



Working with Images

This guide shows you how to use the features and options within Harvard’s Web management system to easily post images to your site. The three primary regions to which you can add images are:

- the **banner area** of your homepage;
- standard **articles** that contain most of your site’s content; and
- **eNewsletters** distributed to users who subscribe to email communications.

The following sections provide information and instruction on how to add images to each of the above components of your site.



Note: To post images to your web site, you’ll need to first upload them to the **file vault**. For instructions on how to use the file vault, see the [“Uploading Files and Images”](#) training guide.

Add an Image to the Homepage Banner

If you need to add an image to the **banner area of your homepage**, see the [“Working with Image Albums”](#) training guide.

Add an Image to an Article

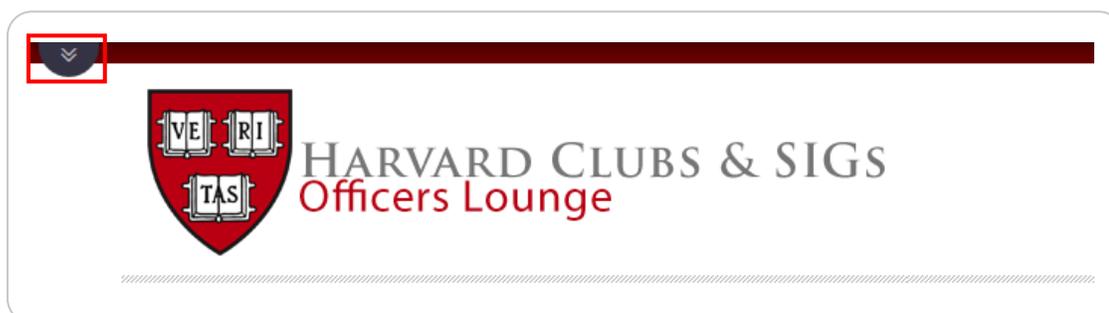
There are two ways to add an image to an article:

- use the **toolbox** accessible from the upper left of the **Article Editor** screen, or
- use the **Content Editor toolbar** available above the main content area of the Article Editor screen.

To begin using these methods, follow the steps below.

Method 1: Use the Toolbox to Insert an Image

1. Open the article to which you would like to add an image, or create a new one from the **Article Repository** screen (if you aren’t familiar with articles, see [“Creating an Article”](#) and/or [“Updating an Article”](#)).
2. Click the **arrow-down button**  at the upper left of your screen:

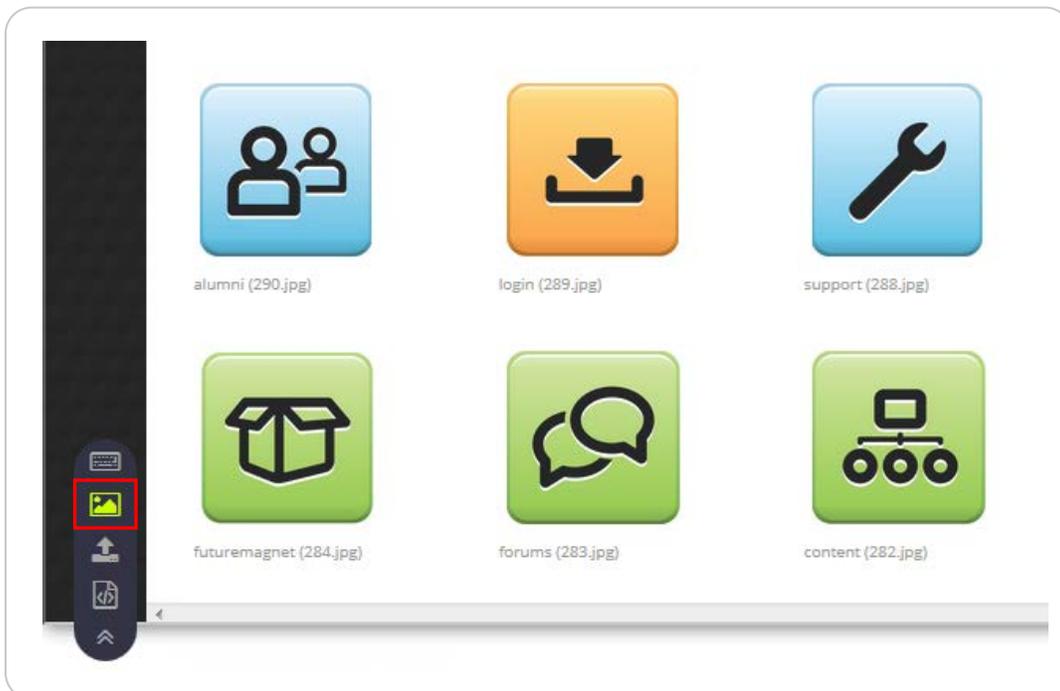


The **toolbox** appears. The toolbox contains a variety of features and components you can use with your article:

