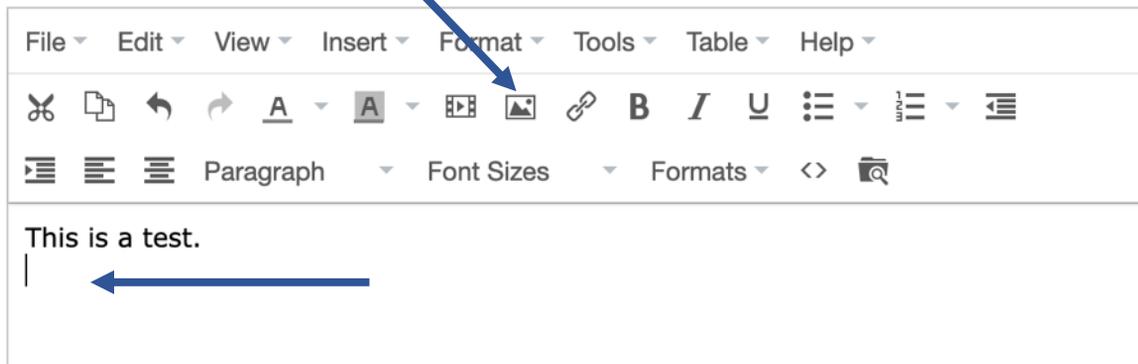


Adding an image to a page

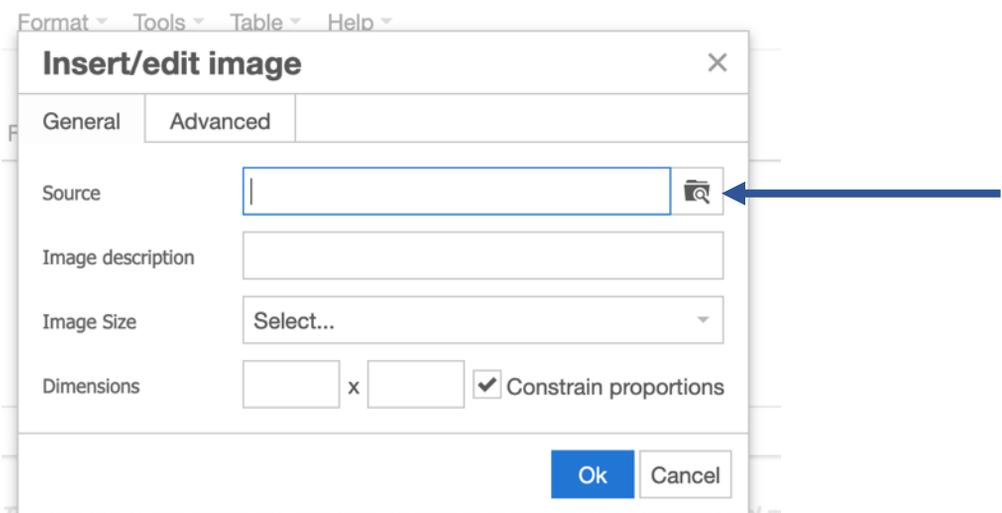
The in-page media uploader allows you to add images to a page or article without using the media folder.

- Go to the page you want to load your image and place your cursor where you would like the image to appear.
- Click on "Insert/Edit Image" icon in the toolbar.

