

# IMAGES








How to add and edit images  
to your website.



**1** Choose the page in your admin panel where you'd like to add an image.

Click the **'Edit'** option in the edit column next to the desired page.

Pages [Add Page](#)

NAME	TYPE	ON MENU	IN QUICKLINKS	ACTIVE	EDIT	DELETE
> <a href="#">Home</a>	Main	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
> <a href="#">About Us [Redirect]</a>	Page	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
> <a href="#">Covid19 Update</a>	Page	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
> <a href="#">Home - (4 subpages)</a>	Front Page	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
> <a href="#">Blog / News [Redirect]</a>	Page	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
> <a href="#">About</a>	Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
> <a href="#">Contact</a>	Contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>



2 Click anywhere within the content window to engage the content editing tools.



Within the content window, search for the image icon located in the toolbar. It typically appears as a square with a mountain icon.

Once you've found the image icon, click on it. This action will open a pop-up window with various options.

Pages / Add Page

## Add Page

**CONTENT** BANNERS METADATA / SEO SETUP

**Menu text** - (Required)

Example Page

Update URL segment from menu text

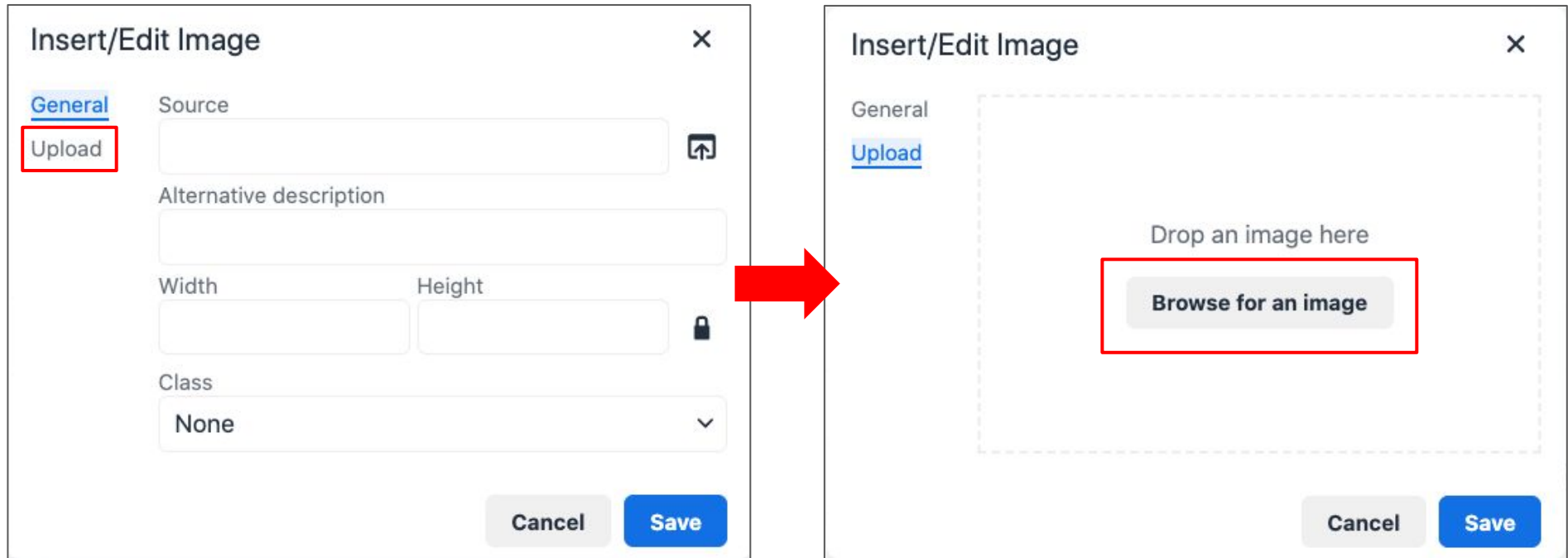
**Main heading** - (if different to menu text)

Content

Paragraph Insert/edit image



- 3 To upload an image from your computer, click the **'Upload'** section in the pop-up window, then select **'Browse for an Image.'** This will display the files from your computer, allowing you to choose the image you want.



- 4 When you've found the desired image, select it, and then click the button labelled 'Open.'  
Note that this button may also be labelled as 'Save' or 'Done' (depending on your device - terminology can vary).

You have the option to edit certain image settings once you've selected your image.  
The 'Class' setting determines where the image will be positioned on the page it's added to.

Click the 'Save' button. Your image will now be added to your content window.

### Insert/Edit Image

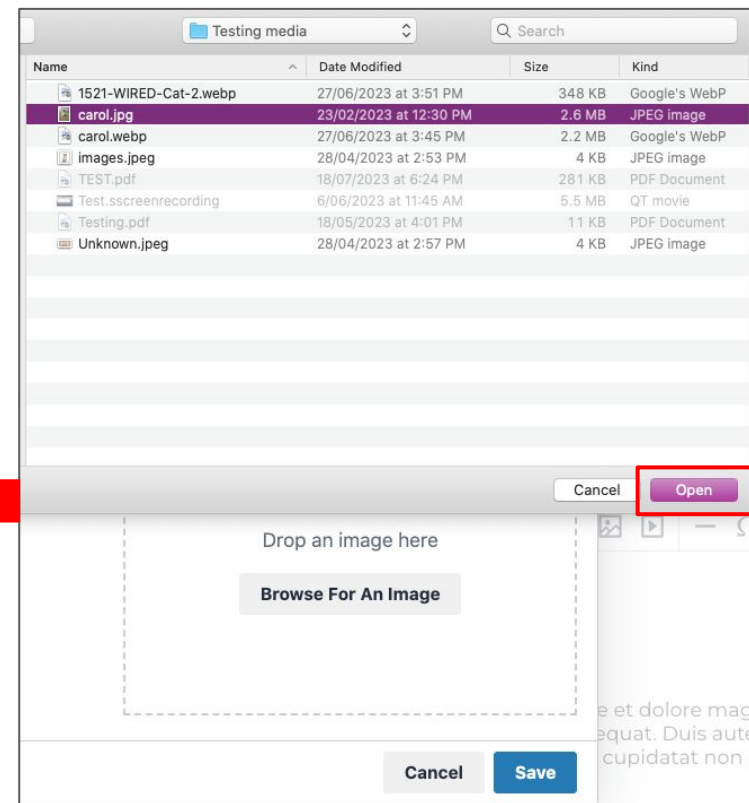
**General**

Source  
Upload

Alternative description

Width  Height

Class



- 5 Click the **'Save Page'** button at the bottom of the page. Your image will now be added to your page. If you wish to make further changes to the image you just added, select the image and click the image icon tool.

That's it! You have successfully added an image to your website.

The screenshot displays a content editor interface. At the top, there is a toolbar with various icons for text formatting and editing. The main content area shows a heading "Example page" followed by a paragraph of placeholder text. A small image of a kitten is centered on the page, with a blue selection box around it. Below the image, there is a small floating toolbar with icons for undo, redo, and other image-related actions. At the bottom of the editor, there is a footer area with a "DIV > IMG" label and a "POWERED BY TINY" logo. A red box highlights the "Save Page" and "Save Page and create another" buttons, which are green with white text. The "Cancel" button is also visible to the right.



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