



## How to add an image to a web page

### Overview: -

Within pages created in the e-c toolset you can place images in text or be themselves in various places on the page. There are two types of image files supported on the World Wide Web... "gif" and "jpg". These are the image file types commonly associated with web pages as they are generally of a smaller file size than others.

Gif images are normally better for brands or logos while jpg images are normally better for photos. You can find out more about web images in a search engine – just search for "how to create web images"

**Gif Hint:** - *Don't use gif images for photos as gifs only support 256 colours while jpg supports 16 million colours.*

**Jpg Hint:** - *Beware not to "over-compress" your jpg files when creating them. A small image file size is good for the page load time, but if you over-compress you can end up with a poor quality image.*

- 1) Login to the admin system at the following web address with the username and password that has been sent to you

[www.e-c.co.nz/admin/](http://www.e-c.co.nz/admin/)

**Hint:** - *You may want to bookmark this page as this is the page you will use every time you want to edit your web site.*

**Result:** - This will load the main admin menu

- 2) Click on the editor "Add / Edit" Button as below: -



**Result:** - This will load the main Editor menu

- 3) Click on the highlighted name of the page you wish to add the image to – or use the directories on the left of this page to navigate through to the subdirectory then click on the page name.

**Result:** - This will load the main Editor window

- 4) Place the cursor of the mouse where you wish the image to be inserted by single clicking into the editor part of the window.

**Result:** - The flashing cursor will be placed in the editor window

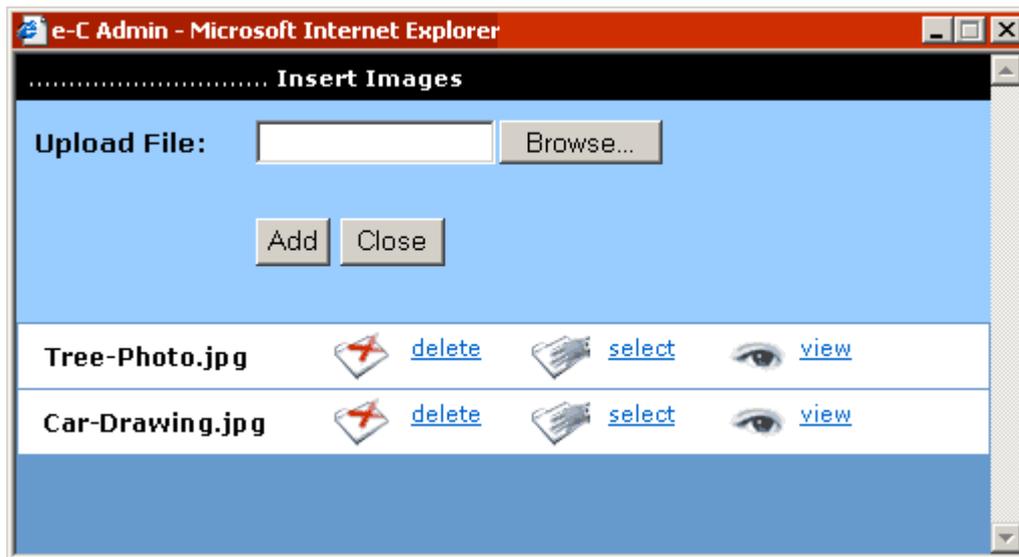
5) Click the "Insert Image" Button as below: -



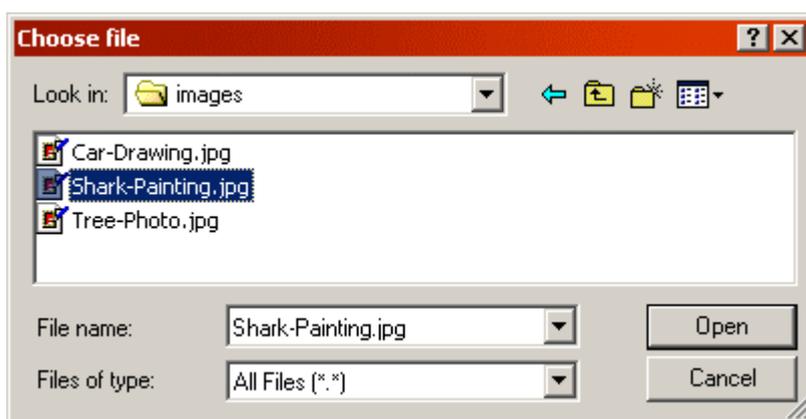
**Result:** - A pop up window will be opened with a text entry box named "Upload File" at the top, and a list of the images already uploaded (if any) below it.

