

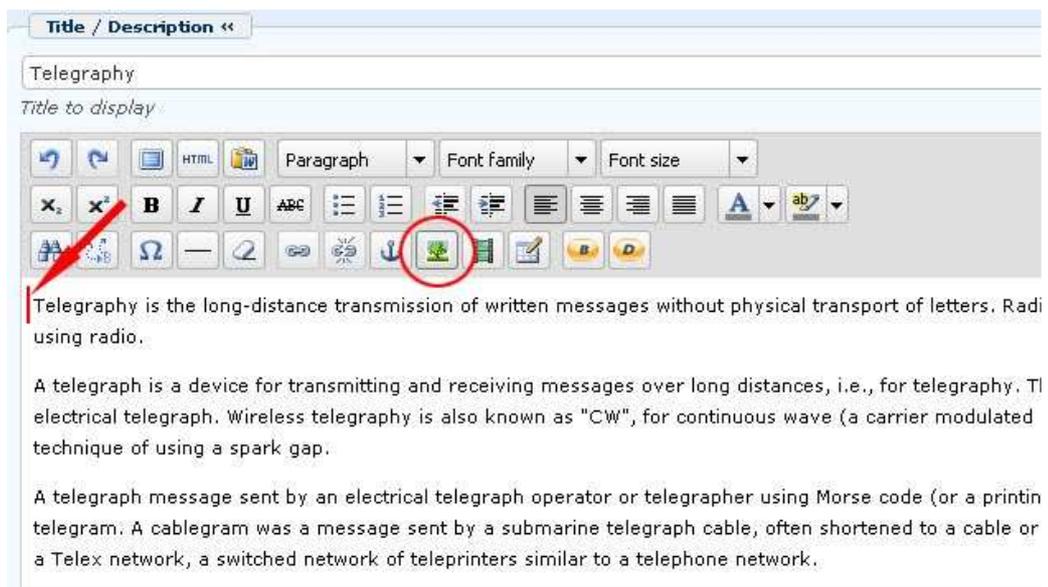
8. To Insert a Picture into an Article

If there is a picture in your article, you will need to insert it into the article. You will also need a thumbnail picture to be displayed with the article in a list. The admin program can resize the picture to fit the web page and also create a thumbnail picture for you.

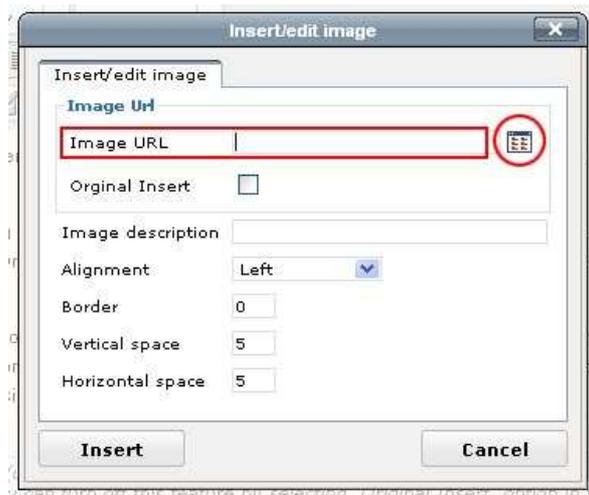
In this example, you will insert a picture to the article you've just added to the website. The picture will be at the left side of the text.

Suppose you have just added an article, and you are looking at the article record in the Control Panel.

- A.** Go to the **Description** box, it is the lower box in the **Title/Description** group. Find the beginning of the article and click your mouse at this position.

