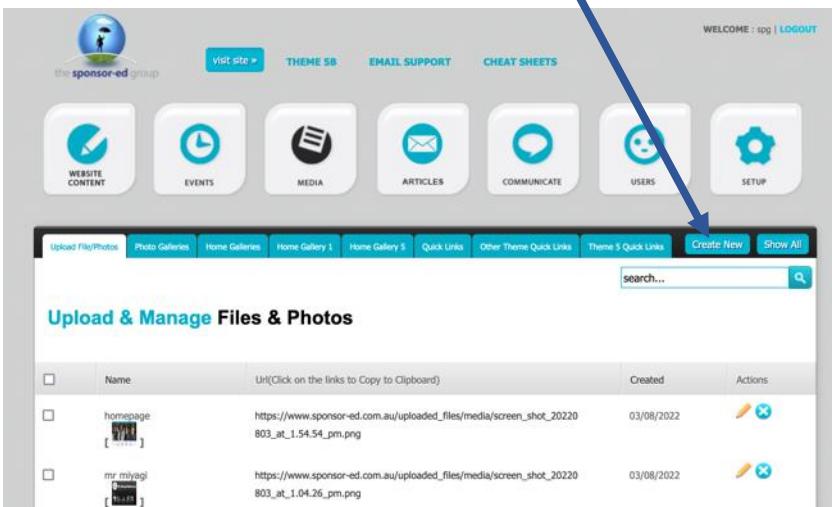


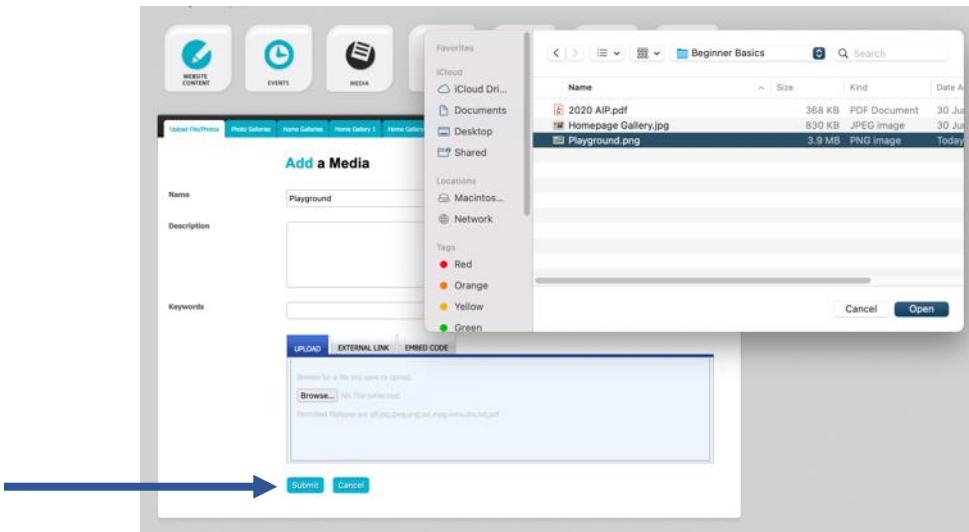
Working with Images

1. Go to **MEDIA** in the CMS
2. In **Upload/Files & Photos** click **Create New**



The screenshot shows the CMS dashboard with various quick links. Below the dashboard, the 'Upload & Manage Files & Photos' section is displayed. It lists two files: 'homepage' and 'mr miyagi'. The 'Create New' button is located at the bottom right of this list.

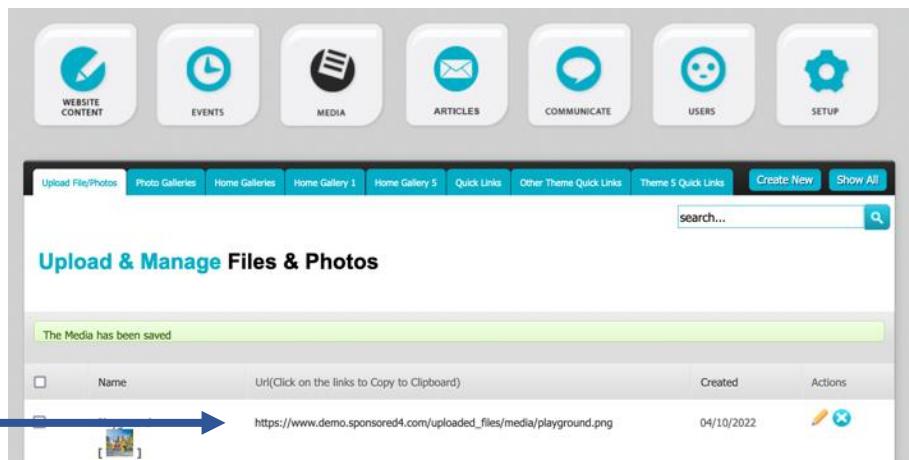
3. Give your image a title and click on **Browse/Choose File**
4. Browse your computer for the file that you want and click **Open**



The screenshot shows the 'Add a Media' dialog box. On the left, there are fields for 'Name' (set to 'Playground'), 'Description', and 'Keywords'. On the right, a file browser window is open, showing files like '2020 AIP.pdf', 'Homepage Gallery.jpg', and 'Playground.png'. At the bottom of the dialog box, there are 'UPLOAD', 'EXTERNAL LINK', and 'EMBED CODE' buttons, followed by a file selection area and a 'Submit' button.