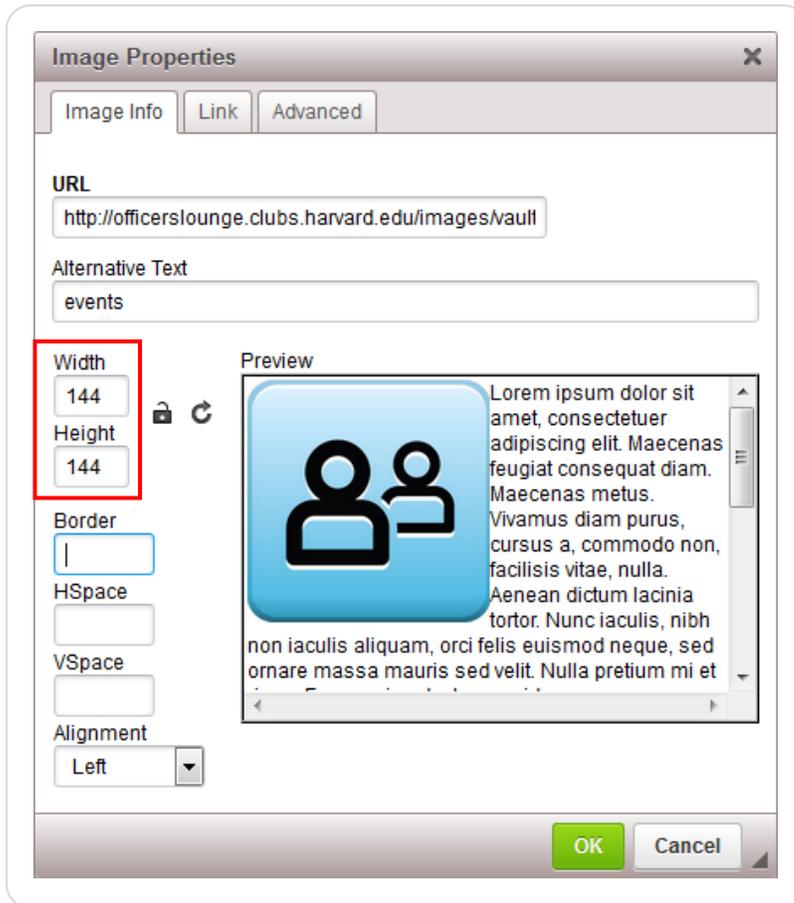


When you first open the toolbox, you'll likely see a set of pre-formatted text elements similar to those shown in the above screen. While these components are beyond the scope of this guide, you can read more about them in the ["Creating an Article"](#) guide.

3. Click the **"Insert image"** button  in the toolbox's menu tray to display the **file vault**:



If you would like to specify an exact width and height in pixels for your image, you can do so by using the **Image Properties** dialog box. **Right-click** on your image and select **“Image Properties”**—the Image Properties dialog box appears:



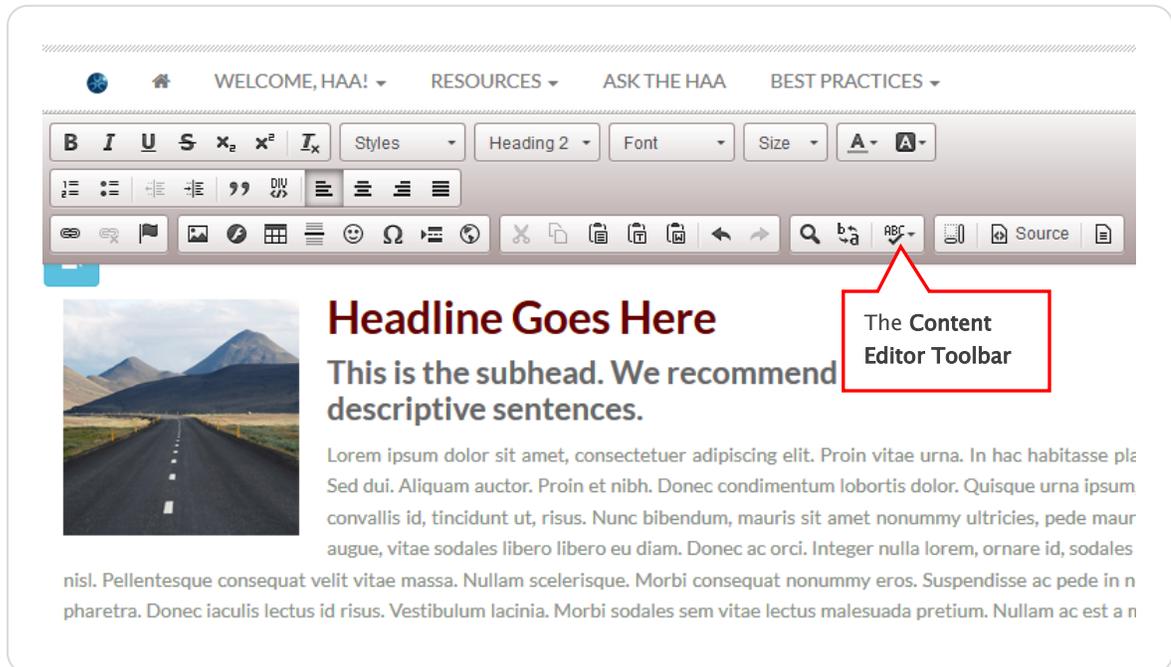
Enter the desired width and height of your image in the fields highlighted in the above screen shot and click **“OK.”** Your image is resized to the dimensions you specified.



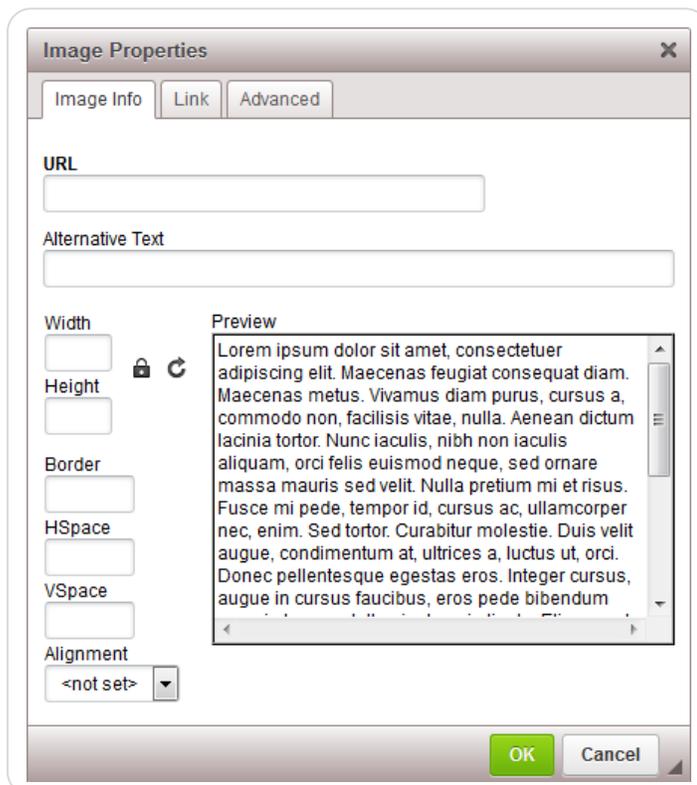
In addition to sizing options, the Image Properties dialog box provides several capabilities for editing and adjusting your image. You can also **link your image** to a specific web site, and/or fine-tune the amount of space around your image using the **“Advanced”** tab. For more about image editing options, click the **video camera button**  on the Article Editor screen to watch a demonstration of how you can customize your image to work with your site.

