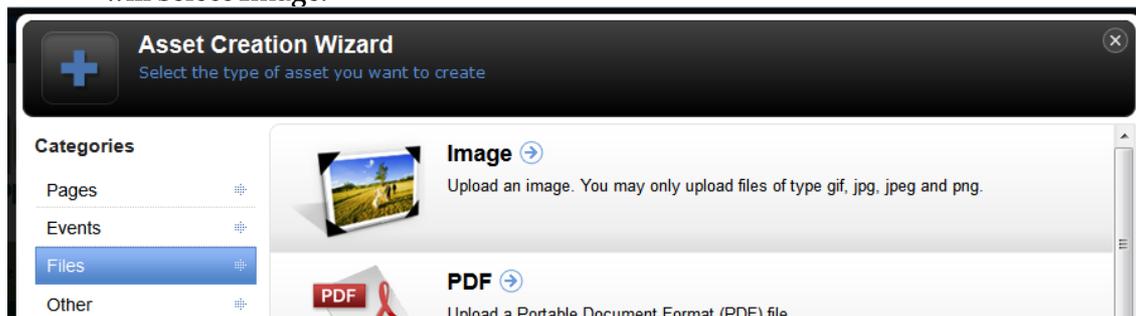


How to add an image to your pages

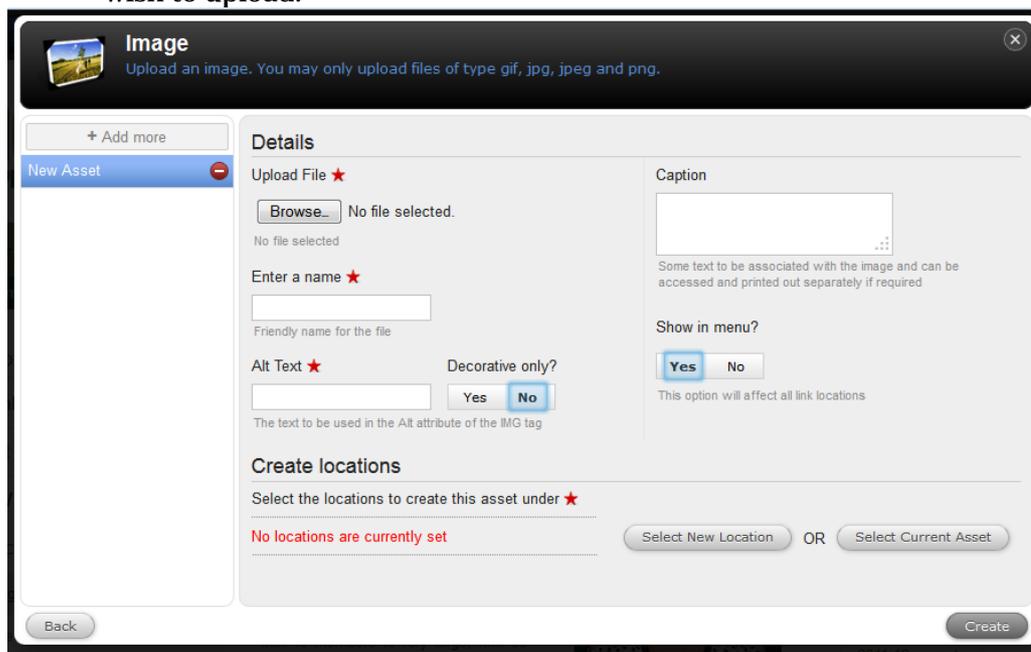
To create a Single image:

NB: when creating an image, make sure the asset you are currently on is an image. If you are in a folder or on a page and try and create an image asset it will not work.

1. Click the **New** button in the toolbar. The Asset Creation Wizard will appear.
2. From the Categories Choose **Files > Create [File Type]**. In this instance we will select Image.