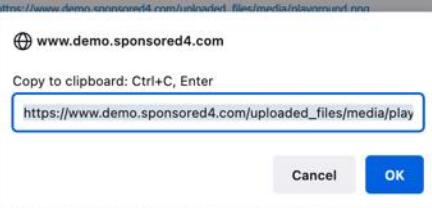
5. Click on **Submit**

6. In **Media**, click on the URL of the image that you just uploaded



Name	Url(Click on the links to Copy to Clipboard)	Created	Actions
[playground]	https://www.demo.sponsored4.com/uploaded_files/media/playground.png	04/10/2022	

7. A pop up window will open for you to COPY the URL to your clipboard. Hit **CTRL + C** on your keyboard. (This is a shortcut to COPY), then click on OK in the pop up window.



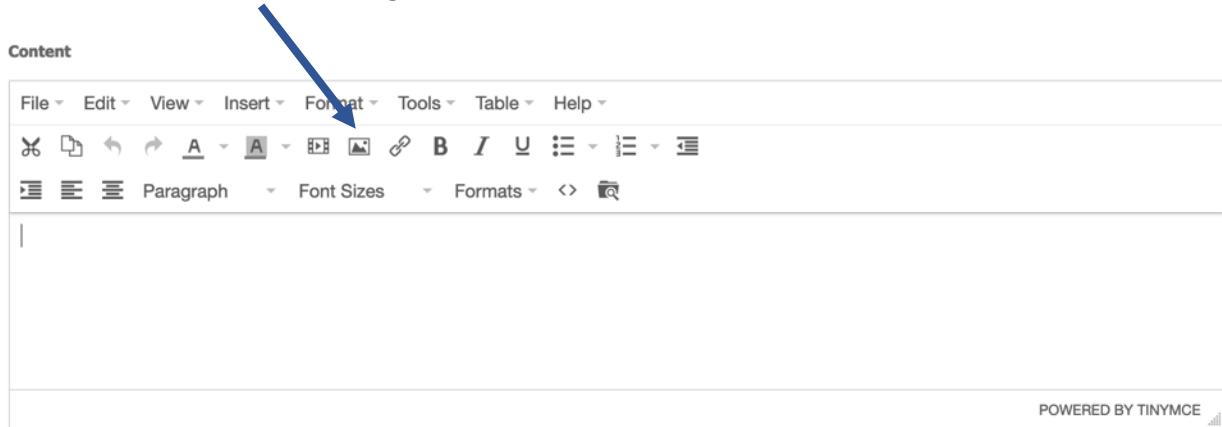
Name	Url(Click on the links to Copy to Clipboard)	Created	Actions
Playground	https://www.demo.sponsored4.com/uploaded_files/media/playground.png	04/10/2022	
Test	www.demo.sponsored4.com	01/09/2022	
Test PDF	Copy to clipboard: Ctrl+C, Enter	01/09/2022	
Test	https://www.demo.sponsored4.com/uploaded_files/media/playground.png	10/08/2022	

8. Go to **Website Content** and find the page you want to house the image and click on the **pencil** to edit this page.

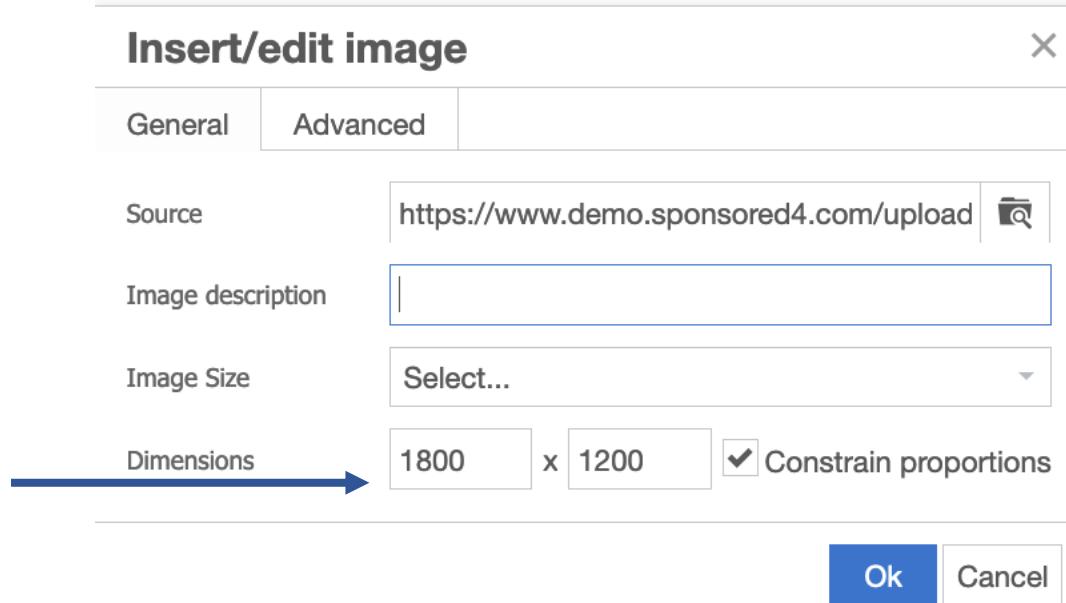


Title	Access	Url	Published	Created	Actions
Working with images	Public	https://www.demo.sponsored4.com/page/47	Yes	13/09/2022	

