Images



Adding Images

To add an image to your page, it is best to adjust the size of the image before proceeding with the instructions below.

Click on the editing icon for the area you wish to edit.

STOREY MARKETING			🚱 Site	s 🔅 Settings	? Help	Ф
Sites » qualityshop24-7.com/review/demo	» About Us					
Site - Edit - O C B I A - 🖌	• ¶•≣•≣	- % 🖬 + -	13 v		Cancel	Save -
Y	555-555-5555 ini	fo@pharmacy.com	f 8 ⁺ sig	N UP TO RECEIVE OUR	R FREE NEWSLETTER	
Your logo	HOME	ABOUT US	COMPOUNDING	RX REFILLS	CONTACT US	
Compounding		Abou	it Us			
What is Compounding?		Aliquam dap pulvinar ac, l	ibus tincidunt metus. Prae orem. Vestibulum sed ante	sent justo dolor, lobortis c 9. Donec sagittis euism.	<u>uuis, lobortis dignissim,</u>	
Pain Management		Nullam condi blandit augus	mentum lacinia sem, sed vi arcu, et vulputate urna. Cu	verra lacus semper in. Don rabitur mattis convallis bib	ec at pulvinar enim. Etiam endum. Curabitur sit amet	

Position your cursor and click where you would like your image to appear.

	† • 13 •
mage	2
URL	
	5
Description	
Width	
Height	
Resize image for smaller file size	
Resized images will be saved with a different filename to preserve the original	
	Cancol

Click on the nicture icon 🔄 from the top editor

Another window will appear. Click on the folder icon to import photos from your computer or type in the URL link to a photo.

Note: If you are importing a photo using the URL then you must make sure you get the full link.

E.g.(http://storeymarketing.com/images/main-logo.png)

*The Content Management System currently supports the following formats for images: png, jpeg, jpg, or gif.

After selecting the folder icon a new window will popup.

ite + Edit + ⊃ C]	Shortcuts	🗆 🖿 bat	Cancel Save -
	🖀 Home	🗆 🖿 css	
	Documents	🗆 🖿 images	
Com	🔚 Images	🗆 🖿 js	1
f	🖽 Media	🗆 🖿 Templates	1
	File Options	🗆 🖿 _notes	is, lobortis dignissim, i
What is C	🔹 Upload	🗆 🗋 about_us.html	
	🛍 Delete	🗆 🗋 adrenal_main.html	i i
Pain Man	C Refresh	🗆 🗋 andropause_main.html	t at pulvinar enim. Etiam r
		🗆 🗋 bio_main.html	si, placerat ac blandit
Hormone		🗆 🗋 compounding.html	ttitor urna hendrent
		🗆 🗋 compounding_main.html	et dui tristique non
Hormone		🗆 🗋 consultations.html	tamet, eleitend a sapien.
		🗆 🗋 contact.html	ie purus. Nullam nec
Adrenal /		🗆 🗋 dentistry_main.html	
		🗆 🗋 index-1.html	thas suscipit mollis
Palliative			d consecteur enim enim
			mauris in nunc vehicula
Pediatrico		Close Sel	ect ullamcorper fringilla
- Columbs			Aenean sed orci justo
Designation		Donec sempet saplen in mauris sodales sit amel accunsan	uma blandit. Nullam sem libero.

If you review over the image above, you'll notice on the left side pane (sidebar) it has links to navigate and specify where you would like to locate your image(s). Whereas on the right side it views your folders and content. Then below are the buttons to either cancel the current action or to finalize and select the image(s) you would like to use.

Sidebar actions:

Shortcuts	
🖀 Home	Home – Allows you to view all files that are located on your website.
Documents	Documents – Filters content within your website to show Documents.
🖾 Images	
🖽 Media	Images – Filters content within your website to show images.
File Options	Media – Filters content within your website to only show all Media Files.
🌲 Upload	
🖻 Delete	File Options:
€ Refresh	Upload – If you do not have images already loaded on the website, click on Upload to

transfer images to your website.

<u>Delete</u> – Allows you to delete the selected files within your website. We do not recommend deleting folders.

<u>Refresh</u> – You can refresh the files in the viewer in order to see recent changes (If you have uploaded new content).

