



MCPS Content Management System (Episerver) Training

How to Add Images to Content

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

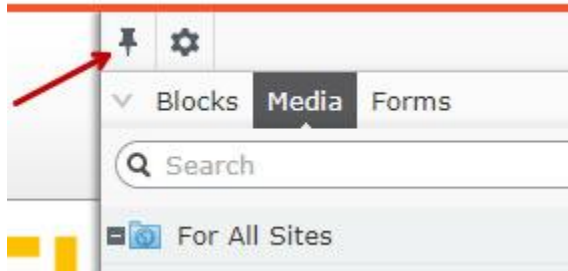
Step 1 - Upload a Document

See *How to Log In and Set Up Your Work Area* for the basics on logging in and setting up your work area in Episerver.

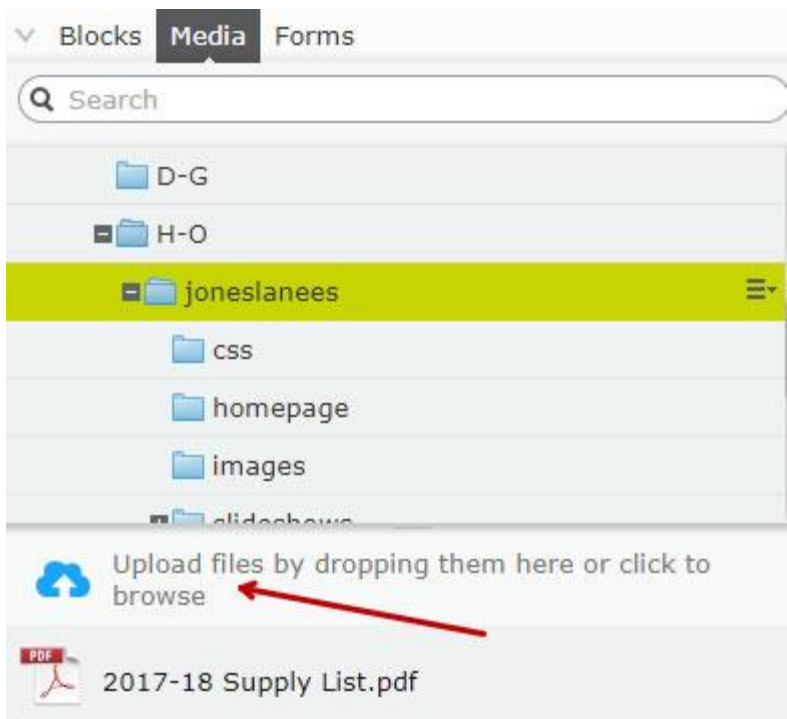
1. Click the folder button at the top right corner to open the content asset pane.
(The asset pane is for content blocks, media, files, images and forms.)



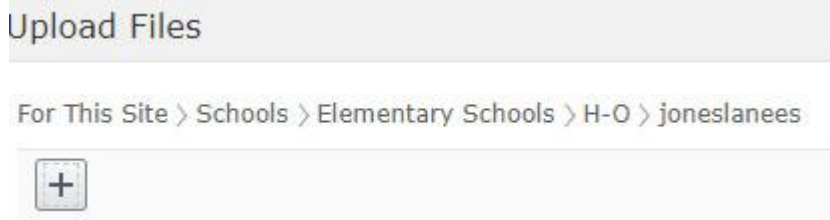
2. Click the pin button (visible when the pane is open) to lock the asset pane in an open position.



3. Select the **Media tab** from the Assets pane.
4. Navigate to your School's folder. For example, Jones Lane ES would be under **Schools - Elementary Schools - H-O - Jones Lane ES**
5. Click **Upload Files** to browse for the file you wish to upload, or you can drag and drop a file into this area.



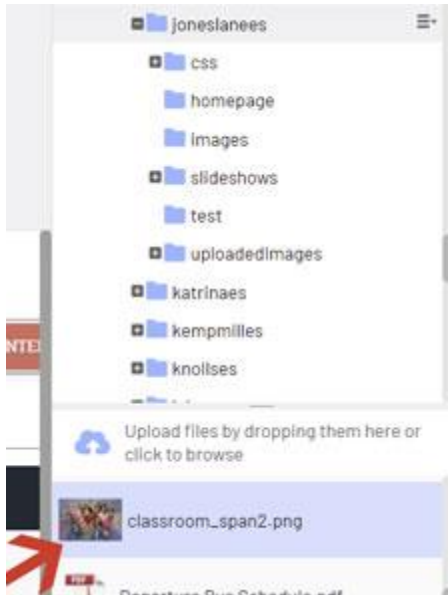
- When the Upload Files window appears, click the + (**plus**) button to browse your files.



- Select the file(s) you wish to upload. A green status bar will show you when your file(s) have completed uploading. Click **Close** to close the Upload Files window.



- You will see the file(s) you uploaded in the asset pane.

