

R&DE WEBSITE: INSERTING IMAGES

This short user guide demonstrates how to insert images into the body section of a node/webpage using the WYSIWYG Editor and how to adjust the display of the image after it has been inserted.

Images may be inserted in other blocks (sections of a node/webpage) outside of the WYSIWYG Editor, depending on the content type of the node/webpage. This document does *not* address those other methods.

THE WYSIWYG EDITOR

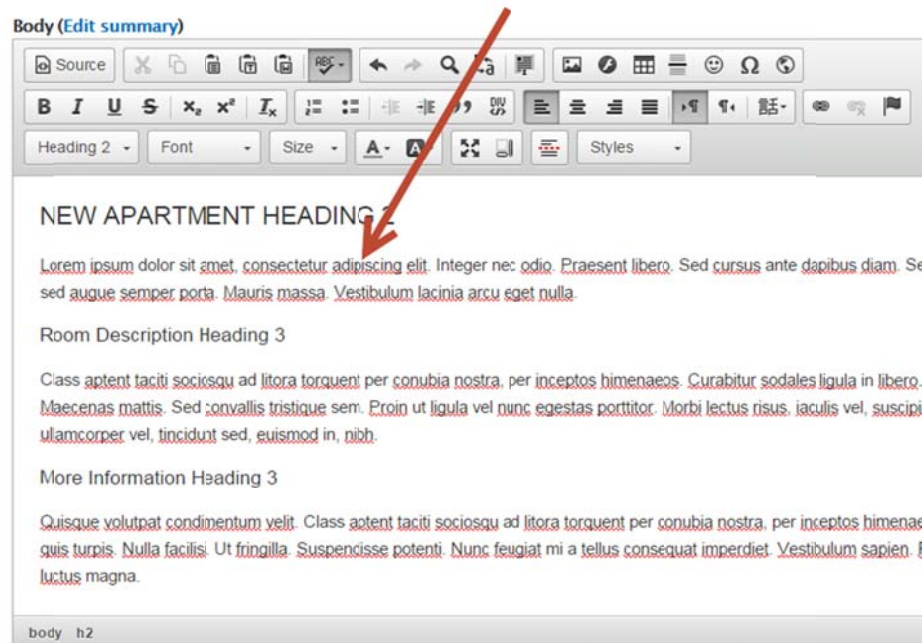
The WYSIWYG Editor allows for content (text and graphics) to appear on-screen during editing in a form that closely matches its appearance when printed or displayed as a finished product. This term is pronounced 'wiziwig' and stands for *What You See Is What You Get*. Content editors will see the WYSIWYG menu in the body section when adding/editing content.


Body (Edit summary)

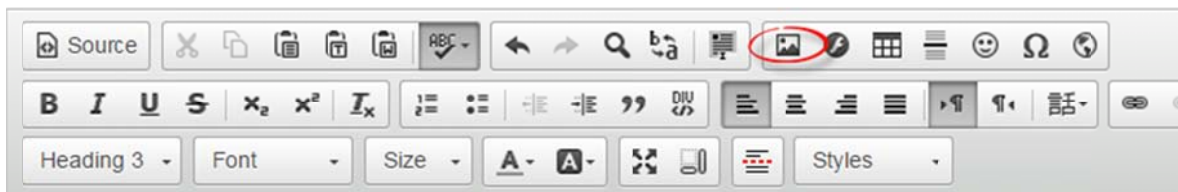


UPLOADING IMAGES

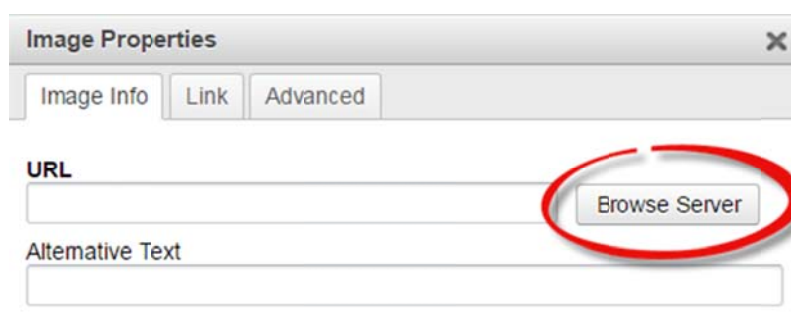
1. To upload an image to the website, position your cursor inside the **Body** of the node/webpage as shown below:



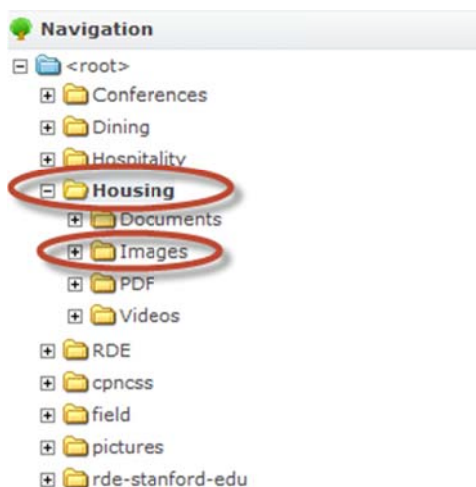
- Click once inside the **Body** below the WYSIWYG Editor in the location where you wish to insert the image.
- Before you can insert your image, you must first upload the image to the web server. To do this, click the **Image icon**  in the WYSIWYG Editor.



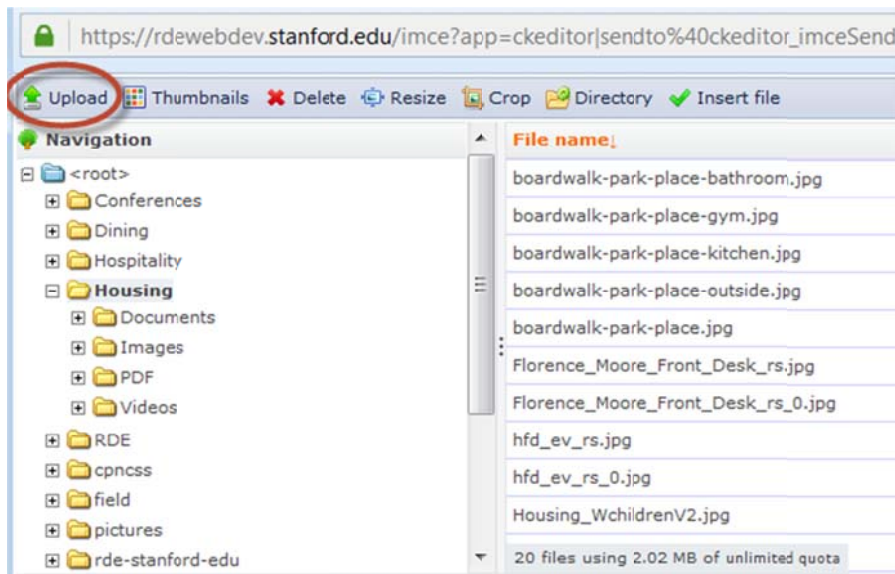
- The **Image Properties** dialogue box will be displayed. Click on the **Browse Server** button in the Image Properties box.



