

Adding Images

There are two ways to add images to the CMS:

- [Adding Images to Text Editor/WYSIWYG field](#)
 - [Edit Image BEFORE Uploading \(Text fields\)](#)
- [Adding Images to Specific Image Fields](#)
 - [Edit Image BEFORE Uploading \(Image fields\)](#)

Adding Images to Text Editor/WYSIWYG field



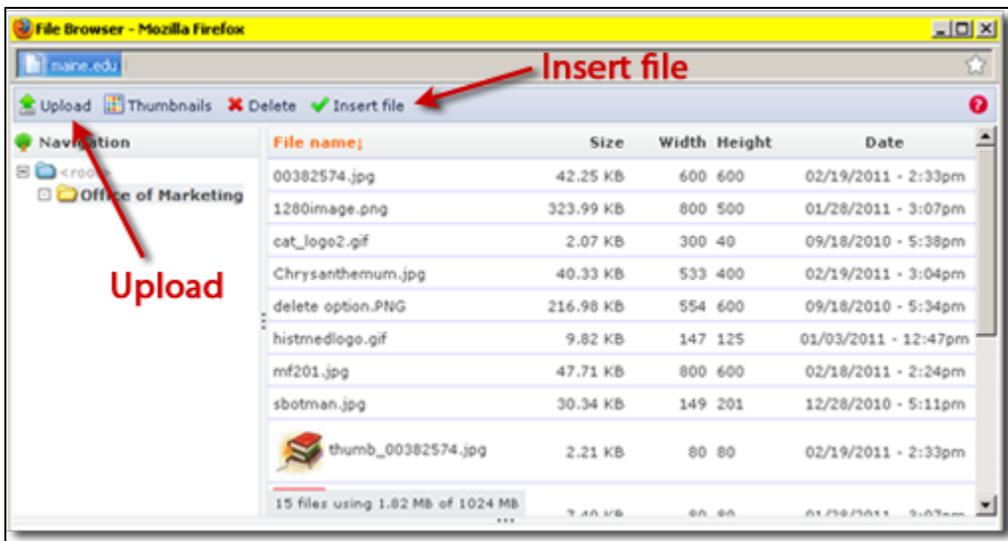
Maximum File Size: 8 MB

For images uploaded via the File Browser (in the Text Editor or from the My Accounts page), the file must be smaller than 8 MB in size (this is true for all file types, not just images).

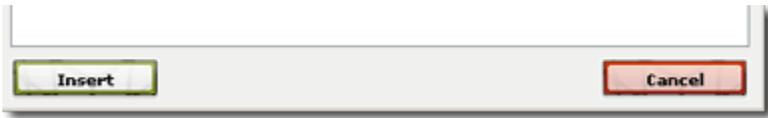
1. Click the Insert Image button to launch the **Insert/edit image** popup.
2. Click the **File Browser** button to the right of the **Image URL** field.



3. The **File Browser** screen lists all the existing files you or other members of your Group have added. If you are a member of multiple groups, those other group folders will also appear here.
4. (Optional) Click **Upload** to add a file from your computer to the group's directory.



5. Select the desired image and click **Insert file**, which will return you to the **Insert/edit image** popup.
6. Make sure your image has a relevant Title and Description (See [Image Attribute Guidelines](#))
7. Click the **Insert** button at the bottom of the popup window to insert the image into the Text Editor.



Edit Image BEFORE Uploading (Text fields)

For images added to Text fields, remember to resize the image first and then use the [appropriate Float option](#).

Adding Images to Specific Image Fields

Many [Content Types](#), such as [Department Carousel Slides](#), [Department Contact Blocks](#), and [News Items](#) have fields devoted specifically to images. In such cases, the interface and process is similar.

1. Use either Upload or File browser to get the desired image
 - a. Upload (default)
 - i. Click **Browse**
 - ii. Find and select the image on your computer
 - iii. Click **Upload**
 - b. File Browser
 - i. Click **File browser** link to browse for the file from files already in the system, as described steps 3-5 from Text Editor instructions, above.
2. After the file is uploaded, a thumbnail of the image and an **Alternate Text** field will replace the **Upload/File browser** field

3. Enter Alternate Text (see [Image Attribute Guidelines](#))
(or click **Remove** to clear the image and upload or browse for a new one)

Edit Image BEFORE Uploading (Image fields)

Images larger than the requirements will work fine **as long as they are proportional** (if the requirements are 225x225 (a square), then an uploaded image of 500x500, 946x946, etc., will be okay because it is still a square).

Larger images that are not proportional will be resized first to the appropriate width, then cropped from the middle, potentially cutting off important parts of the image.

Example: If the image requirements are 550x244 and the image is 550x450, the resulting image is still taller than 244 pixels (as with standard photos and any portrait-orientation images), any extra content will be cropped:

- **Original Image:**



- **After Upload:**



See [Image Editing](#) for info on easy image editing options.

See Also:

- [Managing Images](#)
- [Image Positioning](#)
- [Linking to Files within the CMS](#)