# schoolwires® Centricity™ 4.3 Imagery Help Card

About Images on your Website

- The *Schoolwires® Centricity* supports images with the following extensions: .GIF, .JPG, .JPEG, and .PNG
- Images are automatically compressed when uploaded to the *site* to help insure a quick load time for viewers.
- It is better to upload a larger image and resize it smaller, than to try and enlarge a smaller image.

Insert an Image

1. Place your cursor where you would like the image to be.

2. Click on the *Insert Image* button:

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. Choose the size of the image to be inserted (thumbnail, medium, large, or custom) if inserting from your computer. Click outside of the preview window to see the size change. This can always be changed later.

6. Enter Alt. text for ADA compliance.

7. Adjust the height and width of the image. It will resize the image proportionally in this screen.

8. Set alignment and border if desired. This can always be changed later.

9. Click on the *Insert Image* button.

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 show up as a broken image as soon as the image is removed from the source. Therefore if moving images over from another website, do one of 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 "How to insert an image")

OR

1. Copy and paste the HTML or simply the contents of a page.

2. Upload the images for this page into the Files & Folders for that section.

3. Copy the URL for one of the images.

4. Click on the *Edit Image Properties* button and paste the URL for that image into the Image Source field.

Source:	http://swtrain4.schoolwires.com/15851052312538727/lib/158510523125538		
Title:	eiffel		
Alignment:		Spacing:	
		Top:	px
Border:	Border Style	Bottom:	px
Width:	300 px	Left:	px
Height:	449 px } reset	Right:	px

Wrap Text around an Image

1. Insert the image where you would like it to go. (See "How to insert an image")

2. Highlight the image and click on the *Edit Image Properties* button:

3. Click on the *Alignment* drop-down 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
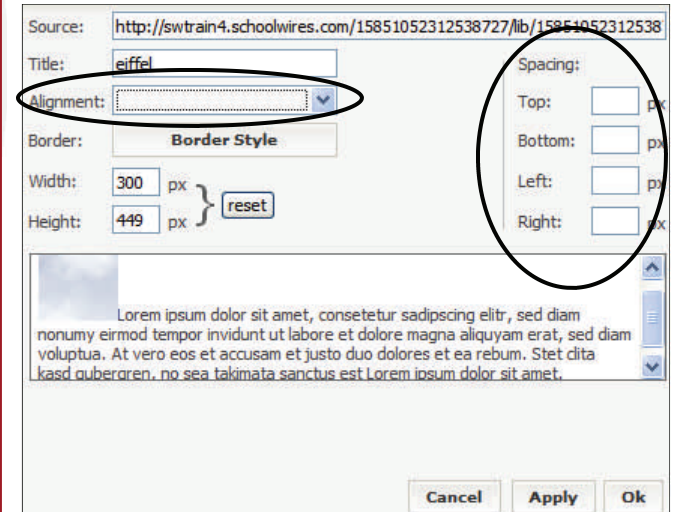
Source:	http://swtrain4.schoolwires.com/15851052312538727/lib/15851052312538		
Title:	eiffel		
Alignment:		Spacing:	
		Top:	px
Border:	Border Style	Bottom:	px
Width:	300 px	Left:	px
Height:	449 px } reset	Right:	px

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.
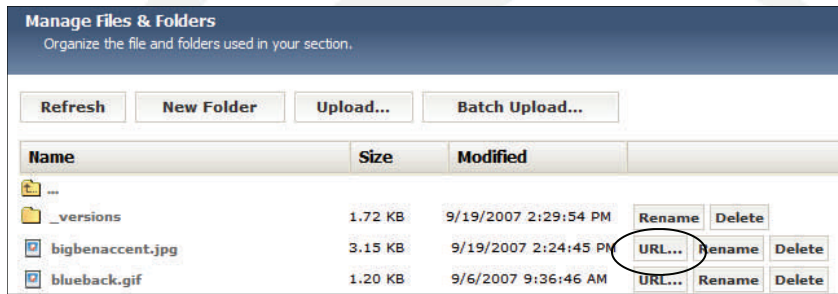
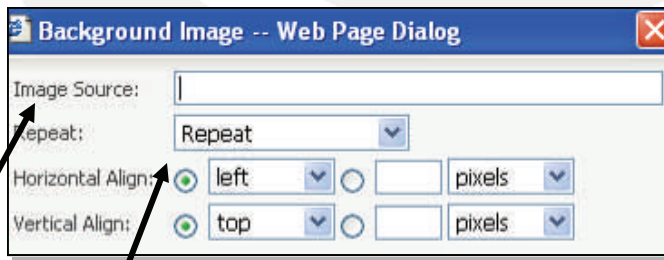Cancel   Apply   Ok