9. Put your cursor where you would like the image to land and click on the **Insert/Edit** Image button.



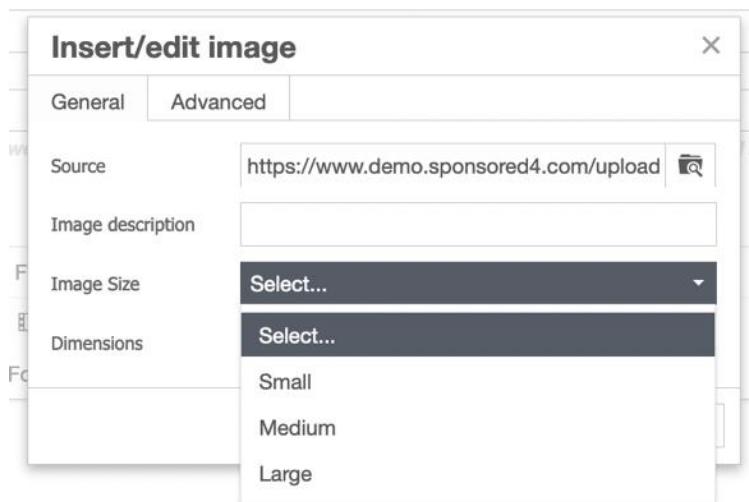
10. Paste the copied URL into the top box (Source) and then click tab on your keyboard (this will fill out the dimensions of your image).



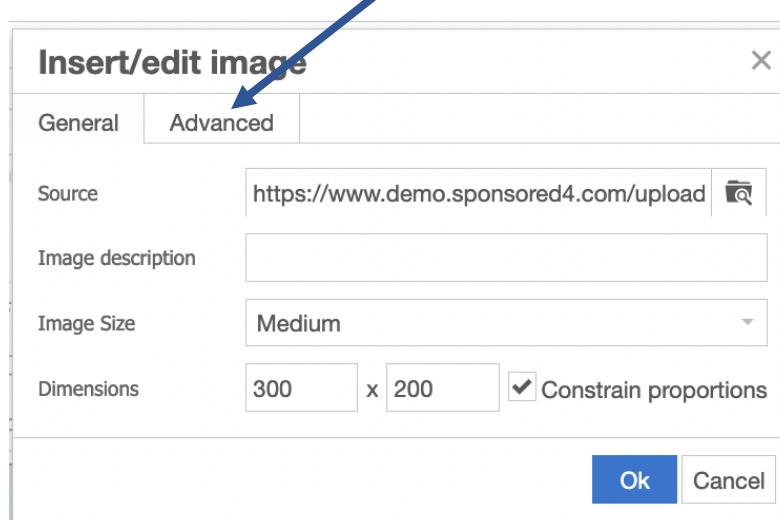
11. You can manually add your dimensions by changing the width and/or height as displayed above.

12. You can also use the Image Size drop down menu to select pre-set image dimensions.

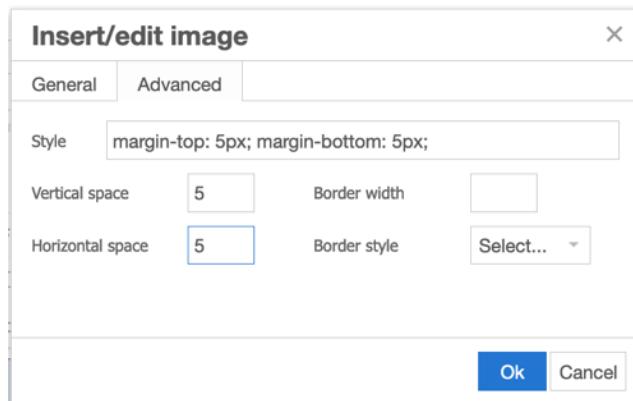
- Small 150 pixels wide
- Medium 300 pixels wide
- Large 600 pixels wide



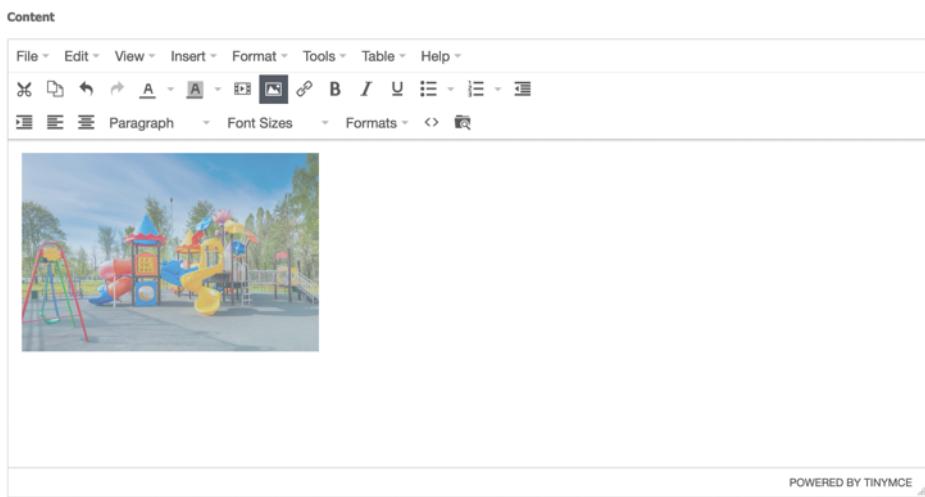
13. In this instance I have chosen Medium. Remaining on this pop up window, now click on **Advanced**.



