

Inserting an Image

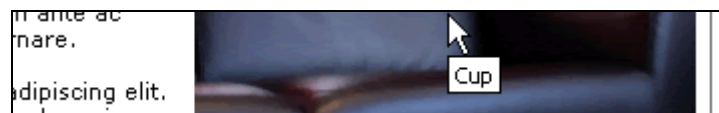
Images must be uploaded to the Image Manager before attempting to insert them into your web pages.

Image Selector When you wish to insert an image, select the image from the dropdown below, and click 'Generate Code'. Then copy and paste the image code where you wish the image to be display.

img_coffee_small.jpg

Image Code:

1. Go to the page that you want to insert the image into (Web Pages - Edit/Remove a Page).
2. Scroll down the page to the 'Page Content' area.
3. Select the image from the 'Image Selector' dropdown, select the alignment you want and click the 'Generate Code' button.
4. Copy and paste the image code where you wish the image to be displayed in the large content box.
5. Click the submit button to save the changes.
6. View your web page and refresh it to see the image you have added.



7. Holding your mouse over the image will reveal the 'Alt Text' that you entered when the image was added to the Image Manager.



Deleting Images

1. Go to the page that you want to remove the image from (Web Pages - Edit/Remove a Page).
2. Scroll down the page to the 'Page Content' area.
3. Delete the code that was pasted in to make the image appear including the alignment tags.
4. Submit your changes
5. View your web page and refresh it to see the image disappear.

For more information about using images see the 'Using Images' section of the Support Centre.