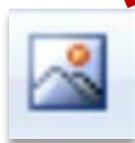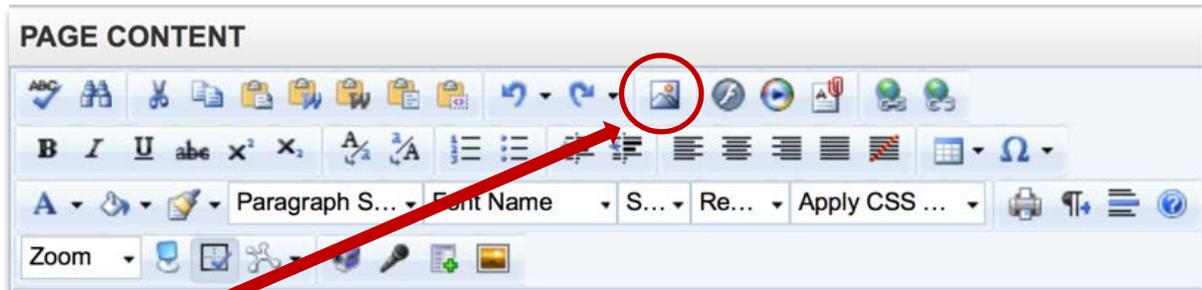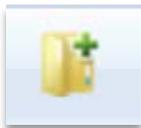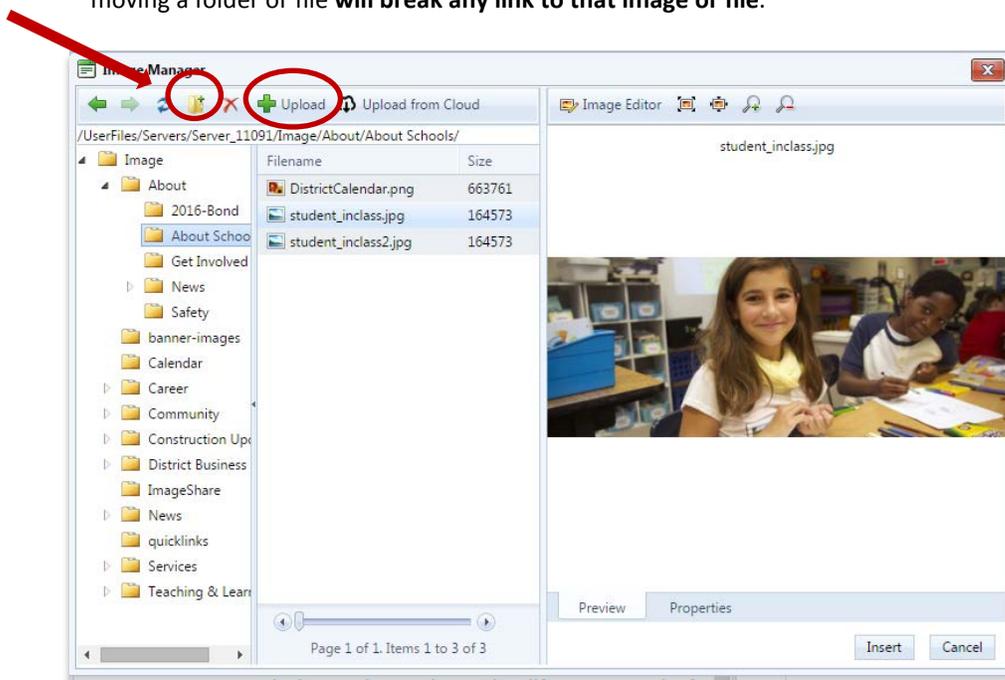# ADDING A PHOTO

