Inserting Image

To make your page more striking visually you can add images. There are three ways of loading images, one from your computer as you edit the page or you can preload them in an image library or you can link to a picture using a web address.

Add Image from Computer

You need to be in edit mode on the page you wish to insert an image. You will have your browser open, go to the page where you intend to add a picture and then click on Editor Login at the bottom of the page. Open up the Ribbon if not already opened, click on Page and then click on Edit. Click in the Main Page Content area where you want to insert the image. You will see the Editor Context Sensitive Toolbar open and shown below. Click on the Insert tab.

From the Insert Tab (1), highlight Picture (2) drop down and finally choose From Computer to insert a new image.

The following dialog box opens. Browse to find the image you want to upload.
Browse to the image that you want and then change the Upload to: text box to Images.

Please be cautious when checking Overwrite existing files, to avoid losing existing data. Click Ok to set the properties of the image. From the dialog box leave all the default parameters and just click on Save.
The image is now pasted into the page and the Picture Tools Context Sensitive Toolbar opens. You can **use the toolbar to size and position the picture.**

If you want **to wrap text around an image** you are going to need to **use Position** to place it on the left or right of the page. Otherwise the image takes up the whole width of the page.

To wrap text around a picture, you need to **Float** it either Left or Right.

After you finish with editing the picture and the page you will need to **Submit it for Approval** (see end of this document for steps).
Add Image From Address

When you select **From Address**, you can enter the URL of the image you want to upload. It is **recommended that you do not use this choice** as the image may change or the page housing the image may move. You are liable to create a broken link most often with this choice.

You will need to **go to the web address of the picture** that you want; **copy and paste it** into the Address text box. You can add additional text if you wish. This is not a recommended choice for putting an image on your page. **Then click OK.**
Add Image From SharePoint Library

When you select From SharePoint, you can browse to the folder where you have the picture to upload. To use this method you will have preloaded your images to SharePoint. To preload your images, determine the section where the images will be used and then from Site Actions, choose View All Site Content.

Choose Images to open the Image Library:

Once you are in the Image Library, click on the Library Tools tab at the top of the blue navigation bar to open up the options to load images. The Documents tab should be open.

Click on Library Tools to open up Toolbar
You want to **Upload Documents** and there are **two ways of doing this**. You can click on the **Upload Document icon** or you can click on the **Add New Item** link. Please note that if you are using Internet Explorer, you can upload multiple files or folders. Firefox or Chrome only allows single document uploads.

Clicking on either link brings up the following dialog box. **Browse to find the file** you want to upload.
Accept all the defaults on the following dialog box and then click **Save**.

Once the picture has been loaded in the Image Library, you will use the From SharePoint option to browse and find the Image. The SharePoint structure will open, just follow the links to the Image Library where your picture is stored.
Once you have inserted the picture, you can change the Position and Image Styles of the picture that you uploaded. You will need to do this if you want to wrap text around the picture. You can position either to the Left or Right as shown below.

To wrap text around a picture, you need to Float it either Left or Right.

After a picture is uploaded, you have positioned and styled it. You have completed editing on the page, Save and Close.

To complete Editing, you must first Save & Close.

The next step is to Check In the page:
Fill in the dialog box with the actions that you have taken on the page. Click Continue.

Add Comment and Click Continue

Now you need to start the publishing process to get the page and image published and viewable to your audience. Click on the Publish tab in the navigation bar. Then click on the Submit button. Be sure to fill out the dialog box’s Request field, putting the adding of the image and any changes you have made. Then click on Save.

Once the Approver completes the workflow by Approving the page, it will be visible to your constituents.