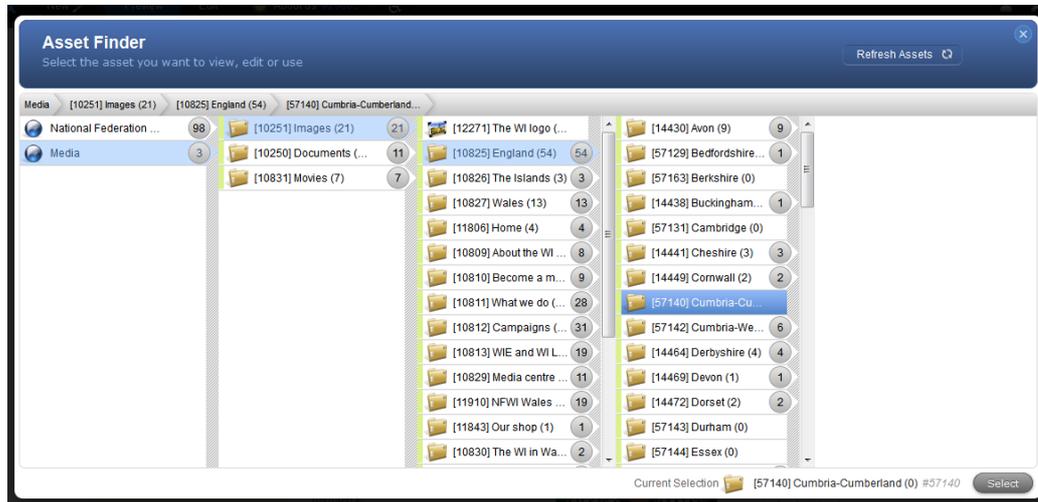


3. A new section will appear asking you to fill in details about the image you wish to upload.



4. **Upload Image:** this field allows you to select the file to upload to the *Image* asset. To select a file, click the browse button. The file upload pop-up will appear where you can select which image to upload. You can only upload files of type gif, jpg, jpeg, jpe and png. **NB:** this image file should already be resized for use on the web. In other words, it should be smaller than 300KB in size and a maximum of 480 pixels in width. (see separate helpsheet about how to resize images)
5. Enter a name for the image
6. Enter an Alt Text for the image. The alt text is used by screen readers to help people with visual impairments understand what they are seeing. The alt text should be a description of the image. Leave the Decorative only option set to No.

7. **Caption:** the value that is entered into this field is used as the caption of the image.
8. Under the **Create locations**, click the Select New Location button. The asset finder will appear and you can navigate to the folder you wish to create your new image. If you select more than one asset location (folder), the newly created asset (image) will be linked into each location.

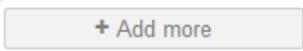


To remove an image from the list of asset locations, click the remove asset icon .

NB: make sure you add your image in the Media site as shown in the image above, and not the National Federation ... site.

9. Click the Create button.
 - a. To Create another File of the same type click **Restart Wizard**
 - b. To Edit the file you just created click **Edit**
 - c. To return to where you were before creating the file click **Close**

Creating multiple images at a time – currently unavailable

1. Click the **New** button in the toolbar
2. From the Categories Choose **Files > Create [File Type]** in this case image
3. Click the **Add More** button (top left hand corner),  And keep clicking until there are as many files as you would like in the left

