




Image Manager

The Image Manager stores all of the pictures that you want to use on your web pages including the Photo Gallery if you have it activated.

<input type="checkbox"/>		61.98 KB	18-05-2005 12:37
Filename: img_coffee_small.jpg		Alt Text: <input type="text" value="Cup"/>	<input type="button" value="Submit"/>
<input type="button" value="Check All"/> <input type="button" value="Clear All"/>			
Files: (9) / Folders: (1) Files size: 93.36 KB / Folders size: 93.36 KB / Total size in this directory: 93.36 KB			
<input type="button" value="Delete"/>		<input type="button" value="Rename"/>	<input type="button" value="Upload"/>
			<input type="button" value="Browse..."/>
			<input type="button" value="Browse..."/>
			<input type="button" value="Browse..."/>
			<input type="button" value="Browse..."/>
			<input type="button" value="Browse..."/>

1. Go to 'Library - Image Manager' on the menu.
2. Click on a 'Browse' button and locate an image on your computer, select it.
3. Click the 'Upload' button and wait while your image is added.
4. When you have uploaded the image it will appear at the top of the page. It will be listed with a thumbnail image so it can be quickly identified. You can also see the file size and the date/time the file was uploaded. Clicking on the thumbnail image will open it full size in a new browser window.
5. You can add an 'Alt Text' description to your image. The description will display when your mouse is held over the image on your web page. See the 'User Friendly' help sheet for more information about the benefits of using alt text.
6. Your image is now ready to be added to your web pages.

Image Files currently accepted by the Image Manager include: JPG, GIF and PNG.



Renaming Files

1. Tick the box next to the image you want to change
2. Click the rename button above (or below) the listed files
3. Enter your new image name in the box and click the rename button to submit the change.

Deleting Files

1. Tick the box next to the image you want to delete
2. Click the delete button above (or below) the listed images
3. You will be asked to confirm that you want to delete the image. Click the delete button to complete the removal.

Please remember to upload all text based files to the File Manager rather than the Image Manager.

To find out how to link to your images from your web pages take a look at 'A Guide to Using Image Links' in the support centre.

If you want to insert images into your pages see the 'Using Images' section for information.