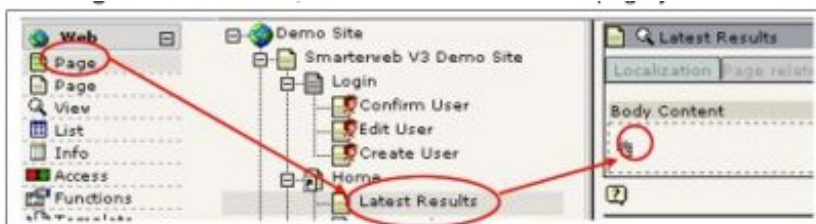


Adding/Formatting Images

Last Modified on 11/11/2015 8:15 am AEDT







1. Click Page in the left menu, then click the name of the page you want to edit. Click the 'Create new record' image.



2. Select 'Text with Image' or 'Image Only' as the content type.

1: SELECT TYPE OF CONTENT ELEMENT:
Please select which kind of page content you wish to create:

Typical page content

	Regular text element A regular text element with header and bodytext fields.
	Text with image below Regular text element with a field which can contain any number of images which are positioned below the text.
	Text with image to the right Like above but with the images placed to the right of the text with the text wrapping around the images.
	Images only Any number of images aligned in columns and rows with caption. Like the image options above but without text.
	Bullet list A single bullet list.
	Table A simple table with up to 8 columns.

3. Click on browse to find the image on your computer. (Note: To add multiple images in the one element simply hit save and then either hit browse or the file list icon to add more images).



4. Select the position that you want for the image from either the icons or the dropdown menu.



5. Choose how many columns you want to split the image up into. This only really applies if you add multiple images in the one element. In the images below the first time two columns have been selected which mean the images get split into two columns, the next image shows four columns.



6. To make text appear beside the image, enter the text into the 'Caption' field. (Note: if you are wanting to add a specific caption to an image (when you have added more than one image) then it is recommended that you don't use an image element as it is difficult to get the layout you want. In this case it is easiest to use a table in a regular text element.)

7. Alternate text and Title text are also recommended for SEO

?

Caption:

Align:

?

Alternative Text:

Title Text:

8. To alter the width of the image, enter the width you want (in pixels), a tick will automatically appear in the checkbox.
9. To alter the height of the image, click the ‘More Options’ icon
10. Then enter the height you want (in pixels). A tick will automatically appear in the checkbox.

Related Articles

[template("related")]
