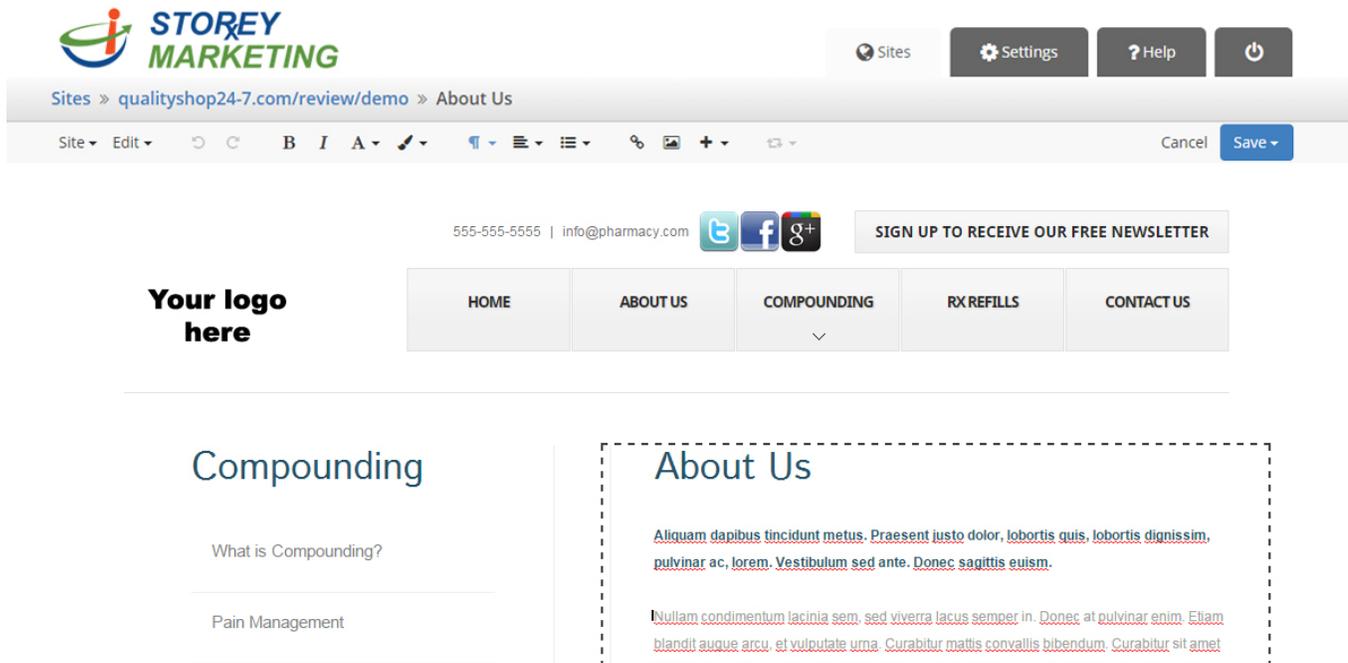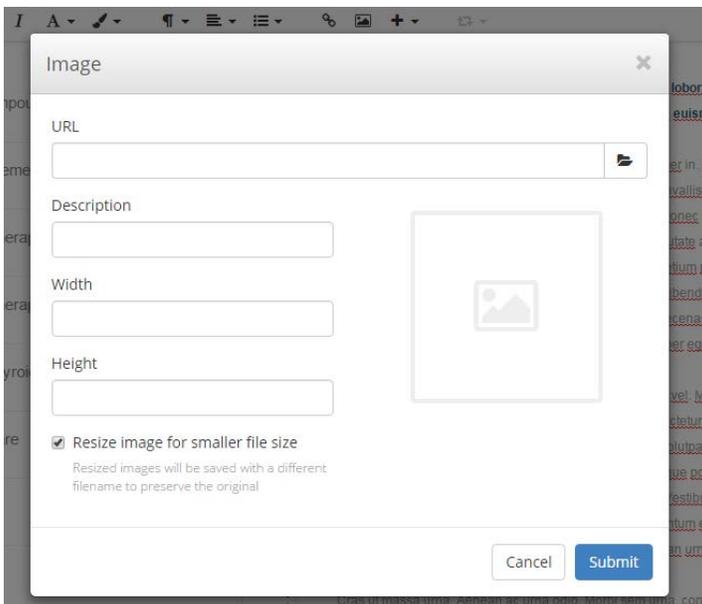# Adding Images

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.