Method 2: Use the Content Editor Toolbar to Insert an Image

1. If you haven't done so already, open the article to which you would like to add an image, or create a new one from the **Article Repository** screen.
2. Click in the **main content area** of your article to display the **Content Editor Toolbar**:



3. Click the "Image" button  in the toolbar. The **Image Properties** dialog box appears.



- Next, enter the file path where your image is stored on the server in the URL field (usually your site's **images folder**). For example:

URL



The system will retrieve your image from the file location you specify and insert it into your article. If you don't know where your image is stored, try searching for it in the file vault, as described in the previous section. Once you locate your image in the vault, you can right-click it and select "**Copy Image Location**" to obtain its file path. If you don't see your image in the vault, refer to the "[Uploading Files and Images](#)" training guide.

- Enter any additional information you would like to include with your image in the remaining dialog box fields (height, width, alternative text to display in the event your image becomes unavailable, etc.).
- If desired, you can also link your image to a specific web site. Click the "**Link**" tab in the Image Properties dialog and enter a web address and target window for your link:

Image Info | **Link** | Advanced

URL

Target
New Window (_blank) ▼

- <not set>
- New Window (_blank)
- Topmost Window (_top)
- Same Window (_self)
- Parent Window (_parent)

Click "**OK**" at the bottom of the Image Properties dialog box. Your image is added to your article and is linked to the web address you specified.

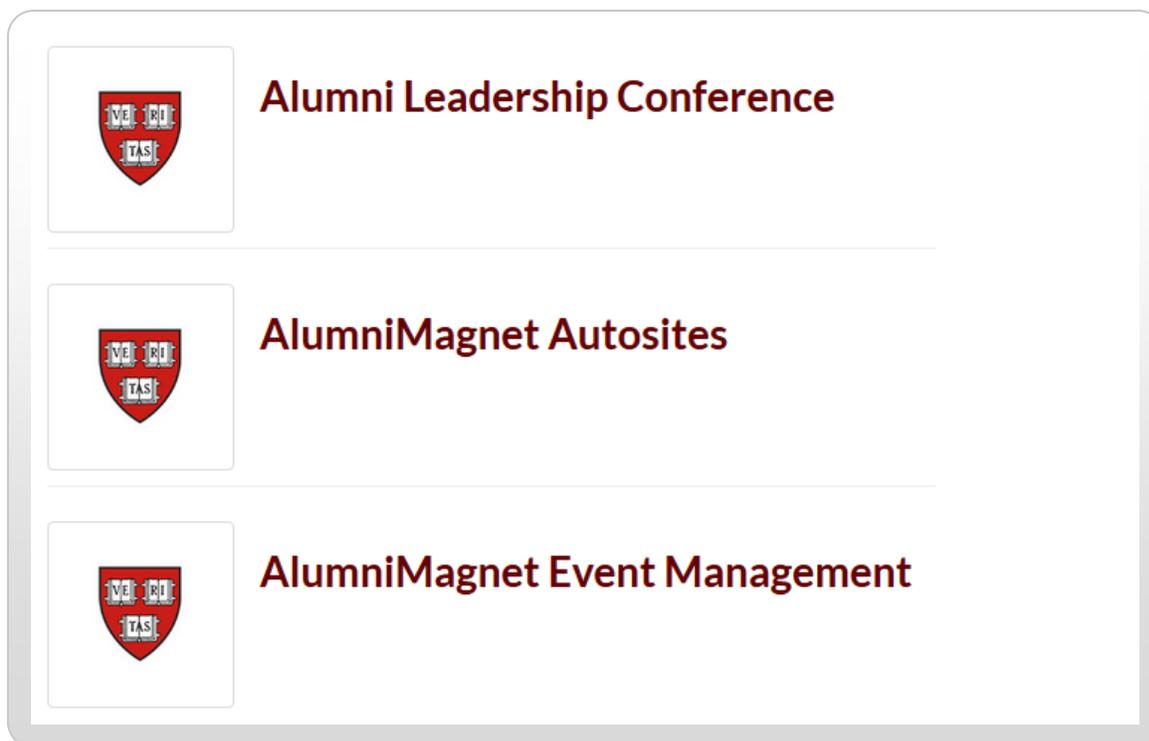


As mentioned in the previous section, you can also fine-tune the appearance of your image by using options available under the "Advanced" tab. To find out more about these options, click the **video camera button**  on the Article Editor screen.

