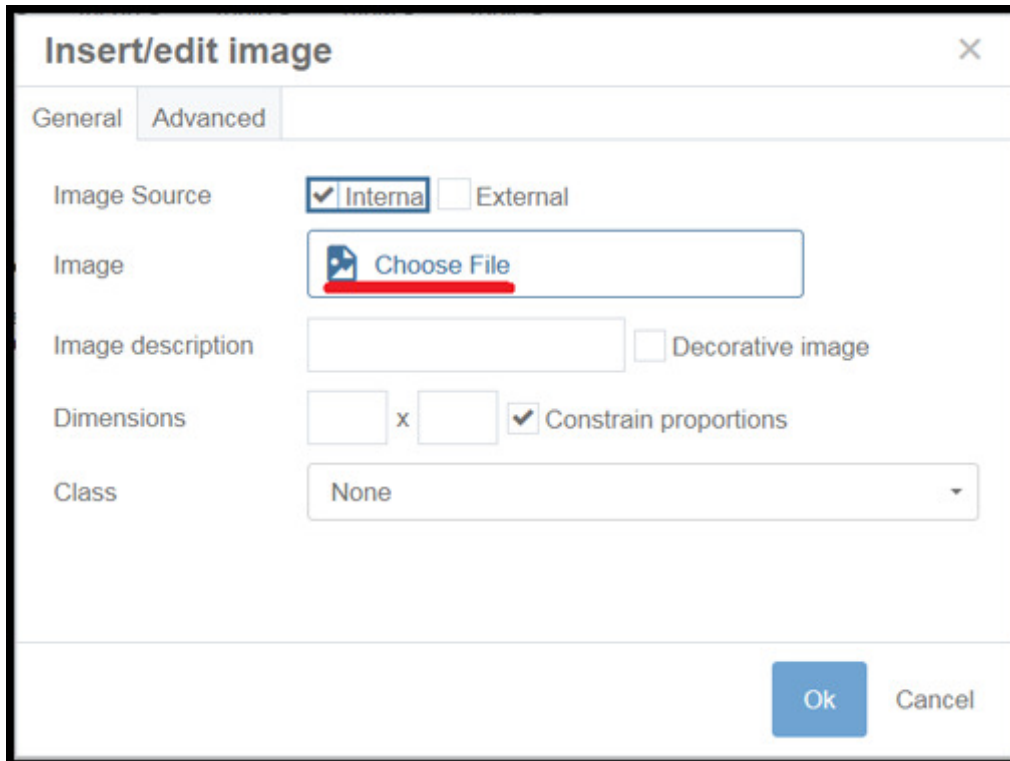


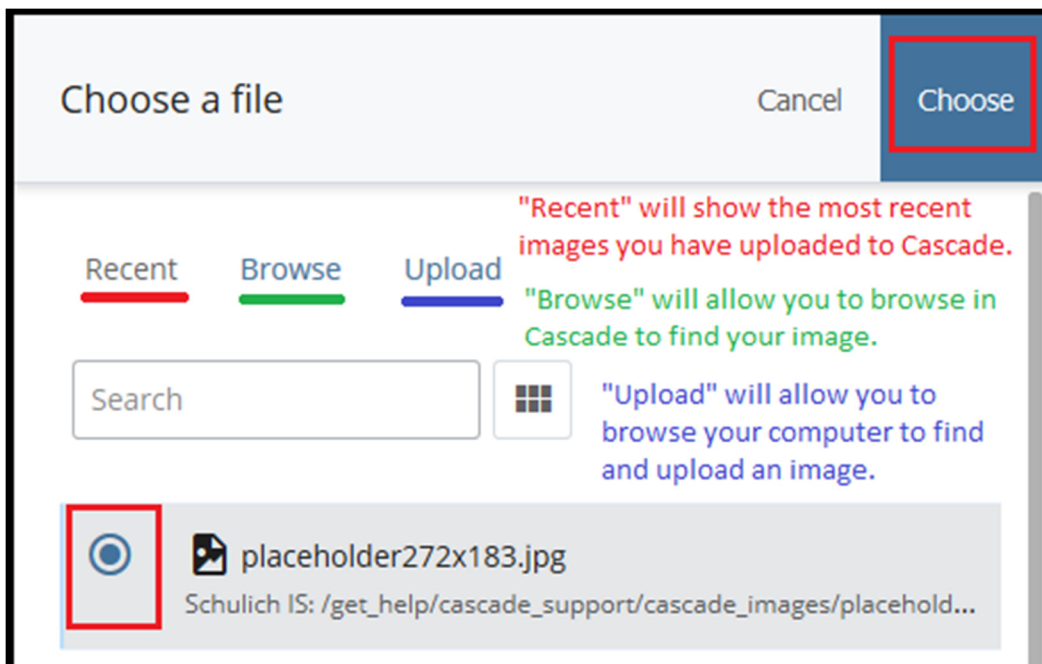
Inserting an image on your page



Edit the page to which you wish to add your image. Ensure your cursor is where you want to add the image and click on the image icon (shown to the left of this text). The following window will open:

A dialog box titled "Insert/edit image" with a close button (X) in the top right corner. It has two tabs: "General" and "Advanced". Under "General", there are fields for "Image Source" (with radio buttons for "Internal" and "External", "Internal" is selected), "Image" (with a "Choose File" button), "Image description" (with a text input field and a "Decorative image" checkbox), "Dimensions" (with two input fields for width and height, and a "Constrain proportions" checkbox), and "Class" (with a dropdown menu set to "None"). At the bottom right are "Ok" and "Cancel" buttons.

Click on the "Choose File" and the following window will open:

A "Choose a file" dialog box with "Cancel" and "Choose" buttons at the top right. The "Choose" button is highlighted with a red box. Below the buttons are three options: "Recent" (underlined in red), "Browse" (underlined in green), and "Upload" (underlined in blue). To the right of these options are three lines of explanatory text in red, green, and blue respectively. Below the options is a search input field and a grid icon. At the bottom, a list of files is shown, with the first item "placeholder272x183.jpg" highlighted by a red box. The file name and its path are visible.

The **Recent** button is the default and will display a list of recently added images. Clicking “**Browse**” will allow you to navigate in Cascade to find your image. **Upload** will allow you to navigate your hard drive to find and upload your image (instructions in next tab). Once you have chosen your image, click “Choose”.

Insert/edit image

General **Advanced**

Image Type Internal External

Image Source

Schulich Information Services: /img/CSB700x...

Decorative This is a decorative image, no description needed.

Image description

Image's title, display name or custom text

Dimensions x Constrain proportions

Class

Add the Image description, click on the down arrow to add the class, and then click "ok"

Add the Image description, then click on the down arrow of the “Class” field and add one of 4 image classes. Then click “Ok” to complete adding your image to your page.

The "image" class applies a subtle drop shadow to the bottom right of your image. Apply this class to all images in order to have consistency throughout the pages.



Image Description – All images MUST have a description for accessibility purposes (AODA compliance) which provides a description for the image, if it can't be displayed. When adding your description ensure it describes the image and if it is a link, the description should explain where the link goes.