image to be on the RIGHT side of the text.

4. Adjust the spacing around the image adding a certain number of pixels in the spacing fields (somewhere between 10 and 20 pixels is usually

schoolwires® Centricity™ 4.3 Imagery Help Card

Insert an Image onto the Background of a *Page*

1. Save the image you would like to use as the background image into your *Files & Folders* first and then copy the URL. Do this by clicking on the URL button next to the file name.

2. Insert a table (a one-celled table will work) onto the *page* where you would like to insert the background image.

3. Place all of the contents of the page in the table. You can cut and paste.

Manage Files & Folders
Organize the file and folders used in your section.

| Refresh | New Folder | Upload... | Batch Upload... |

Name	Size	Modified		
...				
_versions	1.72 KB	9/19/2007 2:29:54 PM	Rename	Delete
bigbenaccent.jpg	3.15 KB	9/19/2007 2:24:45 PM	URL...	Rename Delete
blueback.gif	1.20 KB	9/6/2007 9:36:46 AM	URL...	Rename Delete

4. Select the table or place the cursor inside the table and then click on the *Edit Table/Cell* icon and choose *Edit Table Properties* from the drop-down menu.

5. Click on the *Image* button:

Background: [ ] Pick **Image**

6. Paste the URL into the Image Source field.

7. Choose *Repeat* if you are copying an image-based background from a previous website. Choose *No Repeat* if you would like the picture to appear once.

Background Image -- Web Page Dialog

Image Source: [ ]
Repeat: Repeat
Horizontal Align: ⊙ left ○ [ ] pixels
Vertical Align: ⊙ top ○ [ ] pixels
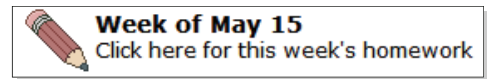
Make an Image a Link

1. Insert the image you would like to make a link. This could be a thumb nail 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:

4. Choose one of the four options for inserting a link.
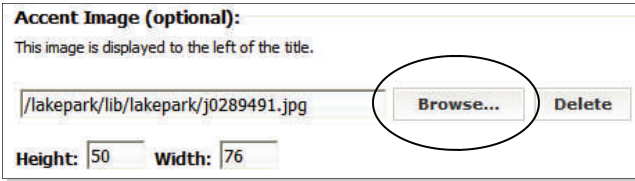
5. Click on the *Insert Link* button.

Step 1
This wizard will guide you through the insertion of links. Plea[s] started.

⊙ Insert a link to a site, section or page...
○ Insert a link to a email address...
○ Insert a link to a different website...
○ Insert a link to a bookmark in this page...

Insert an Accent Image

Accent images can be added to the left of article titles on an Article Library page or to headlines on the homepage of your site. An accent image should be small. An image with a width between 30 and 75 pixels wide should work well. To add an accent image, do the following:

Week of May 15
Click here for this week's homework

1. Insert a new article on an Article Library Page or a headline on the homepage.

2. After entering a tile and optional teaser text, click on the *Browse* button to browse for your image.

Accent Image (optional):
This image is displayed to the left of the title.

/lakepark/lib/lakepark/j0289491.jpg Browse... Delete

Height: 50   Width: 76

3. Choose an image from:
   - Your computer
   - Your site (*Files & Folders*)
   - The Shared Library

4. Adjust the height and width of the image. It will resize the image proportionally in this screen.

5. Click on the *Select* button.