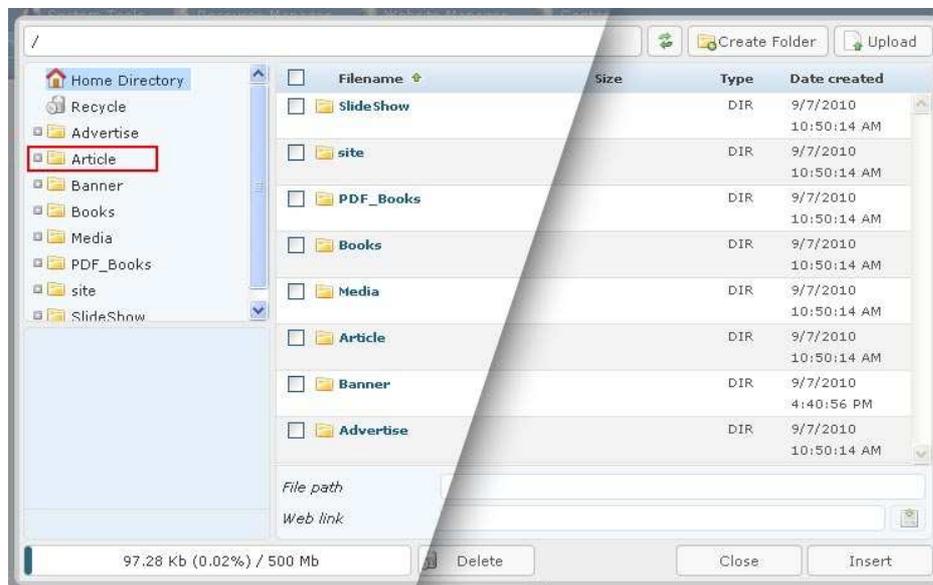


- B.** Click the **“Insert/edit Image”** icon among the editing tools. It is the icon with a tree. The **“Insert/edit Image”** screen will appear.

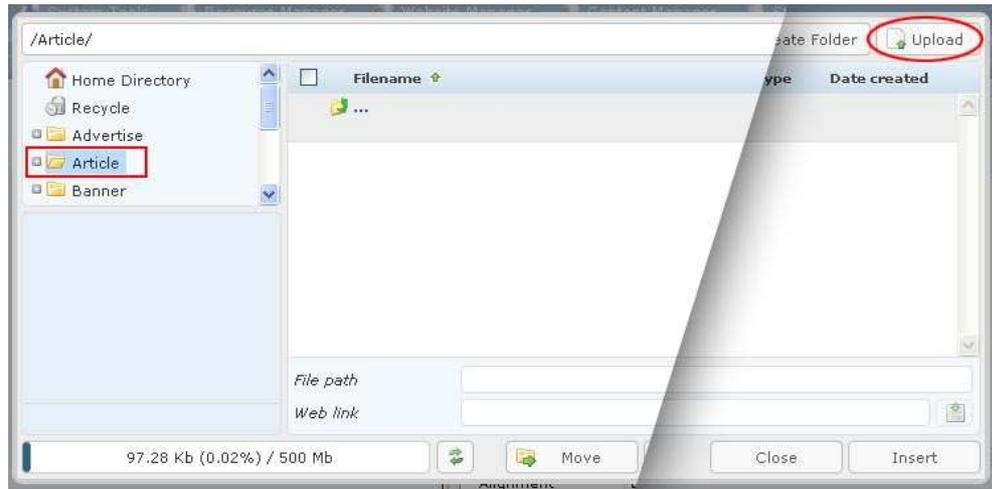


- C. Fill in the “**Image URL**” box with the path to the image file in the web server. Note that we also use the term "image" for "picture". The program will help you upload the picture and fill in this box for you. Click the icon at the end of the box.

