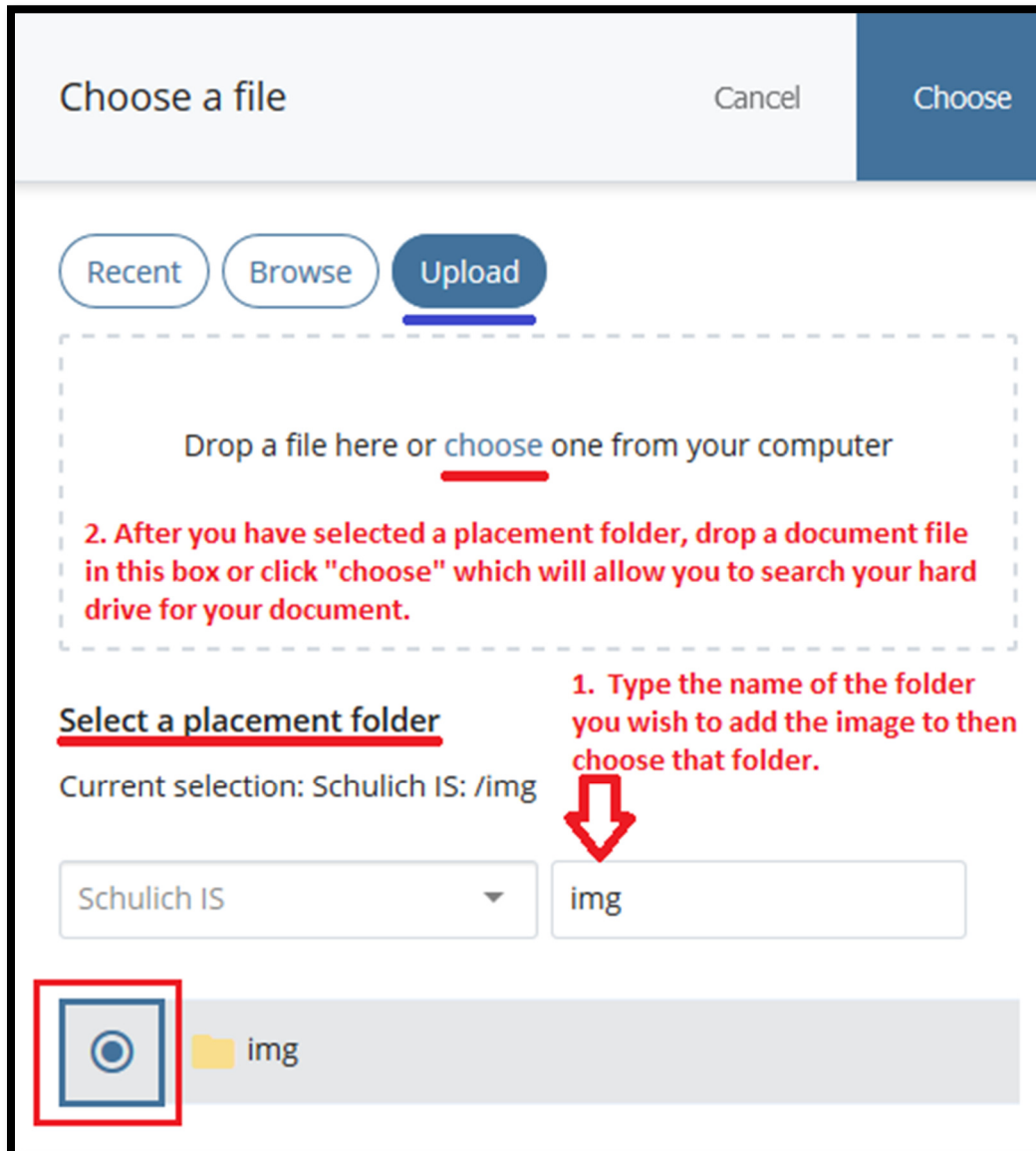


Uploading while editing a page

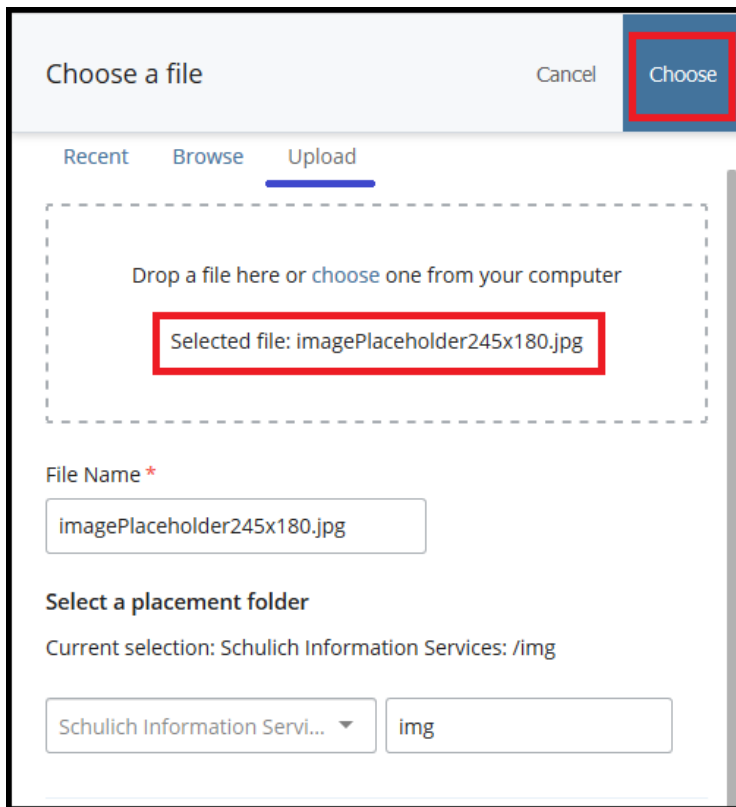
Note: Using the “Upload” feature will allow you to upload an image directly on to the page and choose the placement folder for the new image (e.g. “img” folder).

1. Click “Upload” and the following window will open. Select your placement folder.
2. You can drag and drop an image or click “choose which will allow you to search on your hard drive for your image. Once you find the image, click on it and hit open or double click.

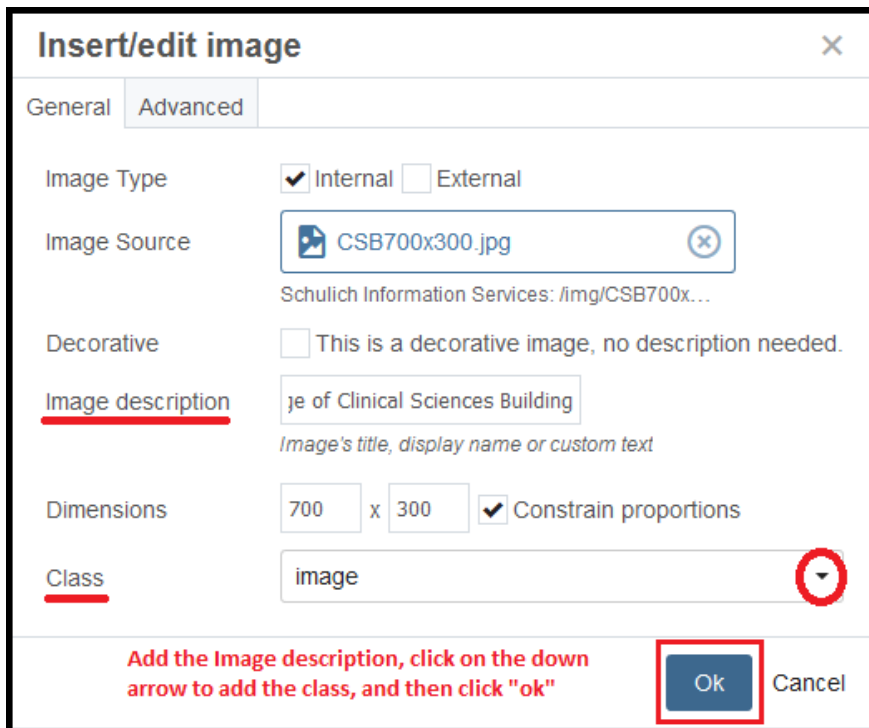


Important

If you do not select the placement folder correctly, the image will be added to the folder you are working in. For example, if you are editing the slide block the image will be uploaded to `_cms->blocks->xhtml`. This will mean the image can not be published and your live page will show a blank space where the image should be. To fix this issue you will have to move the image out of the `_cms->blocks->xhtml` folder into the correct image folder, and then publish both the image and your homepage.



Your image will appear in the image upload window. Click "Choose" and the window shown below will appear.



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.