14. So that your image does not bump right into the next image or text that is surrounding the picture, put some spacing around it. In Vertical and Horizontal space put '5' or a spacing of your choice. Then click **OK**.



15. You will see your picture loaded into the content box of your page. Update your page and visit your site to see the new picture!



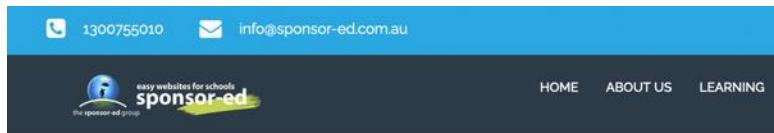
The screenshot shows a WYSIWYG editor interface with a toolbar at the top containing file, edit, view, insert, format, tools, table, and help options. Below the toolbar is a rich text editor with buttons for bold, italic, underline, and other styling. A content box contains a photograph of a playground. At the bottom right of the editor, there is a small 'POWERED BY TINYMCE' watermark.



WORKING WITH IMAGES



The below image shows the same graphic placed on the page using the pre-set sizes of small, medium and large.



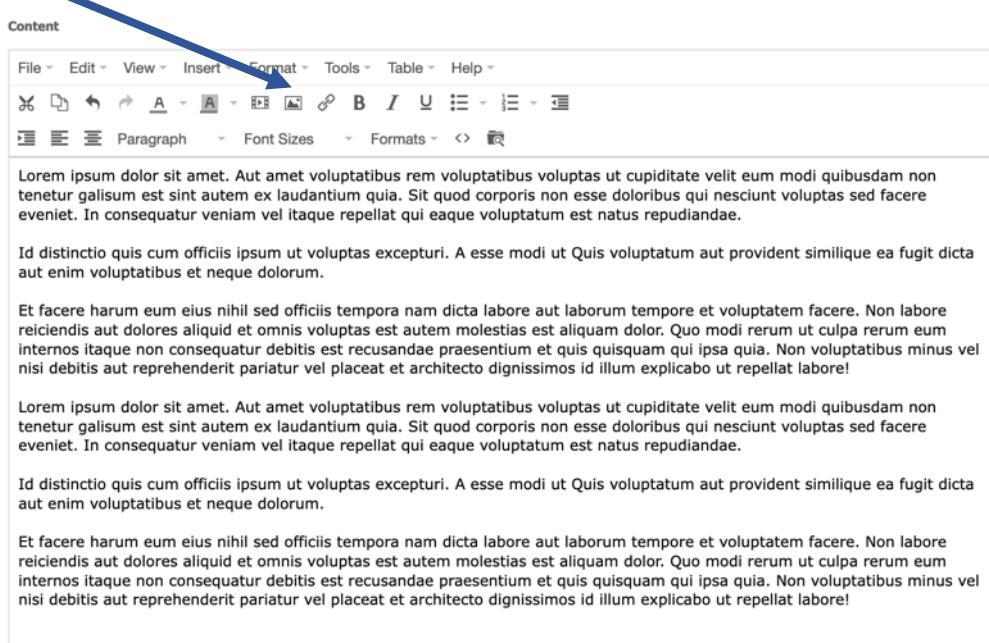
WORKING WITH IMAGES



WRAPPING TEXT AROUND IMAGES

If you have a page of text that you would like to brighten with some images throughout, follow steps 1 – 8 of this guide.

- Once you are on the page where you would like to add your image, put your cursor where you would like the image to appear. In this instance, we will put it in the top left corner. Then click on the **Insert/Edit Image** button



The screenshot shows a 'Content' editor window. At the top is a toolbar with File, Edit, View, Insert, Format, Tools, Table, and Help dropdowns. Below the toolbar is a rich text editor interface with buttons for bold, italic, underline, etc. The main area contains several paragraphs of placeholder Latin text ('Lorem ipsum...'). A blue arrow points from the text above to the 'Insert' button in the toolbar.

Content

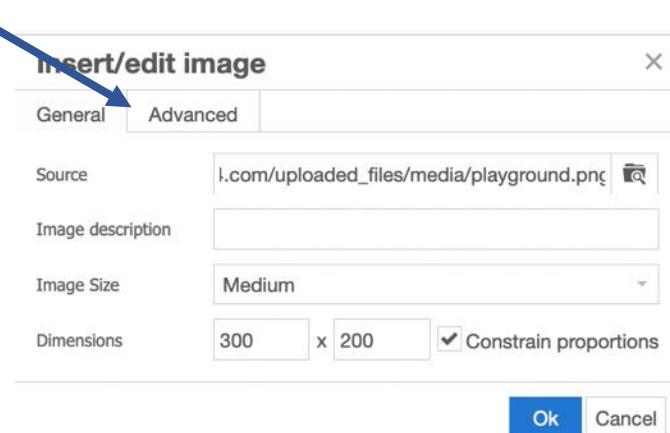
File Edit View Insert Format Tools Table Help