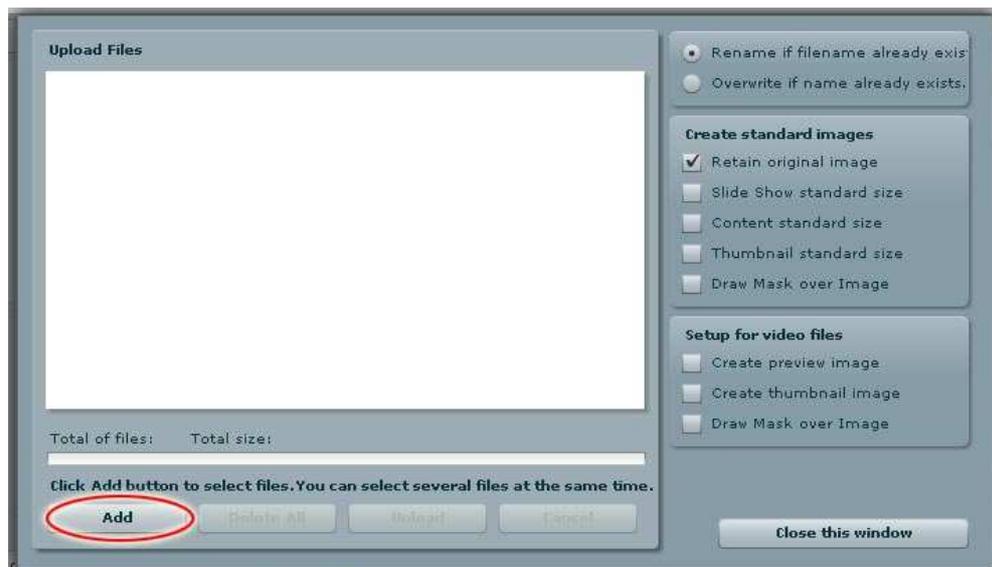
You will enter the file area in your web server where you will see your existing files. This screen is also called “Resource” by the Control Panel. These files are organized into folders according to their purposes. Since this file is related to an article, you will upload it into folder "**Articles**".



- D. This screen works similar to the way Windows Explorer does in your computer. Click on folder "**Articles**" on the left panel. The files in folder “Articles” will appear on the right panel. This folder looks quite empty right now.



E. Click the **Upload** button at the upper right corner. You will see the **Upload Screen**.



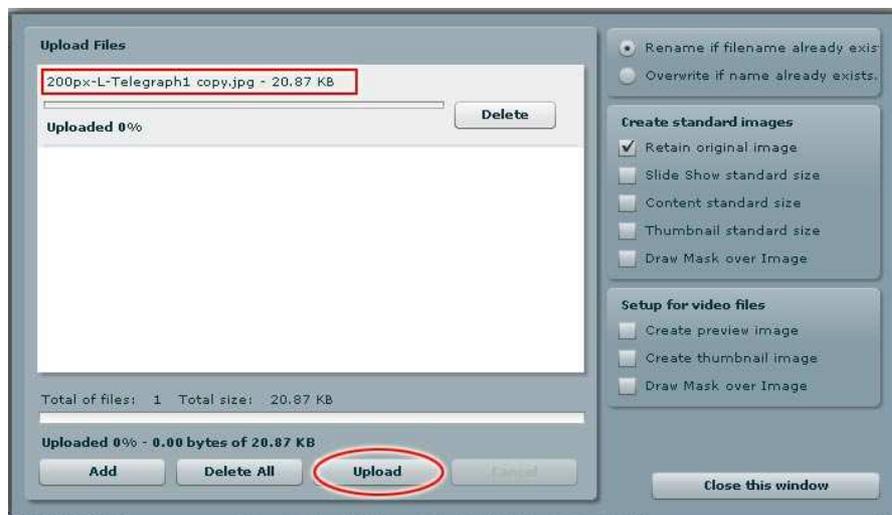
Note: At this moment, do not concern about the options on the right of this screen.

F. Click the **"Add"** button at the lower left corner. You will see the files in your computer similar to the following. If you want to see the thumbnails of your files, click on the last icon on the same line with the "Look in" box, then select "Thumbnails" in the drop down list.



- G. Find your image file.** Click on it. Note that you can select more than one file to upload by holding the "Ctrl" key on your keyboard while clicking additional files. Then, click the "Open" button.