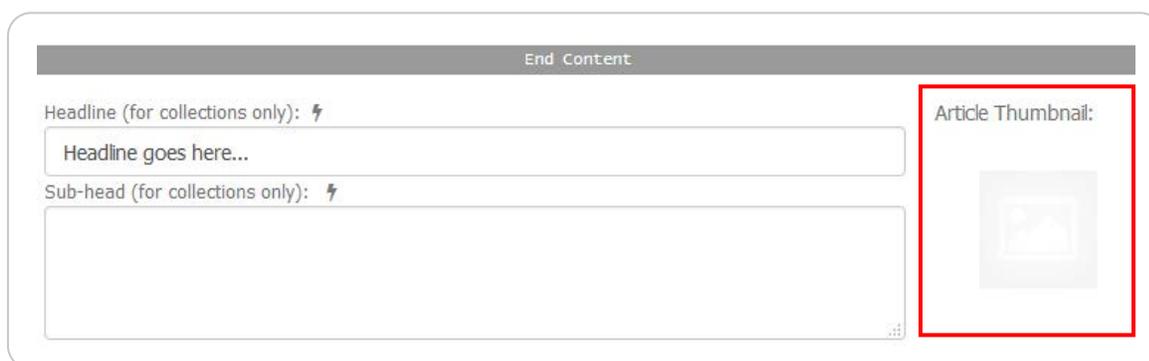
About Thumbnail Images

If desired, you can also include a **thumbnail image** for your article (**Note:** these images don't display in the "main" text area of your article, but are shown in search results, event listings on your homepage, and in eNewsletters).

The below example shows thumbnail images as they appear in **search results**:



To insert a graphic as a thumbnail image, first find the **Article Thumbnail** field below the **Main Content** field and to the right of the **Headline** field on the Article Editor screen:



Similar to the image insertion options discussed in the previous sections, you can create your thumbnail by dragging and dropping an image into the field, or by using the **Article Thumbnail toolbar** to add your image via linking to a file folder. Each of these methods is described in the sections that follow.

Method 1: Drag and Drop an Image from the Toolbox

1. As on page 2, click the **arrow-down button**  at the upper left of your screen to display the toolbox. Click the **“Insert image” button**  to display the file vault.
2. Next, drag and drop an image from the vault into the Article Thumbnail field:



Method 2: Use the Article Thumbnail Toolbar to Insert an Image

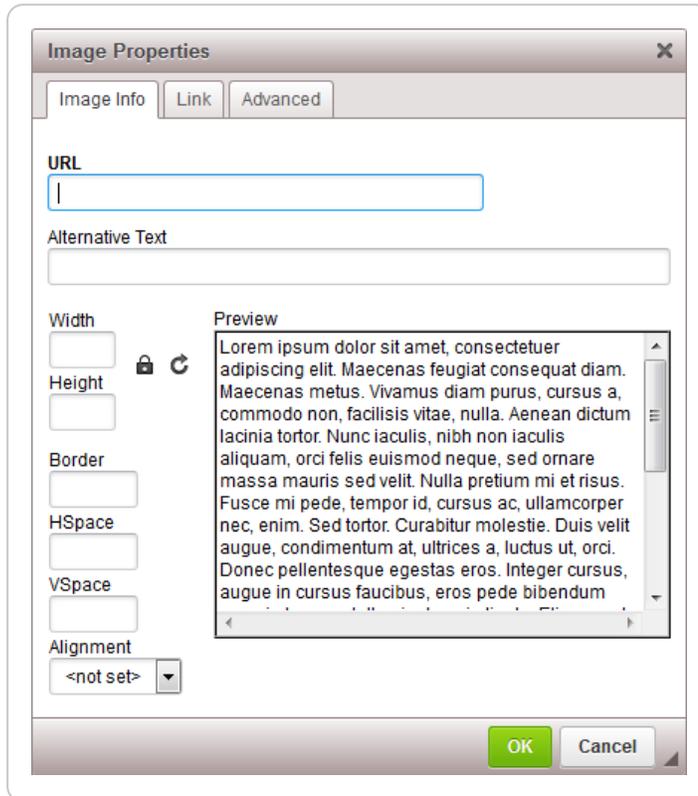
1. You can also insert your thumbnail image using the **Article Thumbnail Toolbar**. To display this toolbar, click anywhere within the Article Thumbnail field:



The Article Thumbnail Toolbar appears:

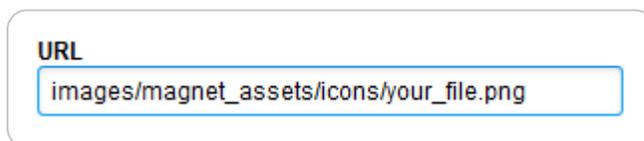


2. Click the “Image” button  to display the **Image Properties** dialog box:



Did you notice? The above dialog box is the same one used on pages 4–5 to insert an image into the main content area of your article. You can access this dialog box from any field in the Article Editor screen to which you can add an image!