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

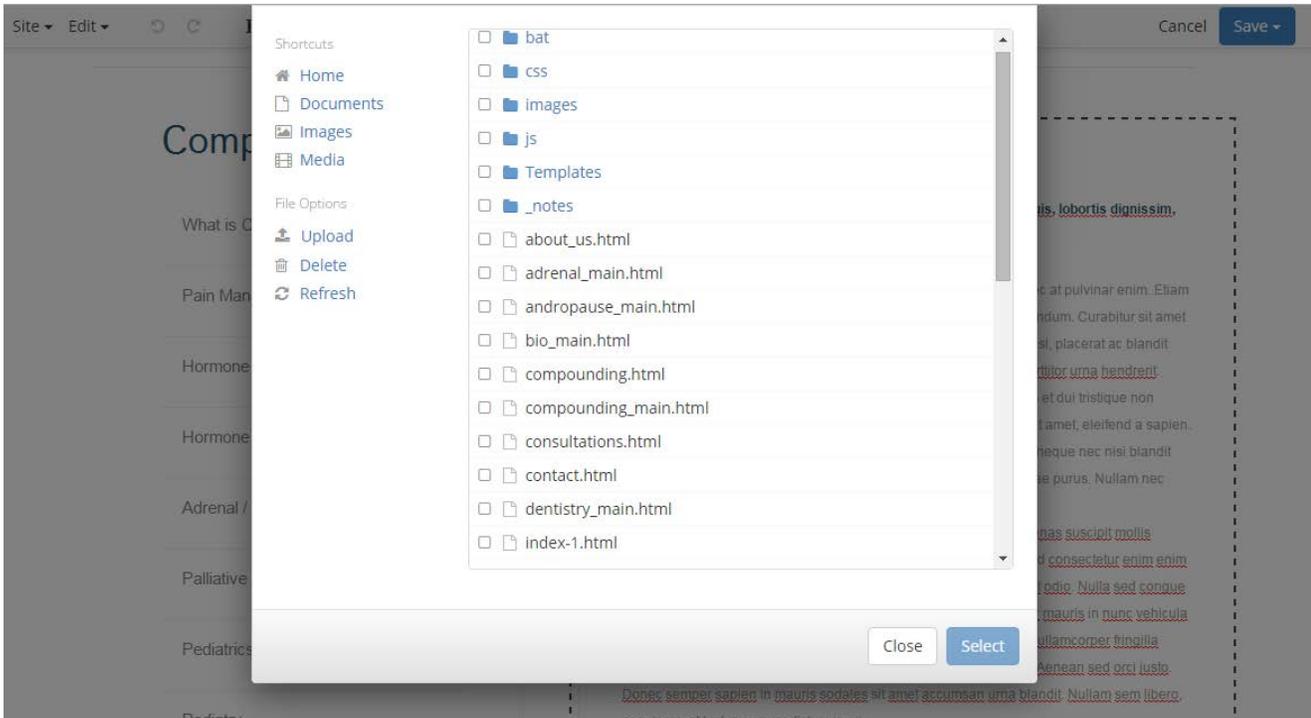Click on the picture icon ▨ from the top editor.

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.

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:

Home – Allows you to view all files that are located on your website.

Documents – Filters content within your website to show Documents.

Images – Filters content within your website to show images.

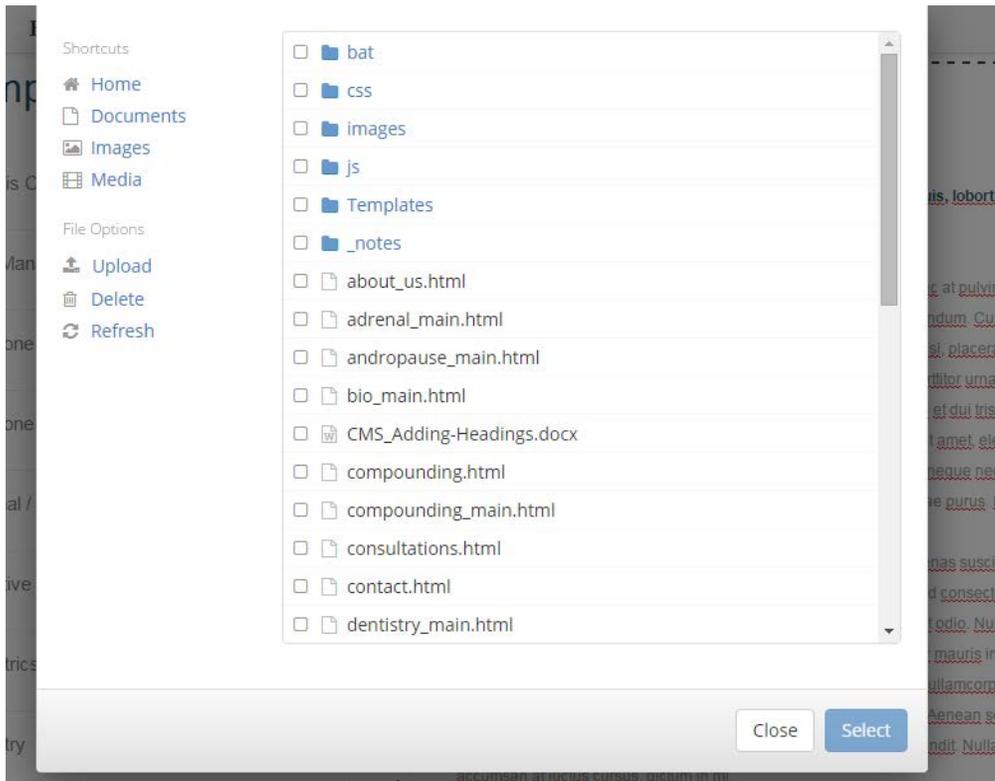Media – Filters content within your website to only show all Media Files.