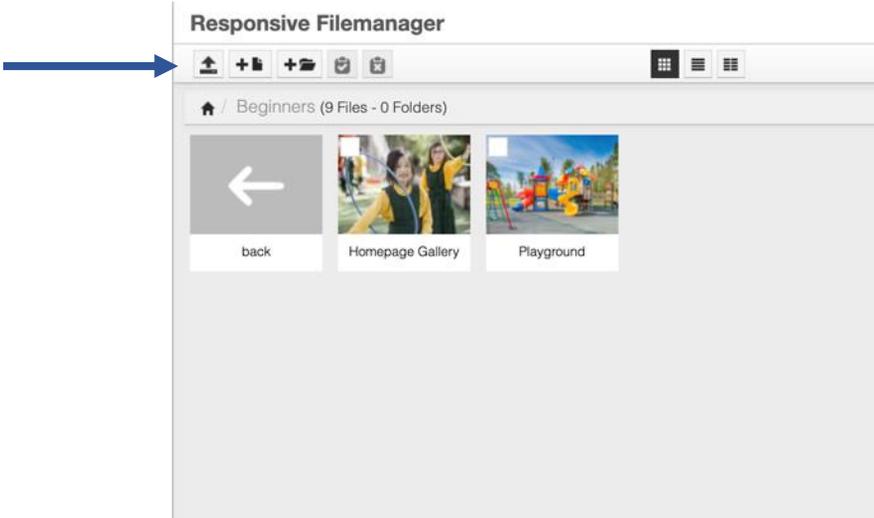
Content



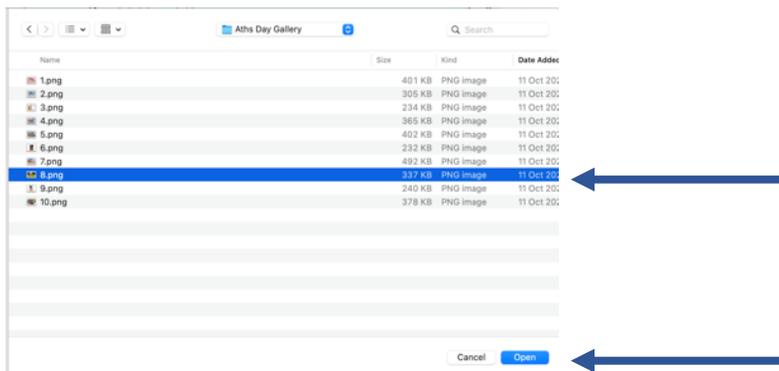
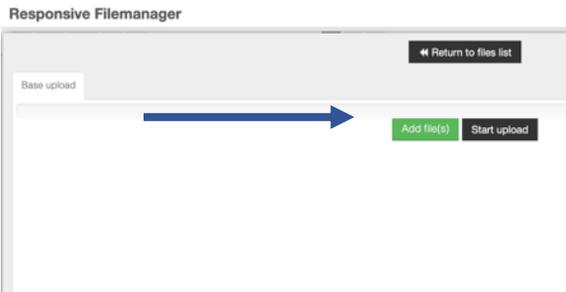
- Click on the folder on the right.



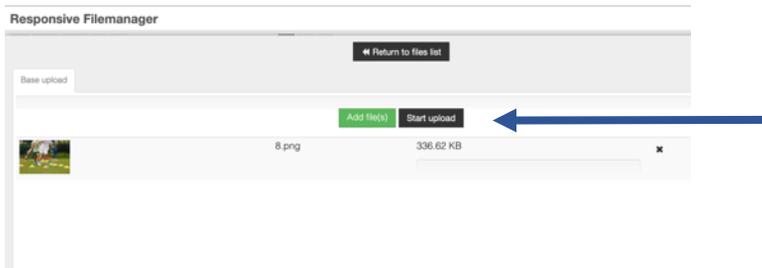
- Click on the upload button (top left corner)



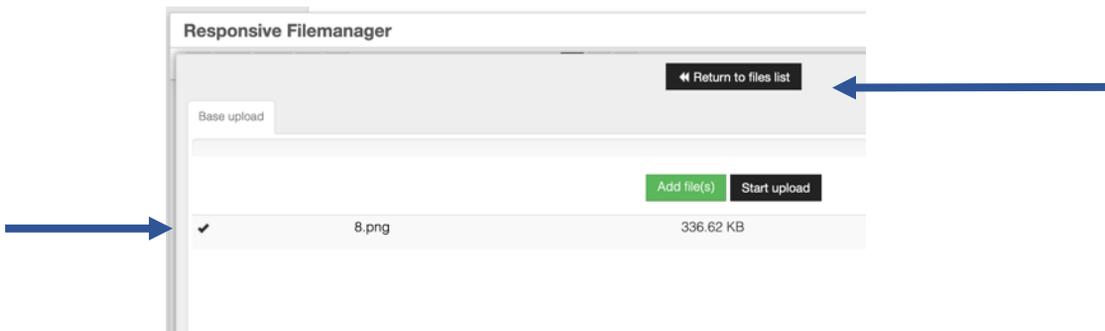
- Click on the Add Files button and browse for the image you wish to use