3. As on page 6, enter the file path where your image is stored on the server in the URL field (usually your site’s **images folder**). For example:



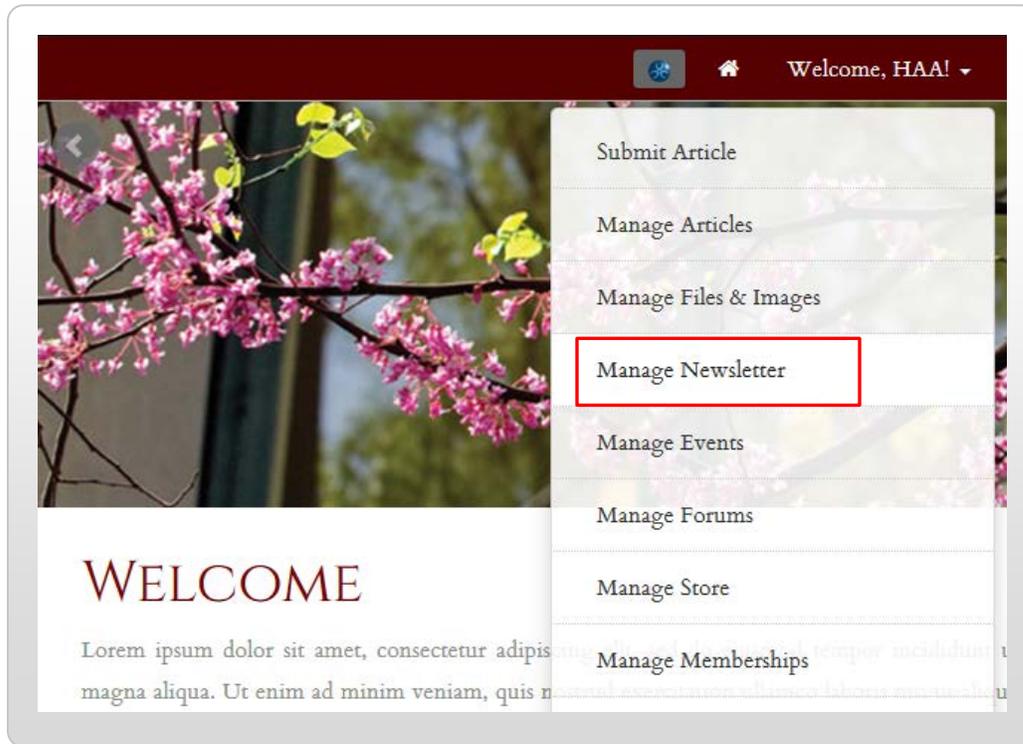
4. Enter any additional information you would like to include with your image in the remaining dialog box fields (height, width, alternative text to display in the event your image becomes unavailable, etc.).

5. Click “OK” in the Image Properties dialog box. Your image appears in the **Article Thumbnail** field, as in Method 1 on page 8.