File Options:

Upload – If you do not have images already loaded on the website, click on Upload to transfer images to your website.

Delete – 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).
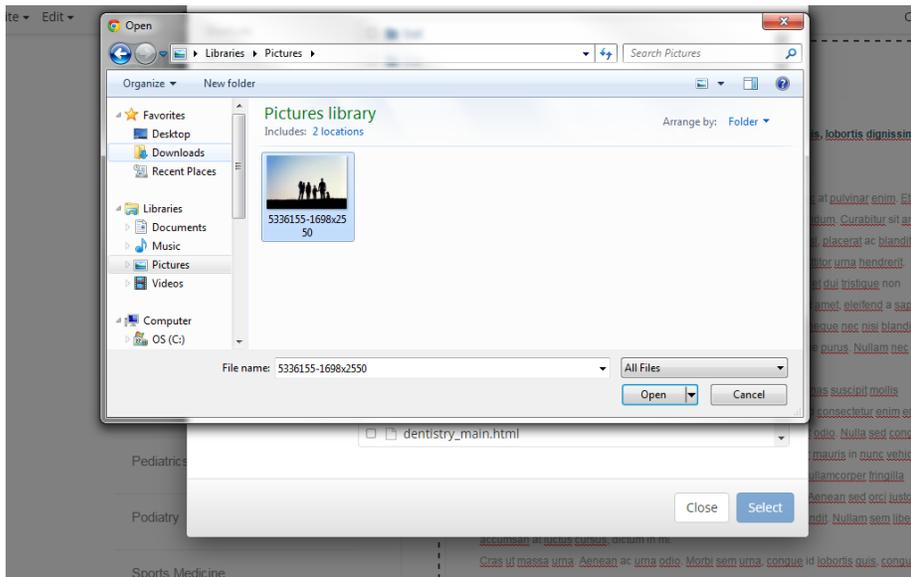
Uploading & Importing Images