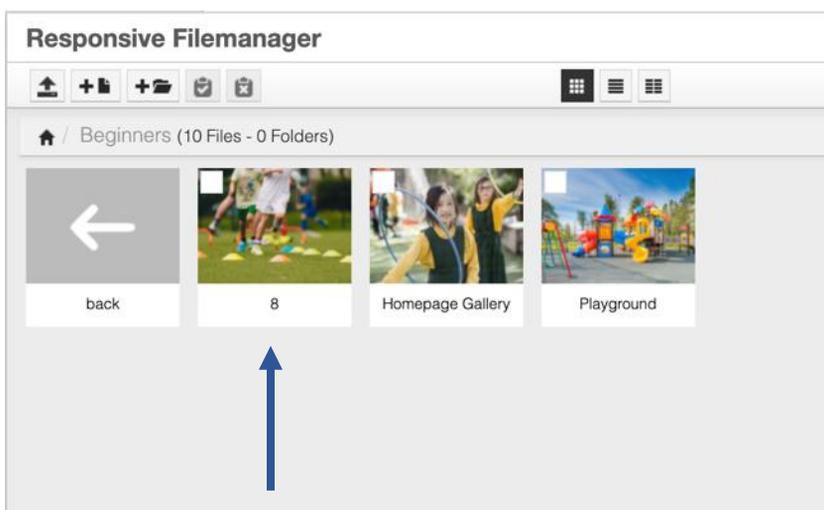
- Click on Start Upload.



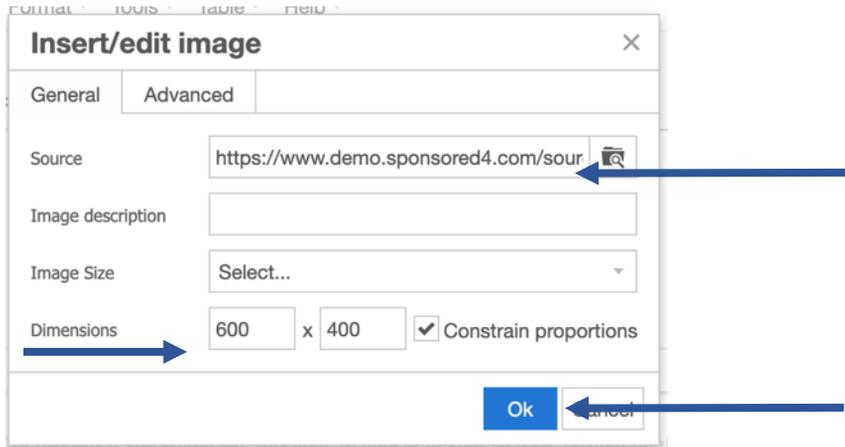
- Once your image is loaded, there will be a tick on the left hand side. You can then click Return to files list.



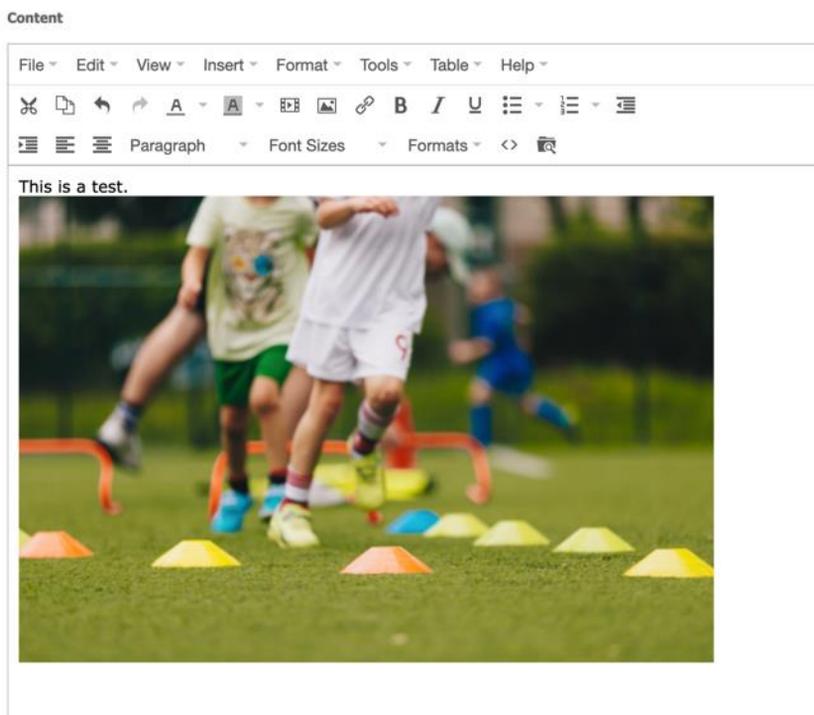
- Your newest picture or file will be in the top left hand corner (after any folders that you may have). Click on this image.



