

Figure 13.

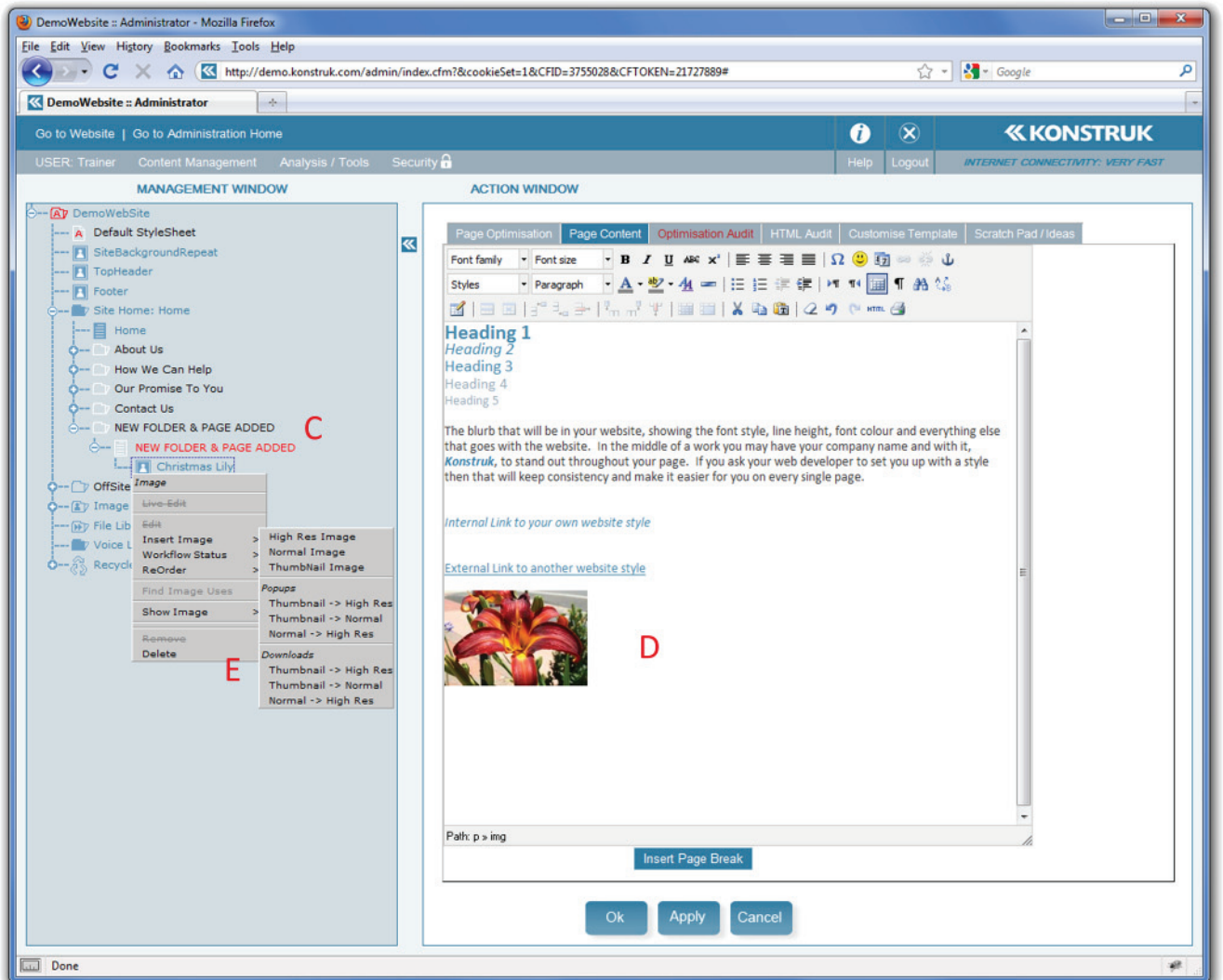


Figure 14.

PUBLISH

(refer to figure 14)

- A. Select the newly uploaded image node.
 - NB/ you will see a preview of the 3 images in your Action Window (you may need to scroll down)
- B. Select the Publish button
 - NB/ your image node should then turn blue, denoting published status

INSERT

(refer to figure 15)

- C. Select the page that you are inserting your image onto and Edit the Page Content Tab
- D. Place your cursor inside the content window
- E. Right click on the image node > Insert Image > select your option:
 - The first three options are used when you do not wish a pop up to a larger or different image to occur for the client.
 - Popups - depending on the option it will insert the first written and then pop up into the second written.
 - Downloads - used mainly by media or photographers - e.g. Insert Thumbnail - > High Res will show the thumbnail image on the website and when selected the end user is asked where on their computer they wish to save the High Res file.

- **TIP/** An image can be right aligned / center aligned / left aligned the same as text and this will allow for text to wrap around your image. Simply select the image and use the buttons in the editor tool bar.

- **WARNING/** Please do not use the "Insert/edit image" option when right clicking within your Page Content Editor, this is not safe for resizing or changing the image in all browsers.