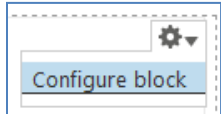# SACL Drupal Website Handout
Edit Images

Change images in the sidebar blocks of your pages.
[To change any Images in page header or in slideshows, please contact your system administrator.]
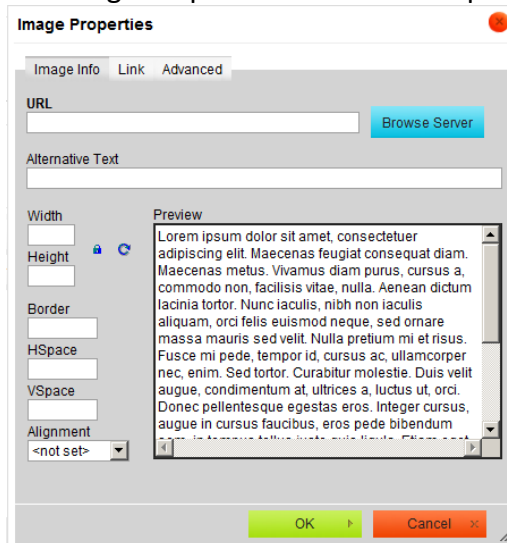
NOTE: Please **submit all new images** to Adrienne Cremins to be sized and placed in the appropriate location for use in your web pages.

1. Hover over the image in the sidebar block, click the ⚙▾ button and select **Configure block** to open the edit area.

2. Delete the existing image:
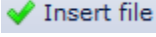   a. Select the image and click the delete button on your keyboard
3. Insert a new image

   a. Click the 🖼 (Image) button in the toolbar
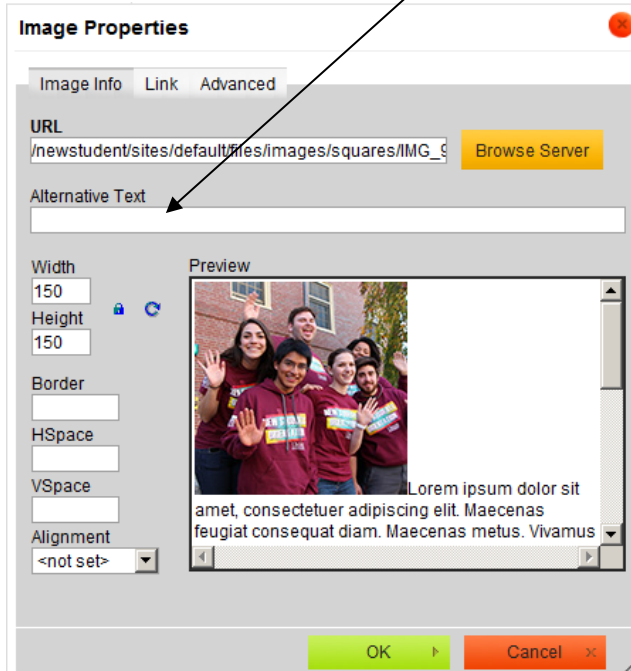   The Image Properties window will open

   b. Click the **Browse Server** button to locate your picture
      The file navigation window will open

   c. Select "**images**" then "**squares**" in the left hand navigation list. This is where all NSO images will be placed.
   d. Click any image to preview.

e. Double click image OR click **Insert file** to use image
f. Type alternate text in "**Alternate Text**" area. This will used by people who are vision impaired or who cannot view images in their browser. Just include a simple description of the image such as "NSO students".

NOTE: ignore text shown around image in preview – this is only to show how alignment would work if applicable.
g. Click the **OK** button
h. **Save** page changes