- Your picture is now selected in the pop up window, you can also see the image dimensions (which you can adjust if you choose)

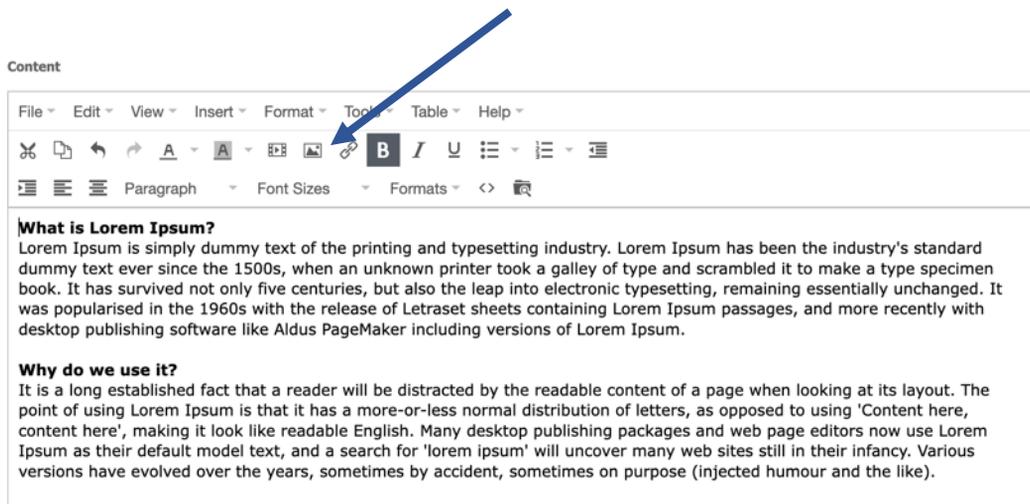


- Click OK and the picture will be on your page!