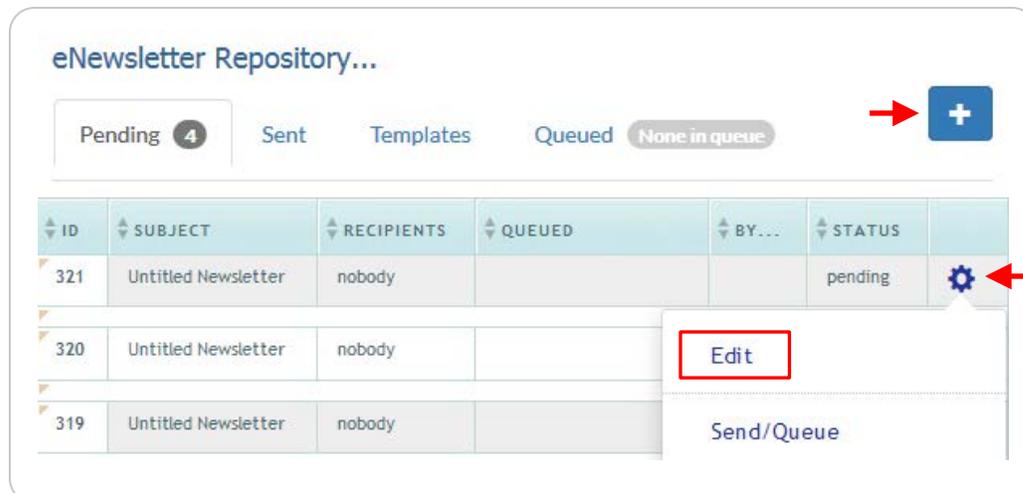
Add an Image to an eNewsletter

To add an image to an eNewsletter, you can use many of the same steps described in the preceding sections for adding images to articles. These steps are explained in the sections that follow.

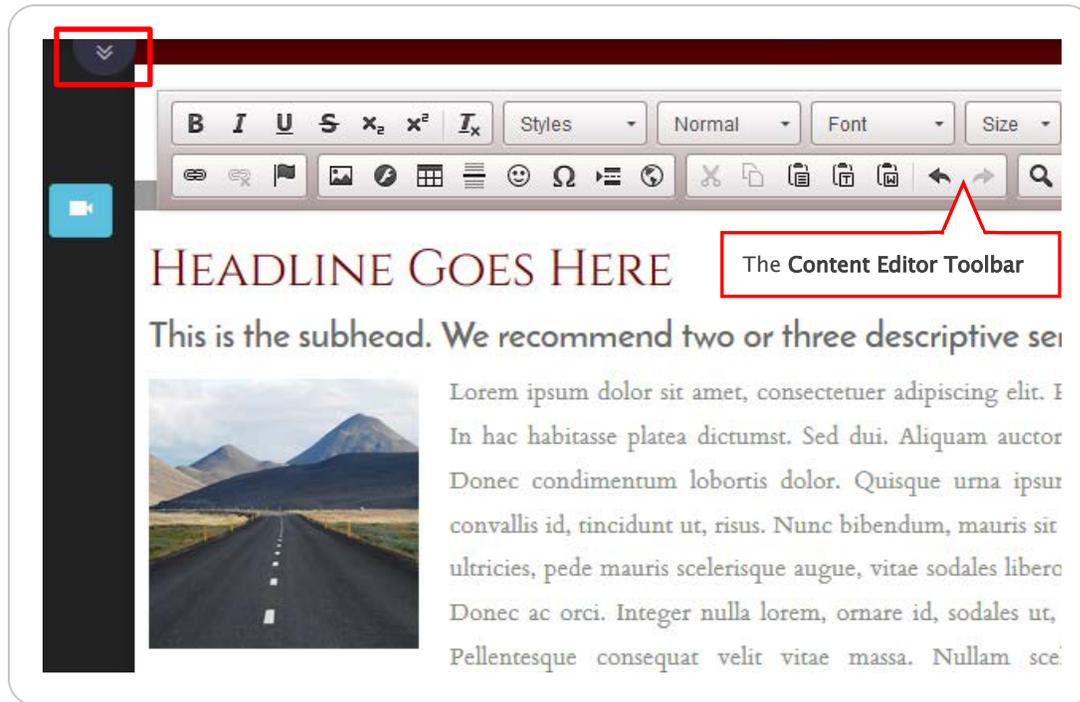
1. Click the **admin menu button**  of your web site and select “**Manage Newsletter.**”



2. From the **eNewsletter Repository** screen, open a newsletter by clicking the **gear icon**  and selecting “**Edit,**” or create a new one by clicking the “**plus sign**”  at the right of your screen:



The **eNewsletter Editor** screen appears. From here, you can access the **toolbox** by clicking the arrow-down button at the upper left as previously described; you can also open the **Content Editor toolbar** by clicking anywhere within the newsletter's main content area, as shown below:



3. Choose one of the methods discussed in the previous sections to insert your image:
 - to use the **toolbox** to drag and drop your image into your eNewsletter, follow **steps 2–5** on **pages 1–4**;
 - to use the **Content Editor toolbar** to insert your image, follow **steps 2–6** on **pages 5–6**.



Questions on this guide? Please post any questions to [Support Tracker](#) and the AlumniMagnet team will respond as soon as possible.