

MCPS Content Management System (Epsiserver) Training

How to Add Images to Content (District Site)

In this document:

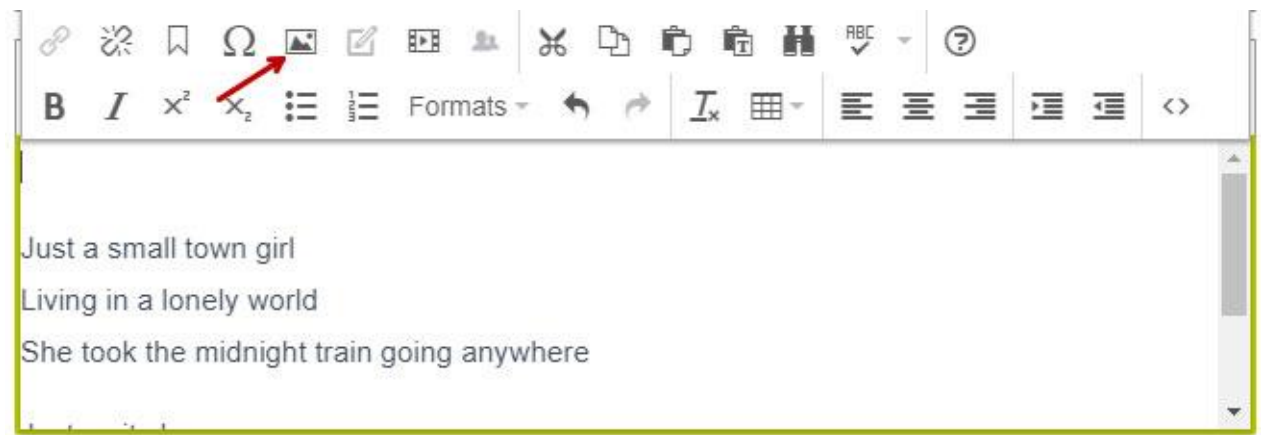
- a) How to upload and include images on a web page
- b) Applying styles to an image

How to upload and include images on a web page

1. Navigate to your office's folder and select a page to edit
2. Select the button on the left for **On-Page Editing**. This display mode shows the page as it appears on the site, using the template's layout and styles.



3. Select a block (when you hover over a block, the border will turn blue and a menu drop-down will appear in the top-right corner) and click Edit. The rich text editor will appear.



4. Click in the text area where you want the image to appear.
5. Click the image icon in the rich text editor.
6. To select an image already uploaded to the Media tab on the Asset Pane: select the

General Tab and click the source icon to browse for the image you want to insert.

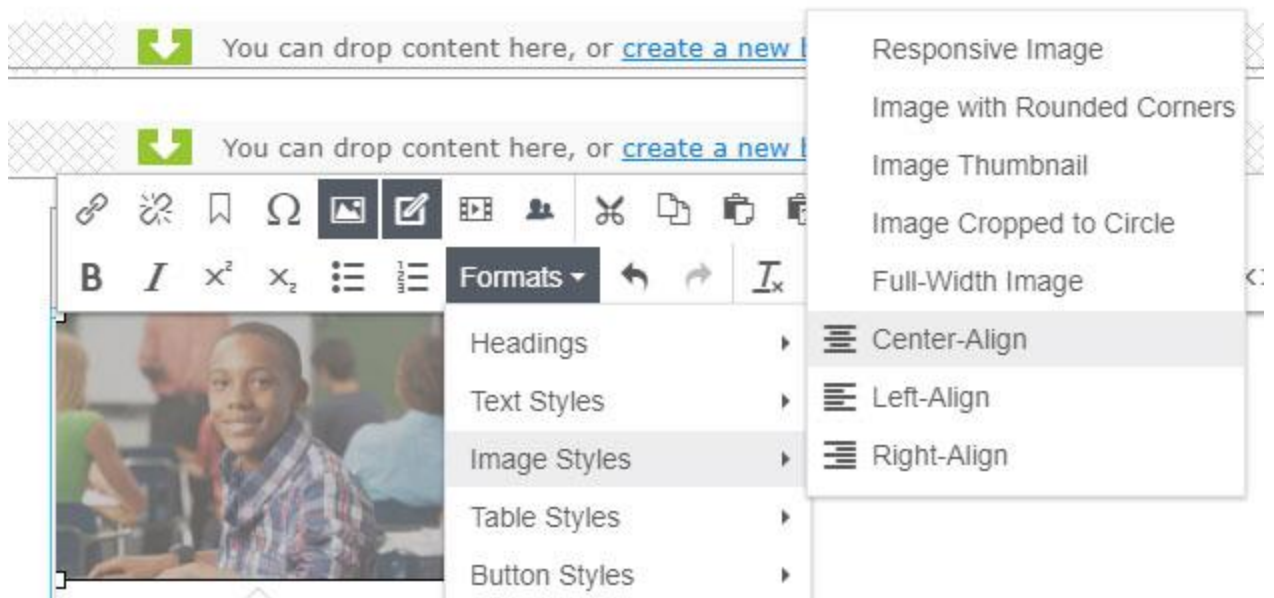
7. To select an image from your computer: select the **Upload Tab** and click the **browse for an image** button or drag in an image.
8. Add an Image Description. This is required for ADA compliance and will be used in the alt tag for those using screen readers.

The screenshot shows a dialog box titled "Insert/edit image" with a close button (X) in the top right corner. It has two tabs: "General" and "Upload", with "Upload" currently selected. The "Source" field contains the path "/EpiServer/CMS/Content/contentassets/8b5dC" and a camera icon. The "Image description" field contains the text "student at desk". The "Dimensions" section has two input boxes: the first contains "600" and the second contains "399", separated by an "x". To the right of these boxes is a checked checkbox labeled "Constrain proportions". At the bottom right, there are two buttons: "Ok" (highlighted in blue) and "Cancel".

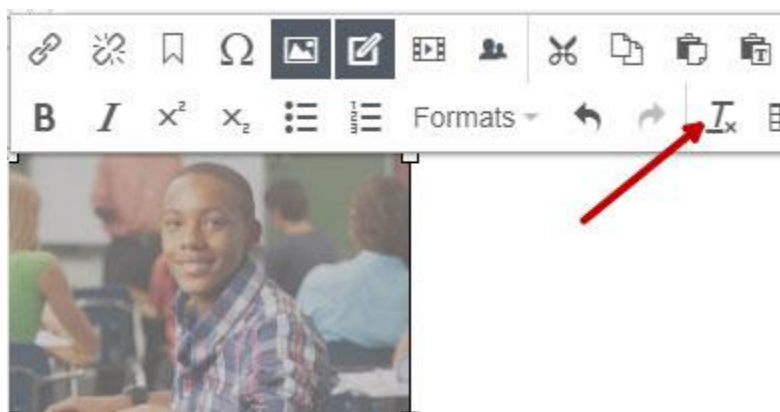
9. Photos should be resized before uploading to Episerver to reduce the file size, but you can change the display size of the photo by entering a new pixel width in the **Dimensions** field. Check the box for **Constrain Proportions** and the height will be automatically determined for you.
10. Click **OK**.

Applying Styles to an Image

1. Click the image. It should turn blue.
2. Click the **Formats** list.
3. Scroll down to Image Styles. You will see a list of options for styling your image.



4. Select **Center-Align** to center the image. Text will appear above or below.
5. To change the alignment or style the image differently, first clear the previous styles by selecting the image and clicking the **Clear Formatting** button.



6. Select **Left- or Right- Align** to “float” the image to the left or right and allow the text to flow around it.
7. Click **Publish**.