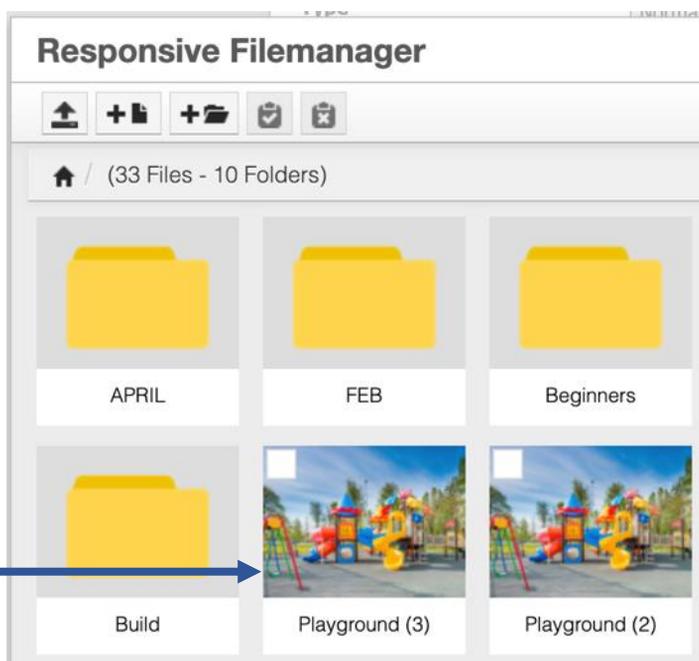


Aligning and adding a buffer around your images

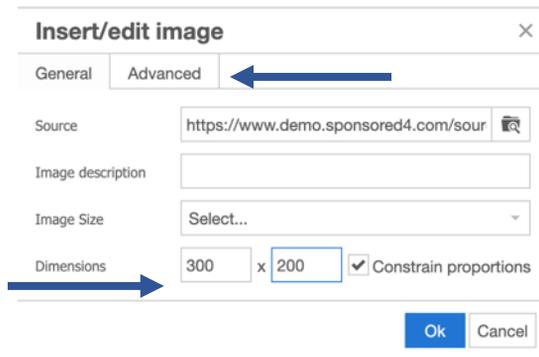
- If you would like to align your images within text you place your cursor to the left of the line of text you wish to add the image to and click on the Insert Image button in the toolbar



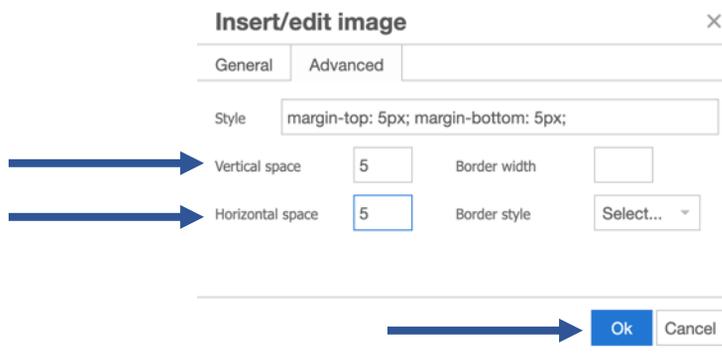
- Select the image (or upload the image) you wish to use.



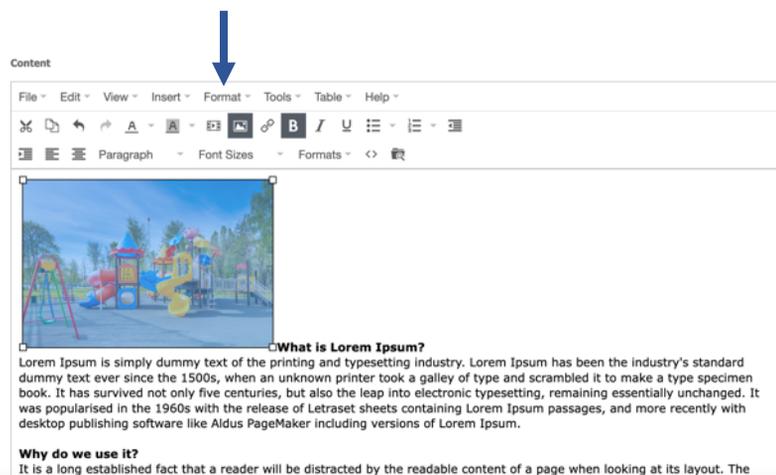
- Choose dimensions that work with the text you are wrapping around the image – then click on Advanced



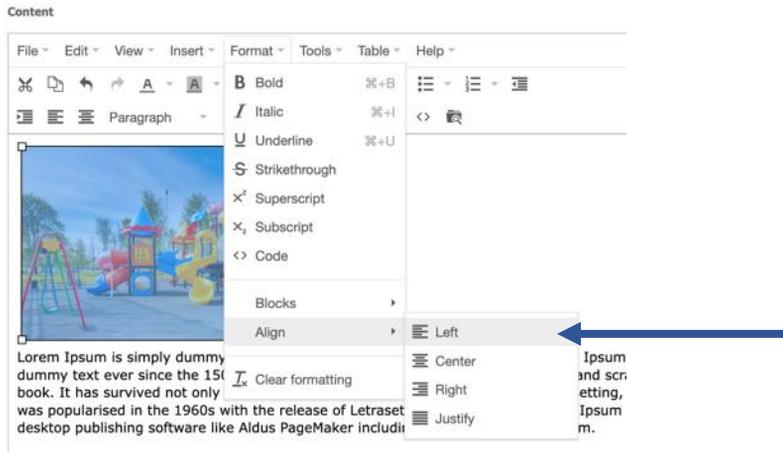
- Add Vertical and Horizontal spacing – I chose 5 pixels in this example, then click OK.