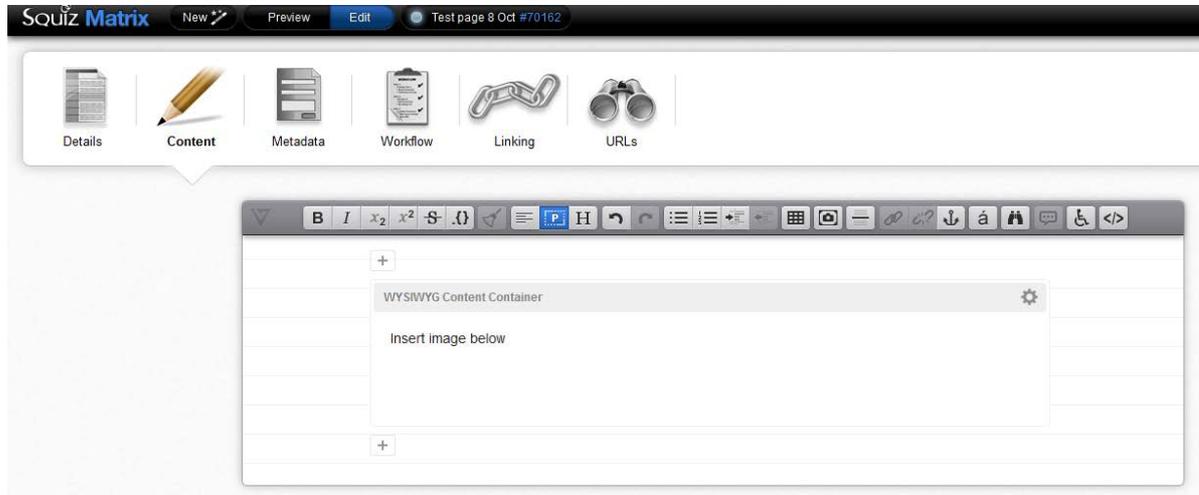


4. Follow the steps above for filling in the relevant fields
5. If you change your mind about creating one (or more) of the files click the **Delete** icon  next to that asset.
6. Click Create Button
 - a. To Create another file (of the same type) click **Restart Wizard**
 - b. To Edit the file you just created click **Edit**
 - c. To return to where you were before creating the file click **Close**

Inserting an image in to a page

Now that you have added your images to the CMS, you need to insert them in to your pages.

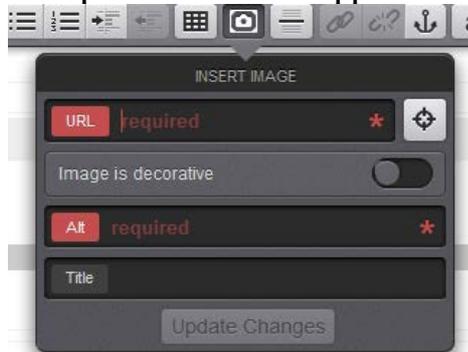
1. Navigate to the page in which you want to place the image. You can use the asset finder to do this.
2. Go to edit mode and then select the Content section.



3. Click your mouse cursor where you want to add the image in the main content area and then click the toggle image options button that looks like a camera



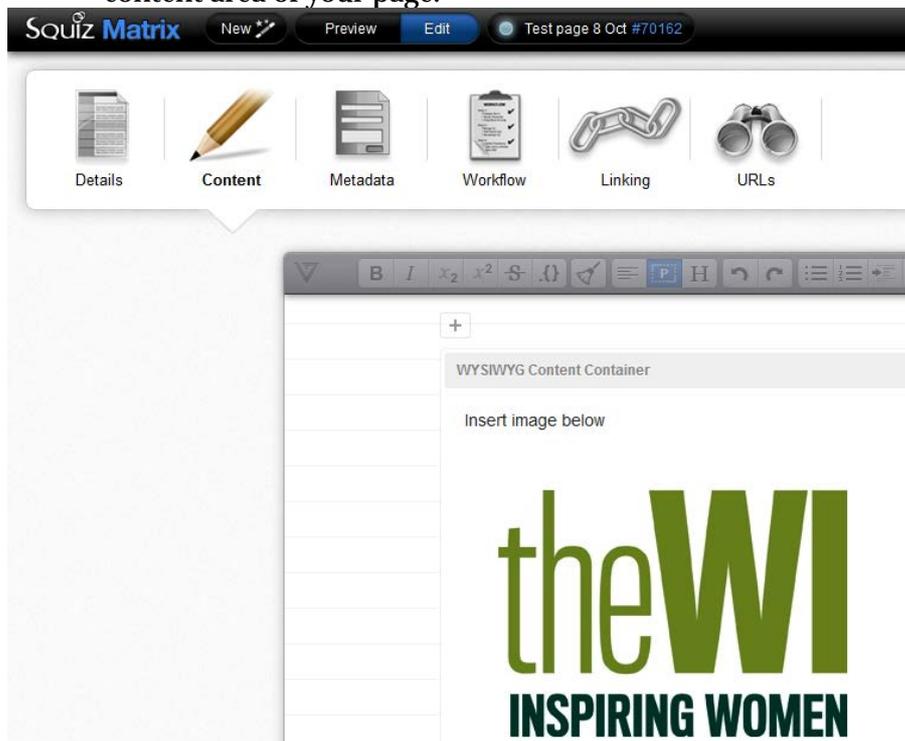
A drop down menu will appear



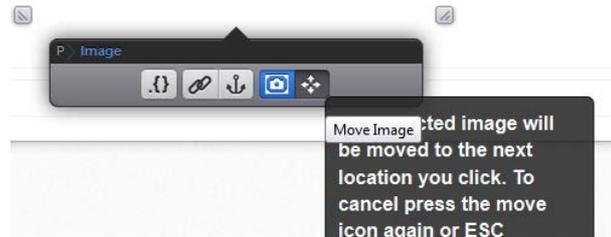
4. Click the button that looks like a target sight to the right of the URL field. This will bring up the asset finder. Locate and select the image you wish to add using the asset finder. The image ID number will then appear in the URL field. A preview of the image will also appear.