Insert

Paragraph Font Sizes Formats

Lorem ipsum dolor sit amet. Aut amet voluptatibus rem voluptatibus voluptas ut cupiditate velit eum modi quibusdam non tenetur galism est sint autem ex laudantium quia. Sit quod corporis non esse doloribus qui nesciunt voluptas sed facere eveniet. In consequatur veniam vel itaque repellat qui eaque voluptatum est natus repudiandae.
 Id distinctio quis cum officiis ipsum ut voluptas excepturi. A esse modi ut Quis voluptatum aut provident similique ea fugit dicta aut enim voluptatibus et neque dolorum.
 Et facere harum eum eius nihil sed officiis tempora nam dicta labore aut laborum tempore et voluptatem facere. Non labore reiciendis aut dolores aliquid et omnis voluptas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum internos itaque non consequatur debitis est recusandae praesentium et quis quisquam qui ipsa quia. Non voluptatibus minus vel nisi debitis aut reprehenderit paratur vel placeat et architecto dignissimos id illum explicabo ut repellat labore!
 Lorem ipsum dolor sit amet. Aut amet voluptatibus rem voluptatibus voluptas ut cupiditate velit eum modi quibusdam non tenetur galism est sint autem ex laudantium quia. Sit quod corporis non esse doloribus qui nesciunt voluptas sed facere eveniet. In consequatur veniam vel itaque repellat qui eaque voluptatum est natus repudiandae.
 Id distinctio quis cum officiis ipsum ut voluptas excepturi. A esse modi ut Quis voluptatum aut provident similique ea fugit dicta aut enim voluptatibus et neque dolorum.
 Et facere harum eum eius nihil sed officiis tempora nam dicta labore aut laborum tempore et voluptatem facere. Non labore reiciendis aut dolores aliquid et omnis voluptas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum internos itaque non consequatur debitis est recusandae praesentium et quis quisquam qui ipsa quia. Non voluptatibus minus vel nisi debitis aut reprehenderit paratur vel placeat et architecto dignissimos id illum explicabo ut repellat labore!

- Paste your image into the top box, then choose your size and click on Advanced.



The screenshot shows the 'Insert/edit image' dialog box. It has tabs for General and Advanced, with General selected. The General tab displays fields for Source (a URL), Image description (empty), Image Size (Medium), and Dimensions (300 x 200). A checkbox for 'Constrain proportions' is checked. At the bottom are Ok and Cancel buttons. A blue arrow points from the text above to the 'Advanced' tab.

Insert/edit image

General Advanced

Source: !.com/uploaded_files/media/playground.png

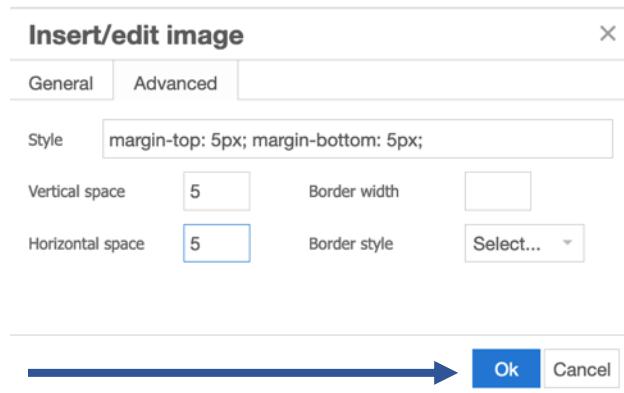
Image description:

Image Size: Medium

Dimensions: 300 x 200 Constrain proportions

Ok Cancel

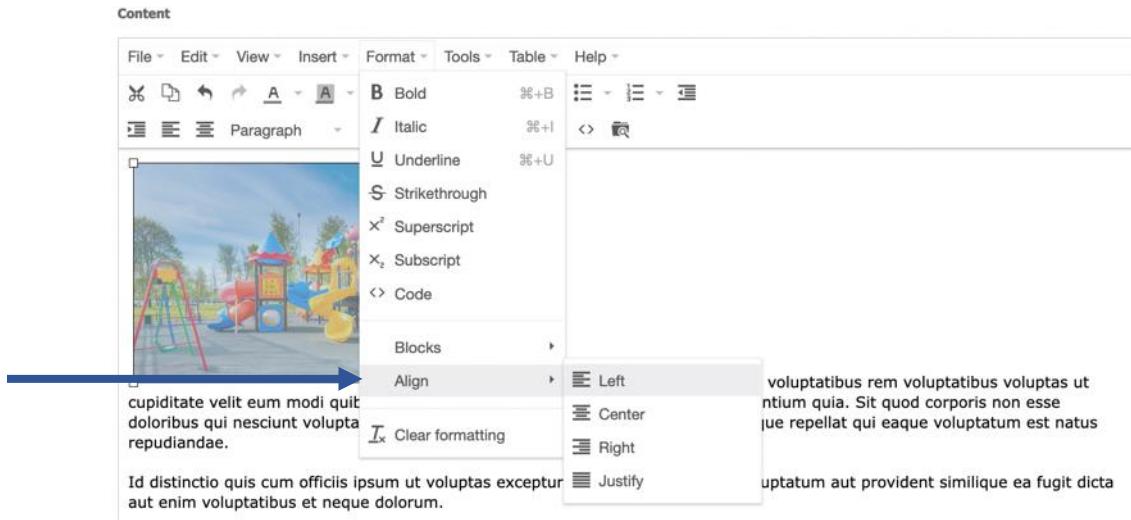
3. Add your vertical & horizontal spacing then click OK.



