

About Images on your Website

- **Centricity2** supports the following image file types: GIF, JPG, JPEG, and PNG
- Images are automatically compressed when uploaded to the site using the Insert Image tool; this ensures a quick load time for viewers.
- It is better to upload a larger image and resize it smaller than to enlarge a smaller image.
- Images that you upload to your workspace are stored on your **Tools** tab in Files and Folders.

Insert an Image

1. Place your cursor where you would like the image to be.
2. Click the *Insert Image* icon: 
3. Choose an image from:
 - Your computer
 - Your site (*Files & Folders*)
 - The Shared Library
 - OR the Clip Art Library (if available).
4. Browse for the image you would like to insert.
5. If inserting an image from your computer, you can choose to resize it (Thumbnail, Medium, Large, Custom, or No Resizing).
6. Enter a description of the image into the *Alternative Text* field
7. Adjust the *Height* or *Width* value of the image; this will resize the image proportionally. Click out of the field to see a preview.
8. *Alignment* and *Border* can be set here or changed later.
9. Click **Insert Image**.
10. Click **Save**.

Insert an Image from another Website

If you try to copy and paste an image into the **Editor**, while it may show up initially, it will display as a broken link as soon as the image is removed from the source. Therefore, when you move images over from another website, do the following:



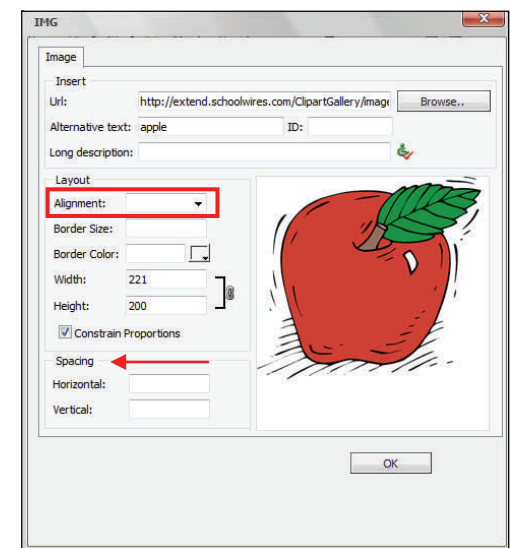
1. Right-click on the image in its current location and save the picture on your desktop.
2. Insert the image onto a page. (See "Insert an Image.")

OR

1. Copy all of the page content from its current location.
2. Use Paste from Word to insert the content into your **Schoolwires** app.
3. Right-click on the images in their current location and save the pictures to your computer.
4. Open Files and Folders and upload the images.
5. Once the images are uploaded, copy the URL for one of the images by selecting the URL button.
6. In the content area, double-click on the image to bring up the Image Editor.
7. Paste the URL for that image into the *URL* field and click **OK**.
8. Click **Save**.
9. Repeat steps 5-8 for the remaining images.

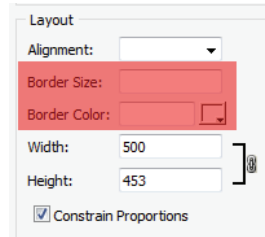
Wrap Text Around an Image

1. Insert the image where you would like it to display. (See "Insert an image")
2. Double-click on the image to open the Image Properties
3. Click on the *Alignment* dropdown menu and choose "Left" if you would like the picture to be on the LEFT of the text or choose "Right" if you would like the image to be on the RIGHT side of the text.
4. If you want to push the text away from the image, adjust the spacing around the image by indicating the number of pixels in the *Spacing* fields. (Between 5 and 10 pixels is usually adequate.)
5. When satisfied, click **OK**.



Add a Border to an Image

1. Insert the image where you would like it to display. (See "Insert an image.")
2. Double-click on the image to open the Image Properties.
3. In the Border Size field, enter a width for the border in pixels; 2—5 is typically a good width.
4. Pick a color for your border by clicking on the Border Color field and selecting a color from the dropdown. You can also choose 'More Colors' to view additional color options or enter custom color settings (RGB, Hex code, etc.).
5. When satisfied, click **OK**.



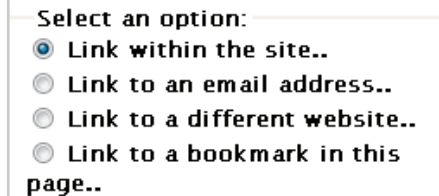
Best Practices for working with Images

- Do not copy and paste photos - use the Insert Image icon. This will ensure that your image is viewable on your site.
- When inserting images, add descriptive Alt. Text. This text is viewable when a person hovers over the image and will be used by screen reader applications for people with vision conditions.
- Recommended image sizes (100 pixels = 1 inch):
 - Regular Image: Keep image width narrower than 500 pixels
 - Accent Images: Keep image width and height between 25-100 pixels.
- Avoid animated images if the focus of the page is text content; they can distract viewers from important information.
- JPG PNG and GIF file types are preferred (BMP images are not always recognized).
- When resizing images, it is always best to go from a larger image to a smaller image. Making a small image larger can result in a grainy or pixelated image.
- Avoid inserting an image into a table with a background color. If background colors are used, maintain high contrast between background colors and dominant image color for improved viewability.
- Add Horizontal and Vertical Spacing around your image to improve readability of surrounding text.



Make an Image a Link

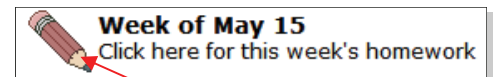
1. Insert the image you would like to make a link (see 'Insert an Image'). This could be a thumbnail image or a graphic you have created to serve as a button.
2. Click on the image to highlight it.
3. Click on the *Insert Link* button:
 - Select the link type and enter the destination.
 - If linking to another website or email address, set the Target dropdown to "Open in a New Window."
 - Click on the *Insert Link* button.



Link Types

Insert an Accent Image

Accent images can be added to the left of titles on an Article (from an Article Library app) or to a Headline (on your Homepage). An accent image should be small; a width between 30 and 75 pixels wide should work well.



Accent Image

1. Insert a new article or headline.
2. After entering a title and optional teaser text, click on the *Browse* button to browse for your image.
3. Choose an image from:
 - Your computer
 - Your site (*Files & Folders*)
 - The Shared Library
4. If desired, adjust the *Height* and *Width* of the image (in pixels).
5. Enter an image description in the *Alt Text* field.
6. Complete the rest of the article or headline and click *Save*.

