**A:** When you are editing your content item and preparing to insert an image, click on the image icon and click "**Browse Server**" to browse the File Manager for the image that you'd like to insert.

B: Once you've found or uploaded and inserted that image that you want to use, check the Width and Height. If the width is greater than 2000 pixels, you should consider resizing the image first. Larger images can increase page load time, causing your website to be slower, especially on mobile devices.

If your image does not need resizing, you can move on to step **"I"** on page 4.
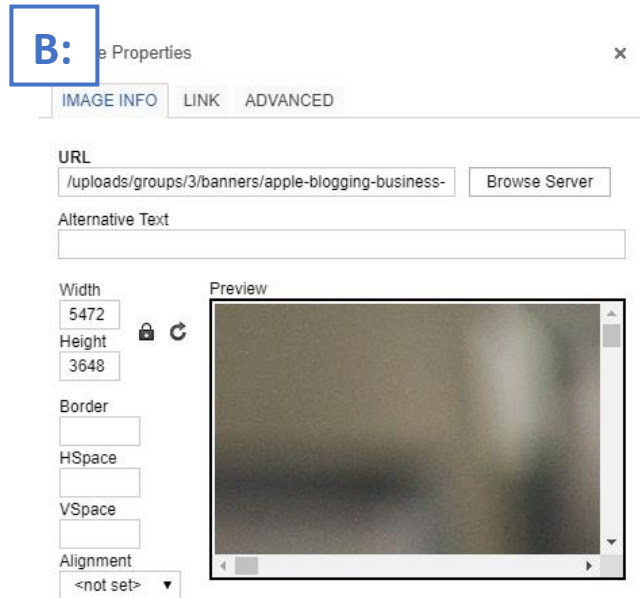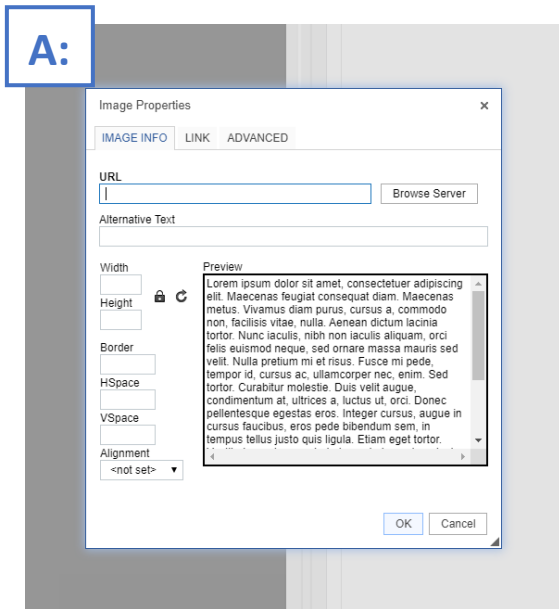
C: To resize an image, save your content item or save it as a draft so you don't lose any progress.

Click on the File Manager icon and browse to the image you want to resize. Click on the menu icon and select "**Open**." This will open the image editor.
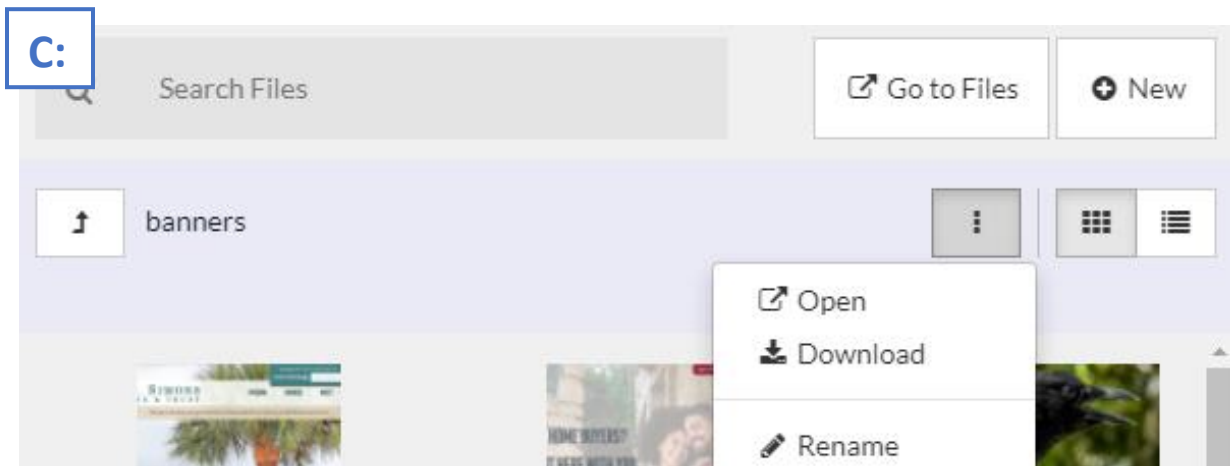
D: When you click the "Open" button, if the image is too large, it will prompt that it will resize the image before editing. When automatically resized it will be reduced to around 1365 pixels wide.