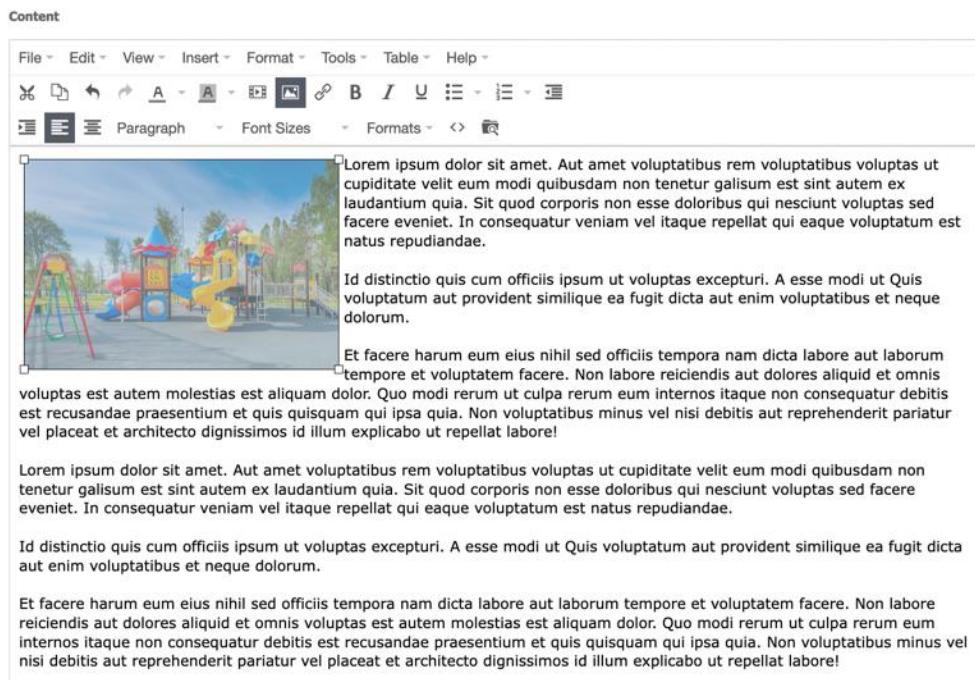
4. Your picture will load as below, while the picture is still selected click on **Format** on the top row of your toolbar.

The image shows a rich text editor interface. At the top, there's a toolbar with buttons for File, Edit, View, Insert, Format (which is highlighted with a blue arrow), Tools, Table, and Help. Below the toolbar is a preview area showing a colorful playground. Underneath the preview, there's some placeholder text: "Lorem ipsum dolor sit amet. Aut amet voluptatibus rem voluptatibus voluptas ut cupiditate velit eum modi quibusdam non tenetur galism est sint autem ex laudantium quia. Sit quod corporis non esse doloribus qui nesciunt voluptas sed facere eveniet. In consequatur veniam vel itaque repellat qui eaque voluptatum est natus repudiandae." Further down, there are two more paragraphs of placeholder text: "Id distinctio quis cum officiis ipsum ut voluptas excepturi. A esse modi ut Quis voluptatum aut provident similique ea fugit dicta aut enim voluptatibus et neque dolorum." and "Et facere harum eum eius nihil sed officiis tempora nam dicta labore aut laborum tempore et voluptatem facere. Non labore reiciendis aut dolores aliquid et omnis voluptas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum internos itaque non consequatur debitis est recusandae praesentium et quis quisquam qui ipsa quia. Non voluptatibus minus vel nisi debitis aut reprehenderit pariatur vel placeat et architecto dignissimos id illum explicabo ut repellat labore!"

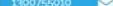
5. Hover over Align, then align to the **Left**.



6. Your picture is now aligned to the top left of your text. Update your page and visit your site to see your image.



 1300755010  info@sponsor-ed.com.au  

**sponsor-ed**
sponsoring schools

[HOME](#) [ABOUT US](#) [LEARNING](#) [WELLBEING](#) [COMMUNITY](#) [CONTACT US](#)

WORKING WITH IMAGES



1000 Lorem ipsum dolor sit amet. Aut amet voluptatibus rem voluptatibus voluptas ut cupiditate velit eum modi quibusdam non tenetur galismus est sint autem ex laudantium quia. Sit quod corporis non esse doloribus qui nesciunt voluptas sed facere eveniet. In consequatur veniam vel itaque repellat qui eaque voluptatum est natus repudiandae.

Id distinctio quis cum officiis ipsum ut voluptas excepturi. A esse modi ut Quis voluptatum aut provident similique ea fugit dicta aut enim voluntatibus et neque dolorum.

Et facere harum eum eis nihil sed officiis tempora nam dicta labore aut laborum tempore et voluptatum facere. Non labore reiciendis aut dolores aliquid et omnis voluptas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum internos itaque non consequatur debitis est recusandae praesentium et quis quisque qui ipsa quia. Non voluptatibus minus vel nisi debitibus aut reprehenderit pariarum vel placeat ad architectura dimensione illi immensitudine ut consuetum.

