

How To Add An Image

Preparing The Image

There are a number of steps you must follow before you can add the image to your article:

1. Before adding your image to the article, you must ensure that the image is the **right size** for the page. You may need to scale or crop the image using image manipulation software.
2. Rename the image you want to add with no upper-case characters or spaces, for example **image-name.jpg** instead of **Image Name.jpg**, and for ease save the file on your Desktop.
3. The image should also be saved as a common image file type such as **.jpg**, **.gif** or **.png**.

Adding The Image

To add the image to your web page, follow these instructions:

1. In the article you are editing, **position your cursor** in the section of the article that you want the image to appear in.
2. Click on the **Image** button at the bottom of the text area. A new window will appear on your screen.
3. **Select a folder** to upload your image to by clicking on it (by default there is usually a folder called Images).
4. At the bottom of the window, under Upload, click on **Browse**. This will open the **File Upload** window. Select the image file from your Desktop and click **Open**.
5. Click **Start Upload**, located next to Browse under Upload.
6. After the image has uploaded, select it from Images folder by clicking on it.
7. In the **Image Description** field type a short description of the image.
8. In the **Title** field type the name of the image.
9. Click **Insert** in the top-right corner of the window.
10. Submit your changes to the article by clicking **Save** back on the article screen.

If you experience difficulty during any stage of the process please contact us for assistance and we'll be happy to help.