_	Shortcuts		bat			-	
nr	🖀 Home		CSS				
	Documents		images			- 1	
	🔚 Images		is a				
is C	🖽 Media		Templates			- 1	iis, lobortis
	File Options		remplates			_	
Jan	🔹 Upload		_notes			- 1	
	Delete] about_us.html				c at pulving
	∂ Refresh	OC	🖞 adrenal_main.html				ndum. Cura
one] andropause_main.html				si, placerat
			🖞 bio_main.html				ot dui tricti
one			CMS_Adding-Headings.doc	x			tamet, elei
			compounding.html				neque nec
al /			compounding_main.html				ie <u>purus</u> . N
			consultations.html				
ive		0] contact.html				d consecter
			dentistry_main.html			-	todio. Nulla
trics							mautis in t
							ullamcorpe
					Close	Select	Aenean ser
try							ndit Nullar
1000			ducumodii at luc	AND ADDRESS OF DESCRIPTION OF			

Uploading & Importing Images

Note: If you see a folder called "img" or "images" it is best practice to select into that folder by clicking into the name before uploading any images.

To upload images to your website First, Select the Upload button. 🚣 Upload

Then another window will appear.

ite 👻 Edit 👻	Open		Ca
	COOVE + Libraries + Pictures +	 ✓ ✓ Search Pictures 	
	Organize 🔻 New folder	E • [] ()	
	Favorites Pictures library Includes: 2 locations	Arrange by: Folder 🔻	is, lobortis dignissim,
	Recent Places		
	4 📜 Libraries 5336155-1698x25		g at <u>pulvinar enim</u> . Ella Idum, Curabitur sit ame
	Documents 50		al, placerat ac blandit
	► Findsic		ttitor urna hendrerit.
	Videos		et dui tristique non
			amet, eleifend a sapie
	Computer		neque nec nisi blandit
	File name: 5336155-1698x2550	 ✓ All Files 	e <u>purus</u> . <u>Nullam nec</u>
		Open 🔽 Cancel	nas suscipit mollis † consectetur enim enir
		dentistry_main.html	todio. Nulla sed conqu
	Pediatrics		
			Aenean sed orci justo
	Podiatry	Close Select	
		accunsan at juctus cursus, aictum in mi.	
	Sports Medicine	Lectus voluessa unte, centean ac unte dolo, Motor sem unte, conque i	libero, Curabitur

This is now searching through your personal computer files.

Locate on your computer which photo you would like to upload.

Then, select the photo and click on "Open".

Note: Keep in mind that each photo has a different file size. Upload speed varies depending on file size and your internet connection. As stated in the beginning of this tutorial, it is best practice to crop the photo to the correct dimensions before uploading to increase performance.

-	o e l				Cancel
	~	Shortcuts	+ Back	i	
	Comp	A Home	🗆 🖿 _notes		
			🗹 🗟 5336155-1698x2550.jpg		
	What is C	Media	🗆 📓 80602579success.jpg		
	VVIIde IS C	E media	🗆 📓 124820077success.jpg		ils, lobortis dignissim,
		File Options	152054968success.jpg		
	Pain Man	🏝 Upload	block1-tail.jpg		c at pulvinar enim. Etiam
		Delete	🗆 📓 block2-tail.jpg		ndum. Curabitur sit amet
	Hormone	i Refresh	block3-tail.jpg		si, placerat ac blandit
	_		body.jpg		rttitor urna hendrerit
	Hormone		□ ➡ button-2 ing		et dui tristique non
		####.			neque nec nisi blandit
	Adrenal /				ie purus. Nullam nec
		2550×1698			
	Dell'etter		Content-2-bg.jpg		nas suscipit mollis
	Pallative		🗆 🔛 extra.png		d <u>consectetur enim enim</u>
			🗆 📓 faded-img4.jpg	*	l odio. Nulla sed conque
	Pediatrics				I mauris in nunc vehicula
	_				Aenean sed orci justo
	Podiatry			Close Select	ndit. Nullam sem libero.

After you select the "Open" button you will return back to the second screen which is shown below.

You will notice above that the image you selected to upload is highlighted and check-marked.

Note: If the images you uploaded did not show up then revert back to the uploading images section.

Next, on the bottom of the window click on the "Select" button.

By clicking on the "Select" button it will then go back to the first original window. You can add a description,



riginal window. You can add a description, change the image width & height, and even resize the image for a smaller file size which is what we highly recommend to do in order to speed up time loading your website.

Looking at the image displayed on the left of this text, you will see that the URL has the location and image name of the file you just uploaded.