Lorem ipsum dolor sit amet. Aut amet voluptatibus rem voluptatibus voluptas ut cupiditate velit eum modi quibusdam non tenetur galism est sint autem ex laudantium quia. Sit quod corporis non esse doloribus qui nesciunt voluptas sed facere eveniet. In consequatur veniam vel itaque repellat qui eaque voluptatibus non quis ut cupiditate.

Id distinctio quis cum officiis ipsum ut voluptas excepturi. A esse modi ut Quis voluptatum aut provident similique ea fugit dicta aut enim voluptatibus et neque dolonim.

Et facere harum eum eius nihil sed officii tempora nam dicta labore aut laborum tempore et voluntatem facere. Non labore reiciendis aut dolores aliquid et omnis voluntas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum internos itaque non consequatur debitibus est recusandae praesentium et quis quisquam qui ipsa quia. Non voluntatibus minus vel nisi debitibus aut reprehenderit parilarum vel placeat et architecto dignissimos id illum explicabo ut repellat quisquam!

7. You may want to add another photo further down the page and align it to the right. Follow step 1- 5 of Aligning Images. Put your cursor in front of the 4th paragraph and insert your image using the above steps but this time we will align to the **right**. Update your page.

The screenshot shows a Microsoft Word interface with the 'Format' tab selected in the ribbon. A context menu is open over a paragraph of Latin text, specifically over the word 'voluptas'. The menu includes options for bold, italic, underline, strikethrough, superscript, subscript, code, blocks, align (with sub-options for left, center, right, and justify), and clear formatting. A blue arrow points from the 'Right' alignment option towards the 'Justify' option. The document also features a large image of a playground, some English explanatory text at the bottom, and other standard Word toolbars.

Content

File - Edit - View - Insert - Format - Tools - Table - Help -

B Bold I Italic U Underline S Strikethrough X² Superscript X₂ Subscript <> Code

Paragraph ¶



voluptas est autem molestias
est recusandae praesentium e
vel placeat et architecto digni:

Blocks >

Align >

Left icis tempora nam dicta labore aut laborum
ore reiciendis aut dolores aliquid et omnis
um internos itaque non consequatur debitis
us vel nisi debitis aut reprehenderit paratur

Center lorem ipsum dolor sit amet. Aut amet voluptibus rem voluptibus voluptas ut
cupiditate velit eum modi quibusdam non tenetur galsum est sint autem ex laudantium quia. Sit quod corporis non esse
doloribus qui nesciunt voluptas sed facere eveniet. In consequatur veniam vel itaque repellat qui eaque voluptatum est natus
repudiandae.

Right I dolor sit amet. Aut amet voluptibus rem voluptibus voluptas ut
lit eum modi quibusdam non tenetur galsum est sint autem ex laudantium quia. Sit quod corporis non esse
doloribus qui nesciunt voluptas sed facere eveniet. In consequatur veniam vel itaque repellat qui eaque voluptatum est
andae.

Justify quis cum officiis ipsum ut voluptas excepturi. A esse modi ut Quis voluptatum aut provident similiq
ut provident similiq ea fugit dicta aut enim voluptatis et neque dolorum.

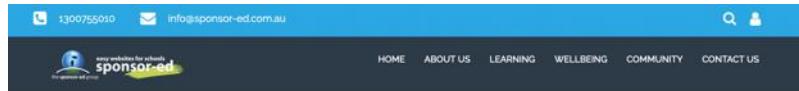
Clear formatting



Lorem ipsum dolor sit amet. Aut amet voluptibus rem voluptibus voluptas ut
cupiditate velit eum modi quibusdam non tenetur galsum est sint autem ex laudantium quia. Sit quod corporis non esse
doloribus qui nesciunt voluptas sed facere eveniet. In consequatur veniam vel itaque repellat qui eaque voluptatum est natus
repudiandae.

I dolor sit amet. Aut amet voluptibus rem voluptibus voluptas ut
lit eum modi quibusdam non tenetur galsum est sint autem ex laudantium quia. Sit quod corporis non esse
doloribus qui nesciunt voluptas sed facere eveniet. In consequatur veniam vel itaque repellat qui eaque voluptatum est
andae.

Et facere harum eum eius nihil sed officiis tempora nam dicta labore aut laborum tempore et voluptatem facere. Non labore
reiciendis aut dolores aliquid et omnis voluptas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum
internos itaque non consequatur debitis est recusandae praesentium et quis quisquam qui ipsa quia. Non voluptatum minus vel
nisi debitis aut reprehenderit paratur vel placeat et architecto dignissimos id illum explicabo ut repellat labore!



WORKING WITH IMAGES



Et facere harum eum eius nihil sed officii tempora nam dicta labore aut laborum tempore et voluptatem facere.

Non labore reiciendis aut dolores aliquid et omnis voluptas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum internos itaque non consequatur debitis est recusandae praesentium et quis quisquam qui ipsa quia. Non voluptatibus minus vel nisi debitis aut reprehenderit pariatur vel placeat et architecto dignissimos id illum explicabo ut repellat labore!

Et facere harum eum eius nihil sed officii tempora nam dicta labore aut laborum tempore et voluptatem facere.

Non labore reiciendis aut dolores aliquid et omnis voluptas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum internos itaque non consequatur debitis est recusandae praesentium et quis quisquam qui ipsa quia. Non voluptatibus minus vel nisi debitis aut reprehenderit pariatur vel placeat et architecto dignissimos id illum explicabo ut repellat labore!