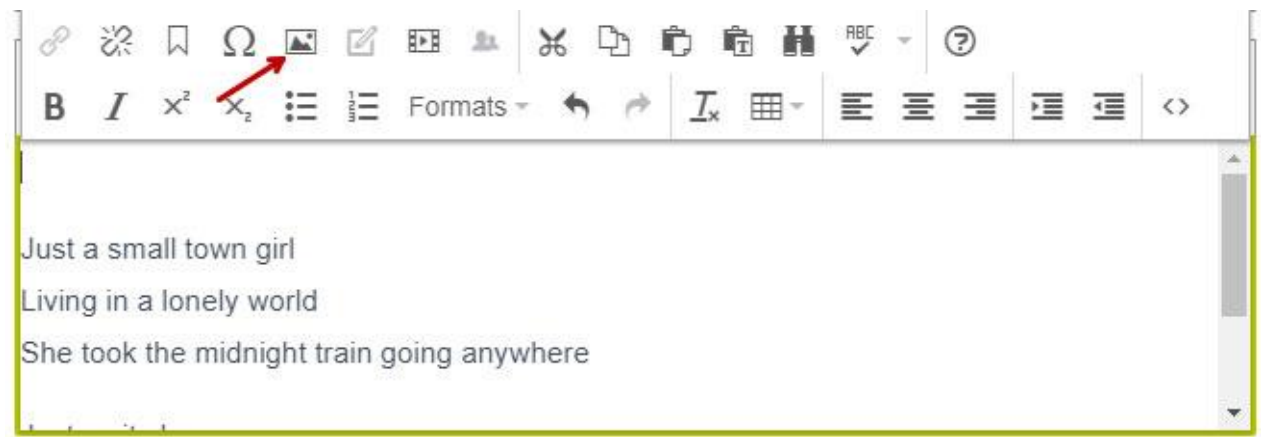


Step 2 – Insert the Image

1. Navigate to your school's folder in the Navigation Pane 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 an active area to edit (when you hover over an active area, the border will turn green), or select an HTML block and click Edit. The rich text editor will appear.



4. Click in the text area where you want the image to appear.

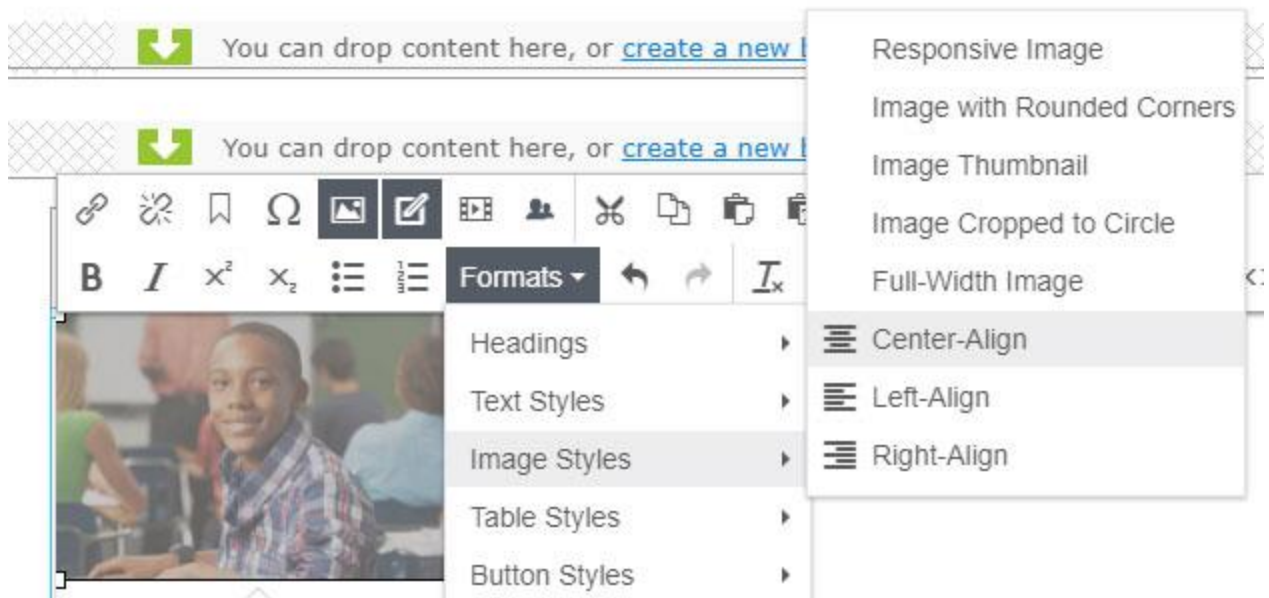
5. Click the image icon in the rich text editor.
6. To select the image you uploaded to the Media tab on the Asset Pane, select the **General Tab** and click the source icon to browse for the image you want to insert.
7. Add an Image Description. This is required for ADA compliance and will be used in 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" (selected) and "Upload". Under the "General" tab, there are three main sections: "Source" with a text input field containing "/EPiServer/CMS/Content/siteassets/schools/el" and a magnifying glass icon; "Image description" with a text input field containing "students in classroom"; and "Dimensions" with two input fields for width (450) and height (301), and a checked checkbox labeled "Constrain proportions". At the bottom right, there are two buttons: "Ok" (highlighted in blue) and "Cancel".

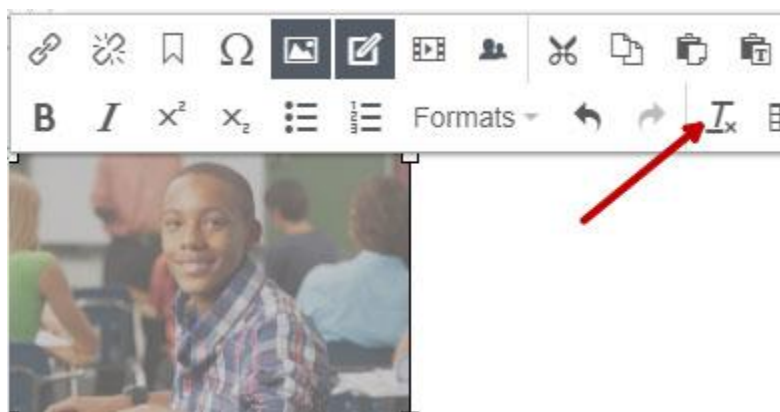
8. Photos should be resized before uploading to Episerver to reduce the file size, but you can change the display size of the photo by entering a new pixel width in the **Dimensions** field. Check the box for **Constrain Proportions** and the height will be automatically determined for you.
9. Click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