As a general rule, most content images should not exceed 1200 pixels and most large scrolling banner images should not exceed 1800 pixels.

D:

e Image   ×

This image is too large to edit.

Auto Resize   Close

E:
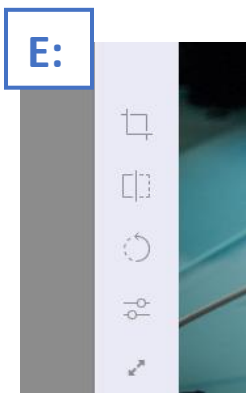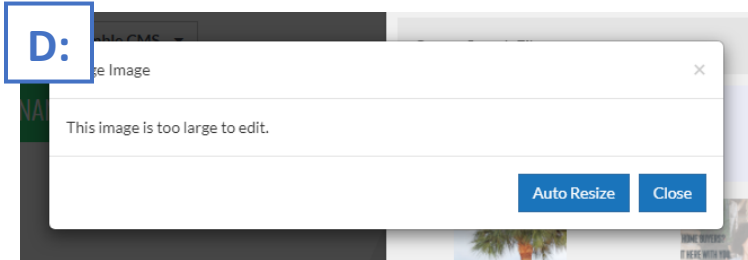
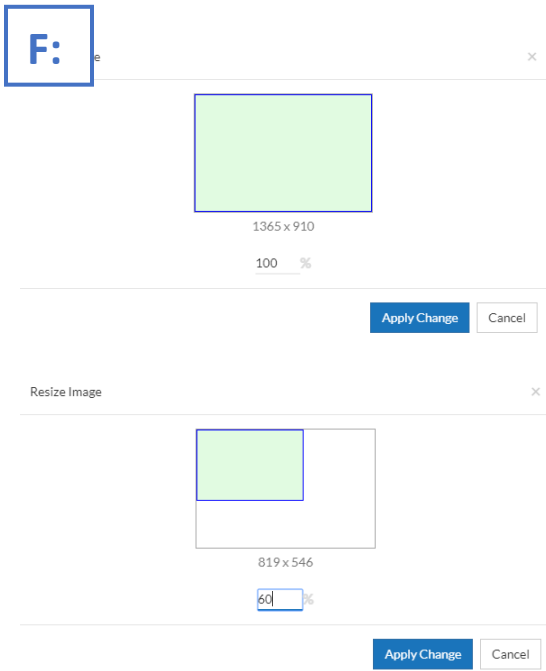**E:** If you would like to crop your image before resizing, click on the top button.

To resize your image, click on the bottom icon of two diagonally pointing arrows.

Other editing options include:

Flip (Flip the image horizontally or vertically)

Rotate (Rotate the image based on degrees)

Filter (Add filters and basic photo edits like grayscale, brightness and color tint)

F:

e   ×

1365 x 910

100   %

Apply Change   Cancel

Resize Image   ×

819 x 546

60   %

Apply Change   Cancel

F: When you select "**Resize**," You will be able to resize the image based on a percentage of its current size.

As you enter different percentage numbers in the available field, the new size (in pixels) will be reflected in the sample image space above.

