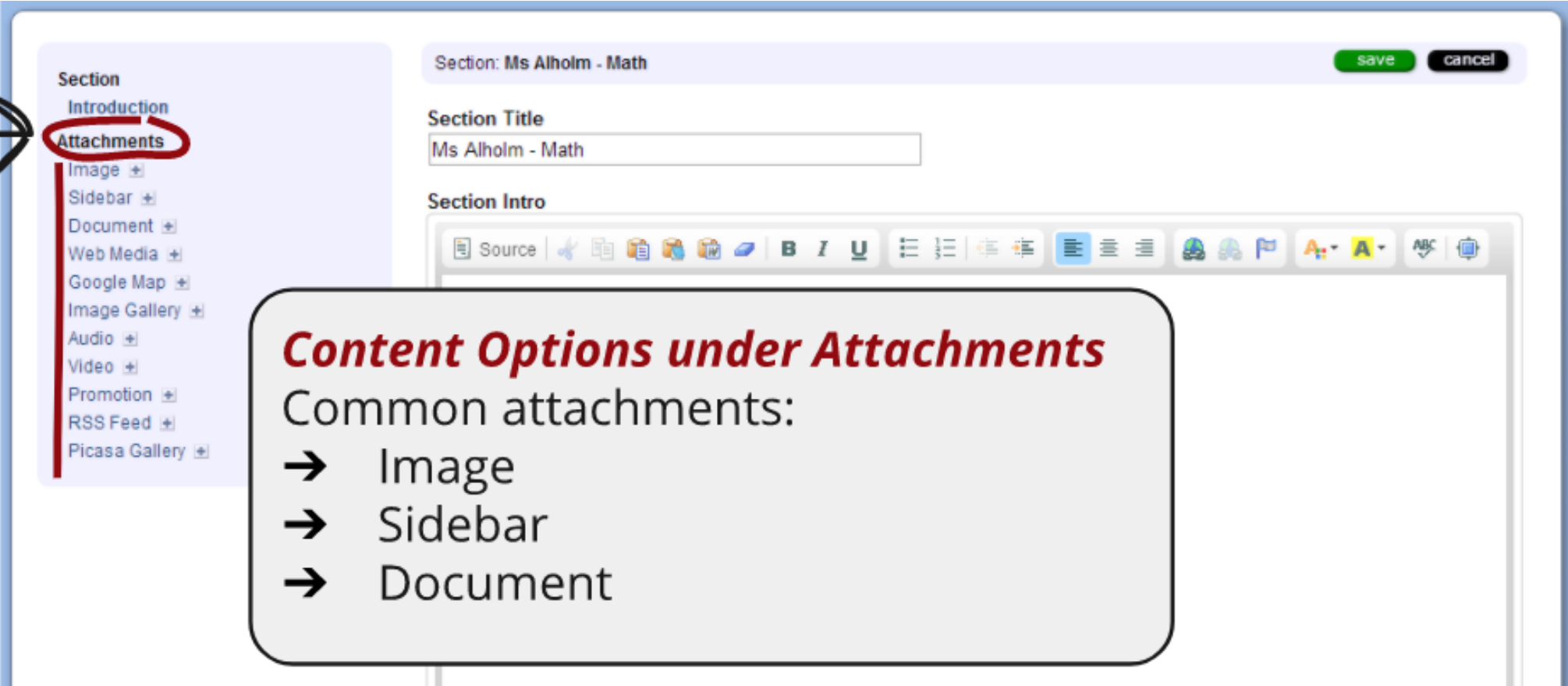


Adding Other Page Content



The screenshot shows a web editor interface for a section titled "Ms Alholm - Math". On the left, a sidebar menu lists various content options: Introduction, Attachments, Image, Sidebar, Document, Web Media, Google Map, Image Gallery, Audio, Video, Promotion, RSS Feed, and Picasa Gallery. The "Attachments" option is circled in red, and an arrow points to it from the left. The main editing area shows the "Section Title" field with "Ms Alholm - Math" and a "Section Intro" field with a rich text editor toolbar. A callout box highlights the "Attachments" options.

