



## MCPS Content Management System (EpiServer) Training

### *How to Add Images to Content (District Site)*

#### *In this document:*

- a) How to upload images to the media tab in the asset pane
- b) How to upload and include images in the Epi editor
- c) Applying styles to an image

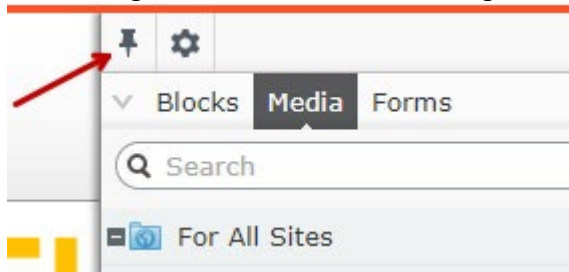
#### How to upload images to the media tab in the asset pane

For many block types, such as hero carousels, image cards, story rotators, and image quick navigation menus, you will need to resize your photos and upload them to the asset pane before adding them to the block.

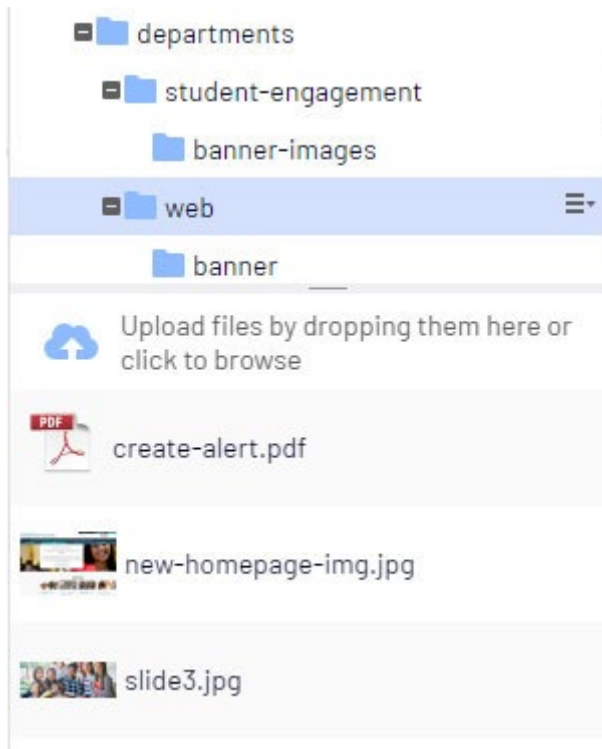
1. Click the folder button at the top right corner to open the content asset pane.



2. Click the pin button to lock the asset pane in an open position.



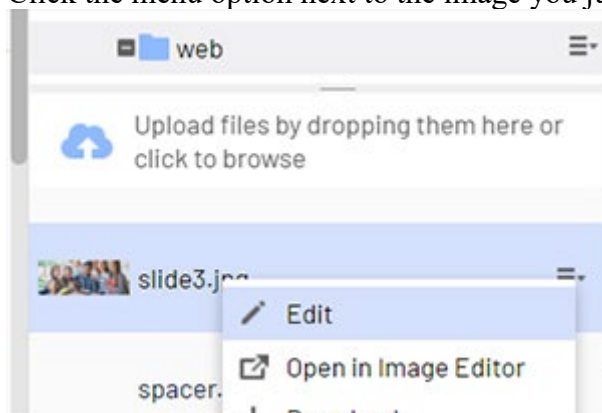
3. Select the Media tab from the Assets pane.
4. Navigate to your website's folder. For example, Web Services would be under **District Home - departments – web**  
Any images uploaded to the selected folder will appear below.



5. To upload a new image, select **Upload files by dropping them here or click to browse**.
6. Select the image you wish to upload from your hard drive or drag and drop the image into the Upload area.

*Next, you will need to add an Alt tag to the image for screen readers because federal law requires the MCPS website to be ADA compliant.*

7. Click the menu option next to the image you just uploaded and select **Edit**.



Enter a descriptive name for the image in the **Alt** field and click **Publish**.

Name	slide3.jpg	Visible to
Name in URL	slide3.jpg <a href="#">Change</a>	Languages
		ID, Type

[Content](#) [Settings](#)

