



About Images on your Website

- **Centricity2** supports the following image file types: GIF, JPG, JPEG, and PNG
- Images are automatically compressed when uploaded to the site using the Insert Image tool; this helps ensure a quick load time for viewers.
- It is better to upload a larger image and resize it smaller, than to try and enlarge a smaller image.

Insert an Image

1. Place your cursor where you would like the image to be.
2. Click the *Insert Image* icon: 
3. Choose from:
 - **Upload image** from your computer
 - Choose an **Existing Image**
 - A **Shared Image** in the Shared Library
 - **Clip Art** from the Schoolwires Library
4. Browse for the image you would like to insert.
5. If inserting an image from your computer, you can choose to resize the image (Thumbnail, Medium, Large, Custom, or No Resizing).
6. Enter a description into the *Alt. Text* field
7. Adjust the *Height* or *Width* value of the image; this will resize the image proportionally.
8. *Alignment* and *Border* can be set here or changed later.
9. Click on the *Insert Image* button.
10. Click Save

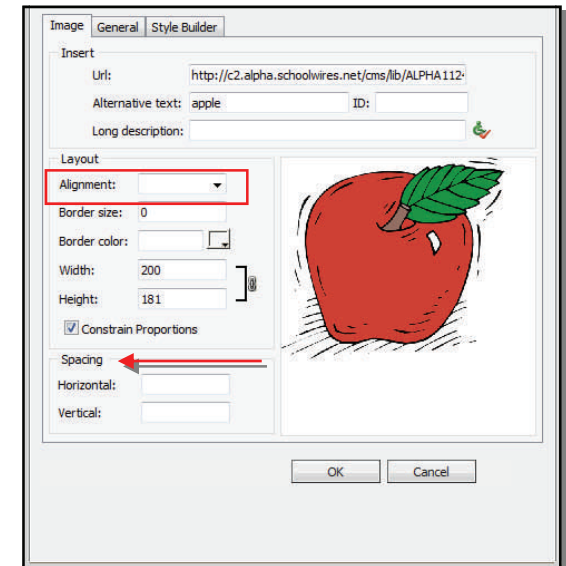
Insert an Image from another Website

If you try to copy and paste an image into the **Editor**, while it may show up initially, it will display as a broken link as soon as the image is removed from the source. Therefore if moving images over from another website, do one of the following: 

1. Right-click on the image in its current location and save the picture on your desktop.
 2. Insert the image onto a page. (See "Insert an Image")
- OR**
1. Copy all of the page content from its current location.
 2. Use Paste from Word to insert the content into your Schoolwires Editor
 3. Right-click on the images in their current location and save the pictures to your computer.
 4. Open Files and Folders and upload the images .
 5. Once the images are uploaded, get the link for one of the images by clicking the 'More' button, then selecting 'Get Link' from the dropdown list.
 6. In the content area, double-click on the image to bring up the Image Editor.
 7. Paste the URL for that image into the *URL* field and select OK.
 8. Select Save.
 9. Repeat steps 5-8 for the remaining images.

Wrap Text around an Image

1. Insert the image where you would like it to display. (See "Insert an image")
2. Double-click on the image to open the Image Editor:
3. Click on the *Alignment* drop-down menu and choose "Left" if you would like the picture to be on the LEFT of the text or choose "Right" if you would like the image to be on the RIGHT side of the text.
4. If you want to push the text away from the image, adjust the spacing around the image by indicating the number of pixels in the *Spacing* fields (somewhere between 10 and 20 pixels is usually adequate).

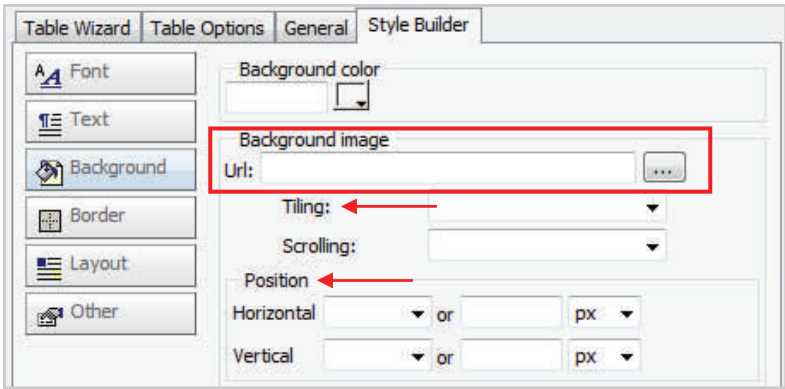


Insert an Image onto the Background of a Page

1. Insert a one-celled table into the Editor where you would like to insert the background image.
2. Click inside a cell, then click on the *Table* element that appears at the bottom of the Editor:



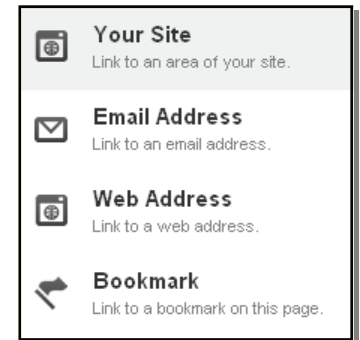
3. From the menu, select *Properties*
4. On the Table Properties pop-up, click on the *Style Builder* tab, then click the *Background* button
5. In the *Background Image* area, click the Browse button next to the *URL* field.
6. Browse to the file you want to use as a background and click **OK**.



7. Use the *Tiling* dropdown or the *Position* fields to choose how the image displays.
8. Click on the Table Wizard tab.
9. In the Height and Width fields, enter '100%'.
10. When you're finished, click **OK** on the Table pop-up.
11. Enter your content into the table cell.
12. Click Save.

Make an Image a Link

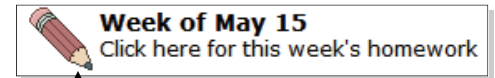
1. Insert the image you would like to make a link (see Insert an Image). This could be a thumbnail image or a graphic you have created to serve as a button.
2. Click on the image to highlight it.
3. Click on the *Insert Link* button:
4. Select the link type and enter the destination.
5. If linking to another website, set the Target dropdown to 'Open in a New Window'.
6. Click on the *Insert Link* button.



Link Types

Insert an Accent Image

Accent images can be added to the left of titles on an Article (from an Article Library app) or to a Headline.



Accent Image

1. Insert a new article or headline.
2. After entering a title and optional teaser text, click on the *Browse* button to browse for your image.

3. Choose an image from:

- **Upload image**
- **Existing Image**
- **Shared Image**

4. If desired, adjust the *Height* and *Width* of the image (in pixels).
5. Enter an image description in the *Alt Text* field.
4. Complete the rest of the article or headline and click *Save*.