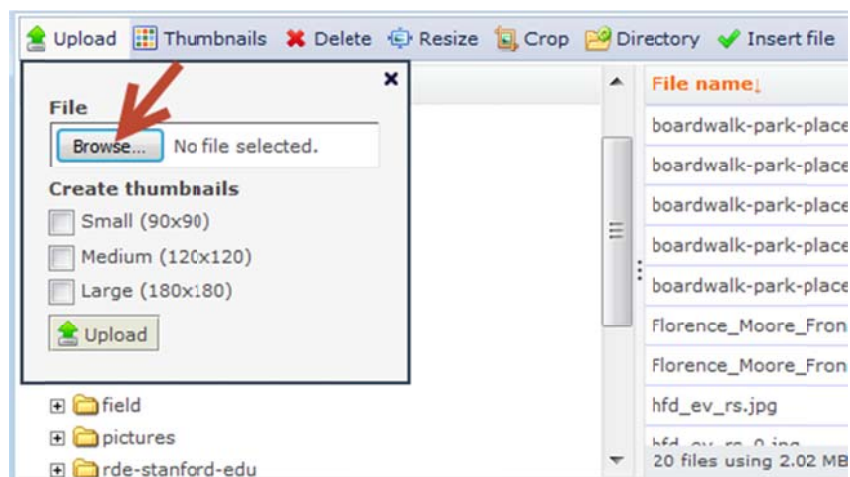
- A new window should open in your browser.
Note: It may take a few minutes to connect to the server where the files are stored and display a list of the file folders and directories, so be patient.
- The display will show a different folder for each R&DE division. When you expand a folder by clicking the plus sign, you may see subfolders for documents, images, PDFs and/or videos.
- Click on the folder that corresponds with the file type you are uploading. This keeps the images organized and easier to find later.
 - This example shows an image being uploaded to the **Housing** folder and **Images** sub-folder.*
 - Note that the **Housing** directory has been expanded by clicking on the plus symbol.*
 - Clicking on the **Images** sub-folder ensures that the image will be uploaded and stored in that subdirectory.*



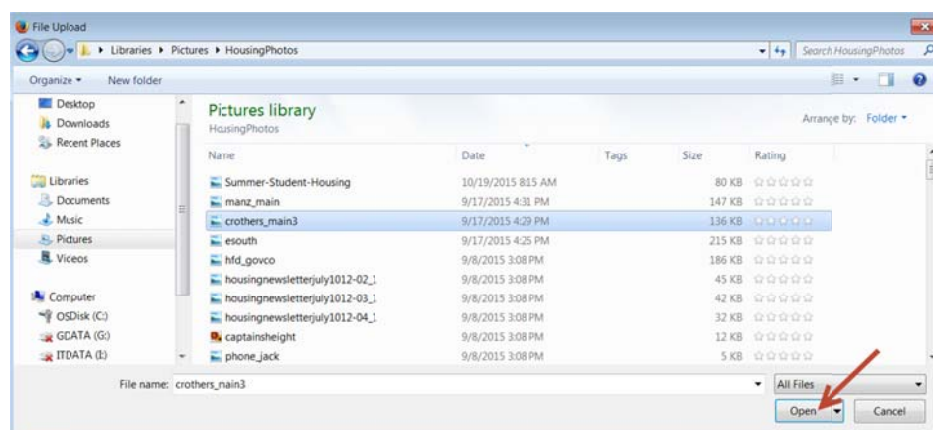
8. Click on the **Upload** icon.



9. A new dialogue box will display. Click on the **Browse** button.

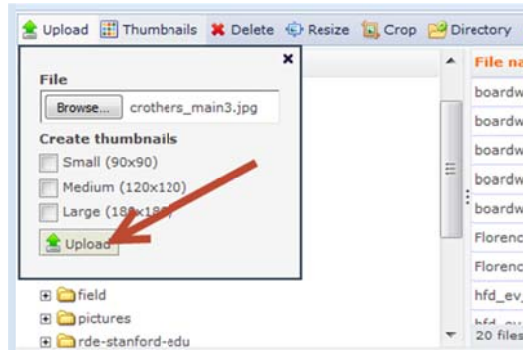


10. Using your operating system, navigate to the file that you wish to upload and select it. In this example, the image "crothers_main3" has been selected to upload from the pictures folder using the Windows operating system.

