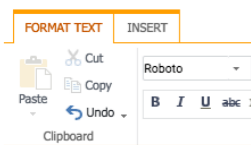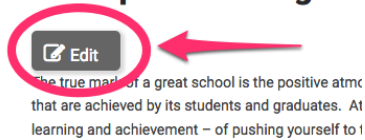These instructions deal with inserting an image into a text container on a site or in a news story.
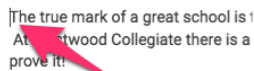
Important *When inserting images, it is important that the image has been sized and scaled correctly so as to ensure that the web page loads quickly while minimizing data transfer requirements. Refer to the document titled "Preparing Images for Scholantis" for more information.*
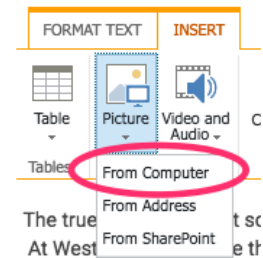
Principal's Message

Start by clicking the Edit button, to edit the content on the page…

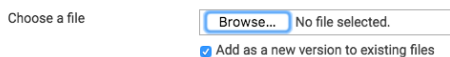Once the editing window open, position your cursor where you would like to insert the image…

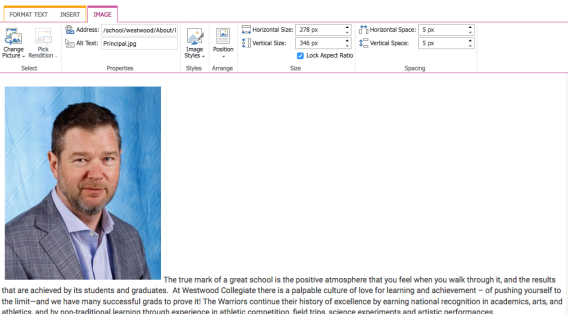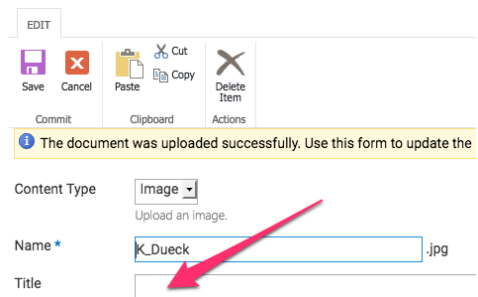Now, click the INSERT tab in the editing toolbar, and select Picture —> From Computer.

Upload Image - Westwood Collegiate

Click "Browse…" to browse to the location where you have the image stored. Once you have selected your image, click OK.

In the Image Properties window, take a moment to complete the Title field by giving the image a short description of what the image is. This "title" is used for visually impaired people visiting our site who rely on screen readers to describe a website to them.
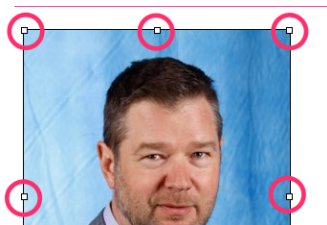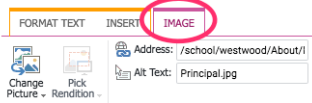
Once you have titled the image, click Save.

The image will appear in your text editing window…

Controlling Text Wrap

When the image is inserted into the text window, it appears "inline", as if the image was just another character on that line of text. You will likely want to adjust how text wraps around your image. Here's how
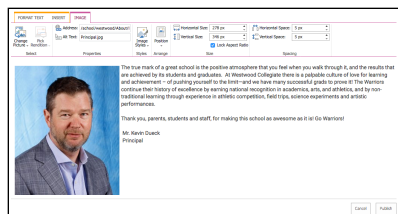

Start by clicking on the image… When an image is selected, you will see "handles" on the corners and sides of the image. Additionally, you will also see the IMAGE tab in the toolbar.
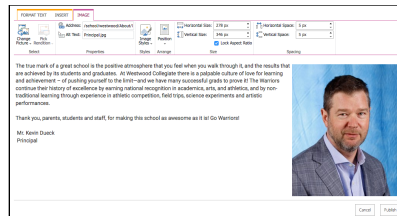

With the image selected, click on the Position tool in the toolbar…

You can choose to have text wrap around an image by selecting Float Right or Float Left.

Float Left

Float Right

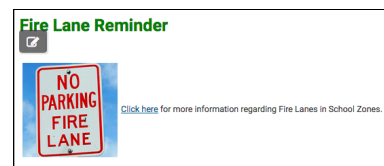Additionally, you can select from 3 inline options:
  a) Inline Top: aligns the first line of text with the top of the image.
  b) Inline Middle: aligns the first line of text with the middle of the image.
  c) Inline bottom aligns the first line of text with the bottom of the image

 Tip: if you are going for the look where the image sits above the text below, select, Inline Bottom and enter a return to force that first line of text under the image.

 Tip: if you just have a short blurb of text, you may want to try Inline Middle for this look…

Resizing an Image

Although the standard practice is to always prep an image for Scholantis using Photoshop, you can always make some minor adjustments to the size of an image, once inserted onto a site or into a news story if it just needs to be a shade smaller, or larger.

To make those minor adjustments, simply click and drag one of the handles on the corners or sides of an image.