The size of the box is not to scale of the presented pixel dimensions shown below it, but the green box will scale within the dimensions of the white box which represents the current image size.

Once you are satisfied with the size of the image, click "**Apply Changes**."

G: Once you have made all edits to the image, it is important to save your changes and unpublish/publish your new image for changes to fully take place.

Click on the menu icon (three small, stacked boxes) and select "**Save Changes**." Once changes have been saved click the "**Close File**" button.
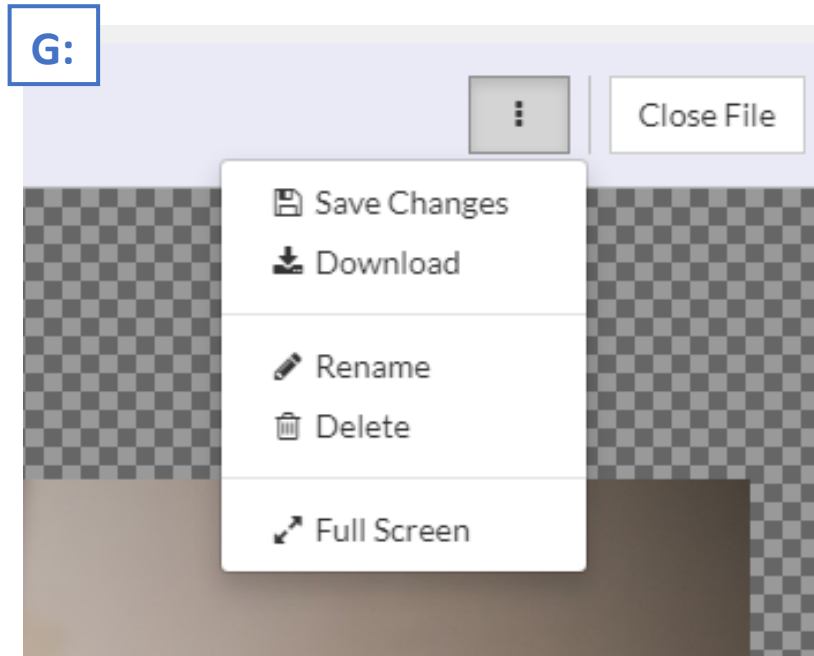

H: After closing your saved file, select it in File Manager and click on the menu icon. Select "**Unpublish**" from the dropdown. It will ask if you are sure that you want to unpublish this image, click "**Confirm**." Immediately after, click the menu button again and select "**Publish**" and "**Confirm**."
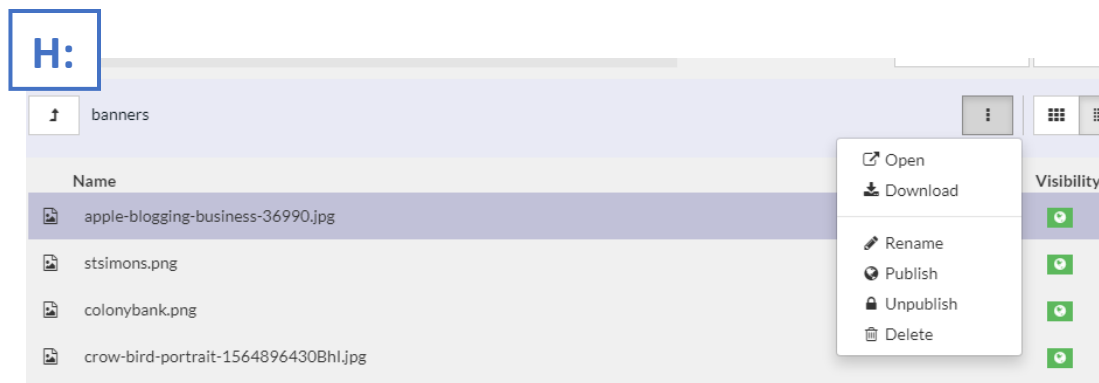
You can preview your newly updated image by clicking on the green icon on the right (list view only). This will open the image in a new tab where you can check to see that changes were made successfully.