Thumb90

Alt

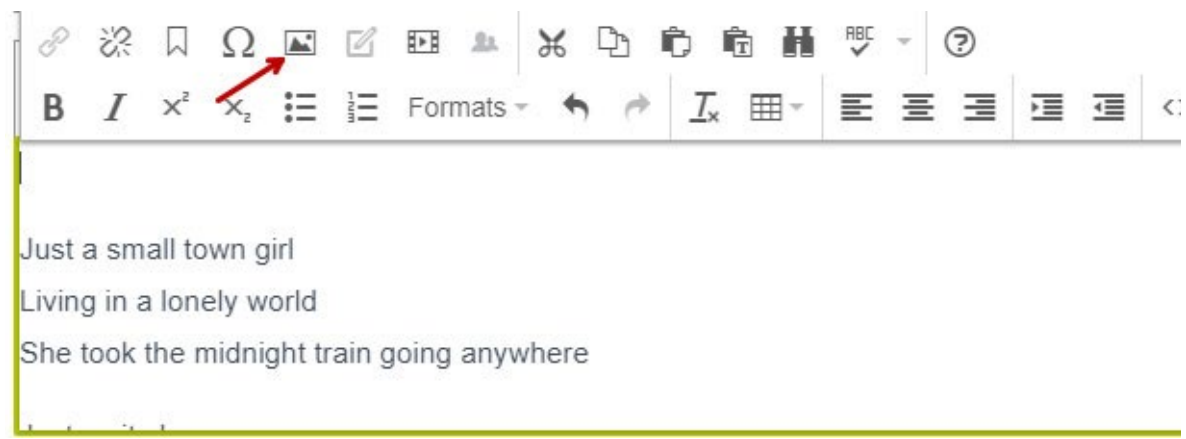


**How to upload and include images in the Epi editor**

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.

**Insert/edit image** [X]

General | **Upload**

Source: /EpiServer/CMS/Content/contentassets/8b5dC [Camera icon]

Image description: student at desk

Dimensions: 600 x 399  Constrain proportions

Ok Cancel

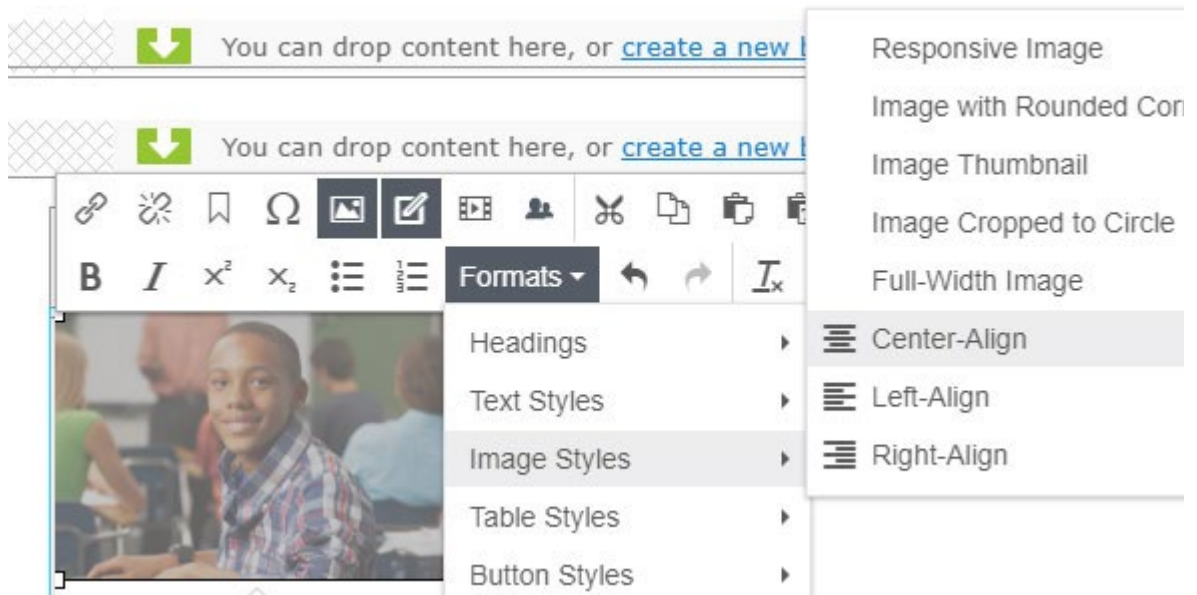
9. Photos should be resized before uploading to Episerver to reduce the file size, but you can change the display size of the photo by entering a new pixel width in the **Dimensions** field. Check the box for **Constrain Proportions** and the height will be automatically determined for you.

10. Click **OK**.

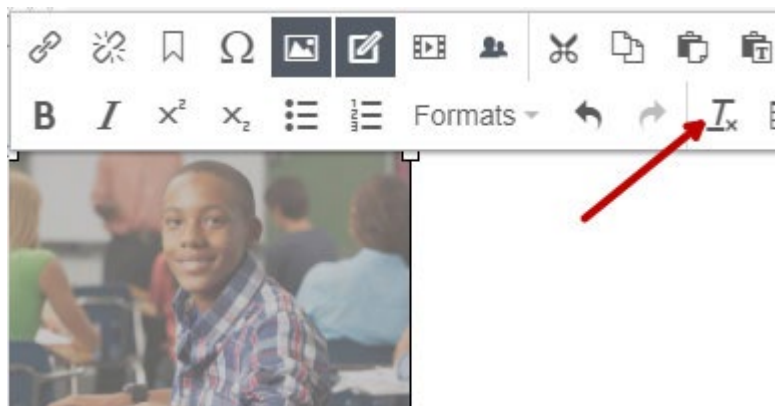
### **Applying Styles to an Image**

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**.