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.
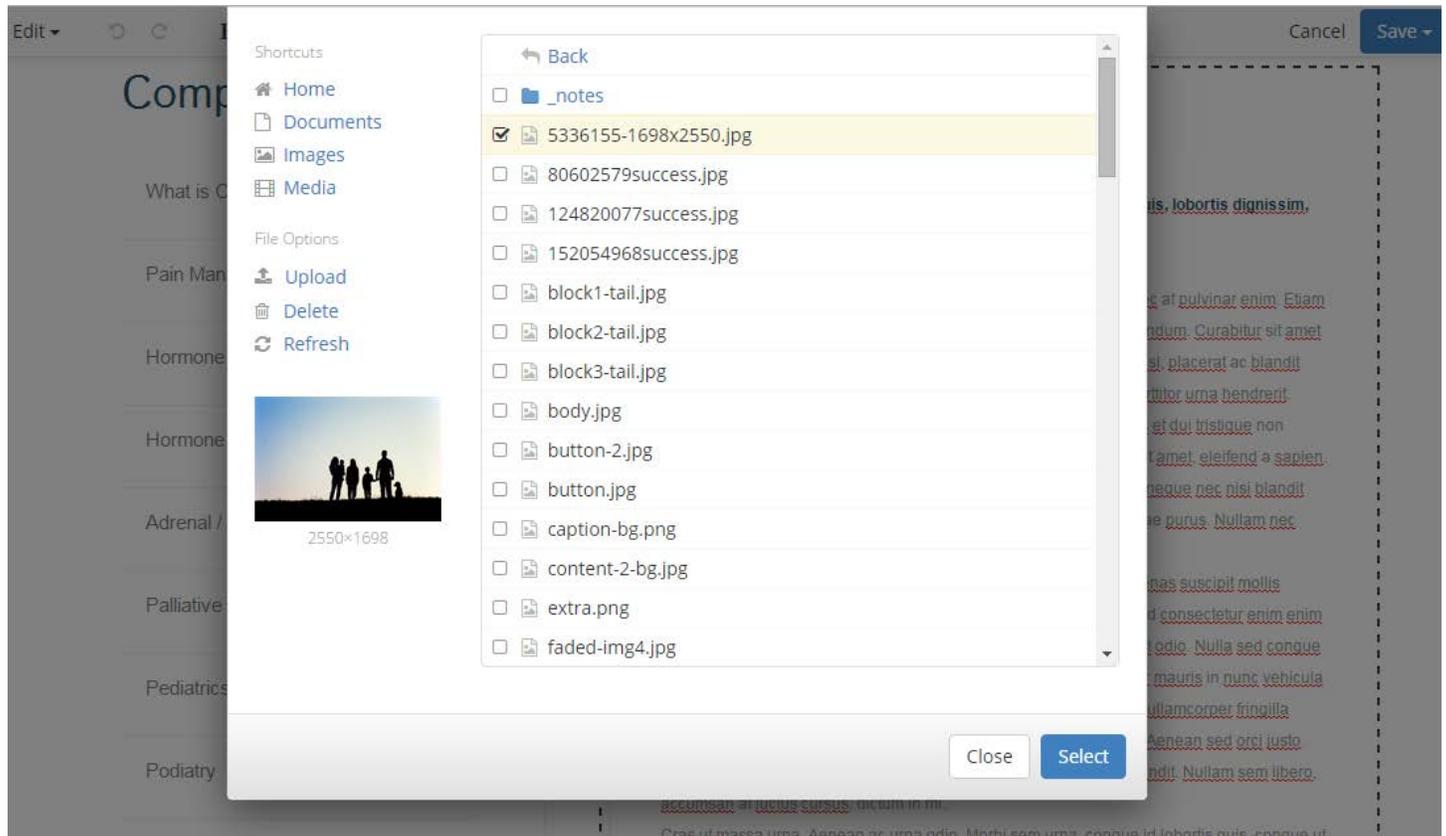
Then another window will appear.

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.

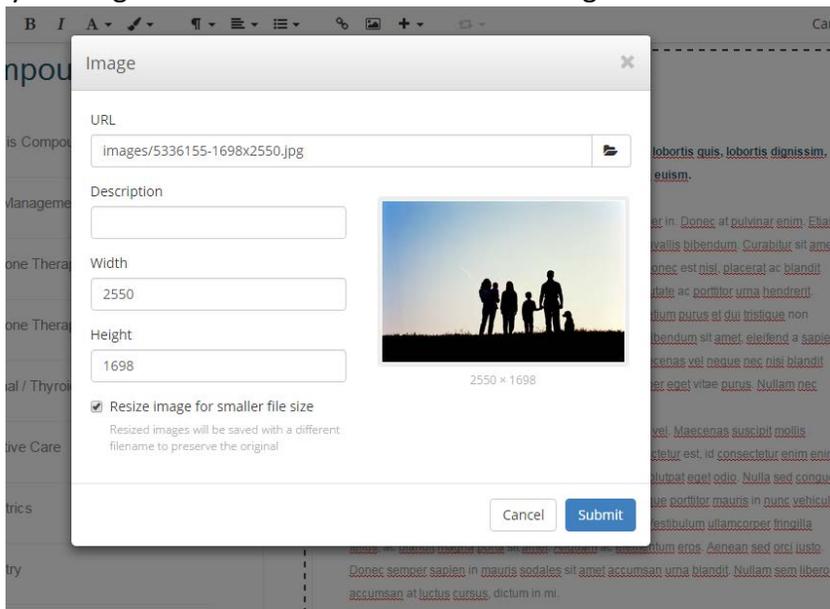After you select the "Open" button you will return back to the second screen which is shown below.