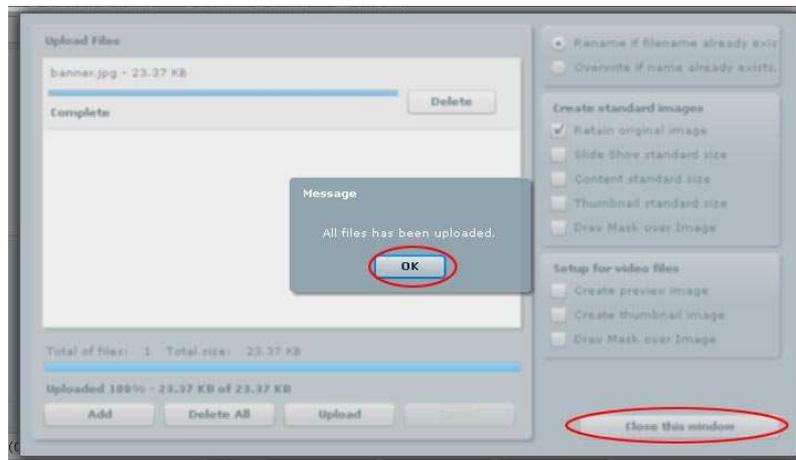
The "Upload" screen will be back with the name of the file at the upper left corner.



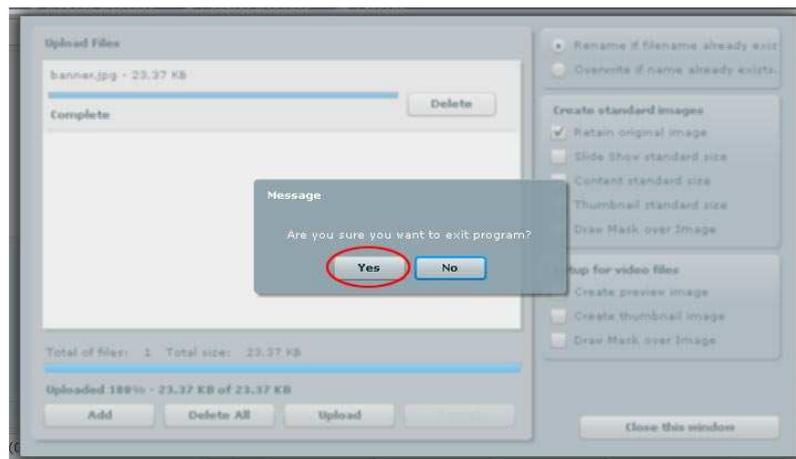
NOTE: You may select additional files to upload by clicking the "Add" button at the lower left corner. You may remove a file by clicking the "Delete" button right under the filename, or remove all selected files by clicking the "Delete All" next to the "Add" button. On the right side are options to overwrite existing filenames, keep original image size, resize to standard size, and more.

- H. Click the "Upload" button.** The file will be transferred to the web server.

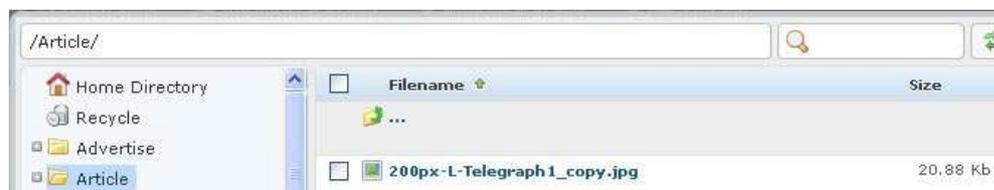
- I. When transfer is completed, the message “**All Files have been uploaded**” will appear. Click “**OK**”. Then click the “**Close this window**” button at the lower right corner.