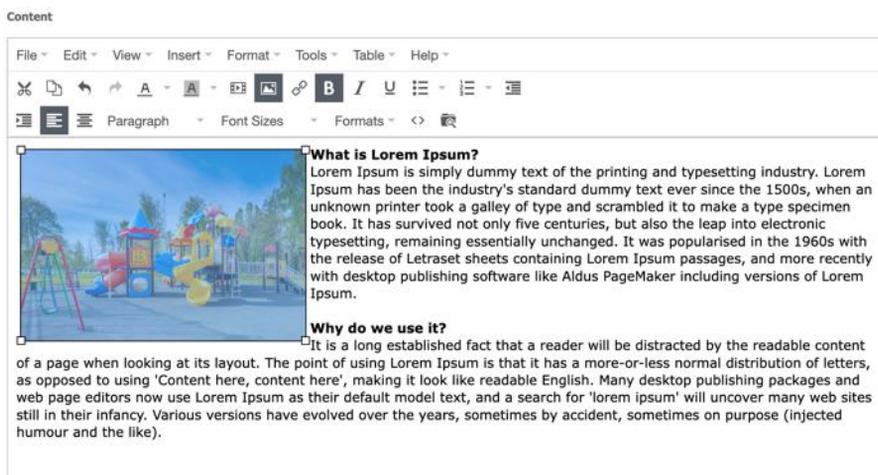
- Your picture will be loaded onto your page – with it still selected, click on Format in the toolbar



- Scroll down to Align and choose Left



- Your picture is now aligned to the left, submit your page and view your work.



WORKING WITH IMAGES



What is Lorem Ipsum?

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Why do we use it?

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

- If the picture is too big or too small, you can edit the size of the image to make it fit better on the page.

WORKING WITH IMAGES



What is Lorem Ipsum?

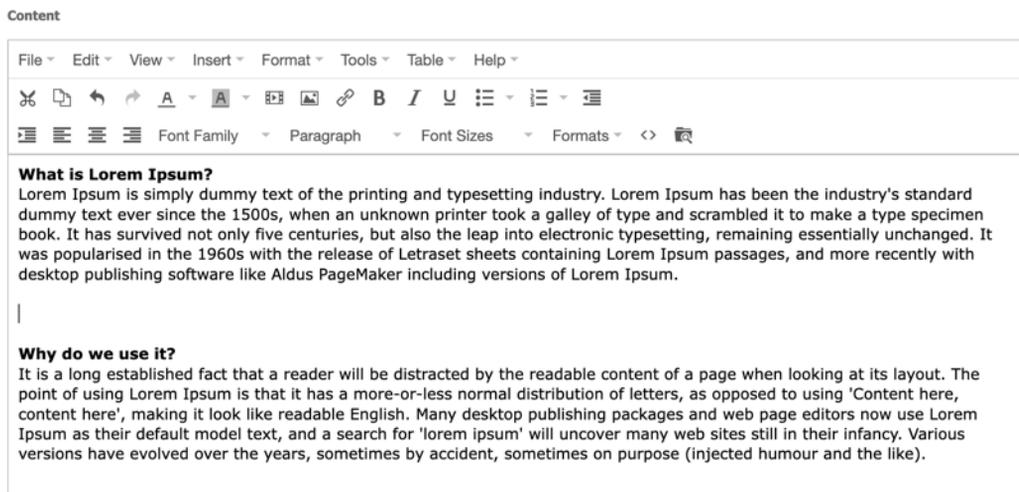
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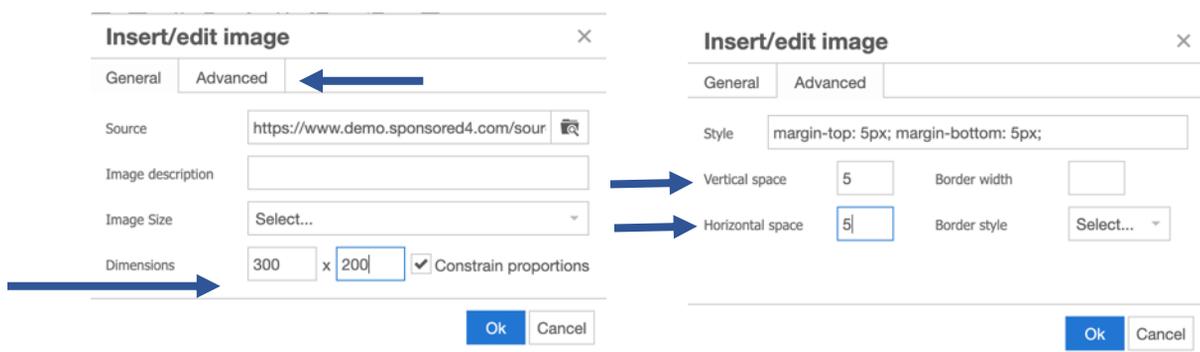
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Aligning multiple images on a page