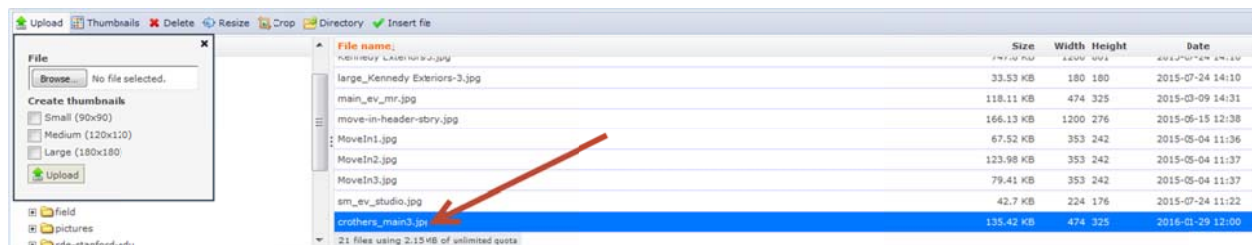


Note: These steps may be slightly different depending on the operating system you are using. The screen captures shown here are for a personal computer. If you are a Macintosh user, navigate and select the appropriate file using your Mac OS. Regardless of the operating system being used, you may first need to navigate to the appropriate folder that contains the file you wish to upload, and then select the file.

11. Click the **Upload** button.

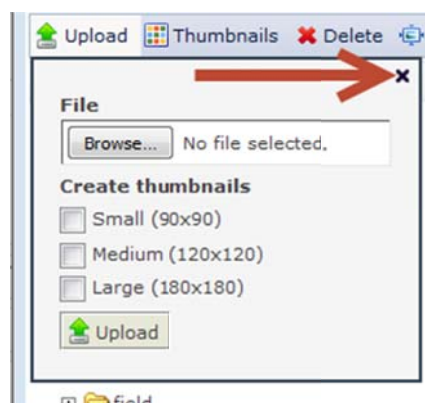


12. A verification message should be displayed that your file has been uploaded. The newly uploaded file should also be listed in the right hand side of the window with the file name highlighted as shown below:



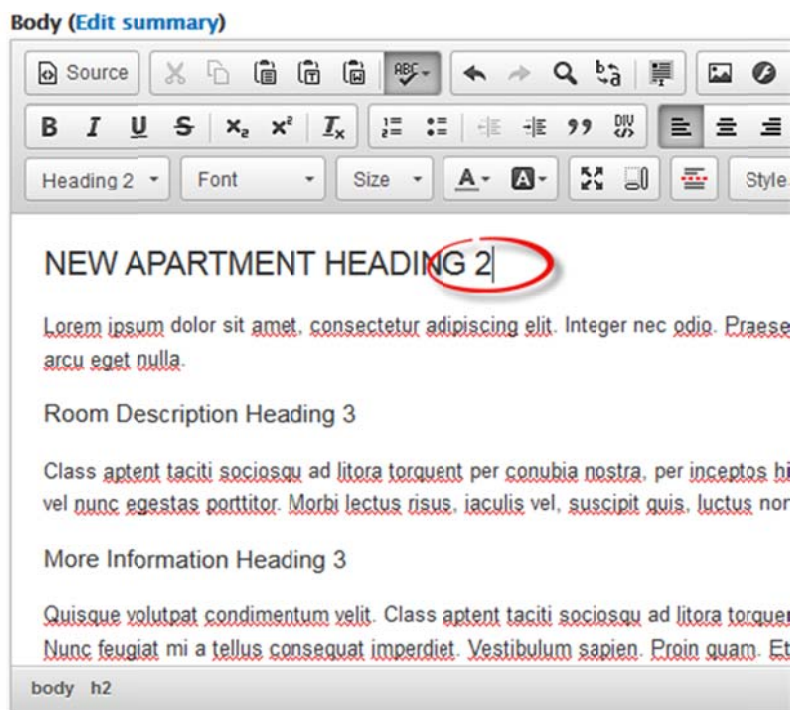
13. If you have additional photographs to upload, repeat the process from step 9 as outlined above.