After updating your image, return to the draft or content item where you want to insert the image.
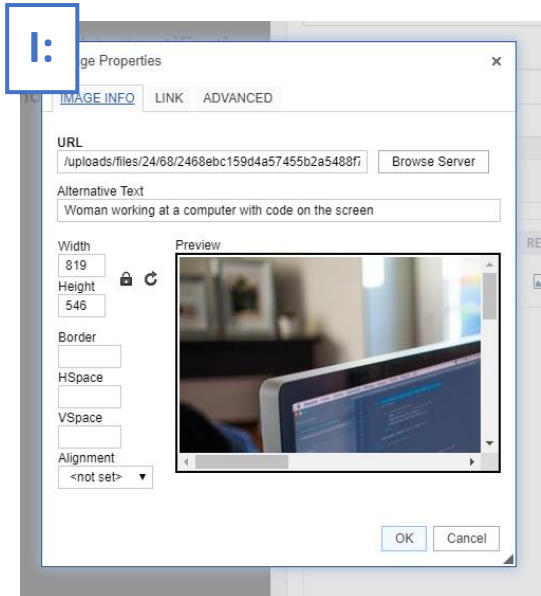
I: Insert your image from the File Manager. Always include **Alternative Text** with an image. This allows for users with visual disabilities to be able to interpret what is shown on the page.

You will see the image's default size displayed in the Width and Height fields. If you would like for this image to scale you can remove the numbers from both of those fields.

The lock icon next to the Width and Height locks or unlocks the aspect ratio, which when locked will keep the dimensions of the image proportional and not stretched.
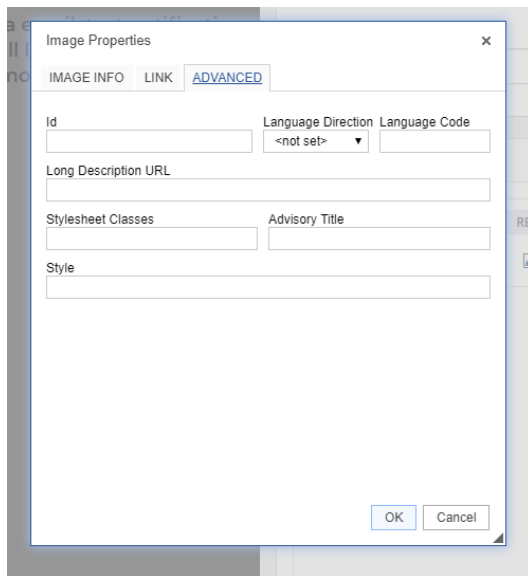
In the "**ADVANCED**" tab, you will see a "Stylesheet Classes" field, as well as a "Style" field.

When you save your content item and go back into it, a Stylsheet Class of "img-responsive" will be automatically added to the image when the content item has been reopened. This will stretch the image proportionally to the full width of its container as wide as the maximum width of the image.

For example, if your image's natural width is 600px and the class of "img-responsive" has been added, the image will fill the width of its container/widget box fully until it reaches it's max width of 600 pixels.

You can see in the below example content area, when we first publish our image it does not take up the full width of the space, but rather it's natural size of 819 x 546 pixels.
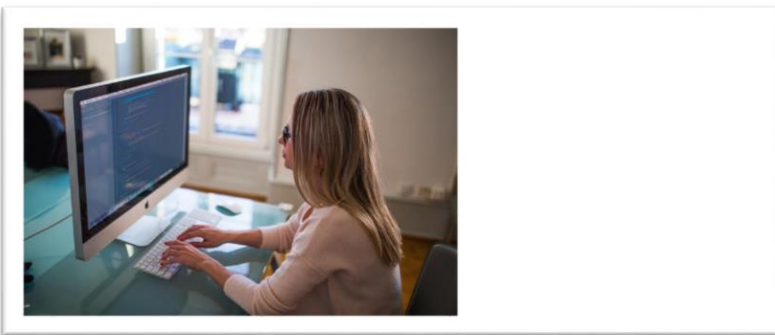
J: If you publish/save your content item and go back into it to edit again, double-click on the image to open its Properties window and you'll see that the "img-responsive" class has been automatically added this time, and a width and height are listed in the style field.