PAGE CONTENT

Image Manager

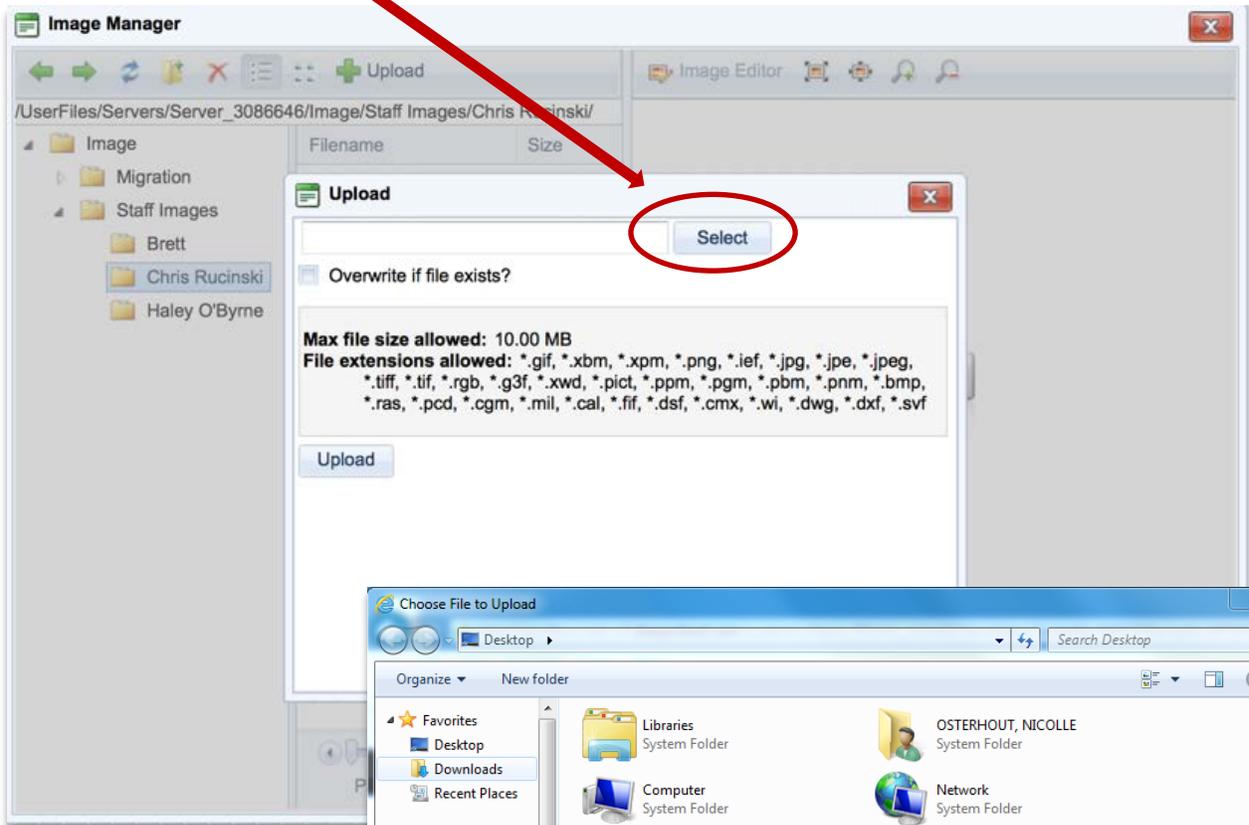Click the image manager icon in the Page Content section of your page.

Working with Folders

Folders should be structured in a way that reflects the navigation of your website. Only site administrators can move or delete files after they've been uploaded. This restriction exists because moving a folder or file **will break any link to that image or file**.
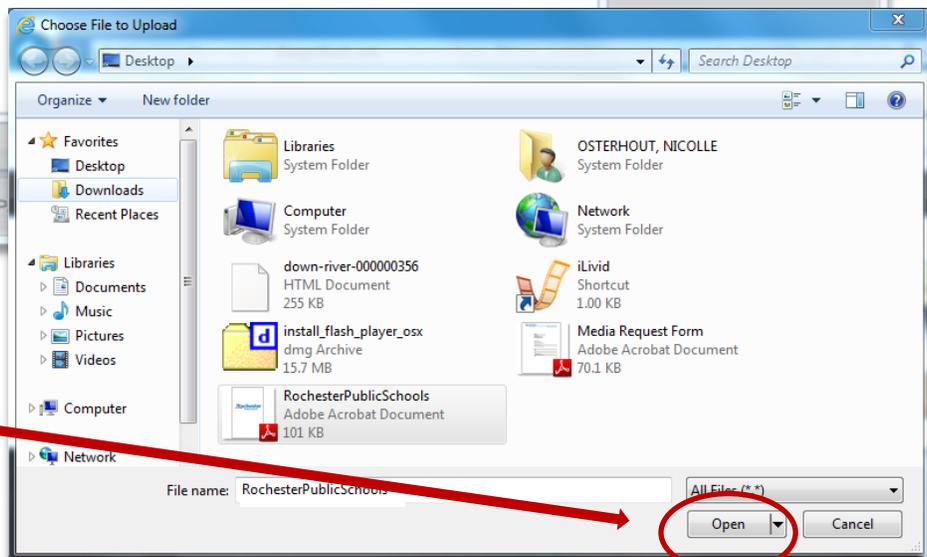

1. Navigate to the appropriate folder for your page or create a new one in the appropriate place by clicking the folder icon. Click the **Upload** button. You can upload multiple photos at once.