14. Once you are finished uploading photographs, click on the **x** to close the **Upload** dialogue box.



INSERTING IMAGES

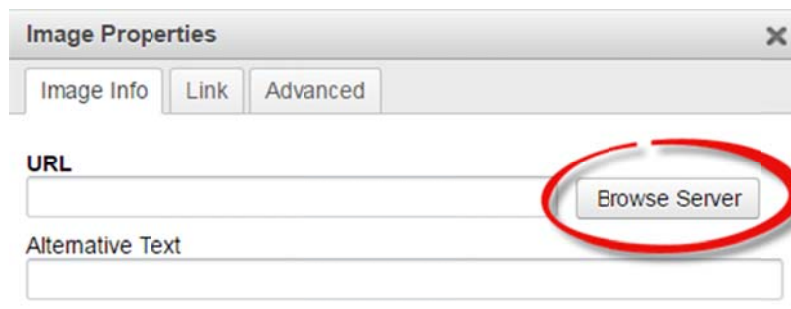
1. To upload an image to the website, position your cursor inside the **Body** of the node/webpage by clicking on the area where you wish to insert the image. The cursor has been positioned to the right of the heading. In this example, the goal is to insert the photograph to the right of the heading and right align it on the webpage with the text wrapping around the photograph.



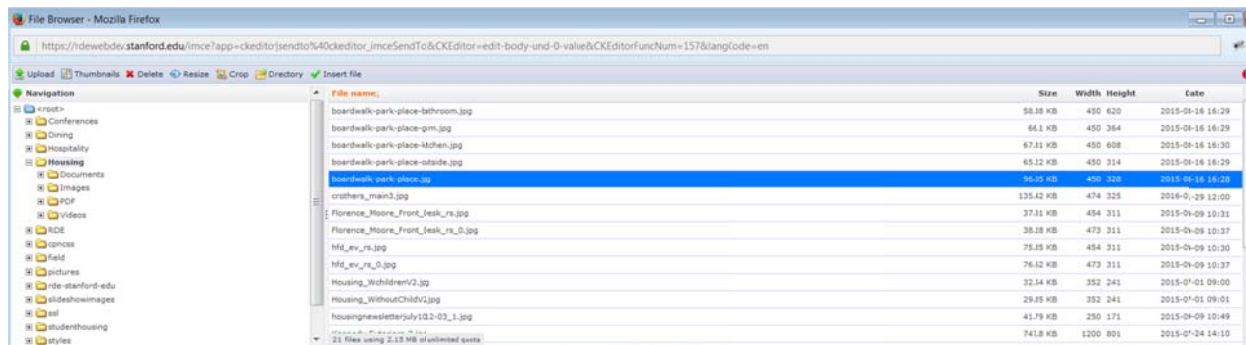
2. Click on the **Image icon**  in the WYSIWYG Editor.



3. The **Image Properties** dialogue box will be displayed. Click on the **Browse Server** button in the **Image Properties** box.

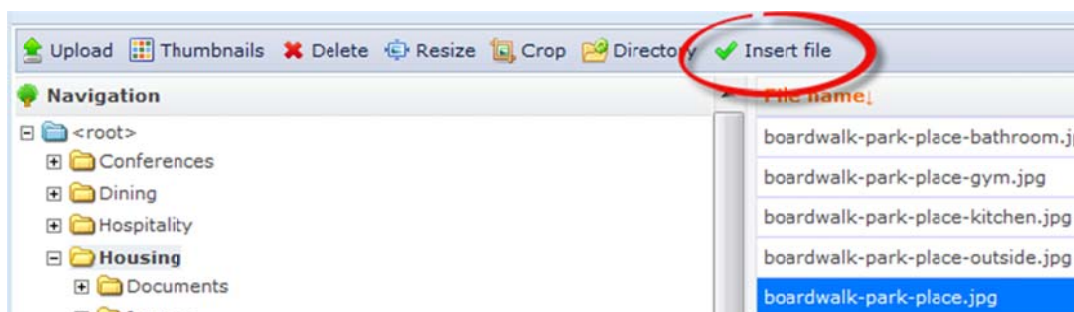


- A new window should open in your browser. Once the window opens, click on the folder where the image is stored that you wish to upload, then click on the file name to select the image. In the example shown below, the file boardwalk-park-place.jpg is being selected.



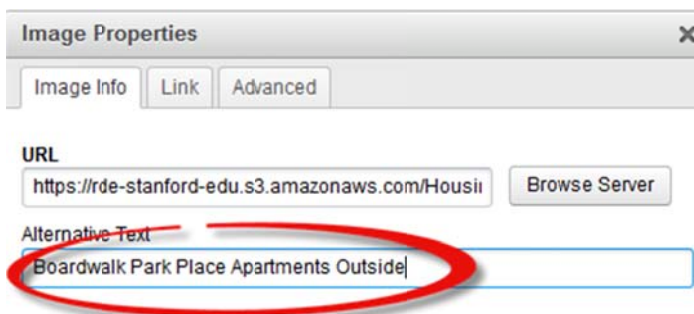
Note: It may take a few minutes to connect to the server where the files are stored and display a list of the file folders and directories, so be patient.

- Verify that your image is highlighted, then click **Insert File** and click **OK**.



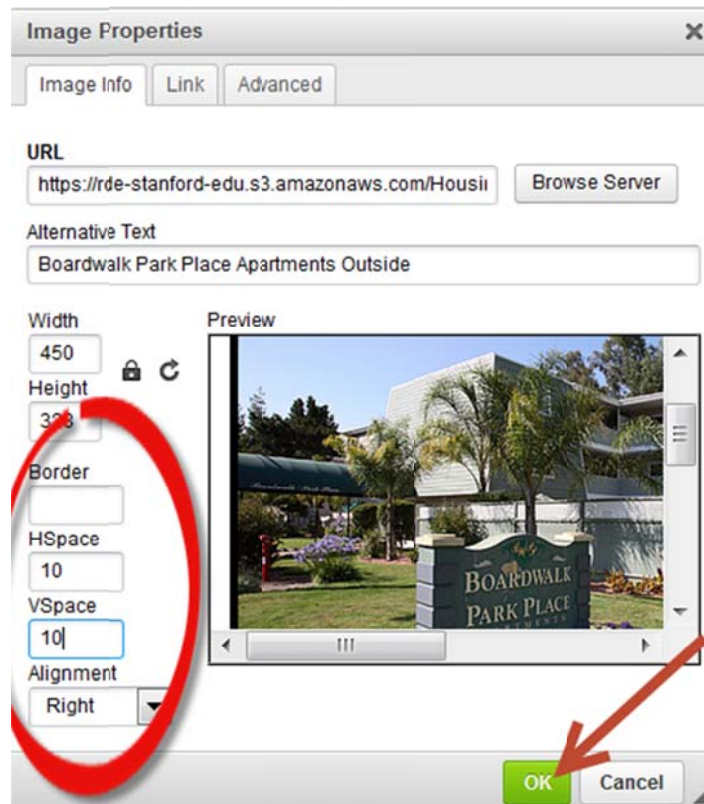
Note: By default, the image is highlighted after it has just been uploaded, so if you are uploading and inserting the file at the same time, it will already be selected.

- When the **Image Properties** dialogue box opens, enter Alternative Text for accessibility. This text is used by screen readers to explain what the picture is.

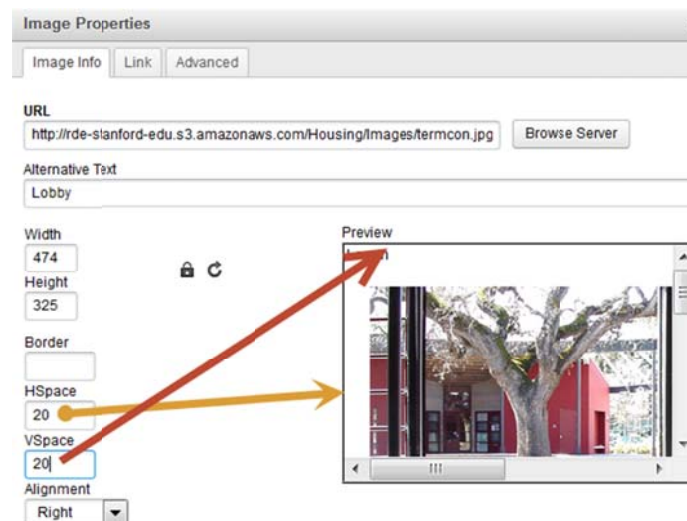


- If desired, enter a **Border** value, horizontal spacing (**HSpace**) around the photograph, vertical spacing (**VSpace**) around the photograph, and select the page **Alignment** for the photograph. Then, click **OK**.

In this example shown below, horizontal spacing and vertical spacing of 10 pixels has been entered around the photograph. This will ensure that there is space between the photograph and any surrounding text. The horizontal spacing controls the distance between the photograph and text located to the left or the right of the image. The vertical spacing controls the distance between the photograph and text above or below the image. Inserting a value of 10 to 30 appears to work well.

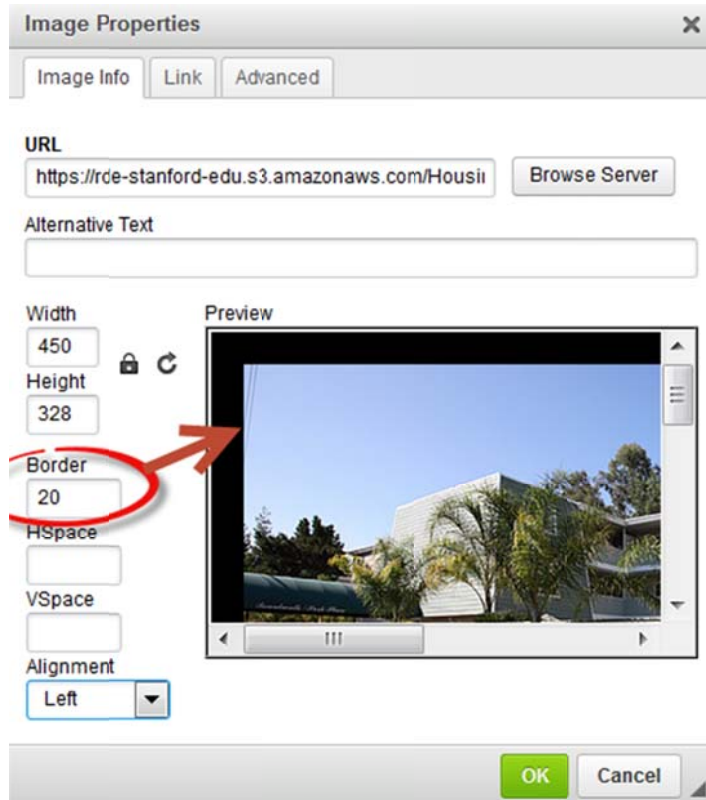


Hspace sets the amount of horizontal space between the image and surrounding text. This is the amount of space between the image and any text to the left or right of the image. **Vspace** sets the amount of vertical space between the image and surrounding text. This is the amount of space between the image and any text above or below the image.





The **Border** setting creates a solid border around the image.



8. Once you are done editing the node/webpage, scroll down to the bottom of the page and click on the **Save** button to save your changes.



To make changes to a photograph after it has already been inserted, right-click on a picture to open the **Image Properties** window. Make adjustments to the Image Properties just as you would if you had just inserted the photograph.



To add Hover Text to an image: Open the **Image Properties** window. Click the **Advanced** tab. Insert the hover text in the **Advisory Title** field.