In order to allow the image to stretch within its container, you can remove the Width and Height from the **Image Info** panel fields, or from the Style field within the **ADVANCED.**

J:

K:

L:
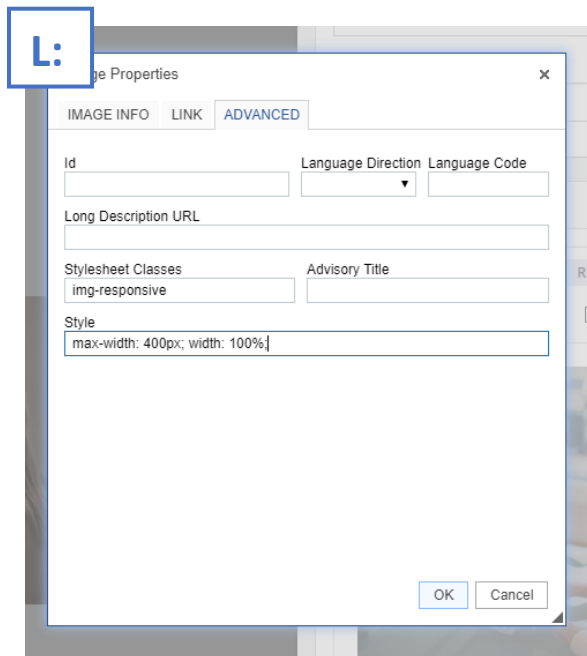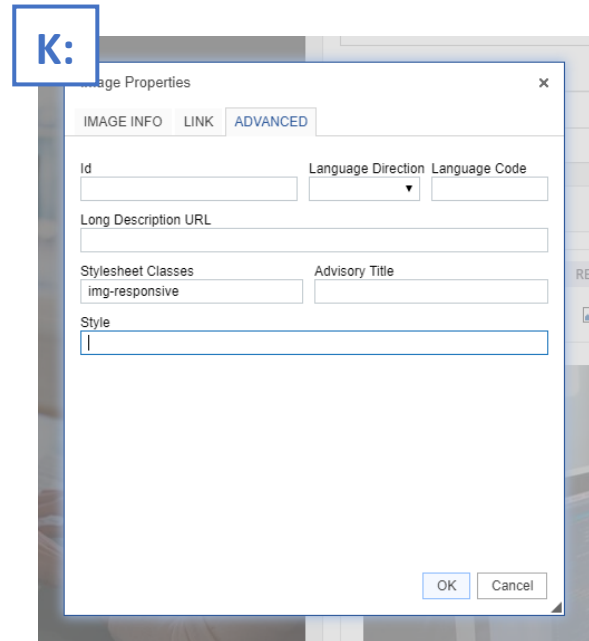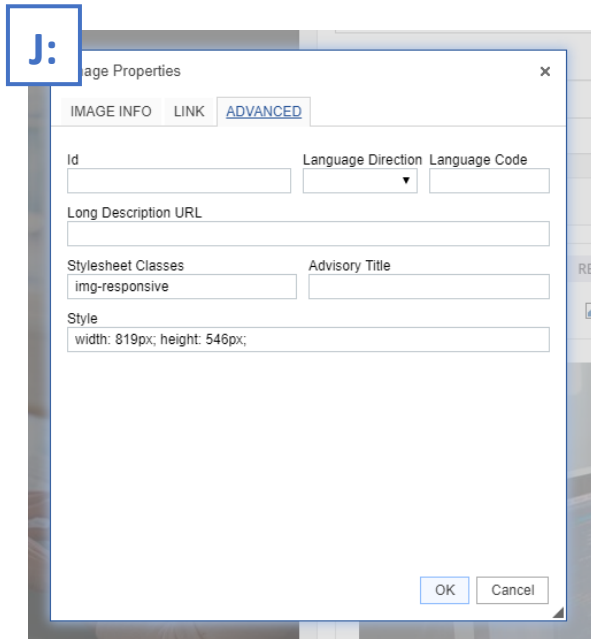
L: If you have a large image but do not want it to exceed a certain width (*for example, when placed next to a block of text*) you can manually set a maximum-width which means it will scale down, but not scale past that maximum width (the same can be done for height).