2. Click '**Select'** button to search for your document on your computer.
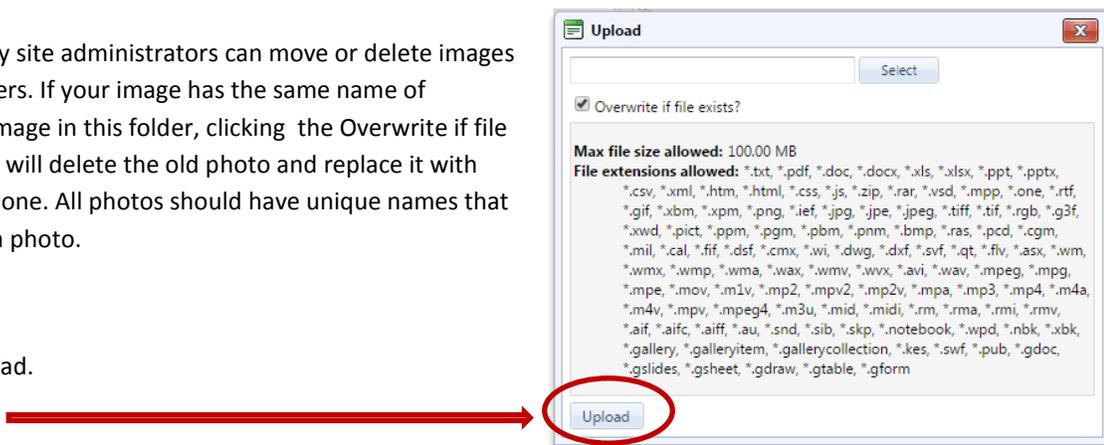

Find the file on your computer and click **Open**.

Note: Only site administrators can move or delete images from folders. If your image has the same name of another image in this folder, clicking the Overwrite if file exists box will delete the old photo and replace it with your new one. All photos should have unique names that describe a photo.
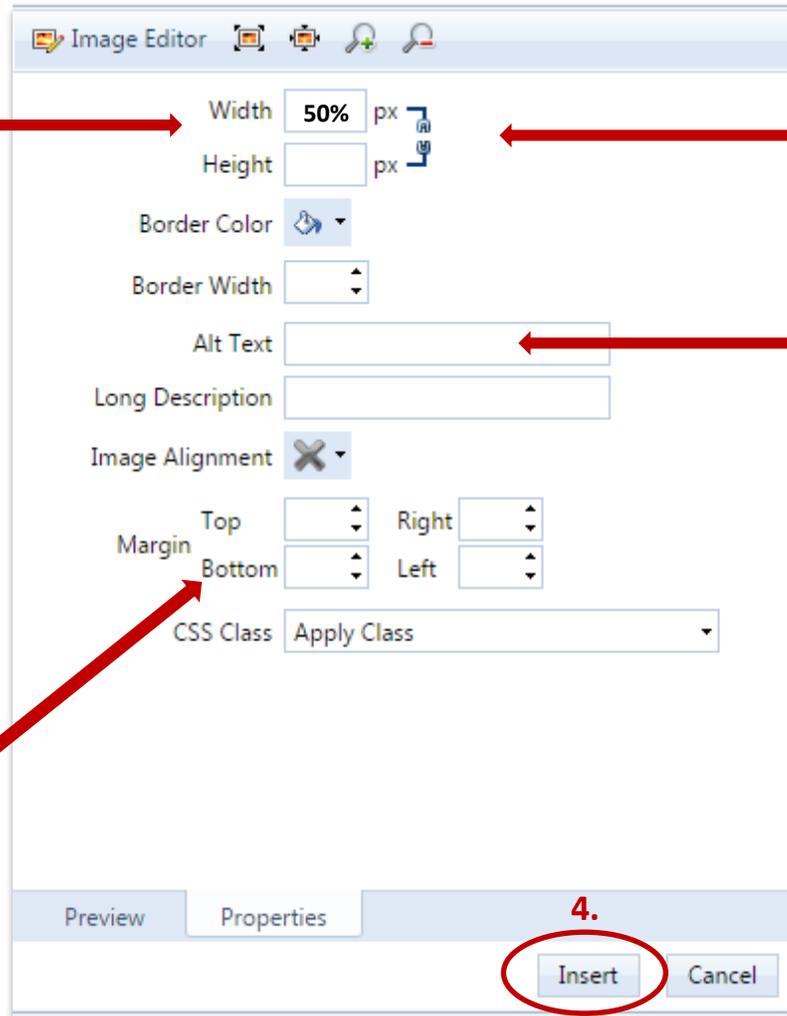
Click Upload.

3. Once your photo is uploaded, Click the "Properties" tab, adjust your image and add alternative (alt) text.

PICTURE SIZE

You can adjust the width and height of your photo here. We recommend adjusting the **width by percentages instead of pixels**. Since the design of a change adjusts to a user's screen, a percentage keeps the picture proportional to the page. Delete the numbers in the height box**. Type in a percentage (including the % sign) into the width box.** For example, 50% would make the picture half the page.

MARGINS

You can add space around your photo by adjusting the margins. 10 pixels is a good amount to add.

PIXEL-BASED PHOTOS

If you use pixels instead of percentages, click on the broken chain to make it whole. This will scale the photo proportionately. DO NOT use this if you're using percentages.

WHAT IS ALT (ALTERNATIVE) TEXT?

It's a text description of an image used for people with visual impairments using assistive technology such as a screen reader. It's also what users see when an image can't load or if someone turns off image downloads in their browser.

4. Click **Insert** once you've added properties.