5. Make sure the image has an Alt text. If it does not have a title you can give it one. The title will appear when someone hovers their mouse over the image.
6. Click the update changes button. Your image will now appear in the main content area of your page.



7. Click Preview in the black toolbar along the top of the window to see how the image will look when the page is live.
8. You can adjust the size of the image when in edit mode by clicking on the image and dragging the bottom left or right corners. **NB:** do not increase the size of the image in this way as the quality of the image will be lost as it is made bigger.
9. You can adjust the position of the image by selecting it and clicking the 'move image' button



10. Alternatively you can left, centre or right align an image by selecting it and



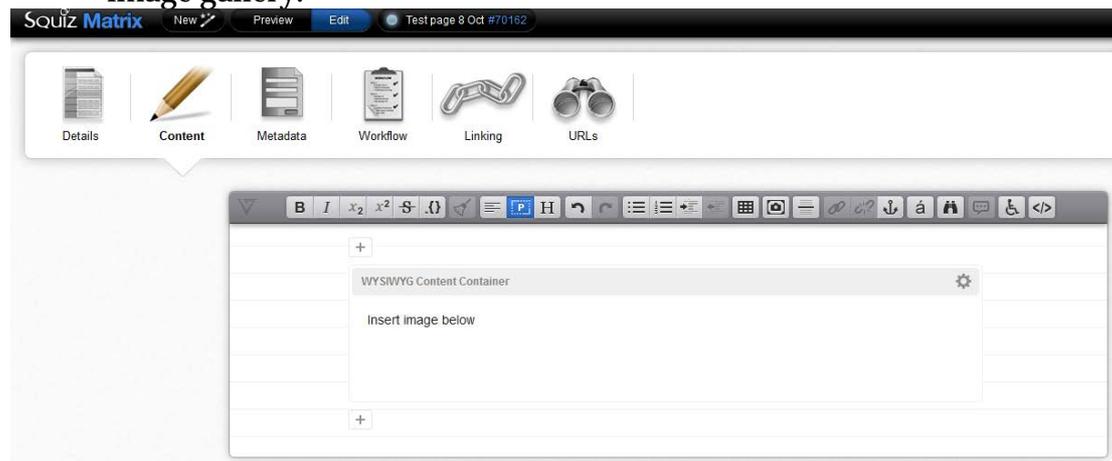
then using the toggle justification button. **NB:** justifying an image will result in text below the image wrapping around it to the left or right. This may be unwanted and cannot be undone. To move text wrapped around an image downwards, click the shift+enter keys on your keyboard. This will create line breaks.

11. Remember to save your changes.

Inserting an image gallery in to a page

This is similar to inserting an image in to a page, however instead of selecting an individual image we select the folder within which the images reside.

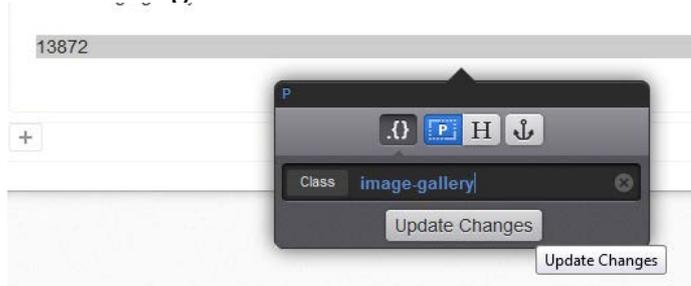
1. Navigate to the main content area of the page you wish to insert the image gallery.



2. Type in the asset ID for the folder that contains the images you want to make a gallery of. Then highlight that ID number and select class name from the drop down options.



3. From the class field that appears type in image-gallery and click update changes



4. Save your changes and then go to preview mode to see your gallery.