In the **Style** field under **ADVANCED** type:

max-width: (desired max-width)**px; width: 100%;**

The 100% width ensures that with a max-width set the image will still scale proportionally.
Once done, click **OK**.

(there may be some text there already, you can click at the end of it and make sure you begin typing after the previous semicolon/;)

*The **Style** field takes CSS styles only, each attribute should end in a semicolon (;)*

M
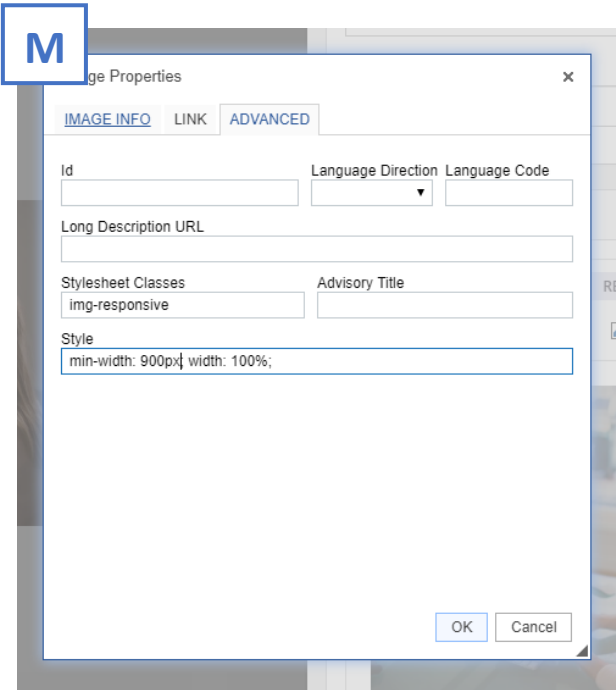
M: Likewise if you want to set a minimum width on an image (set your image to not appear smaller than a specified width) you can do that as well.

The same steps apply here, but instead of max-width, you will use:

min-width: _____px; width: 100%;

Once complete, click "**OK.**"

N: A common use for max-width settings are when you want to include an image next to text within your content. If you have an image that is 800 pixels wide when uploaded, you may only want the image to be around 400 pixels when in the content area next to text. Below we have an image that has been inserted with text, but we need to set it to have the text float around it and give it some space around the image as well.