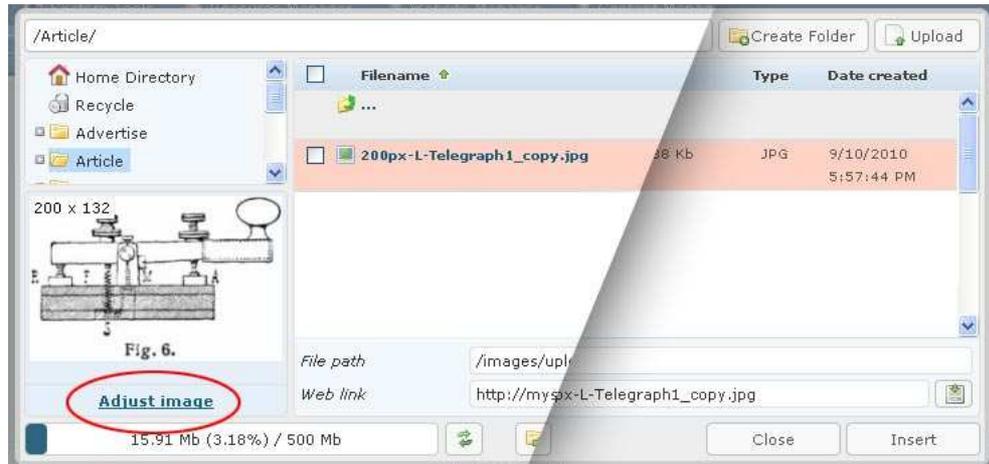
- J. You will be asked to confirm. Click the “**Yes**” button.



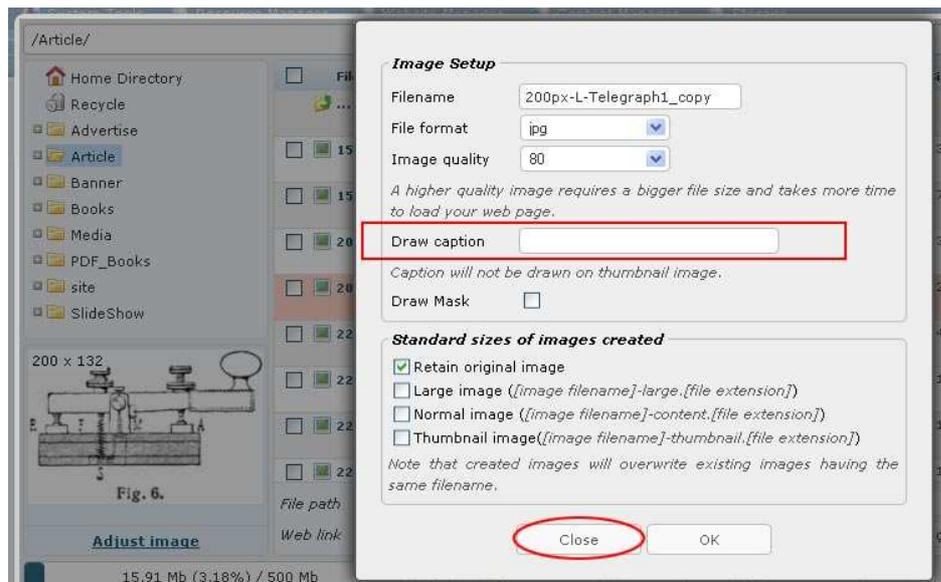
- K. You will be back to the file area of your web server. This time, the filename you just uploaded will appear inside the folder “**Articles**”.



- L. If you want to add a caption to the picture, you may do it now, before inserting the picture.



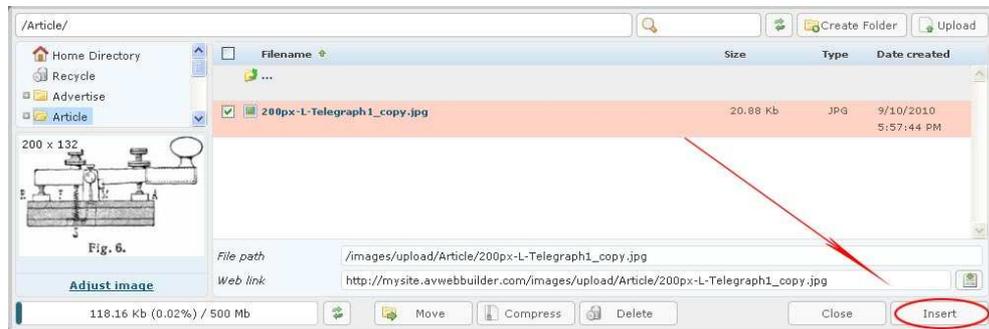
- M.** Click on the filename, you will see a small image of your file at the lower left corner. Under the image is the "Adjust image" button. Click this button; a screen with some image functions will appear.