Content Options under Attachments
Common attachments:

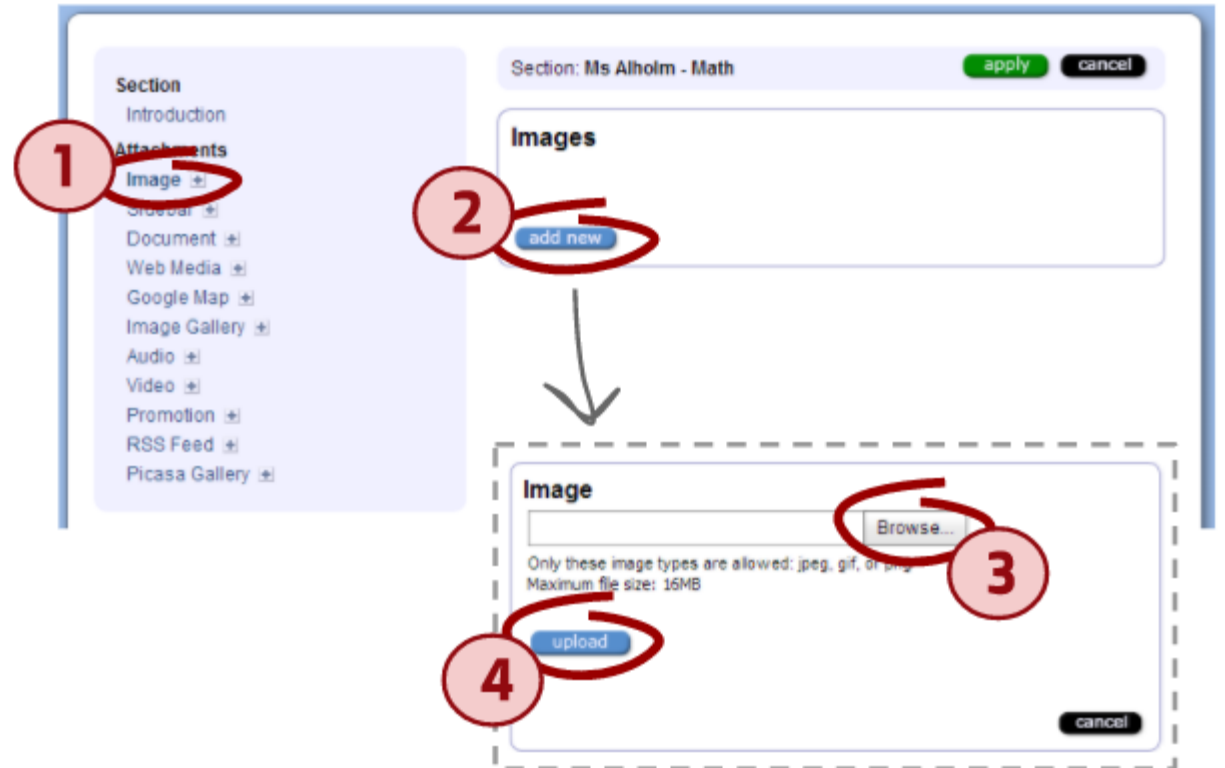
- Image
- Sidebar
- Document

Adding an Image

To Add an Image:

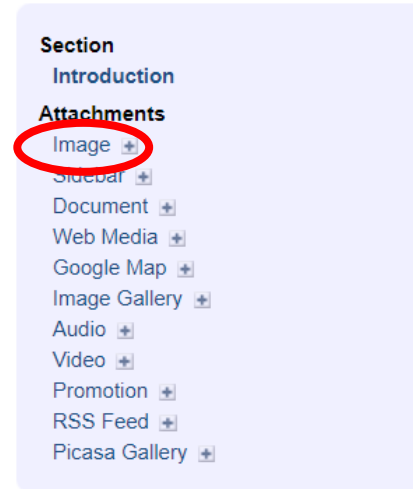
1. Select **Image**
2. Select **add new**
3. Select **Browse**
4. Find and select the image*
5. Select **Upload**

*the image must be saved to the computer first.

