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 <u>new images</u>** 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 IIII (Image) button in the toolbar The Image Properties window will open

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Image Info	Link	Advanced					
URL							
		Browse Server					
Alternative Te	xt						
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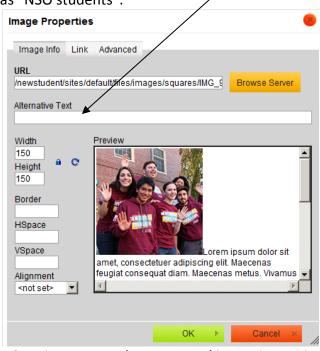
b. Click the Browse Server button to locate your picture

The file navigation window will open

🚖 Upload 🗙 Delete 🐵 Resize 🖹 Directory 🖌 Insert file 📀						
Navigation	4	File name	Size	Width Height	Date	
 im <root></root> im adaptivetheme im at_css im ctools im default_images im images im sideshow im sideshow 		IMG_9957.jpg	20.69 KB	150 150	12/19/2013 - 13:25	
		nso-parents-weekend1.jpg	17.67 KB	150 150	12/16/2013 - 10:25	
		nso-parents-weekend2.jpg	39.77 KB	150 150	12/16/2013 - 10:26	
		nso-student1.jpg	16.11 KB	150 150	12/16/2013 - 10:24	
		nso-student2.jpg	16.53 KB	150 150	12/16/2013 - 10:24	
		nso-student3.jpg	18 KB	150 150	12/16/2013 - 10:30	
		nso-summer1.jpg	19.35 KB	150 150	12/16/2013 - 10:30	
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- 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 **V** 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