ADDING AN IMAGE TO A PAGE

Adding an Image
Steps to adding an image:
1. Properly prepare (size and compress image) for display.
2. Upload image to the appropriate folder in the Ektron library.
3. Add it to your html content item (webpage). See page 6 “Tips” for instructions on left or right-aligning images.

Prepare images:
Images need to be added as .gif, .jpg or .png files to the Ektron Library and should be created at the same size they will display at.* Often camera images or images used for print pieces are large files – too large for efficient web display. When that same image is properly resized and compressed (specifically prepared for web use) it will be much smaller – meaning a faster download for users seeing it on your webpage. Generally, the .gif format is used for line art (think clip art) and .jpg for photographic images. The .png format is often useful for images with transparent backgrounds. No other image formats should be used. The file size of your image will vary but, generally speaking, images should be less than 50kb in size even if they are quite large, like a banner image.

*Because the site is responsive, images 378px or wider should be given a class of img-responsive so they will automatically resize as needed for larger or smaller devices. Add this class with the Inspector.

Add images while editing a page: You can add images during the process of editing or creating your webpages. Use the Insert tab on the editor toolbar and insert a library item (book icon). Click the folder you want the image to reside in (your main folder or the _Images folder below it) in the list of folders. Then click the Add Library button, browse to the image on your computer that you want to upload and give it a title. When you click the Add Library button again, it will add the image both to your page and to your image library.

1) CONTENT: where you will find assets like webpages and documents.
2) LIBRARY: where you will find or place images.
In The LIBRARY:

Add images to the Library: You can also add images for use in your pages by going to the Library tab, finding your folder, or the _Images folder if you have one, and clicking the “Add” button, uploading the image and giving it a name. Be sure “images” is selected in the dropdown box to the right of the “Add” button. (If you see the “New” and “View” buttons instead, you are in the Content Tab and not the Library Tab.) Once your image is saved in the library, you can go back to the content item, in the Content tab, and add the image to the page.

To add a hyperlink to an image: click on the image, open the Inspector, click the “Add hyperlink to Image” button, add the URL the image should link to (or navigate in Ektron to the Quicklink you need). Click the box to open the page in a new tab/window, if needed.

To delete an image from your webpage: click on the image, open the Inspector, click the “Delete Image” button.

Use images sparingly. If you need to use multiple images, plan your image displays so that images used are consistent in size and position, and make sure images are good quality. Poor image displays make a website look unprofessional. If you need help with images, please contact University Relations and we will be happy to assist.