N

O
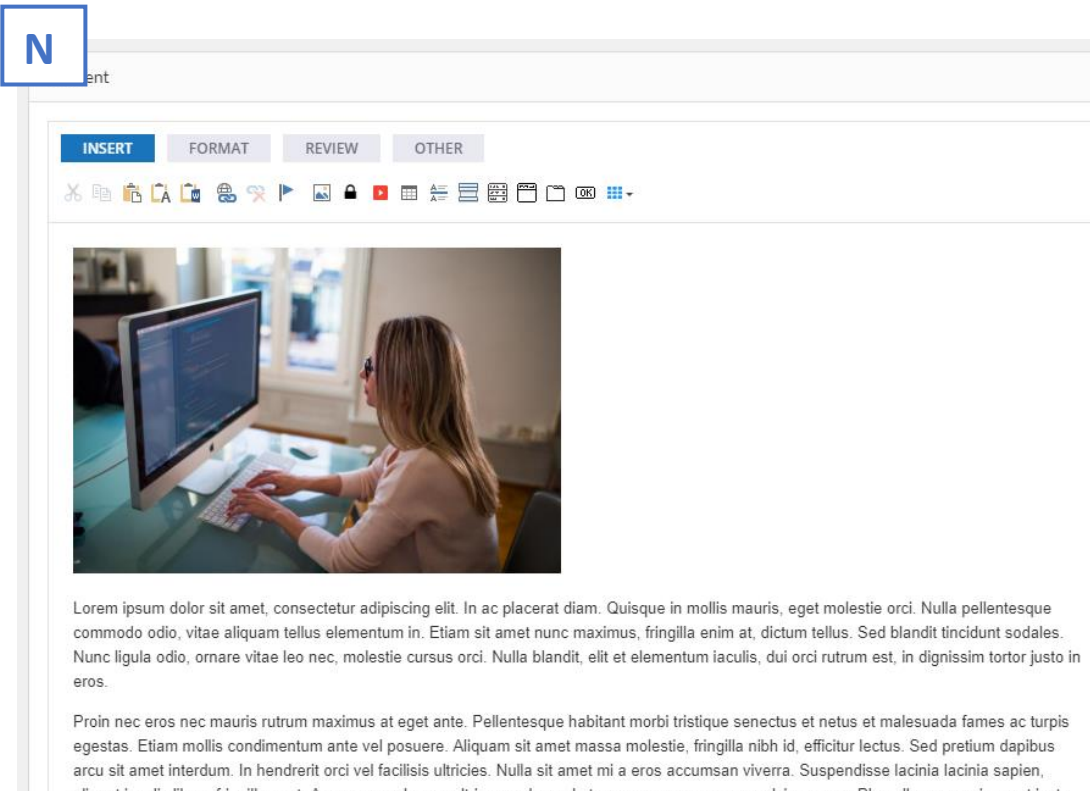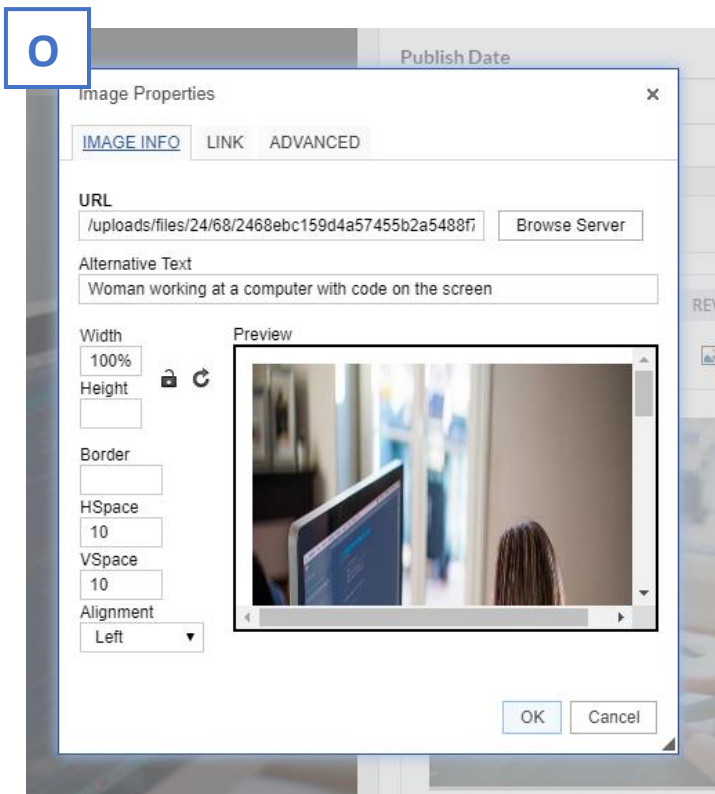
O: When you have your image inserted, you can set specific dimensions for it, but if set too large that image may bleed off of the screen on mobile and tablet devices.

If you've set a max-width and width: 100% on your image in the Styles, it will still resize proportionally even as it grows smaller with the size of the window or device.

In the Image Properties window you will also notice "**HSpace**" (horizontal space) and "**VSpace**" (vertical space) fields. Here you can add numbers for the amount of pixel space you want around the image.

Here we've set the H and V Space to 10 each, putting 10 pixels of space on the top, bottom, right and left of the image so that the words are not touching the image.

In the **Alignment** option you can set the image to float **Left**, **Right**, or **none**. Here we have set the image to float to the left of the text, so the text will flow around it.

For general use, the **img-responsive** class on an image will keep it at full width of the container. In some cases you may want to add a **min-width** or **max-width** setting, and if included with text you'll want to add some horizontal and vertical space.

If you have any questions or difficulty sizing your images you can contact us by sending an email to
Web1@networkts.com and the first available person will assist you.