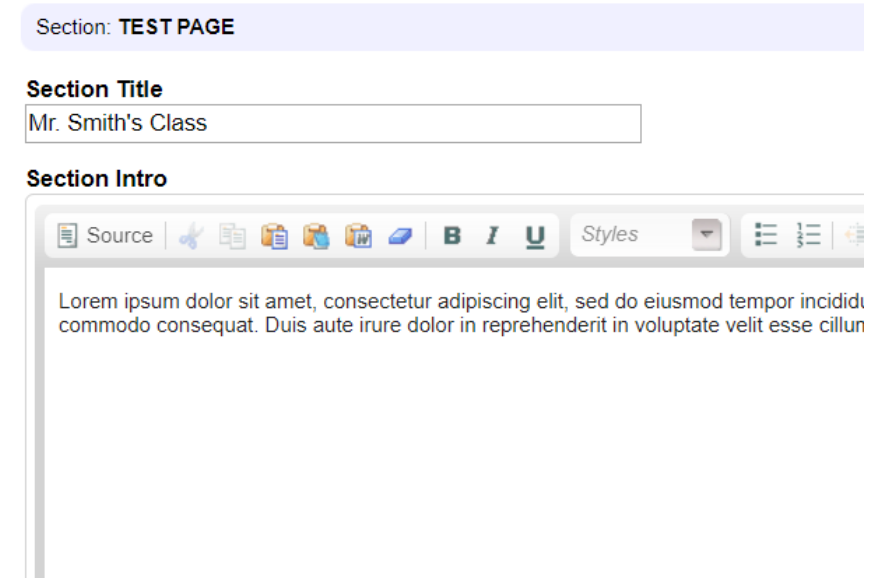


Adding an Image

Step 1

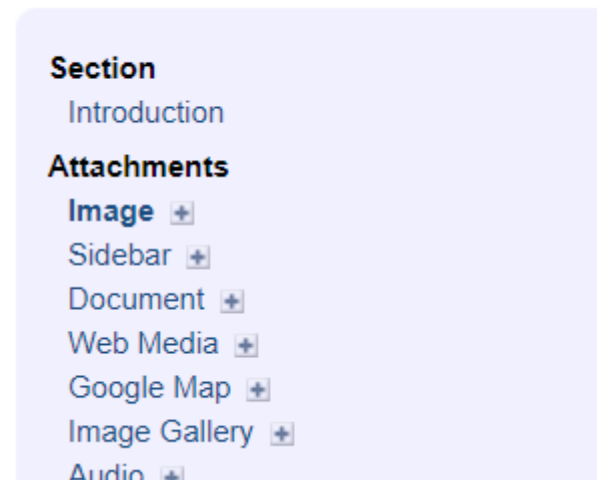


A screenshot of a sidebar menu. Under the 'Attachments' section, the 'Image' option is highlighted with a red circle. Other options include Introduction, Sidebar, Document, Web Media, Google Map, Image Gallery, Audio, Video, Promotion, RSS Feed, and Picasa Gallery.



A screenshot of a page editor interface. The top bar shows 'Section: TEST PAGE'. Below it is a 'Section Title' field containing 'Mr. Smith's Class'. The main editing area is titled 'Section Intro' and contains a rich text editor with a toolbar (Source, Bold, Italic, Underline, Styles) and a text area containing placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum'.

Step 2



A screenshot of the same sidebar menu as in Step 1. The 'Image' option is now highlighted in blue, indicating it has been selected.



A screenshot of the page editor showing the 'Images' section. A blue button labeled 'add new' is highlighted with a red circle.

Step 4

Section

[Introduction](#)

Attachments

[Image](#) +

[Sidebar](#) +

[Document](#) +

[Web Media](#) +

[Google Map](#) +

[Image Gallery](#) +

[Audio](#) +

[Video](#) +

[Promotion](#) +

[RSS Feed](#) +

[Picasa Gallery](#) +

[show xml](#) | [audit log](#)

Image

Only these image types are allowed: jpeg, gif, or png
Maximum file size: 16MB

Step 5

Section

Introduction

Attachments

Image

Sidebar

Document

Web Media

Google Map

Image Gallery

Audio

Video

Promotion

RSS Feed

Picasa Gallery

Image

04-17-18-rotator.jpg



Browse...

Only these image types are allowed: jpeg, gif, or png

Maximum file size: 16MB

upload

[show xml](#) | [audit log](#)

Adding an Image

5. Select a **size**
6. Optional, round corners
7. **Add a title** for visually impaired users
8. Optional, add caption
9. Select **position**
10. Select **apply**

NOTE: You **MUST** add a title for alt-text to show up, this is an accessibility requirement. It should be relatively descriptive.

A *caption* will show up as such on the website. Your title is not visible to most users.

The screenshot shows a dialog box titled "Image" with a preview of a person with a bicycle. To the right of the preview is a "Choose a size:" section with three radio button options: "150 pixels wide" (selected), "250 pixels wide", and "400 pixels wide". Below these is a checked checkbox labeled "Round the corners". Below the preview and size options are fields for "Filename: bike_to_school_day.jpg", "Title: Bike To School Day", "Caption:" (empty), "Position: Inline" (dropdown menu), and "Hyperlink:" (empty). At the bottom right are "apply" and "cancel" buttons. Red callout boxes with numbers 5 through 10 point to the size selection, the "Round the corners" checkbox, the title field, the caption field, the position dropdown, and the apply button, respectively.

SAVE YOUR WORK!

- Section
- Introduction
- Attachments
 - Image +
 - 04-17-18-rotator.jpg
- Sidebar +
- Document +
- Web Media +
- Google Map +
- Image Gallery +
- Audio +
- Video +
- Promotion +
- RSS Feed +
- Picasa Gallery +

Section: TEST PAGE



Section Title

Mr. Smith's Class

Section Intro

Source | [Icons] | **B** *I* U | Styles | [Icons] | [Icons] | [Icons] | [Icons] | [Icons] | [Icons]

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.