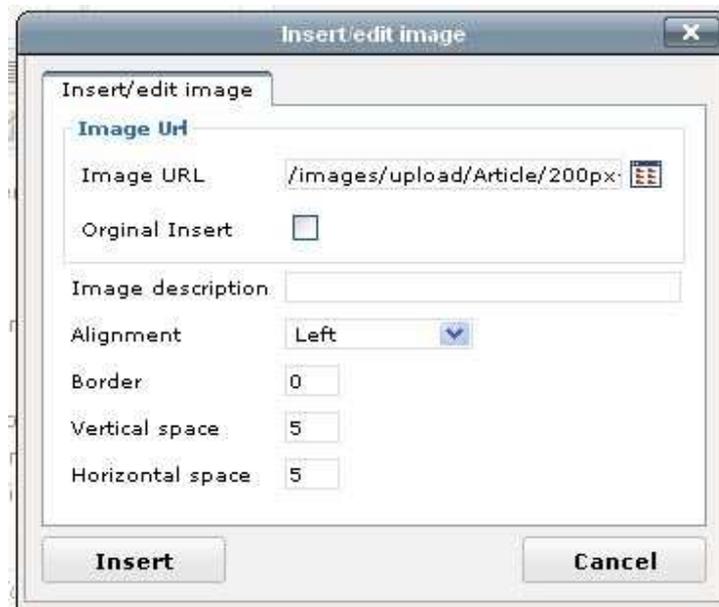
- 1.** To add caption to the image, type the text into the "Draw caption" box. The text will be converted into an image and will be part of the image. Adding caption this way is easy, but if you need to change the caption you will have to re-upload the picture and repeat this step.
- 2.** In this screen, there are functions to change the image format, change the image quality, overlay a watermark on your image (called "Draw Mask" in this screen), and create different standard sizes of the picture. The default size is the original image.

- N.** Click "OK" to finish adding the caption or adjusting the image.

O. Then, click the **"Insert"** button at the right bottom.



P. You will be back to the **"Insert/edit Image"** screen. Now, the **"Image URL"** box has been filled with the path to the image.



Fill in or select the necessary data for the rest of the boxes.

- 1 Original Insert.** If this box is checked, the **original image** will be inserted into the article. If it is unchecked, the image will be **resized** to the standard size for this website. You can decide the standard sizes for the images in your website by going into **System Tools**.
- 2 Image description.** You may fill in the description of the picture in this box. This text is not shown on the website. But, search engines will use this text to compare with the text that a user enters into the search box. If your description matches the text, your image will be displayed in the search results.

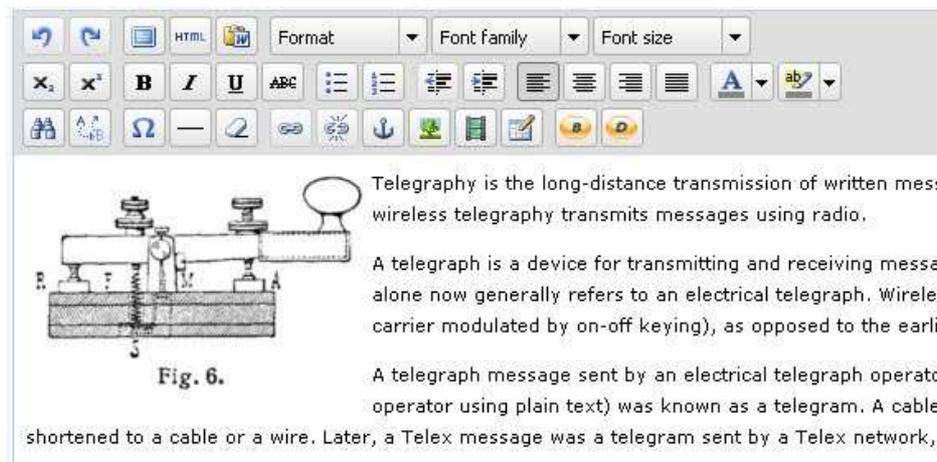
3 **Alignment.** You may place your image at different positions in relation to the text. Click on the arrow at the end of the Alignment box and choose an alignment. **In this example, you will select "Left"** and the image will be on the left side of the text.

