

Adobe Contribute

Images

Introduction

Any images can be added to your site through Adobe Contribute. In this self-help document, you will learn how to add images and modify image properties. Be sure to read the Visual Style Guidelines in the Web Style Guide before inserting any images onto your site.

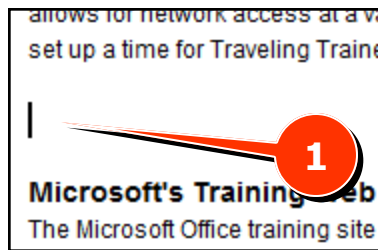
Process Summary

- Introduction
- Adding an Image**
- Modifying Image Properties**

Adding an Image

1. Place your cursor at the point in which you want to add your image (Fig 1, 1).

Figure 1



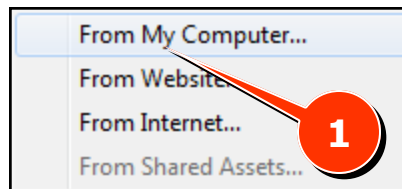
2. Select the **Image** icon from the toolbar (Fig 2, 1).


Figure 2



3. Select **From My Computer** from the drop-down box (Fig 3, 1).
4. The Select Image dialog window will appear (Fig 4).

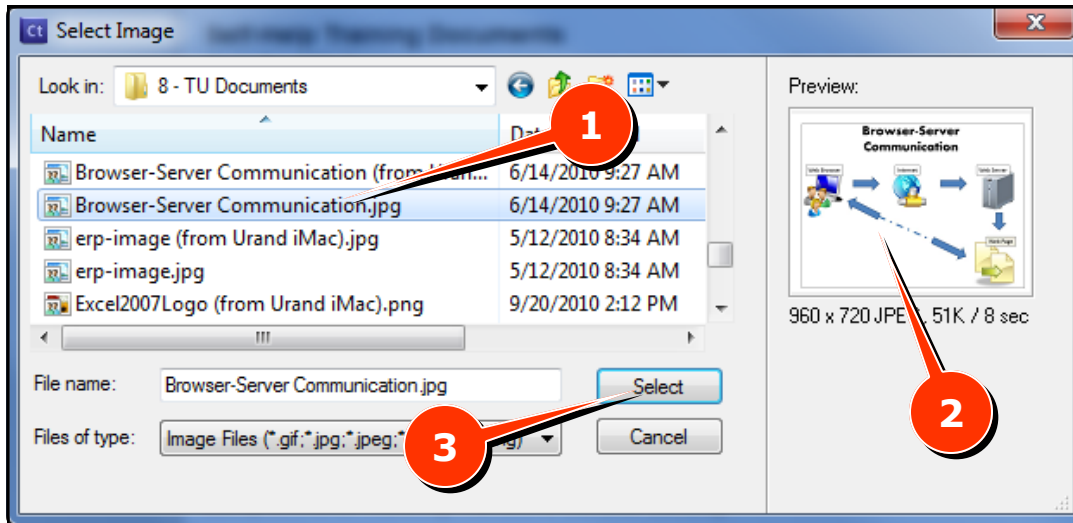
Figure 3



 If you are accessing Contribute via the Virtual Workspace, you will need to ensure the image is on the **H:** or **O:** drive.

- Browse to and select the image you want to insert (Fig 4, 1). A preview of the image will appear in the **Preview** window (Fig 4, 2).

Figure 4



- Click the **Select** button (Fig 4, 3). The image will be inserted onto the webpage.

