

[Exercise] Upload an Asset and Crop it

Goals

- To become familiar with the basic usage of the Assets App

Results

- You will upload an image from your computer, edit it, and use the edited image on the Page you just created in the last exercise.

Tasks / Procedure

- Open the 'Assets' App.

[Detailed steps](#)

- In AdminCentral open the 'Assets' App.

- Create a new top level **folder**.

[Detailed steps](#)

⚠ Make sure that there are no folders selected.

- Click "Add folder" from the actionbar.
- Click on the row of the newly added folder. At the moment it is named **untitled**.
- Choose "Rename folder" from the actionbar and rename the folder to **"demo-page"**.
- Click Save Changes.

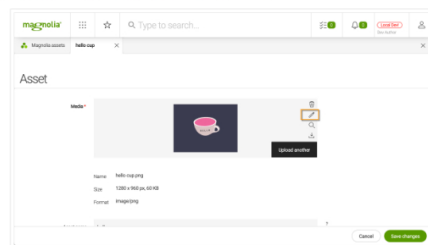
- Add a new **Asset** into the "demo-page" **folder**.

[Detailed steps](#)

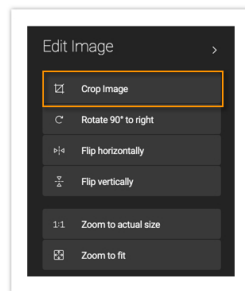
- Select the **demo-page** folder.
- Choose "Upload asset" from the Actionbar followed by "Upload".
- Choose an image file to upload. Alternatively, you can drag and drop an image onto the corresponding field in order to upload an asset.
- You may download and use this image:



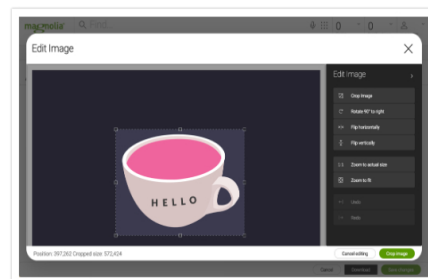
- Give the asset (image) a name.
- Crop the image by pressing the "Edit Image..." button.



- Now choose the "Crop Image" action.



- Highlight the section you want to crop.

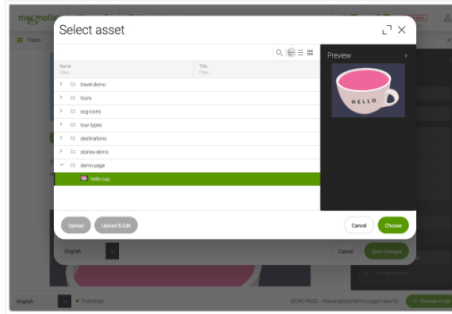


- Click on the "Crop Image" button to apply the cropping of the image.
- Save changes.

- Use the **Asset** on the 'demo-page' within the **'text & image'** component.

▼ Detailed steps

- Open the 'Pages' App.
- Select and open your **demo-page** under **travel/about**.
- Click on the component bar of the header to activate the component and choose 'Edit component' from the Actionbar.
- Switch to the 'Image' tab and click on the field 'Image' the 'Select new' button.
- Choose the coffee-cup image you just uploaded in the Assets chooser.



- Save the section by clicking 'Save changes'.
- Your page, the text image should now look like this:

