

Kentico comes with a built-in image editor, in which you can perform operations you may be used to doing in image editing tools. Using the image editor, you can modify images and pictures that are already in the system without moving them into a different application and inserting them back into Kentico.

The image editor allows you to perform the following actions:

- Resizing images
- Rotating images
- Converting images to a different format
- Cropping images
- Converting images to grayscale
- Viewing image properties



When editing images, you can always **Undo** and **Redo** your changes using buttons at the bottom left side of the editor.

Resizing images

- 1. Navigate to the image that you want to resize.
 - See where <u>images can be stored</u>.
- 2. **Edit** () the image. The image editor opens.
- 3. To the left of the image, click **Resize**.
- 4. You can resize the image in two ways:
 - a. By percentage enter the new size of the image as percentage related to its original size.
 - b. **By absolute size** enter the *Width* and *Height* of the image in pixels. You can clear the *Maintain aspect ratio* check box if you do not want to keep the original ratio of the image note that this may distort the image and make it look unnatural.
- 5. Click Resize.
- 6. Save & Close.

The system saves the modified version of the image.

Rotating images

- 1. Navigate to the image that you want to rotate.
 - See where <u>images can be stored</u>.
- 2. Edit () the image. The image editor opens.
- 3. To the left of the image, click Rotation.
- 4. You can rotate the image in the following ways:
 - a. Rotate 90° left
 - b. Rotate 90° right
 - c. Flip horizontally
 - d. Flip vertically
- 5. Save & Close.

The system saves the modified version of the image.

Converting images to a different format

- 1. Navigate to the image that you want to convert into a different format.
 - See where <u>images can be stored</u>.
- 2. Edit () the image. The image editor opens.
- 3. To the left of the image, click **Convert**.
- 4. In the first drop-down list, select the new image file format.
 - Learn about <u>various image formats</u>.
- 5. (JPEG only) In the **Quality** field, enter the compression ratio of the converted image.

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- Note that the quality of the image affects the file size.
- 6. Click Convert.
- 7. Save & Close.

The system saves the image in the new file format and quality.



Note: When converting images to the GIF format, the image resolution is not preserved and always changes to 96 dpi.

Cropping images

- 1. Navigate to the image that you want to crop.
 - See where <u>images can be stored</u>.
- 2. **Edit** () the image. The image editor opens.
- 3. To the left of the image, click **Crop**.
- 4. (Optional) Turn the **Lock aspect ratio** check-box on to make sure the crop is in 1:1 ratio. You can achieve the same result while performing the next step and holding the **Shift** key on your keyboard.
- 5. Use your mouse to click on the image and drag to specify the crop of the image.
 - OR -
- 6. Specify the starting X and Y positions of the crop and the Width and Height of the crop in pixels.
- 7. Click Crop.
- 8. Save & Close.

The system saves the cropped image.

Converting images to grayscale

- 1. Navigate to the image that you want to convert into grayscale.
 - See where <u>images can be stored</u>.
- 2. **Edit** () the image. The image editor opens.
- 3. To the left of the image, click **Color**.
- 4. Click Convert to grayscale.
- 5. Save & Close.

The system saves the image in grayscale.

Viewing image properties

- 1. Navigate to the image whose properties you want to view.
 - See where <u>images can be stored</u>.
- 2. **Edit** () the image. The image editor opens.
- 3. To the left of the image, click **Properties**.
 - File name the file name of the image.
 - **Title** the title of the image.
 - **Description** the description of the image.
 - Extension the files extension of the image. Learn about various image formats.
 - Size the size of the image in kB.
 - Width the width of the image in pixels.
 - **Height** the height of the image in pixels.
- 4. If you make changes to File name, Title or Description, be sure to confirm the changes using the Update button.
- 5. Save & Close.

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