! Make sure the image meets the requirements for size and resolution. For more information consult the Web Style Guide:

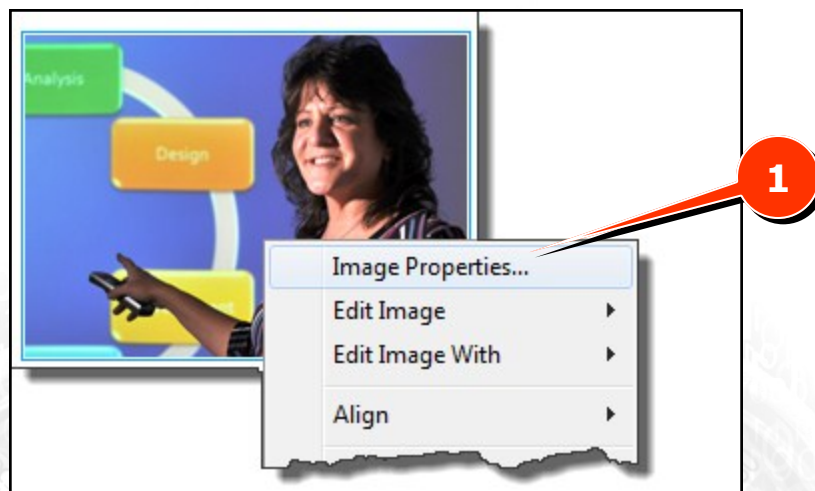
http://www.towson.edu/adminfinance/ots/Training/documentation/Internet/webstyle_2.pdf

Modifying Image Properties

Once an image has been inserted, it will need to be modified to meet the Visual Style Guidelines of the Web Style Guide.

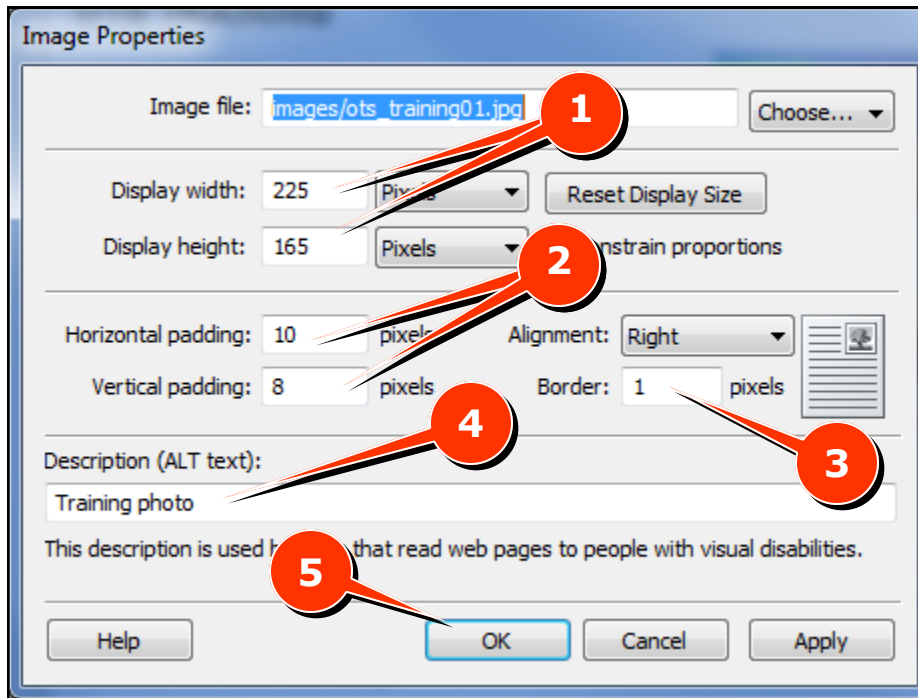
- Right-click on an image and select **Image Properties** (Fig 5, 1).

Figure 5



- The **Image Properties** dialog window will appear (Fig 6).

Figure 6



- Modify the properties for **Display width and height** by changing the values in the input boxes (Fig 6, 1).
- Modify the properties for **Horizontal and Vertical padding** by changing the values in the input boxes (Fig 6, 2).
- Add a border pixel width in the **Border** box (Fig 6, 3).
- Add a photograph description in the **Description (ALT text)** box (Fig 6, 4).
- When finished, click **OK** (Fig 6, 5). The image will be updated and you will be returned to the website.