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

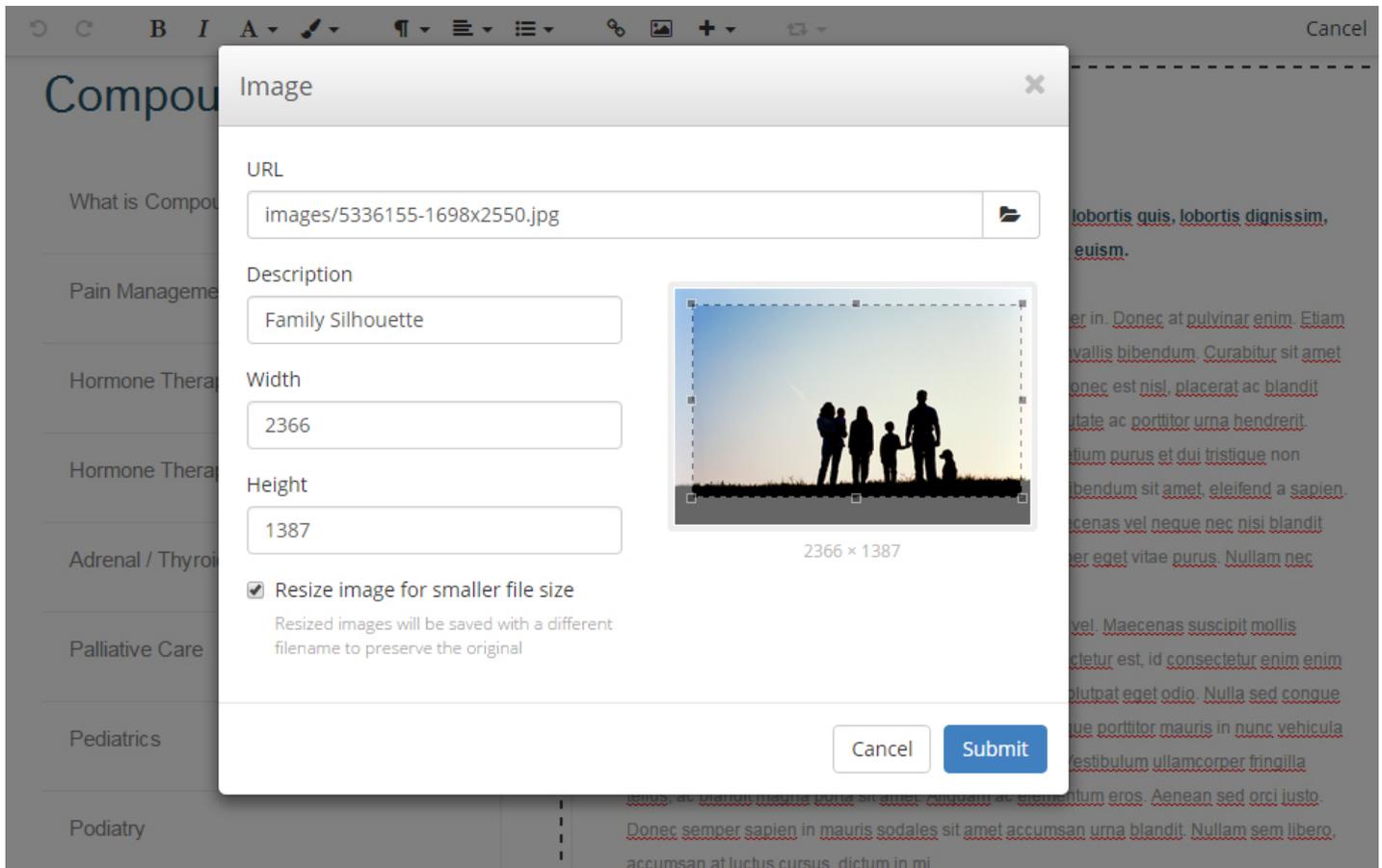*Note: If the images you uploaded did not show up then revert back to the uploading images section.*

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, 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

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.

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 ![alignment icon] located on the top editor bar.
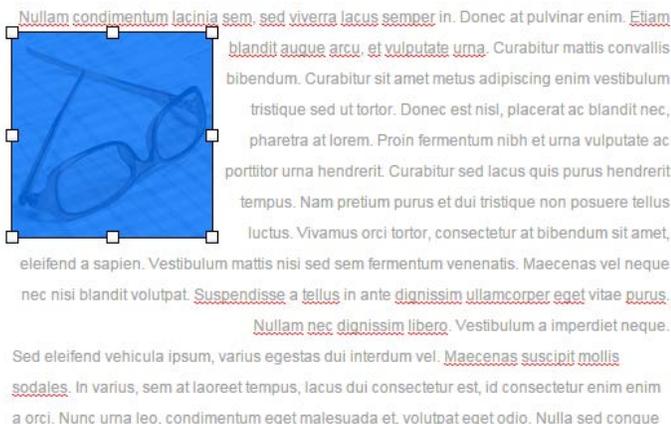

You can then select where you want your image to be aligned.

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.

The image will disappear. Now, follow all of the directions above to add an image.

If you have any questions, contact us at 814.337.3441 or at support@storeymarketing.com