Adjusting Images

OC BI		रे 🖬 + - 🕼 -	Cancel
Compou	Image		×
What is Compou	URL images/5336155-1698x2550.jpg	ļ	Lobortis quis, lobortis dignissim, euism
Pain Manageme	Description Family Silhouette		er in. Donec at pulvinar enim. Etiam
Hormone Thera	Width 2366	44.M	valus pipendum. Curapitur sit amet onec est nisl, placerat ac blandit itate ac portitior urna hendrerit.
Hormone Thera	Height		tium purus et dui tristique non bendum sit amet, eleifend a sapien. cenas vel neque nec nisi blandit
Adrenal / Thyroi	 Resize image for smaller file size 	2366 × 1387	ter eget vitae purus. <u>Nullam nec</u>
Palliative Care	filename to preserve the original		ver maecenas susción mónis cletur est, id consectetur enim enim plutpat eget odio. Nulla sed congue
Pediatrics		Cancel Subr	nit festibulum ullamcorper fringilla
Podiatry		Donec semper sapien in mauris sodales sit amet	accumsan uma blandit. Nullam sem libero,

For demonstrational purposes you will notice we filled in the Description and even adjusted the width and height. You can edit this by either typing in the values for width & height located on the left panel, or you can click and drag on top of the photo to crop the image to your desire.

For cropping – Select the photo using your mouse, click (hold down) and drag on the image to crop, after you let go from clicking, you will see 8 miniature squares around the newly cropped image. You click and drag each square to further adjust your image. (Refer to the image above).

After you have finished adding a description and adjusting the photo you can then click on "Submit" to include the new image on your website.

Site - Edit - つ C B I A - ✓ - ¶ - ≡ - ≡	Er % 🖬 🕂 🕫 + Cancel Save -
Compounding	About Us
What is Compounding?	
Pain Management	
Hormone Therapy for Women	
Hormone Therapy for Men	TO : (P.
Adrenal / Thyroid Dysfunction	and the second states and the second states of the
Palliative Care	Aliquam dapibus tincidunt metus. Praesent justo dolor, lobortis quis, lobortis dignissim, pulvinar ac, lorem. Vestibulum sed ante. Donec sagittis euism.
Pediatrics	Nullam condimentum lacinia sem, sed viverra lacus semper in. Donec at pulvinar enim. Eliam blandit augue arcu, et vulputate uma. Curabitur mattis convallis bibendum. Curabitur sit amet
Podiatry	metus adipiscing enim vestibulum tristique sed ut tortor. Donec est nisi, placerat ac blandit nec, pharetra at lorem. Proin fermentum nibh et uma vulputale ac portitior uma hendrerit. Curabitur sed lacus quis purus hendrerit tempus. Nam pretium purus et dui tristique non
Snorts Medicine	posuere tellus luctus. Vivamus orci tortor, consectetur at bibendum sit amet, eleifend a sapien. Voetikulum mattis pisi sed som formantum uppenatis. Massanas val negulo pec nisi blandit.

Note: If you still do not like the height or width of the image you imported, you can always either single click on the photo to click and drag on the miniature boxes that are around the photo, or you can double click on the photo to prompt the image window.

Wrapping Images Around Text



To format an image to wrap around text, click on the text where you would like your photo to go. Then follow all the steps that were previously stated above.

As you can see on the left, the photo is imported but is not wrapping around the text. Single click on the photo to select, and then click on the alignment button located on the top editor bar.



Note: The alignment feature is not just for images! You can align any content you have using this tool. Just single click on the content you want to align then select the alignment tool, choose the alignment you want and voila!

Once you have completed your work on the page, be sure to remember to click "Save." Remember, you can either Save it as a Draft if you are still editing and do not want your customers viewing the new content yet, or you can select the Publish button to update the website for all to see.

Replacing Images

To replace an image, select the image with your cursor and press the "Delete" or "Del" key on the keyboard.



nec nisi blandit volutpat. <u>Suspendisse</u> a <u>tellus</u> in ante <u>dignissim ullamcorper eget</u> vitae <u>purus</u>. <u>Nullam nec dignissim libero</u>. Vestibulum a imperdiet neque.

Sed eleifend vehicula ipsum, varius egestas dui interdum vel. <u>Maecenas suscipit mollis</u> <u>sodales</u>. In varius, sem at laoreet tempus, lacus dui consectetur est, id consectetur enim enim a orci. Nunc urna leo, condimentum eget malesuada et, volutpat eget odio. Nulla sed congue The image will disappear. Now, follow all of the directions above to add an image.