4 **Border.** You can decide whether your image will have a border or not.

- If you do not want a border, leave it as 0.
- If you want a border, enter a number from 1 to any number. The number is the thickness of the border in pixels.

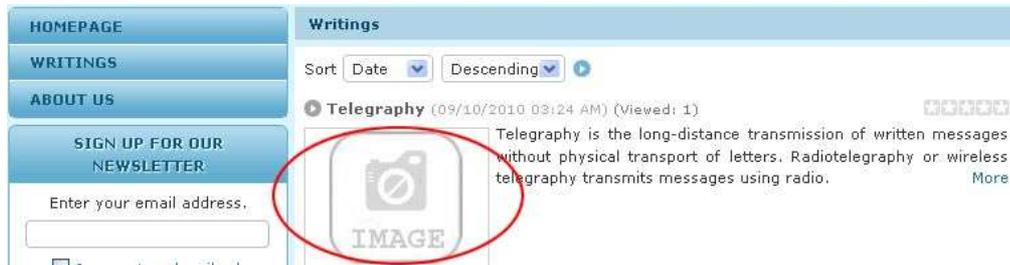
5 **Vertical and Horizontal space.** You can decide the distance from the edge of the image to the nearest text by filling a number of pixels in these boxes. Vertical space is the distance from the top and bottom edges of the picture to the text. Horizontal space is the distance from the left and right edges of the picture to the text. **The default number for both spaces is 5.**

Q. Click the **Insert** button. The image will appear in the description box, on the left of the text.



You have just inserted an image into the article.

There is still one more thing you need to do. That is adding a thumbnail image to the article. If you do not add a thumbnail image, a temporary image will be used when the website is displaying a list of articles, similar to the following picture. Continue with the following steps.

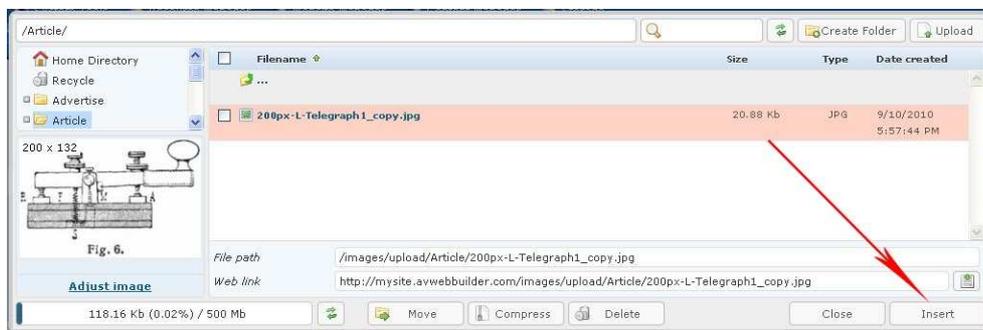


- R. Find the "Thumbnail Image" box below the description box. You will fill in the path to the thumbnail image here.

The admin program provides a tool to create a thumbnail image and fill in the this box for you.



- S. Click the "Browser" button. You will see the file area of your web server. Find image file you want to create a thumbnail image from.
- T. Click on the filename. Then, click the "Insert" button at the right bottom.



- U. You are back to the article record and see that the "Thumbnail Image" box has been filled in with the path to the thumbnail image file. The thumbnail image is also displayed above this box.



- V. Click the **"Update"** button at the top or bottom to save the changes you have just made. The message **"Update Successful!"** will appear near the upper left corner.



- W. Go to your website and check if the image has been inserted into the article and the thumbnail image is shown in the list of articles of the category "Writings". You must **refresh the web page**. Click the **"Refresh"** button of your browser, or hit the **"F5"** key on your keyboard.

You have finished inserting a picture into an article.