ALIGNING MULTIPLE IMAGES ON A PAGE

You may find that you would like a row of images displayed on your site, as long as you keep the dimensions the same, they will look great.

1. Load your images into the media folder following the steps outlined earlier in this guide.
2. Pop your cursor where you would like the first image to land and click on the Insert/Edit image button and paste the URL into the source box. Choose your size in this case **Medium** and add your spacing.

Content

File - Edit - View - Insert - Format - Tools - Table - Help -

Et facere harum eum eius nihil sed officii tempora nam dicta labore aut laborum tempore et voluptatem facere. Non labore reiciendis aut dolores aliquid et omnis voluptas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum internos itaque non consequatur debitis est recusandae praesentium et quis quisquam qui ipsa quia. Non voluptatibus minus vel nisi debitis aut reprehenderit pariatur vel placeat et architecto dignissimos id illum explicabo ut repellat labore!

Et facere harum eum eius nihil sed officii tempora nam dicta labore aut laborum tempore et voluptatem facere.

Non labore reiciendis aut dolores aliquid et omnis voluptas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum internos itaque non consequatur debitis est recusandae praesentium et quis quisquam qui ipsa quia. Non voluptatibus minus vel nisi debitis aut reprehenderit pariatur vel placeat et architecto dignissimos id illum explicabo ut repellat labore!

Et facere harum eum eius nihil sed officii tempora nam dicta labore aut laborum tempore et voluptatem facere.

Non labore reiciendis aut dolores aliquid et omnis voluptas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum internos itaque non consequatur debitis est recusandae praesentium et quis quisquam qui ipsa quia. Non voluptatibus minus vel nisi debitis aut reprehenderit pariatur vel placeat et architecto dignissimos id illum explicabo ut repellat labore!

3. Update your page.
4. Go back to MEDIA and copy the URL of the second picture you wish to load. Go to Website Content and edit the page you are working on. Pop your cursor to the RIGHT of the first image and then click on the Insert/Edit Image icon.
5. Paste the URL of your image in the source box, choose size medium, add your spacing and insert.

Content

File Edit View Insert Format Tools Table Help

Paragraph Font Sizes Formats

Lorem ipsum dolor sit amet. Aut amet voluptatibus rem voluptatibus voluptas ut cupiditate velit eum modi quibusdam non tenetur galisum est sint autem ex laudantium quia. Sit quod corporis non esse doloribus qui nesciunt voluptas sed facere eveniet. In consequatur veniam vel itaque repellat qui eaque voluptatum est natus repudiandae.
 Id distinctio quis cum officiis ipsum ut voluptas excepturi. A esse modi ut Quis voluptatum aut provident similiqe ea fugit dicta aut enim voluptatibus et neque dolorum.
 Et facere harum eum eius nihil sed officiis tempora nam dicta labore aut laborum tempore et voluptatem facere. Non labore reiciendis aut dolores aliquid et omnis voluptas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum internos itaque non consequatur debitis est recusandae praesentium et quis quisquam qui ipsa quia. Non voluptatibus minus vel nisi debitis aut reprehenderit paratur vel placeat et architecto dignissimos id illum explicabo ut repellat labore!

6. Repeat for as many images as you like.

WORKING WITH IMAGES

Lorem ipsum dolor sit amet. Aut amet voluptatibus rem voluptatibus voluptas ut cupiditate velit eum modi quibusdam non tenetur galisum est sint autem ex laudantium quia. Sit quod corporis non esse doloribus qui nesciunt voluptas sed facere eveniet. In consequatur veniam vel itaque repellat qui eaque voluptatum est natus repudiandae.

Id distinctio quis cum officiis ipsum ut voluptas excepturi. A esse modi ut Quis voluptatum aut provident similiqe ea fugit dicta aut enim voluptatibus et neque dolorum.

Et facere harum eum eius nihil sed officiis tempora nam dicta labore aut laborum tempore et voluptatem facere. Non labore reiciendis aut dolores aliquid et omnis voluptas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum internos itaque non consequatur debitis est recusandae praesentium et quis quisquam qui ipsa quia. Non voluptatibus minus vel nisi debitis aut reprehenderit paratur vel placeat et architecto dignissimos id illum explicabo ut repellat labore!



Lorem ipsum dolor sit amet. Aut amet voluptatibus rem voluptatibus voluptas ut cupiditate velit eum modi quibusdam non tenetur galisum est sint autem ex laudantium quia. Sit quod corporis non esse doloribus qui nesciunt voluptas sed facere eveniet. In consequatur veniam vel itaque repellat qui eaque voluptatum est natus repudiandae.

Id distinctio quis cum officiis ipsum ut voluptas excepturi. A esse modi ut Quis voluptatum aut provident similiqe ea fugit dicta aut enim voluptatibus et neque dolorum.

Et facere harum eum eius nihil sed officiis tempora nam dicta labore aut laborum tempore et voluptatem facere. Non labore reiciendis aut dolores aliquid et omnis voluptas est autem molestias est aliquam dolor. Quo modi rerum ut culpa rerum eum internos itaque non consequatur debitis est recusandae praesentium et quis quisquam qui ipsa quia. Non voluptatibus minus vel nisi debitis aut reprehenderit paratur vel placeat et architecto dignissimos id illum explicabo ut repellat labore!