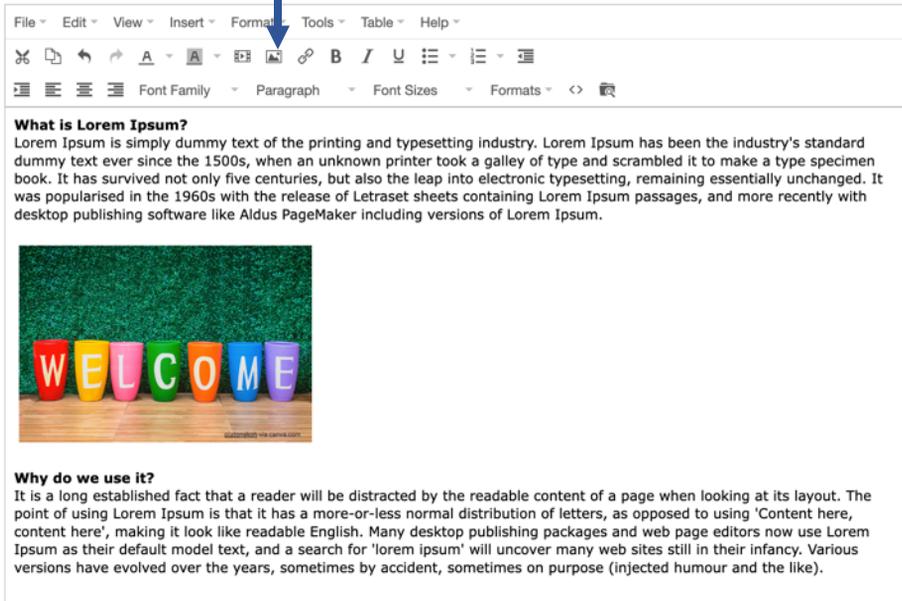
- If you would like to align your images on a page side by side on the page, place your cursor where you want the images to display



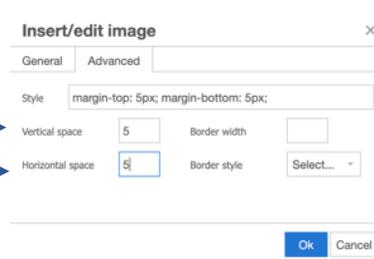
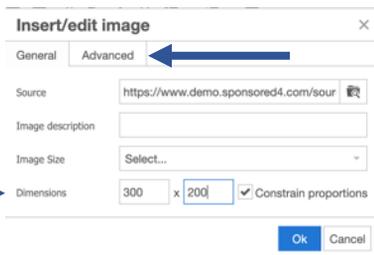
- Follow the steps outlined for selecting or uploading your first image as outlined previously in this guide.
- Choose the dimensions of your first image then click on Advanced to add the vertical and horizontal spacing.



- Your first image is loaded, keep the cursor to the right of this image and click on the Insert Image icon in the toolbar to select your next image.



- Load your next image (try to keep the dimensions the same or at least one dimension the same to keep the images uniform on the page).



- Repeat for any remaining images then check your new page out on your website!

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