. Place the Mouse Cursor in position on **Page** where you want to add the image.



Disclaimer Page with Cursor Position

H. Click on the Image Icon as shown in diagram below:



Select Image Icon

- I. The result of the action of Clicking the Image Icon will be the Image Properties Window will appear as below:

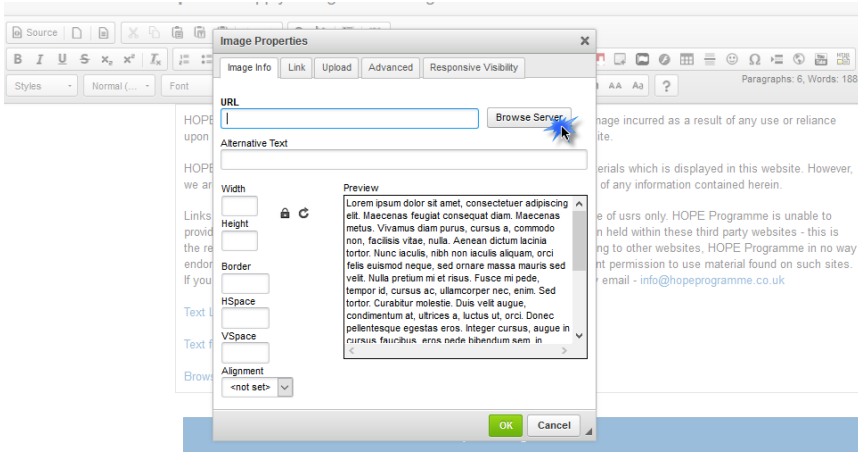
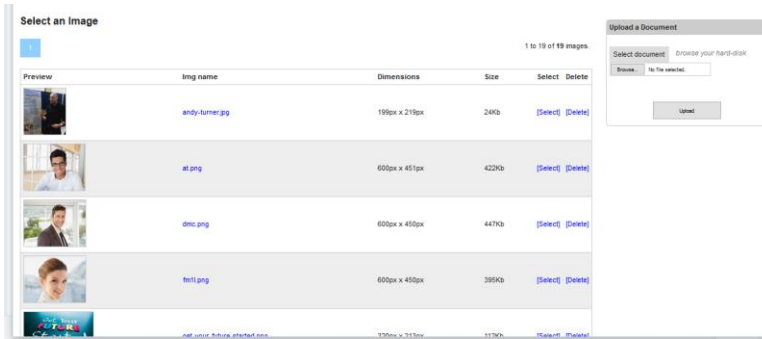


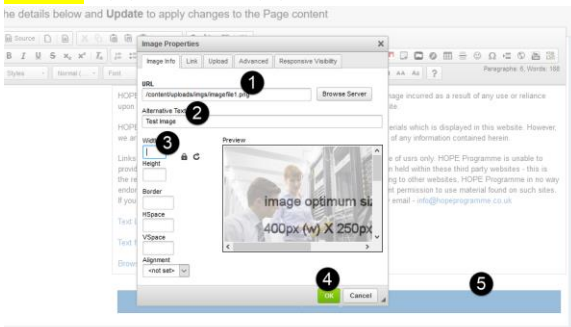
Image Properties Window

Click on Browse Server (see diagram above) to Select from a list of Images Uploaded or to Upload a new image. If uploading an image – refer to RELATED IMAGE NOTES (see above). When you Upload an image you must Select it from the listing.



Select an Image Window

- J. The action will take you back to the form at I. (above) where the image URL will be populated (1). Enter Alternative Text (2) – this is text that appears on hover, ensure Width and Height fields are BLANK* (3), Click OK (4).



Updating Image Properties Form

* If Fields (Width and Height) are blank image will adapt responsive properties!

K. Click Update Content Page

L. Check position on the Public Page

ends.