

## Photo instructions

To add photos to your page content in the “Body” section of the RWU site:

A) Use a photo editing software to resize the image to a size appropriate for the page where you intend to use it. The **maximum width** in most cases will be **500 px**. For a photo where text will wrap around the photo, a width of 200px – 250px works fairly well.

B) Save your image with a new name that is as short as possible and identifies the content of the image. Use lowercase and dashes rather than spaces.

C) Log on to the RWU website

D) Navigate to the page where you wish to add the photo and choose “**Edit**”.

E) Position your cursor in the body of the page where you wish to position the image.

F) Click on the **image icon** in the toolbar to open the Image Properties window.

G) Click on it to open the Browser Server to the right of the “URL” text box.

H) On the left side of this window under “Navigation”, click on your department folder.

I) Once the appropriate directory is active, click on the word “upload” in the upper left corner of the window. Locate the image file that you want to upload by clicking on the “**Browse**” button and navigating to the file on your computer.

J) Click upload. The image file will upload to your. Double click the image file name.

K) The file browser window will close and you will return to the “Image Properties” window where you will see the image URL now entered in the first line.

L) Fill in the **Alternative Text** field. This is required to maintain an accessible web site.

N) Choose a left or right **Alignment**.

O) Enter “5” into **Vertical space** and **Horizontal space**.

P) Note: Although the image was resized in the first step, dimensions can be adjusted slightly here if necessary. You can decrease the width and height but can not increase the amount. Increasing the amount will distort the image.

Q) Click “**OK**”

R) **Photo will appear in your web page**. Save the page and review for size, positioning.