**Hint:** - *The more images you have already uploaded the longer it will take this popup to appear – if you see a "loading" animation, wait patiently.*

6) The pop-up window will look similar to this...



7) To upload a new image click the "Browse" button. Navigate around your computer & network to locate the image to be uploaded.



Use the "Look in" drop down list to select where the image lives. Once you have found the image you want select it by clicking once on it to place the file name in the "File Name" box. Click the "Open" button to continue.

**Hint:** - *Always keep files for your web site in a single place so they are easy to find.*

**Result:** - You will be returned to the pop-up window with the "Browse" text field now filled in.

8) Click the "Add" button to upload the image

**Hint:** - *The image will now be uploaded so depending on the size of the file you may not see anything happening.*

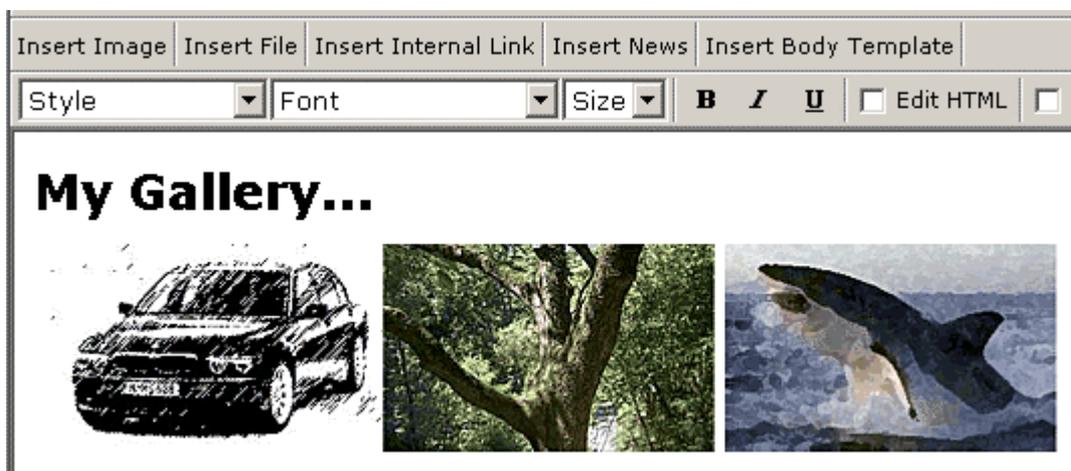
**Result:** - The system will tell you that the file is uploaded or if there was an error.

Click on the "Back to Upload Page" link.

9) Locate the image you just uploaded in the list of files. Click the "Select" link...



**Result:** - The popup window will close and your image will be inserted within your page where you had previously placed the cursor.



10) You can resize the image by clicking on the small boxes around an image and dragging the image to a new size.

**Hint:** - *You may want to create smaller images and upload these separately rather than taking a large image and making it smaller on the page as the image will appear smaller but will still be the same file size.*

**Other Hints and tips for web images: -**

- Use a graphics program to resize the images rather than the e-c editor – this gives a smaller file size and a better quality image
- The smaller the file size the faster the pages will load – so use a small image linked to a larger image to give users an option to wait for a large image to load
- Search for help on web optimising image on the Internet using your favourite web search engine

For more help see [www.e-c.co.nz/help/](http://www.e-c.co.nz/help/)

Or email [help@e-c.co.nz](mailto:help@e-c.co.nz)